


Date: December 17, 2010

Code: TECHNICAL LETTER
HR/Salary 2010-24
Supplement #1

To: Human Resource Directors
Payroll Managers

From: Evelyn Nazario 
Assistant Vice Chancellor
Human Resources Management

Subject: State University Police Association Side Letter of Agreement Affecting Employees Assigned to Alternate/Compressed Work Week Schedules

Overview

Audience: Campus Payroll Managers, Human Resource Directors or designees responsible for processing and/or reporting excess/deficit hours

Action Item: Implement "Plus/Minus" Side Letter of Agreement provisions January 1, 2011

Affected Employee Groups/Units: Unit 8 employees on alternate/compressed work schedules

Summary

Pursuant to a Side Letter of Agreement established between the California State University and the Statewide University Police Association, requirements pertinent to the pay-out of "Excess Hours" as outlined in [HR Letter 2003-28](#) will be modified for Unit 8 employees assigned to alternate or compressed work week schedules. The Side Letter Agreement provisions are **effective beginning January 2011 pay period.**

The campus payroll manager or designee responsible for processing and/or reporting excess/deficit hours should review the remainder of this Technical Letter for further information.

A Side Letter of Agreement between the California State University (CSU) and the State University Police Association (SUPA/Unit 8)¹ was established in 2010 in acknowledgement of a unique and acute impact affecting Unit 8 employees with respect to annual deficit hour reconciliation requirements.

Due to the nature of Unit 8 scheduling requirements, deficit hours incurred over the calendar year for employees on alternate or compressed work week schedules were significantly and consistently higher when

¹ "Paying Employees When Assigned to 'Alternate' Work Week Schedules (Plus/Minus):"
http://www.calstate.edu/LaborRel/Contracts_HTML/SUPA_Contract/SUPAcon.shtml

Distribution:

CSU Presidents
Vice Chancellor, Human Resources
Employee Relations Designees

compared with other employee units. Additionally, the 2010 Side Letter of Agreement acknowledged a prior agreement reached between the CSU and SUPA in 2006 which implemented plus/minus reconciliation requirements as detailed in [HR Letter 2003-28](#) and subsequent updates², with the understanding that a better solution to the issue of plus/minus balances would become available upon implementation of the State Controller's Office (SCO's) 21st Century (MyCalPAYS) Project. In consideration of these factors and coupled with the delay of the 21st Century Project implementation for the CSU, the CSU agreed to modify HR 2003-28 Campus Requirements, Excess Hours, for Unit 8 employees as follows:

- Within a calendar year, Excess Hours incurred in a given pay period will be accumulated and carried forward as a balance to offset deficit hours incurred in a future pay period. There will be no payout of Excess Hours until the end of the calendar year.
- Annual reconciliation requirements remain in effect in that any deficit hour balances incurred from January through December in a given year will be offset by accumulated Excess Hours incurred in that same year, and if an Excess Hour balance remains, it will be reconciled and paid out as part of the annual reconciliation.
- When reconciling deficit hour balances in December of each year, an Officer may use vacation, compensatory time off (CTO), holiday credit or personal holiday balances to offset the remaining deficit (hour) balance, be docked, or the campus may establish an accounts receivable pursuant to HR 2003-28 and subsequent updates.

Questions regarding this Technical Letter may be directed to Human Resources Management at (562) 951-4411. This document is also available on the Human Resources Management's web page at: <http://www.calstate.edu/HRAdm/memos.shtml>.

EN/vk

² [HR/Salary 2004-22](#), [HR/Salary 2005-25](#), [HR/Salary 2006-22](#), [HR/Salary 2007-26](#), [HR/Salary 2008-12](#), [HR/Salary 2009-12](#), and [HR/Salary 2010-24](#)