Date: July 1, 2014

To: Associate Vice Presidents/Deans of Faculty
    Human Resources Officers
    Payroll Managers

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

      Margaret Merryfield
      Senior Director
      Academic Human Resources

Subject: Fiscal Year 2014/15 Salary Program for Academic Student Employees (Unit 11)

Overview

Audience: Associate Vice Presidents/Deans of Faculty, Human Resources Officers, campus Payroll Managers and/or campus designees responsible for payroll processing

Action Item: Implementation of Salary Increases for Fiscal Year (FY) 2014/15

Affected Employee Group(s)/Unit(s): Academic Student Employees (Unit 11)

Summary

The Collective Bargaining Agreement (CBA) between the United Auto Workers, representing academic student employees (bargaining unit 11), and the California State University includes salary increases for FY 2014/15 effective July 1, 2014. This technical letter provides information and instructions regarding the implementation of this increase.

Academic personnel managers and staff, campus payroll managers, or campus designees responsible for payroll processing should review the remainder of this technical letter.

FY 2014/15 Salary Program Overview:

For FY 2014/15, the collective bargaining agreement between the California State University (CSU) and the United Auto Workers Local 4123 (UAW) calls for salary increases that include a 2% General Salary Increase (GSI), applicable to all Teaching Associate (TA) and Graduate Assistant (GA) classifications; an increase of 5% to the salary range minimums and maximums for all TA and GA classifications; and an increase of $0.50 per hour to the minimum and maximum hourly salary rates of all Instructional Student Assistant (ISA) classifications. All salary increases and changes to salary scales are effective July 1, 2014. All Unit 11 employees appointed on or after July 1, 2014 must be appointed under the new salary schedule. Detailed information on salary increases and changes to salary schedules for Unit 11 classifications are provided below.

Distribution:

CSU East Bay President
Cal Maritime Academy President
Executive Vice Chancellor & CAO
Vice Chancellor, Human Resources
Vice Presidents, Academic Affairs
Vice Presidents, Administration
Associate Vice Presidents/Deans of Faculty
Budget Officers
HR Professionals
State Controller’s Office/PPSD
Detailed Salary Program Information

- All salary increases and salary schedule changes shall be effective as of July 1, 2014.

- Campuses are responsible for processing the GSI via GEN transaction to the individual salary rates of all active bargaining unit members in TA and GA classifications (class codes 2309, 2324, 2325, 2326, 2353, 2354, and 2355) with an effective date of July 1, 2014.

- Campuses can begin keying increases on July 8, 2014. Campus keying must be completed by no later than July 22, 2014 (July 2014 pay period master payroll cutoff date, July 31, 2014 issue date.) The monthly base salary increase will be included in employees’ July 2014 master payroll warrant (07/31/14 issue date).

- All continuing Teaching Associates and Graduate Assistants are eligible for the 2% GSI. Individuals appointed in Teaching Associate or Graduate Assistant classifications in 2013/14 who are reappointed in the same classifications at the same campus in 2014/15 shall receive the 2% GSI upon reappointment. The 2014/15 reappointment salary should incorporate the 2% GSI amount. Increases are effective as of the reappointment date in 2014/15.

- Increases for employees on leave (non-pay) status should be keyed by the campus effective as of the date the employee returns to pay status.

- Employees on Military Leave receiving a Military Difference in Pay CSU salary supplement should have the difference between the CSU salary and military pay recalculated based on the employee’s new salary rate, pursuant to CSU policy. Campuses are responsible for completing this manual process.

- All Unit 11 employees appointed on or after July 1, 2014 must be appointed at or above the 2014/15 salary schedule’s salary range minimum for the respective classification.

Detail on Classification Salary Range and Rate Changes

<table>
<thead>
<tr>
<th>Classification Code Detail:</th>
<th>Increase to Salary Range Minimum</th>
<th>Increase to Salary Range Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Assistant (GA) class code: 2325, 2326, 2355</td>
<td>5%</td>
<td>5%</td>
</tr>
</tbody>
</table>

| Teaching Associate (TA) class codes: 2309 = TA, Extended Education – For Credit 2324 = TA, Summer Term 2353 = TA, 12 Month 2354 = TA, Academic Year (AY) | 5% | 5% |

| All GA and TA class codes | 2% GSI |

| Instructional Student Assistant (ISA) class codes: 1150 = Instructional Student Assistant 1151 = ISA, On Campus Work Study 1152 = ISA, Off Campus 1153 = ISA, Off Campus Work Study | + $0.50/hr. to $11.50/hr. | + $0.50/hr. to $17.92/hr. |
The updated Unit 11 salary schedule will be available on the CSU website (http://www.calstate.edu/HRAdm/SalarySchedule/Salary.aspx) on July 8, 2014.

Data file L16, Cycle 1407, provides a list of employees below the new salary range minimum for their respective class and range by campus.

Data file X96, Cycle 1407, identifies employees that worked in UAW July 1, 2013 through June 30, 2014 by campus.

The following processing instructions are provided in Attachment A:

Salary Increase Program I – General Salary Increase (GSI)

Salary Increase Rounding Considerations:

- The SCO's GSI mass update program rounds individual monthly based-on salary rates to the nearest whole dollar. The program adds fifty cents to the existing dollar amount and then truncates the cents in order to create a new whole dollar amount. Campuses are responsible for ensuring that manually processed GSI's are applied uniformly and consistently by using the same rounding logic. Actual salary rates are derived by the payroll system by multiplying the based-on salary rate * time base fraction, which (based upon the timebase fraction), could cause individual actual monthly salary rates to result in amounts with dollars and cents. Examples for processing the 2% GSI are provided as follows:

<table>
<thead>
<tr>
<th>Example #1:</th>
<th>Example #2:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$3,776 x 2.0 = $3,851.52</td>
<td>$2,750 x 2.0 = $2,805.00</td>
</tr>
<tr>
<td>+ $0.50</td>
<td>+ $0.50</td>
</tr>
<tr>
<td>= $3,852.02</td>
<td>= $2,805.50</td>
</tr>
<tr>
<td>New monthly based-on rate = $3,852.00*</td>
<td>New monthly based-on rate = $2,805.00*</td>
</tr>
<tr>
<td>(*cents are truncated to create whole dollar amount)</td>
<td>(*cents are truncated to create whole dollar amount)</td>
</tr>
</tbody>
</table>

- The SCO’s GSI mass update program rounds individual hourly rates to two decimal places from the whole dollar amount. Campuses are responsible for ensuring that manually processed GSI’s are applied uniformly and consistently by using the same rounding logic. Examples for processing the 2% GSI for hourly rate classifications are provided as follows:

<table>
<thead>
<tr>
<th>Example #1:</th>
<th>Example #2:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$11.25 x 2.0 = $11.475</td>
<td>$11.75 x 2.0 = $11.985</td>
</tr>
<tr>
<td>= $11.48</td>
<td>= $11.99</td>
</tr>
</tbody>
</table>

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 HR at (562) 951-4418
- Collective bargaining aspects: Labor Relations at (562) 951-4400
- All other questions: Academic Human Resources at (562) 951-4503

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

EN/MM/dth
Attachment
## SALARY INCREASE PROGRAM

### I - General Salary Increase

#### PAY SCALES IMPACT:

<table>
<thead>
<tr>
<th>Change Summary:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Increase of 2% to the individual salary rates of all bargaining unit members in TA and GA classifications.</td>
</tr>
<tr>
<td></td>
<td>• Increase of 5% to the minimum salary rate of all TA and GA classifications</td>
</tr>
<tr>
<td></td>
<td>• Increase of 5% to the maximum salary rates of all TA and GA classifications</td>
</tr>
<tr>
<td></td>
<td>• Increase of $.50 per hour to the hourly salary rate minimum and maximum of all Instructional Student Assistant classifications (class codes 1150, 1151, 1152 and 1153)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Class Code(s):</th>
<th>All Unit 11 classifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBID:</td>
<td>R11</td>
</tr>
<tr>
<td>Pay Scales Effective Date:</td>
<td>07/01/2014</td>
</tr>
<tr>
<td>Date in Production:</td>
<td>07/08/14</td>
</tr>
<tr>
<td>Pay Letter:</td>
<td>2014-07</td>
</tr>
</tbody>
</table>

#### EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:

<table>
<thead>
<tr>
<th>Processing Responsibility:</th>
<th>Campus</th>
</tr>
</thead>
</table>
| Processing Date(s): | • Beginning July 8, 2014. Campus keying must be completed by no later than July 22, 2014 for increases effective July 2014 pay period (July 2014 pay period master payroll cutoff date, July 31, 2014 issue date.)  
• Campus keying for reappointments effective in subsequent pay periods should be completed by the respective master payroll cutoff date. |
| Effective Date: | 07/01/14 |
| PIMS Transaction: | GEN |
| Detailed Transaction Code (Item 719): | N/A |
| EH Remarks (Item 215): | N/A |
| Pay Amount: | • TAs and GAs: 2%  
• ISAs: Varies, if hourly rate is below the new minimum hourly rate ($11.50 per hour), the hourly rate must be increased to the minimum of the new hourly rate. |
| Pay Form: | Base salary increase |
| Lump Sum Earnings ID: | N/A |
| Employees on Leave: | • Increases are effective 7/01/14, for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957 = 40) on 7/01/14.  
• Increases for other employees on leave (non-pay status) are to be keyed by the campus via GEN transaction, effective the date the employee returns to pay status. Post the GEN transaction subsequent to (e.g., on top of) the reinstatement from leave transaction.  
• Refer to HR 2013-08 for information on employees on Military Leave receiving a Military Difference in Pay. |
| Additional Information: | • All employees who are active as of 7/01/14 will receive the 2% GSI via GEN transaction with the exception of those employees |
in ISA classes (codes 1150, 1151, 1152 and 1153).

- **Increase to minimum of salary ranges for TAs and GAs Classes (codes 2309, 2324, 2325, 2326, 2353, 2354 and 2355):** If the employee's salary is below the new salary range minimum after the application of the 2% GSI, the employee’s salary will be raised to the new salary range minimum, which will be keyed as a GEN transaction.

- Continuing TAs and GAs who are reappointed in the same classification at the same campus in 2014/15 shall receive the 2% GSI upon reappointment. The 2014/15 reappointment salary should incorporate the 2% GSI amount. On the reappointment transaction, enter “2% GSI” in Item 215, Employment History Remarks.

- Appointees to GA and TA Academic year classifications (codes 2355 and 2354, respectively) whose Final Settlement (Item 810) is paid out prior to July 1, 2014 will not receive the increase. Campuses are responsible for manually processing final settlement payments that require recalculation of final settlement as a result of the GSI.

- **Increase to minimum and maximum of hourly salary rates for ISA Classes (codes 1150, 1151, 1152 and 1153):** The new minimum rate is $11.50 per hour. For ISA's that are active as of 7/01/2014, if the employee’s rate is below $11.50 per hour, the employee’s rate must be raised to $11.50 per hour, posted as a GEN transaction. Appointments or reappointments subsequent to 7/01/2014 must be appointed at or above the new minimum rate.

- Data file L16, Cycle 1407 provides a list of employees below the new salary range minimum for their respective class and range. The report will be available 07/08/14.

- Data file X96, Cycle 1407 identifies employees that worked in Unit 11 July 1, 2013 through June 30, 2014. The report will be available 07/08/14.

- All Unit 11 employees appointed on or after July 1, 2014 must be appointed under the new salary schedule.

### CMS PROCESSING INFORMATION:

#### Workforce Administration:

- Salary Schedule Load provided by HR Data Operations to CMS on 6/19/14.
- Action Reason: PAY/GSI (GEN)
- Effective Date: 07/01/14
- Union Code: R11
- Empl History Remarks: N/A

#### Temporary Faculty:

- N/A

#### Benefits:

- N/A

#### Time and Labor:

- N/A

#### Leave Accounting:

- N/A

#### Absence Management:

- N/A

#### Labor Cost Distribution:

- N/A

#### Additional Instructions:

- Process leaves as noted above using Action/Reason STD/ND3 or STD/ND4 as appropriate.