

SUPERCEDED BY HR/Salary 2015-11



Date: May 18, 2015

Code: TECHNICAL LETTER
HR/Salary 2015-10

To: Human Resources Officers
Payroll Managers

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

Lety Hernandez 
Senior Manager, Compensation
Human Resources Management

Subject: **FY 2014/15 Bonus Program for Academic Support (Unit 4) Employees**

Colleagues:

We are pleased to provide you with processing information for the fiscal year 2014/15 Long-Term Service (LTS) Bonus, and Educational Achievement Stipend (EAS) for the Academic Professionals of California (APC – Unit 4) employees.

Technical letter [HR/Salary 2015-10](#) is attached for your reference.

Please contact me if you have any questions or concerns.

Warm regards,

Evelyn and Lety

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Office of the Chancellor
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Long Beach, CA 90802-4210
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Email: hradmin@calstate.edu

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Code: TECHNICAL LETTER
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To: Human Resources Officers
Payroll Managers

Reference: HR/Salary 2010-18

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

Lety Hernandez 
Senior Manager, Compensation
Human Resources Management

Subject: FY 2014/15 Bonus Program for Academic Support (Unit 4) Employees

Summary:

This technical letter provides information for the FY 2014/15 Long-Term Service (LTS) Bonus, Educational Achievement Stipend (EAS), and Merit Bonus for all eligible Academic Support (Unit 4) employees. The LTS Bonus is a 5.0% one-time lump sum bonus. The EAS varies by the level of degree earned. The LTS and EAS payments must be issued no later than September 1, 2015.

Action Item(s):

Process payments for Long-Term Service Bonus; solicit eligibility and process payments for Educational Achievement Stipend; and information only on Merit Bonus.

Affected Employee Group(s)/Unit(s):

Eligible APC (Unit 4) employees.

Detailed Program Information for Bonus Provision

❖ **Long-Term Service Bonus (LTS):**

The LTS Bonus continues to be available to employees who meet established service criteria. LTS Bonus amounts are based upon 2014 calendar year earnings.

For additional program information and processing instructions, go to the Human Resources CSYou 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.

❖ **Educational Achievement Stipend (EAS):**

Unit 4 employees who receive a master's or doctoral degree from an accredited institution between July 1, 2014 and June 30, 2015, and are employed at the CSU in a Unit 4 classification when they receive the degree, are eligible for the EAS **if they are on payroll in a Unit 4 classification on July 31, 2015.** Campuses are responsible for processing payments.

Distribution:

CSU East Bay President
Cal Maritime Academy President
Vice Chancellor, Human Resources

All Campus Vice Presidents
Associate Vice Presidents/Deans of Faculty
Budget Officers

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

The following processing instructions are provided in Attachment A:

⇒ STIPEND PROGRAMS – Educational Achievement Stipend

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

❖ **Merit Bonus:**

As a result of the temporary change in the allocation of the Merit Bonus pool for FY 2013/14, no action is required by the campuses to distribute Merit Bonuses to Unit 4 employees for this fiscal period.

The EAS and LTS Bonus payments must be issued to eligible employees by **September 1, 2015**. The Chancellor's Office will run reports to calculate the BSM Bonus after the EAS and LTS Bonus 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 HR 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 Web site at:

<https://www.calstate.edu/HRAdm/memos.shtml>.

EN/LH/ct

Attachment

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TECHNICAL LETTER
HR/Salary 2015-10
ATTACHMENT A

PROCESSING INSTRUCTIONS

STIPEND PROGRAMS – EDUCATIONAL ACHIEVEMENT STIPEND

PIP PROCESSING INFORMATION:	
Processing Responsibility:	Campus
Processing Date(s):	<ul style="list-style-type: none">• No later than 08/27/15 (last payroll cycle)• Pay Period: August 2015
Earnings ID:	G5
Amount:	<ul style="list-style-type: none">• 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
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">• Earnings ID:<ul style="list-style-type: none">○ G5-Process via Additional Pay○ Use processing amounts/dates referenced above
Leave Accounting:	N/A
Absence Management:	N/A
Labor Cost Distribution:	N/A
Additional Instructions:	Processing Responsibility: Campus