Date: January 6, 2010

To: Human Resources Officers
    Payroll Managers

From: Evelyn Nazario
      Assistant Vice Chancellor
      Human Resources Management

Subject: Salary Program Provisions for SUPA (Unit 8) Employees Effective November 17, 2009 through June 30, 2011

The Board of Trustees ratified the Collective Bargaining Agreement (CBA) between the California State University (CSU) and the State University Police Association (SUPA) which covers the period November 17, 2009 through June 30, 2011. Salary program provisions are provided as follows:

- **Salary Program Changes:**
  - Article 13 Hours of Work
  - Article 15 Out of Class Work/Promotional Increase
  - Article 19 Holiday Credit

- **Detailed Program Information:**
  - **Hours of Work:**
    Pursuant to Article 13 of the CBA, when an employee is required by an appropriate administrator to attend a staff meeting or work-related training during non-working hours, an employee shall receive no less than 40 hours of work.

The above-identified audience should review the remainder of this technical letter in its entirety.
two (2) hours pay. Time spent participating in such activity shall be compensable pursuant to the overtime provisions of this Article. Only the hours spent participating in the staff meeting or work-related training shall be counted as time worked for the purpose of computing overtime. The hours credited but not worked shall be paid at a straight time rate of pay.

❖ **Out of Class/Promotional Increase:**

Pursuant to Article 15 of the CBA, any employee who is promoted to and performs the duties of a higher level position shall be entitled to receive extra pay commencing with the first day of the payroll period following the promotion. The employee’s rate of pay shall be an amount of no less than approximately 4.6% over the amount of the employee’s base pay or the first step of the higher class, whichever is greater, provided the increase does not result in a salary rate above the top step of the salary schedule. At no time shall the employee be placed ‘off step’.

❖ **Holiday Credit:**

- Pursuant to Article 19 of the CBA, an employee who is SCHEDULED to work and works on the day a holiday is officially observed shall receive his/her normal compensation for that day and shall also receive compensation at the overtime rate of one and one-half (1 and ½) times their normal rate of pay for each hour actually worked.
- Employees with Holiday Credit in excess of one-hundred (100) **grandfathered hours**¹ (hours earned prior to the 2006-2008 contract) may submit a written request for a cash pay-out of all or part of the hours in excess of one-hundred (100).
  - The campus SHALL take the appropriate steps to pay the employee the number of hours requested at the employee’s current rate of pay at the time of the payout. If the campus is not able to pay the entire amount of the hours requested at the time of the request, the hours may be paid out as follows:
    - If the employee is requesting between 100 and 300 hours, the campus will pay the amount requested in excess of one-hundred (100) hours within twelve (12) months of the date of the request.
    - If the employee is requesting more than 300 hours, the campus will pay the employee the amount requested within twenty-four (24) months of the date of the request.

Please direct questions regarding this technical letter as follows:

- 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


This document is available on the Human Resources Management’s Web site at: [http://www.calstate.edu/HRAdm/memos.shtml](http://www.calstate.edu/HRAdm/memos.shtml).

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¹ This provision affects employees with Holiday Credit balances in excess of 100 hours, who did not deplete eligible hours pursuant to the One-Time-Only Request for Cash Pay-Outs of Holiday Credit Hours in Excess of 100 Hours as referenced in HR/Salary 2006-18.