Date: May 7, 2013

To: Human Resources Officers
Payroll Managers

From: Evelyn Nazario
Associate Vice Chancellor
Human Resources Management & CO HR Services

Subject: FY 2012/13 Bonus Program for Academic Support (Unit 4) Employees

Overview

Audience: Human Resources Officers, Payroll Managers and/or campus designees responsible for implementing employee bonuses

Action Item: Process payments for Long-Term Service Bonuses; Solicit Eligibility for Educational Achievement Stipends; and Information only on Merit Bonuses

Affected Employee Group(s)/Unit(s): Eligible Unit 4 Employees

Summary

This Technical Letter provides information for the FY 2012/13 Long-Term Service (LTS) Bonus, Educational Achievement Stipends (EAS), and Merit Bonuses for all eligible Academic Support (Unit 4) employees. The LTS Bonus is a 5.0% one-time lump sum bonus. The Educational Achievement Stipend varies by the level of degree earned. These payments must be issued no later than September 1, 2013. The parties agree that for FY 2012/13, the Merit Bonus pool created in FY 2005/06 and FY 2006/07 ($762,300) will be added to the monies available for the Budget Shortfall Mitigation (BSM) Bonus. The BSM Bonus must be issued by November 1, 2013. Human Resources Officers, Payroll Managers, and designee(s) responsible for processing Unit 4 employee stipends and bonus programs should review this technical letter in its entirety.

Detailed Program Information for Bonus Provision

- Long-Term Service Bonus:
  The Long-Term Service (LTS) Bonus continues to be available to employees who meet established service criteria. LTS Bonus amounts are based upon 2012 calendar year earnings.

  - For additional program information and processing instructions, go to the Human Resources Web site at: https://csyou.calstate.edu/Tools/HR/SalaryProgram/apc/long-term-satisfactory-service-bonus/Pages/default.aspx

Note: The performance criteria for the LTS Bonus Program has been removed. Refer to Article 23.4 B of the collective bargaining agreement effective November 13, 2012 through June 30, 2015, or contact your labor & employee relations manager for more information.

Distribution:
CSU Presidents
Associate Vice Presidents/Deans of Faculty
Vice Chancellor, Human Resources
Budget Officers
Vice Presidents, Academic Affairs
Vice Presidents, Administration
Educational Achievement Stipend Payout:
Unit 4 employees who receive a master’s or doctoral degree from an accredited institution between July 1, 2012 and June 30, 2013, and are employed at the CSU in a Unit 4 classification when they receive the degree, are eligible for the Educational Achievement Stipend if they are on the payroll on August 1, 2013. Employees with doctoral degrees receive a stipend 25% above the amount paid to employees who hold a master's degree. Employees who received more than one degree are to receive a stipend for each degree received in accordance with the eligibility requirements.

Stipend amounts are as follows:
Master’s Bonus Amount: $2,272.37
Doctoral Bonus Amount: $2,840.46

Separated (including deceased and retired) Unit 4 employees or employees who are no longer in Unit 4 may be on the list of stipend recipients for a campus. Campuses are responsible for sending the warrant to these employees/designees.

Stipends for separated employees must be processed by the State Controller’s Office Personnel/Payroll Services Division (PPSD). The processing instructions in Attachment A incorporate separated employees as well.

As a reminder, the funding for these bonus programs was established from monies set aside in the FY 2000/01 compensation pool.

The following processing instructions are provided in Attachment A:
⇒ Stipend Programs – Educational Achievement Stipend

Merit Bonus:
As a result of the temporary change in the allocation of the Merit Bonus pool for FY 2012/13, no action is required by the campuses to distribute Merit Bonuses to Unit 4 employees for this fiscal period.

PPSD must receive the required paperwork no later than August 5, 2013. Educational Achievement Stipends and LTS Bonuses must be issued to eligible employees by September 1, 2013.

The Chancellor’s Office will run reports to calculate the Budget Shortfall Mitigation (BSM) Bonus after the EAS and LTS Bonuses have been paid out. Once calculated, the BSM Bonus will be addressed in a technical letter.

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

EN/dm

Attachment
## PROCESSING INSTRUCTIONS

### I. STIPEND PROGRAMS – EDUCATIONAL ACHIEVEMENT STIPEND

#### PIP PROCESSING INFORMATION:

| Processing Responsibility: | • Active/On Leave Employees: Campus  
| | • Separated Employees: Campuses must send 674 documents to Linda Rasmussen in PPSD for keying. |
| Processing Date(s): | • Campus keying: No later than 08/28/13 (last payroll cycle)  
| | • Pay Period: August 2013  
| | • Documents to Linda Rasmussen in PPSD no later than 08/05/13 |
| Earnings ID: | G5 |
| Amount: | • Master’s Bonus Amount: $2,272.37  
| | • Doctoral Bonus Amount: $2,840.46 |
| Subject to Retirement Withholdings: | No |
| Taxable/Reportable: | Yes |
| Subject to Medicare/Social Security: | Yes |
| Included in Calculation for Overtime: | No |
| Included in Calculation for NDI/DL Payments: | No |

#### CMS PROCESSING INFORMATION:

| Workforce Administration: | N/A |
| Temporary Faculty: | N/A |
| Benefits: | N/A |
| Time and Labor: | • Earnings ID:  
| | o G5 – Process via Additional Pay  
| | o Use processing amounts/dates referenced above |
| Leave Accounting: | N/A |
| Absence Management: | N/A |
| Labor Cost Distribution: | N/A |

#### Additional Instructions:

| • Processing Responsibility for Active/On Leave Employees: Campus  
| • Processing Responsibility for Separated Employees: Campuses must send 674 documents to Linda Rasmussen in PPSD for keying. |