


THE CALIFORNIA STATE UNIVERSITY
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Date: January 9, 2002 **Code: TECHNICAL LETTER**
HR/SA 2002-01

To: Human Resources Directors
Payroll Officers

From: Cathy Robinson, Senior Director 
Human Resources Administration

Subject: **2001/02 Salary Program for CSEA (Units 2, 5, 7 and 9) Employees**

The California State University (CSU) has reached agreement with the California State Employees' Association (CSEA) on the salary program for Fiscal Year 2001/02. The terms of the July 1, 1999 to June 30, 2001 collective bargaining agreement between the CSU and the CSEA shall be in effect for the period of December 12, 2001 to June 30, 2002. A summary of this year's salary programs follows:

- **Salary Increase Program for 2001/02:**
 - **General Salary Increase (GSI):** 2% retroactive to July 1, 2001.

- **Other Salary Provisions that continue to be available for 2001/02:**
 - **In-Range Progression**
 - **Campus-funded Bonus Programs**
 - **Temporary Lead and Project Coordination Stipends**
 - **Shift Differential**
 - **Compensatory Time Off** for December 12, 2001 to June 30, 2002 only.

DETAILED PROGRAM INFORMATION FOR SALARY PROVISIONS:

We are pleased to provide a new format for processing instructions this year, created as a tool to help campuses process salary actions. These instructions include information on pay scales, employment history (PIMS) and payroll impact, as appropriate, and CMS PeopleSoft baseline impact for Administer Workforce. These instructions are provided in Attachment A.

Distribution:

CSU Presidents	
Vice Chancellor, Human Resources	Associate Vice Presidents/Deans of Faculty
Vice Presidents, Academic Affairs	Employee Relations Designees
Vice Presidents, Administration	Director, SOSS
Vice Presidents, Student Affairs	Budget Officers

➤ **Salary Increase Programs:**

General Salary Increase (GSI) Program:

- Effective July 1, 2001, the State Controller's Office (SCO) will post a 2.0% GSI to individual salary rates of all bargaining unit members and salary range minimums and maximums of all salary schedule bargaining unit classifications. The GSI mass update program will run on January 19, 2002.
- The mass update program automatically posts GSIs for active employees whose appointment expiration date has passed. In order to assist campuses in identifying these employees, **CIRS Compendium Report H50, Cycle 0201**, is available for campus reference.

The following processing instructions are provided in Attachment A:

⇒ Salary Increase Programs: I – General Salary Increase.

➤ **Other Salary Provisions:**

In-Range Progression:

- In-range progressions continue to be available to CSEA employees, at the discretion of the President. An in-range progression is a salary increase within the existing classification and range. The salary increase amount must be a minimum of 2.5% of the employee's base pay.

The following processing instruction is provided in Attachment A:

⇒ Salary Increase Programs: II – In-Range Progression.

Campus-Funded Bonus (Lump Sum) Programs:

- Campus funded bonuses continue to be available to CSEA employees. At the discretion of the President or designee, a campus-funded bonus may be awarded at any time and may be used for a variety of purposes including but not limited to the following:
 - a. **Top of Range Performance Bonus** may be offered when the employee has reached the top of his/her salary range or sub-range for those classes with skill levels. The bonus cannot exceed 5% of the employee's base pay.
 - b. **Recruitment Bonus** may be offered to a candidate as an inducement to commit to employment with the CSU. If the candidate does not complete the probationary period, the bonus must be returned to the CSU.
 - c. **Retention Bonus** may be awarded to an employee for staying with the CSU and who is in a position in a classification that is critical to the ongoing operations of the CSU, is in short supply in the labor market, and is a difficult to recruit for classification. The requirements for this bonus must be made in writing. The employee must commit to a minimum of 12 months at the CSU to be eligible.

- d. **Critical Skills Bonus** may be awarded to an employee who possesses and uses skills that are necessary and critical to the ongoing operations of the CSU.
- e. **Individual or Group Performance Bonus** may be awarded for exceptional performance. Criteria must be made in writing and are generally provided in advance of the performance period.

The following processing instruction is provided in Attachment A:

- ⇒ Bonus/Additional Pay Programs: I – Top of Range Performance Bonus.
- ⇒ Bonus/Additional Pay Programs: II – Recruitment, Retention, Critical Skills and Individual/Group Performance Bonuses.

Temporary Lead or Project Coordination Stipends:

- An employee who temporarily assumes lead work or project coordination duties is to receive a month-to-month stipend, not to exceed 10% of the employee's salary rate. Assignments are to be made in writing and have a specific beginning and ending date.

The following processing instruction is provided in Attachment A:

- ⇒ Bonus/Additional Pay Programs: III – Temporary Lead or Project Coordination Stipend.

Shift Differential:

- **Swing:** An eligible employee who is regularly assigned 4 or more hours between 6:00 p.m. and midnight (exclusive of overtime) is to be paid a shift differential of \$1.25 per hour for the employee's entire shift.
- **Graveyard:** An eligible employee who is regularly assigned 4 or more hours between midnight and 6:00 a.m. (exclusive of overtime) is to be paid a shift differential of \$2.20 per hour for the employee's entire shift. An employee who is regularly assigned to work the swing shift but who works four hours beyond midnight shall be paid the graveyard rates for the entire shift.

The following processing instruction is provided in Attachment A:

- ⇒ Bonus/Additional Pay Programs: IV – Shift Differential.

Compensatory Time Off:

- For the period of December 12, 2001 to June 30, 2002, campuses are permitted to provide Compensatory Time Off (CTO) in lieu of cash for overtime payments.

Questions regarding other aspects of this technical letter may be directed to systemwide Human Resources at (562) 951-4411. This technical letter is available on Human Resources Administration's web page at: <http://www.calstate.edu/HRAdm/memos.shtml>.

PROCESSING INSTRUCTIONS
Salary Increase Programs

I. GENERAL SALARY INCREASE (GSI)

FUNDING INFORMATION:	
Funding Source:	Systemwide
Pool Supplemented by Campus:	No

PAY SCALES IMPACT:	
Change Summary:	Increase the minimums and maximums of the range by 2.0%.
Class Code(s):	All CSEA (Units 2, 5, 7 and 9) classifications
CBID:	R02, R05, R07 and R09
Pay Scales Effective Date:	07/01/01
Date in Production:	01/19/02
Pay Letter:	2002-01

EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:	
Processing Responsibility:	SCO
Processing Date(s):	01/19/02
Effective Date:	07/01/01
PIMS Transaction:	GEN
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	HR/SA 2002-01
Pay Amount:	2.0%
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave:	<ul style="list-style-type: none"> • Increases are effective 07/01/01 for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957= 40). • Increases for other employees on leave (non-pay status) are to be keyed by the campus via a GEN transaction, effective the date of the employee's return to pay status.
Additional Information:	N/A
SCO Personnel Letter:	http://www.sco.ca.gov/ppsd/scoltrs/

COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS:	
Pay Scales Impact:	Salary Schedule Load provided by HR-ISA to SOSS on or before 01/22/02.
GSI/SSI Load Impact:	Yes. Refer to Business Process Guide for instructions.
Action/Reason:	Pay Rate Change/General Salary Increase (Pay Rt Chg/GSI)
Baseline Instructions:	http://www.calstate.edu/hrpims/awppm/awppm.htm

<p>PROCESSING INSTRUCTIONS Salary Increase Programs</p> <p>II. IN-RANGE PROGRESSION:</p>

FUNDING INFORMATION:	
Funding Source:	Campus funds
Pool Supplemented by Campus:	N/A

PAY SCALES IMPACT:	
Change Summary:	N/A
Class Code(s):	N/A
CBID:	N/A
Pay Scales Effective Date:	N/A
Date in Production:	N/A
Pay Letter:	N/A

EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:	
Processing Responsibility:	Campus
Processing Date(s):	At the discretion of the President.
Effective Date:	Can be effective at any time, at the discretion of the President; however, the effective date must be the beginning of a pay period.
PIMS Transaction:	SCR
Detailed Transaction Code (Item 719)	51
EH Remarks (Item 215)	N/A
Pay Amount:	At the discretion of the President; however, base salary increases must be a minimum of 2.5% of the employees' salary and must not exceed the salary range maximum.
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave:	N/A
Additional Information:	Refer to Article 20.28 of the collective bargaining agreement.
SCO Personnel Letter:	http://www.sco.ca.gov/ppsd/scoltrs/

COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS:	
Pay Scales Impact:	N/A
GSI/SSI Load Impact:	N/A
CMS Action/Reason:	Pay Rate Change/In-Range Progression (Pay Rt Chg/IRP)
CMS Baseline Instructions:	http://www.calstate.edu/hrpims/awppm/awppm.htm

PROCESSING INSTRUCTIONS
Bonus/Additional Pay Programs

GENERAL BONUS INSTRUCTIONS:
<ul style="list-style-type: none"> • For non-exempt employees, all bonus awards must be based on a percentage of the annual gross salary (earnings). As this amount may include miscellaneous payments from shift, overtime and stipends, the FLSA requirement to factor the bonus into the “regular rate” for overtime calculations will be satisfied. • For exempt employees, bonuses can be expressed as a flat dollar amount or a percentage of income. • Bonuses will be paid via the PIP system using the serial number of the employee’s position or other serial number as designated by the campus. The payment may be requested using the Miscellaneous Payroll/Leave Action Form (STD. 671) or the Time and Attendance Report Form 672. The appropriate Earnings ID and the gross amount of the bonus must be denoted on the form to request payment (refer to PPM section G904 for instructions).

I. TOP OF RANGE PERFORMANCE BONUS:

PIP PROCESSING INFORMATION:	
Processing Responsibility:	Campus
Processing Date(s):	At the discretion of the campus President.
Earnings ID:	“SF” – for non-exempt employees currently paid at the maximum of the salary range or sub-range. “S6” – for exempt employees currently paid at the maximum of the salary range or sub-range.
Amount:	Not to exceed 5% of employee’s salary
Subject to PERS Withholdings:	Yes
Taxable/Reportable:	Yes
Subject to Medicare/Social Security	Yes
Subject to FLSA Regulations:	Yes
Included in the Calculation for NDI/IDL Payments:	No
Funding Source:	Campus funds
Pool Supplemented by Campus:	N/A
Additional Information:	Refer to Article 20.26 (a) of the collective bargaining agreement.

**II. RECRUITMENT, RETENTION, CRITICAL SKILLS AND
INDIVIDUAL/GROUP PERFORMANCE BONUS:**

PIP PROCESSING INFORMATION:	
Processing Responsibility:	Campus
Processing Date(s):	At the discretion of the campus President.
Earnings ID:	“GL” – for non-exempt employees “GK” – for exempt employees
Amount:	At the discretion of the campus President.
Subject to PERS Withholdings:	No
Taxable/Reportable:	Yes
Subject to Medicare/Social Security	Yes
Subject to FLSA Regulations:	Yes
Included in the Calculation for NDI/IDL Payments:	No
Funding Source:	Campus funds
Pool Supplemented by Campus:	N/A
Additional Information:	Refer to Article 20.26 (b, c, d and e) of the collective bargaining agreement

III. TEMPORARY LEAD OR PROJECT COORDINATION STIPENDS:

PIP PROCESSING INFORMATION:	
Processing Responsibility:	Campus
Processing Date(s):	Monthly
Earnings ID:	“S5” – for both exempt and non-exempt employees.
Amount:	Not to exceed 10% of the employee’s monthly salary rate, inclusive of miscellaneous payments such as shift differential, overtime or other authorized payments. Campuses are required to monitor the monthly rate paid to employees receiving the stipend to ensure that the appropriate amount is being paid.
Subject to PERS Withholdings:	Yes
Taxable/Reportable:	Yes
Subject to Medicare/Social Security	Yes
Subject to FLSA Regulations:	<ul style="list-style-type: none"> • Yes for the calculation of overtime. • No for the calculation of lump sum payouts (e.g., excess CTO).
Included in the Calculation for NDI/IDL Payments:	Yes
Funding Source:	Campus
Pool Supplemented by Campus:	N/A
Additional Information:	<ul style="list-style-type: none"> • Must be paid via PIP using the serial number of the employee’s position or other serial number as designated by the campus. • Refer to Article 20.6-9 of the collective bargaining agreement.

**TECHNICAL LETTER
HR/SA 2002-01
ATTACHMENT A**

IV. SHIFT DIFFERENTIAL:

PIP PROCESSING INFORMATION:	
Processing Responsibility:	Campus
Processing Date(s):	Monthly
Earnings ID:	“SRE” - Swing “SRN” - Graveyard Refer to Shift Differential Section of the SCO’s PPM
Amount:	Swing = \$1.25 per hour Graveyard = \$2.20 cents per hour
Subject to PERS Withholdings:	Yes
Taxable/Reportable:	Yes
Subject to Medicare/Social Security	Yes
Subject to FLSA Regulations:	Yes
Included in the Calculation for NDI/IDL Payments:	Yes
Funding Source:	Campus
Pool Supplemented by Campus:	N/A
Additional Information:	Refer to Article 20.6-9 of the collective bargaining agreement.