

Date: August 19, 2009

Code: TECHNICAL LETTER  
HR/Salary 2009-07  
Supplement #4

To: Human Resources Directors  
Payroll Managers

Reference: HR/Salary 2009-07

From: Evelyn Nazario   
Assistant Vice Chancellor  
Human Resources Management

Subject: Furlough Program Implementation – Academic Professionals of California (APC) – Unit 4

Overview

**Audience:** Human Resource Directors, Campus Payroll Managers and/or campus designees responsible for Unit 4 employee payroll processing

**Action Item:** Implement 2009/2010 CSU Furlough Program

**Affected Employee Group(s)/Unit(s):** Academic Professionals of California (Unit 4) employees subject to the 2009/2010 Furlough Program

Summary

The procedures described in this technical letter are in response to the CSU's Furlough Program implementation. Campus designees with responsibility for furlough program implementation for Unit 4 employees should review the remainder of this letter for detailed information.

The salary administrative procedures described herein are in response to the July 29, 2009 Memorandum of Understanding (MOU) reached between the California State University (CSU) and Academic Professionals of California (APC) on the CSU/APC Furlough Program for the period effective July 1, 2009 through June 30, 2010.

❖ **Furlough Time and Pay Reduction Requirements**

*2-Day Furlough Per Pay Period (24 Days for 12-Month Employees) Reduction Requirement:* Unit 4 employees in classifications paid over 12 months, and who were also in active payroll status effective July 2009 pay period, will have an approximate 10.07% pay reduction in salary over the remaining eleven (11) month period, August 2009 through June 2010 ( $9.23 \times 12/11 = 10.07\%$ .) The 10.07% reduction incorporates the July 2009 furlough requirement. Campuses shall schedule the 2-day furlough requirement for July 2009 to another pay period within the 2009/10 fiscal year.

Employees appointed in 12/12, 11/12, 10/12, 10/10 pay plans hired on or after July 31, 2009 or who were on a leave without pay or other unpaid payroll status in the July 2009 pay period shall have a pay

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reduction for the remainder of the fiscal year period at the rate of 9.23% beginning August 2009 pay period.

Employees in a 10/10 pay plan who were active in July 2009 will receive a pay reduction of 10.256% for the remaining 9 or less months of their appointment.

Employees appointed in academic year classifications will receive a 9.23% pay reduction spread over 12 months beginning with their respective academic year cycle.

❖ **Payroll Processing and Employment History Tracking of Unit 4 Employees on Furlough**

*PIMS Item 957 Eligibility Substantiation:* Unit 4 values are provided as follows:

Item 957 Value	% Pay Reduction Per Pay Period	Pay Plan
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**GROUP: On Pay Status July 2009, paid over 10 or 12 months, fiscal year cycle July 2009 – June 2010**

91	10.07	12/12
91	10.07	11/12
91	10.07	10/12
93	10.256 <sup>1</sup>	10/10

**GROUP: Off Pay Status July 2009, paid over 10 or 12 months fiscal year cycle July 2009 – June 2010**

92	9.23	12/12
92	9.23	11/12
92	9.23	10/12
92	9.23 <sup>2</sup>	10/10

**GROUP: Academic Year, academic cycle September 2009 – August 2010**

92	9.23	12/12
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**Override**

89	manual override <sup>3</sup>	
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*Positive, Special and Supplemental Payments:* Furlough program reduction requirements for employees appointed in hourly intermittent positions will be accomplished by reducing the employee's work schedule. Unit 4 supplemental payments entered through PIP such as stipends, bonuses, shift and other differentials are not included in the systems change. Pursuant to 5(a) of the furlough MOU, the percentage of monies payable under the Long-Term Satisfactory Service Bonus Program will be calculated on formulas tied to pre-furlough gross salaries. However, other stipend or bonus programs must be paid per the CBA. For example, Merit Bonuses must be calculated pursuant to provision 23.8(B) of the CBA. This provision indicates that the bonus is based on a percentage of annual gross salary which would therefore reflect the impact to earnings from the furlough reduction.

<sup>1</sup> In this instance, the July 2009 furlough requirement is incorporated. The employee will work nine (9) of the remaining 11 months, with two (2) months off pay status between August 2009 and June 2010.

<sup>2</sup> In this instance, the employee will work ten (10) of the 11 months, with one month off pay status between August 2009 and June 2010.

<sup>3</sup> Manual overrides must be keyed by the campus in instances when pay reduction adjustments are needed, e.g., compensation is partially funded by grants or contract dollars that are exempt from furlough.

## ❖ Pay Plans and Work Schedules

*Pay Plan Schedules:* Pursuant to the MOU, employees on the respective pay plan schedule would be subject to no more than two (2) furlough days per "working" pay period. Refer to the general provisions contained in HR Salary Technical Letter 2009-07 for additional information.

Academic year appointments for APC have 18 furlough days per academic year; 9 days per semester; 6 furlough days per quarter.

Pursuant to provision 4(e) of the CSU/APC MOU, the number of days in the pay period that hourly intermittent appointees are allowed to work shall be reduced by two (2) days, with the maximum number of days allowed to work in a 21 day pay period being 19, or a maximum of 20 days in a 22 day pay period.

*Alternate/Compressed Work Schedules:* Employees on alternate or compressed work schedules remain subject to furlough program requirements.

- Pursuant to provision 4(c) of the CSU/APC MOU, employees on 4/10 work schedules may be converted to 4/8 work schedules during the furlough work week.
- Refer to the general provisions contained in HR Salary Technical Letter 2009-07

*Part Time Employees:* Pursuant to provision 4(d) of the CSU/APC Furlough MOU, part-time employees shall be subject to furloughs on a pro-rated basis.

## ❖ Fair Labor Standards Act (FLSA) Considerations

Refer to provision 28.26 of the CBA regarding workload parameters for exempt employees. These provisions shall apply for those weeks in which the employee is in exempt status.

## ❖ Worksheets

HR-ISA worked with CSU-Audits to provide worksheets via CIRS to assist campuses with identifying the August furlough population and keying the transactions. The criteria for selecting an employee is as follows:

- Active on or after July 31, 2009
- Appointment expiration date is after July 31, 2009
- Timebase is not intermittent or indeterminate
- Exclude employees in AY classes (deferred to September implementation)
- Item 957 - See processing instructions in Appendix A

The worksheets are split in two categories:

- 1) employees who had a regular payment issued during the July 2009 pay period and are subject to the July catch-up (10.07% reduction), and
- 2) employees who did not receive a regular payment due to either an unpaid leave of absence or are new hires and are not subject to the July catch-up (9.23% reduction).

Campuses need to review the work schedules for these employees to ensure the appropriate Item 957 code has been assigned. It is also the responsibility of the campuses to ensure that no excluded employees were included (e.g., those on paid 30 days military leave).

HR-ISA created an additional report which includes employees on leave, temporary employees with an expired appointment, employees with an existing red circle rate and employees who could be identified as exempt from the furlough due to MOU requirements or Chancellor's Office directive. Academic year positions are not included on the excluded report. Campuses are responsible for reviewing the information provided in this additional report and taking corrective action to furlough the employee if appropriate. All new

appointments subject to furlough must have the appropriate code entered in Item 957 in order for the furlough reduction to take effect.

See the processing instructions in Attachment A for instructions on accessing the CIRS Compendium Report. Additional processing instructions can be found in the SCO personnel letter at [http://www.sco.ca.gov/ppsd\\_sco\\_letters.html](http://www.sco.ca.gov/ppsd_sco_letters.html)

The following processing instructions are provided in Attachment A:

⇒ Furlough Program – I. Conversion 12 Month/10 Month

Questions regarding this technical letter should be directed to Human Resources Management at (562) 951-4411. This document is available on Human Resources Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

EN/cac

Attachment

**PROCESSING INSTRUCTIONS**

**FURLOUGH PROGRAM**

**I – Conversion 12 Month/10 Month**

PAY SCALES IMPACT:	
Change Summary:	N/A
Class Code(s):	
CBID:	
Pay Scales Effective Date:	
Date in Production:	
Pay Letter:	

EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:	
Processing Responsibility:	Campus
Processing Date(s):	See SCO Personnel Letter
Effective Date:	07/31/09
PIMS Transaction:	CRO
Detailed Transaction Code (Item 719)	N/A (not required if Item 957 is one of the furlough codes)
EH Remarks (Item 215)	HR/SA 2009-07
Pay Amount:	N/A
Pay Form:	Salary reduction
Lump Sum Earnings ID:	N/A
<b>Eligibility Substantiation (Item 957):</b>	<ul style="list-style-type: none"> <li>• 91 – 12/12, 11/12, 10/12 employees on pay status July 2009 pay period</li> <li>• 93 – 10/10 employees on pay status July 2009</li> <li>• 92 – Employees off pay status July 2009 pay period (all employee groups including 10/10, new hires, employees on leave)</li> <li>• 89 – manual override of system generated reduction in Item 815</li> </ul>
<b>Red Circle/Plus Salary (Item 815):</b>	<ul style="list-style-type: none"> <li>• If Item 957 contains code 89, enter the amount of reduction to apply to base pay. <u>Item 815 must be expressed as a full time equivalent.</u> For all other codes, Item 815 is system generated. When one of the furlough codes is entered, Item 330 does not need to be MAX or 9999.</li> </ul>
Employees on Leave:	Refer to SCO's personnel letter
Additional Information:	<p>CIRS Compendium Reports</p> <ul style="list-style-type: none"> <li>• <u>X80, cycle 4408</u>: R04 worksheets containing all required information for PIMS.</li> <li><u>X81, cycle 4408</u>: current employee position detail for those R04 employees on the X80 worksheets.</li> <li><u>X83, cycle 4408</u>: provides data from X80 and X81 reports in tab delimited format.</li> </ul> <p><u>Available</u>: By noon on 08/10/09 reflecting the status of employees as of close of business on 08/08/09</p> <p><u>Access</u>: Express (F1) function in CIRS.</p> <ol style="list-style-type: none"> <li>1. Worksheets include all furloughed eligible positions for an employee.</li> <li>2. Campuses need to ensure that any employee identified on the worksheet is not an employee exempt from furlough.</li> <li>3. Campuses need to review multiple concurrent appointments that exceed full time and manually adjust the red circle rate on one position as appropriate.</li> <li>4. Employees not on pay status in July 2009 (10/10 pay plan,</li> </ol>

	<p>unpaid leaves in July, and new hires as of 07/31/09) will need to be reviewed to confirm their schedule and ensure the appropriate 957 code was assigned. These are identified by code 92 in Item 957.</p> <ul style="list-style-type: none"> <li>• <u>X82, cycle 4408</u>: identifies employee exceptions not contained in worksheets X80 or report X81. The types of exceptions are listed below.  <u>X84, cycle 4408</u>: provides data from X82 report in tab delimited format.  <u>Available</u>: By noon on 08/10/09 reflecting the status of employees as of close of business 08/08/09  <u>Access</u>: Express (F1) function in CIRS.       <ol style="list-style-type: none"> <li>1. Employees who went on leave on or before 07/31/09. Place on furlough upon return.</li> <li>2. Review employees with expired appointments and either separate or reappoint with the appropriate code in Item 957.</li> <li>3. Review employees with existing red circle rates and determine the appropriate new red circle rate and 957 code.</li> </ol> </li> </ul> <p>All new hires keyed after 08/10/09 must include the appropriate furlough code if the employee is subject.</p> <p>Academic year positions will not appear on the worksheet and will not appear on the exception report.</p>
SCO Personnel Letter:	<a href="http://www.sco.ca.gov/ppsd_sco_letters.html">http://www.sco.ca.gov/ppsd_sco_letters.html</a>

CMS PROCESSING INFORMATION:	
<b>Workforce Administration:</b>	<ul style="list-style-type: none"> <li>• CIRS campus file, L11, cycle 0022, will be available for download by noon on 08/24/09. This file will contain furlough CRO transactions keyed into PIMS from 08/10/09 through close of business 08/21/09.</li> <li>• A process is being provided in CMS Baseline to allow the campus to automatically load these transactions in Oracle/PeopleSoft.</li> </ul>
<b>Temporary Faculty:</b>	N/A
<b>Benefits:</b>	N/A
<b>Time and Labor:</b>	N/A
<b>Leave Accounting:</b>	N/A
<b>Absence Management:</b>	N/A
<b>Labor Cost Distribution:</b>	N/A
<b>Additional Instructions:</b>	A Business Process Guide will provide keying instructions for campuses on how to enter furlough transactions into Oracle/PeopleSoft, including instructions regarding processing the CIRS campus file. Additional details to be provided via a future CMS communication.