

Date: October 19, 2009

Code: TECHNICAL LETTER  
HR/Salary 2009-10

To: Human Resources Directors  
Payroll Managers

From: Evelyn Nazario  
Assistant Vice Chancellor  
Human Resources Management



Subject: Salary Program Provisions for SETC (Unit 6) Employees Effective September 22, 2009 through June 30, 2011

Overview

**Audience:** Human Resources Directors, Payroll Managers, and/or campus designee(s) responsible for payroll processing

**Action Item:** Implement new salary provisions effective September 22, 2009

**Affected Employee Groups/Units:** SETC (Unit 6) Employees

Summary

This technical letter provides information regarding salary program provisions pursuant to the agreement reached between the California State University (CSU) and the State Employees Trades Council (SETC), effective September 22, 2009 through June 30, 2011.

The above-identified audience should review the remainder of this technical letter in its entirety.

The Board of Trustees ratified the Collective Bargaining Agreement (CBA) between the California State University (CSU) and the State Employees Trades Council (SETC) which covers the period September 22, 2009 through June 30, 2011. Salary program provisions are provided as follows:

- **Salary Program Changes:**
  - Critical Skills Bonus Plan
  - \$300 High Voltage Stipend

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**Distribution:**

CSU Presidents  
Vice Chancellor, Human Resources  
Vice Presidents, Administration  
Associate Vice Presidents/Deans of Faculty

Benefits Officers  
Budget Directors  
HR Professionals

Detailed Program Information:

❖ **\$300 High Voltage Stipend:**

- Pursuant to the CBA, qualified high voltage electricians, who have been requested by the Director of Plant Operations or appropriate administrator to obtain certification, shall be paid an annual stipend of \$300. Payment shall be made within thirty (30) days after the Director of Plant Operations or appropriate administrator has evaluated and determined that the employee has demonstrated that he/she is a qualified high voltage electrician.

❖ **Critical Skills Bonus Plan:**

- An employee who is requested by the Director of Plant Operations or appropriate administrator to complete and obtain a certification from a CSU preapproved training program shall be paid an initial one-time bonus of five hundred dollars (\$500). Payment for the initial certification and any and all renewal certifications thereafter shall be made within thirty (30) days after the Director of Plant Operations or appropriate administrator has evaluated and determined that the employee has received or renewed the certification from a preapproved training program.

The following processing instructions are provided in Attachment A:

⇒ **Bonus/Additional Pay Programs I – High Voltage Stipend**

Additional information:

- There will be no general salary increases implemented for fiscal years 2008/09 and 2009/10.
- Pursuant to the CBA, extended performance (EPI) and equity increases are not funded.
- Continuing salary program provisions remain in effect pursuant to the MOU.

Please direct questions regarding this technical letter as follows:

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| ➤ PIMS processing instructions         | CSU Audits representative at the SCO             |
| ➤ CMS Baseline processing instructions | CMS liaison for systemwide HRM at (562) 951-4418 |
| ➤ Collective bargaining aspects        | Labor Relations at (562) 951-4400                |
| ➤ All other questions                  | Human Resources Management at (562) 951-4411     |

For processing instructions and general information on all salary programs, refer to Human Resources Salary Programs Web site at: <http://www.calstate.edu/HRAdm/SalaryProgram/index.shtml>.

This document is available on the Human Resources Management's Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

EN/vk

Attachment

<b>PROCESSING INSTRUCTIONS</b>
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**BONUS/ADDITIONAL PAY PROGRAMS I – High Voltage Stipend**

PIP PROCESSING INFORMATION:	
Processing Responsibility:	Campus
Processing Date(s):	Effective 9/22/2009
Earnings ID:	GL
Amount:	\$300
Subject to Retirement Withholding:	No
Taxable/Reportable:	Yes
Subject to Medicare/Social Security:	Yes
Included in FLSA Overtime Calculation:	Yes
Included in the Calculation for NDI/IDL Payments:	No
Subject to CSU Lump Sum:	No
Additional Information:	N/A

CMS PROCESSING INFORMATION:	
Workforce Administration:	N/A
Temporary Faculty:	N/A
Benefits:	N/A
Time and Labor:	<ul style="list-style-type: none"> <li>• Earnings ID:               <ul style="list-style-type: none"> <li>○ BN2 – Process via Additional Pay</li> <li>○ Effective Date: 9/22/09</li> <li>○ Amount: as indicated above</li> </ul> </li> </ul>
Leave Accounting:	N/A
Absence Management:	N/A
Labor Cost Distribution:	N/A
Additional Instructions:	N/A