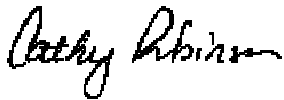



THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
401 Golden Shore
Long Beach, California 90802-4210
(562) 951-4400

Date: May 15, 2002 **Code:** TECHNICAL LETTER
HR/SA 2002-06

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

From: Cathy Robinson  Senior Director
Human Resources Administration Cordelia Ontiveros 
Senior Director
Academic Human Resources

Subject: **Fiscal Year 2001/02 Salary Program for Faculty (Unit 3)**

The California State University (CSU) and the California Faculty Association (CFA - Unit 3) reached agreement on a three-year Memorandum of Understanding (MOU) for fiscal years (FY) 2001/02, 2002/03 and 2003/04. This memo addresses salary program provisions for FY 2001/02. FY 2002/03 salary program provisions will be detailed in an upcoming technical letter.

Please note that pursuant to Article 31.3, bargaining unit employees need to receive written notification of all salary increases that occur during an academic year. The notification shall include the reason for the salary increase, the new pay rate and the increase effective date. The FY 2001/02 salary program terms are:

- A 2% General Salary Increase (GSI), effective April 1, 2002.
- A 2.65% Service Salary Increase (SSI) to eligible bargaining unit members, effective close of business June 30, 2002.
- A 7% salary increase applied to the stipend for department chairs in academic year classifications, effective close of business June 30, 2002.
- Salary increases for Counselors that will place them on a schedule equivalent to that for Instructional Faculty, effective close of business June 30, 2002.
- Promotions continue to require at least a 7.5% increase.
- Range elevations for lecturers continue to require at least a 5% increase.
- Market and Equity increases continue to be provided.

Distribution:

Chancellor Reed
Vice Chancellor, Human Resources
CSU Presidents
Vice Presidents, Academic Affairs

Vice Presidents, Administration
Budget Officers
Employee Relations Designees
Director, SOSS

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. General on-going instructions on faculty programs and provisions can be found on Human Resources web site at: <http://www.calstate.edu/HR/RO3SalGuide.shtml>.

Important Note: Salary increases effective the close of business June 30, 2002 pursuant to the MOU will be posted on the employment history database effective July 1, 2002. The processing order sequence for the FY 2001/02 salary program requires that the SSI transaction precede the salary increase transaction required for the Department Chair stipend and salary structure/salary rate increase for Counselors, as applicable.

➤ General Salary Increase (GSI):

- Effective April 2002 pay period, a 2% GSI will be posted to the salary of each faculty unit employee and will be applied to the minimum rate, performance maximum rate, SSI maximum rate and special schedules of Unit 3 classifications.
- The State Controller's Office (SCO) will post the GSI transaction via mass update retroactive to April 2002 pay period on the weekend of May 18, 2002. Employees appointed on or after April 1, 2002, but before the mass update is run, will also have the GSI applied to their salary. Refer to the SCO's Personnel Letter for processing timelines and instructions.
- Special Payment (A54) transactions with an effective date of April 1, 2002 or later are entitled to the GSI. Campuses are responsible for manually processing corrected transactions for employees appointed in class codes 2322 and 2323 whose last day worked is April 1, 2002 or later (regardless of the effective date of the A54 transaction).
- Campuses may access compendium Report Code H50, Campus Detail, General Salary Increase, Cycle 0205, to identify employees who received the GSI in error because their appointment expiration date was prior to April 1, 2002 but they were not separated.
- The revised salary schedule will be available via CIRS after the mass update is run. Access **Report Code G20** listed under Systemwide Summary, Salary Schedule, **Cycle 9999**.
- The updated Unit 3 salary schedule will be available on the CSU web site (<http://www.calstate.edu/hrpims/salary.htm>) after the mass update has been completed.

The following processing instruction is provided in Attachment A:

- Salary Increase Programs: I – General Salary Increase.

➤ **Service Salary Increases (SSI):**

- Effective close of business June 30, 2002, a 2.65% SSI will be provided to eligible employees, subject to SSI review procedures and the SSI maximum, as appropriate. Employees with an anniversary date between July 2001 and June 2002 whose SSI Counter is greater than zero will receive the SSI.
- The SCO will process manually SSIs for eligible permanent/probationary positions based upon worksheets provided by HR-ISA. Keying will begin after June 24, 2002 and will be concluded by July 8, 2002. Campuses may access compendium Report Code D05 listed under Campus Detail, Service Salary Increase, Cycle 0206, to identify employees who will receive the SCO processed SSIs.
- Campuses are responsible for processing SSIs for eligible Department Chair employees. Keying can begin after June 24, 2002 **and must be completed prior to July 19, 2002.**¹
- Campuses are responsible for processing SSIs for eligible Temporary Faculty employees. Keying can begin after June 24, 2002 **and must be completed prior to July 19, 2002.**¹
- Campuses are responsible for processing SSIs for employees promoted in FY 2001/02 who were SSI-eligible in the lower rank but did not receive the SSI prior to promotion. The SSI increase of 2.65%, or up to the SSI maximum as appropriate, will be derived based upon the salary and SSI maximum rates in effect prior to promotion. The final anniversary date and SSI counter (Item 958) in the higher rank should be recalculated and adjusted (based upon the corrected salary rate after the promotion, GSI effective April 1, 2002 and the SSI in the lower rank effective close of business June 30, 2002) by determining the number of 2.5% salary increases that would result in a salary equal to the SSI maximum. In Item 215 Employment History Remarks, enter "SSIfeforepromo". Keying can begin after June 24, 2002 **and must be completed prior to July 19, 2002.**¹
- If the SSI-eligible employee is not on active payroll status, the SSI can be posted with the next appointment.
- **If an SSI-eligible employee is denied the SSI, the campus must post the denial by June 3, 2002.** The effective date is the beginning of the pay period of the anniversary date. The anniversary year should be increased by one (e.g., from September 2001 to September 2002), and Item 958 should be adjusted as appropriate.
- Employees denied an SSI may request a review with an appropriate administrator. If the decision to deny an SSI is reversed and the employee is later granted the SSI, the campus must void the denial and post the SSI as appropriate.

The following processing instruction is provided in Attachment A:

- Salary Increase Programs: II – Service Salary Increase (SSI).

¹ The FY 2002/03 GSI mass update process, to be addressed in a subsequent technical letter, will take place July 19, 2002.

➤ **Department Chair Stipends:**

- Effective the close of business June 30, 2002, the stipend for academic year department chairs shall be increased by an amount equivalent to a 7.0% increase in the salary of those faculty serving in academic year department chair classification codes 2482 and 2484. The increase to the current stipend amount shall be derived by applying a 7% increase to that fraction of base salary (the current stipend amount should be subtracted before calculating the 7% increase) attributed to department chair duties. Campuses are responsible for processing this increase. **Keying can begin after June 24, 2002 and must be completed prior to July 19, 2002.**¹
- For employees in full time department chair positions, Management Data Element Item 718 must reflect accurately the timebase fraction associated with the department chair assignment. Campuses are requested to review and correct Item 718 information as appropriate.
- For faculty in split positions (concurrent assignment in both instructional faculty and department chair classifications), Item 718 should be the same as the timebase for the department chair position. The base pay (minus the current stipend) associated with the department chair position shall be multiplied by 7% to derive the amount to add to the current stipend.
- The stipend increase must be applied after the SSI to the salary of department chairs who were eligible to receive an SSI.

The following processing instruction is provided in Attachment A:

- Salary Increase Programs: III – Department Chair Stipend Increase.

➤ **Salary Structure and Salary Rate Changes for Counselors:**

- Effective the close of business June 30, 2002, increases to the CSU payscales for academic year and 12-month Student Services Professional – Academic Related classifications (codes 3070 through 3075) shall be made to parallel the payscales of the academic year and 12-month Instructional Faculty classifications (codes 2360 and 2361, respectively). These conversion adjustments will be applied to the pay scales and incorporated into the salary rates of incumbent employees with the SCO’s GSI mass update program for FY 2002/03 effective July 1, 2002 as follows:

Code	Classification Title	Conversion %	GSI % FY 2002/03	Total %
3070	SSP, AR I – 12 Month	15.59	2.0	17.59
3072	SSP, AR II – 12 Month	6.73	2.0	8.73
3074	SSP, AR III – 12 Month	10.41	2.0	12.41
3071	SSP, AR I - AY	15.57	2.0	17.57
3073	SSP, AR II - AY	6.72	2.0	8.72
3075	SSP, AR III - AY	7.91	2.0	9.91

The following processing instruction is provided in Attachment A:

- Salary Increase Programs: IV – Salary Structure Change for Counselors.
- **Promotion, Temporary Faculty Range Elevation and Market/Equity Increases:**
 - Terms for the Promotion, Temporary Faculty Range Elevation and Market or Equity salary program provisions remain in effect.

The following processing instructions are provided in Attachment A:

- Salary Increase Programs: V - Promotions
- Salary Increase Programs: VI – Temporary Faculty Range Elevation.
- Salary Increase Programs: VII – Market or Equity Increases.

Questions regarding processing instructions should be directed to your campus CSU Audits representative at the State Controller's Office. Questions regarding administrative information in this technical letter should be directed to Human Resources Administration at (562) 951-4411. Questions regarding collective bargaining aspects of this technical letter should be directed to Cordelia Ontiveros at (562) 951-4503, or via e-mail at contiveros@calstate.edu.

Changes to benefits and leave provisions will be addressed in a forthcoming technical letter.

This technical letter is also available via Human Resources Administration's web page at: <http://www.calstate.edu/HRAdm/memos.shtml>. Thank you.

CR/CO/dth

**TECHNICAL LETTER
HR/SA 2002-06
ATTACHMENT A**

<p>PROCESSING INSTRUCTIONS Salary Increase Programs</p> <p>I. GENERAL SALARY INCREASE (GSI)</p>
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PAY SCALES IMPACT:	
Change Summary:	Increase the minimums, service maximums and maximums of the range by 2%.
Class Code(s):	All Unit 3 classifications
CBID:	R03
Pay Scales Effective Date:	4/01/02
Date in Production:	5/18/02
Pay Letter:	2002-03 (To be released at a later date.)

EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:	
Processing Responsibility:	GEN: The SCO will generate via the mass update program. A54C: Campuses will process Special Payment corrections to incorporate the GSI after 5/18/02.
Processing Date(s):	5/17/02 – 5/18/02
Effective Date:	4/01/02
PIMS Transaction:	GEN A54C for Special Payment Transaction corrections
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	HR/SA 2002-06
Pay Amount:	2%
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave:	<ul style="list-style-type: none"> • Increases are effective 4/01/02 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:	<ul style="list-style-type: none"> • All employees who are active as of 4/01/02 will receive the GSI via GEN Transaction, including those employees whose appointment expiration date is prior to 4/01/02 who have not been separated. • Special Payment (A54) transactions for employees in class codes 2322 and 2323 with an effective date/last day worked of 4/01/02 or later (regardless of the effective date of the A54 transaction) are entitled to the GSI.
SCO Personnel Letter:	http://www.sco.ca.gov/ppsd/scoltrs/

**TECHNICAL LETTER
HR/SA 2002-06
ATTACHMENT A**

COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS:	
Pay Scales Impact:	Salary Schedule Load provided by HR-ISA to SOSS on 05/13/02
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. SERVICE SALARY INCREASE (SSI):</p>
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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:	<ul style="list-style-type: none"> • Permanent/Probationary = State Controller's Officer • Temporary Faculty = Campuses • Department Chairs = Campuses • Promoted employees due an SSI in the prior rank = Campuses
Processing Date(s):	<ul style="list-style-type: none"> • State Controller's Office = Starting 6/25/02 and finishing by 7/8/02 • Campuses = Starting 6/25/02 and finishing by 7/19/02
Effective Date:	7/01/02 (close of business 6/30/02)
PIMS Transaction:	<ul style="list-style-type: none"> • For SSI = MSA transaction • For SSI Denial = 330 transaction (to be completed by the campuses by 6/03/02)
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	N/A
Pay Amount:	2.65% (or up to the SSI maximum, as appropriate)
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave: Temporary Appointees:	<ul style="list-style-type: none"> • Increases are effective 7/01/02 for employees on NDI supplemented with Catastrophic Leave (S49 Transaction, Item 957= 40); • Increases for other employees on leave or other non-pay status are to be keyed by the campuses effective the date the employee returns to pay status using the MSA transaction.
Additional Information:	<ul style="list-style-type: none"> • If an eligible employee is denied the SSI, only the denial transaction should be posted. • Refer to Article 31 of the collective bargaining agreement and processing guidelines for the faculty salary program at: http://www.calstate.edu/HR/RO3SalGuide.shtml.
SCO Personnel Letter:	http://www.sco.ca.gov/ppsd/scoltrs/

**TECHNICAL LETTER
HR/SA 2002-06
ATTACHMENT A**

COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS:	
Pay Scales Impact:	N/A
GSI/SSI Load Impact:	Yes (for only those keyed by the SCO).
CMS Action/Reason:	Pay Rate Change/Service Salary Increase (Pay Rt Chg/SSI)
CMS Baseline Instructions:	http://www.calstate.edu/hrpims/awppm/awppm.htm

<p>PROCESSING INSTRUCTIONS Salary Increase Programs</p> <p>III. DEPARTMENT CHAIR STIPEND INCREASE:</p>

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):	Between 6/25/02 and finishing by 7/19/02
Effective Date:	7/01/02 (close of business 6/30/02)
PIMS Transaction:	CRO
Detailed Transaction Code (Item 719)	73
EH Remarks (Item 215)	“DeptChrStip”
Pay Amount:	7% of the portion of base pay attributed to working as a department chair (the current stipend amount should be subtracted before calculating the 7% increase) should be added to the current stipend.
Pay Form:	Salary increase to stipend payment
Lump Sum Earnings ID:	N/A
Employees on Leave:	<ul style="list-style-type: none"> • At the discretion of the President, increases are effective 7/01/02 for employees on NDI supplemented with Catastrophic Leave (S49 Transaction, Item 957= 40); • Increases for other employees on leave (non-pay status) are to be keyed by the campuses effective the date the employee returns to pay status.
Additional Information:	Refer to Article 31 of the collective bargaining agreement and processing guidelines for the faculty salary program at: http://www.calstate.edu/HR/RO3SalGuide.shtml .
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/Classification Conversion (Pay Rt Chg/CCV)
CMS Baseline Instructions:	http://www.calstate.edu/hrpims/awppm/awppm.htm

PROCESSING INSTRUCTIONS
Salary Increase Program

IV. SALARY STRUCTURE CHANGE FOR COUNSELORS

PAY SCALES IMPACT:	
Change Summary:	Conversion adjustments to the payscales to parallel Instructional Faculty classifications codes 2360 and 2361 (combined with a 2% GSI increase).
Class Code(s):	3070, 3071, 3072, 3073, 3074, 3075
CBID:	R03
Pay Scales Effective Date:	7/01/02 (close of business 6/30/02)
Date in Production:	7/20/02
Pay Letter:	2002-03 (To be released at a later date.)

EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:	
Processing Responsibility:	State Controller's Office
Processing Date(s):	7/19/02 – 7/20/02
Effective Date:	7/01/02
PIMS Transaction:	GEN (combined with a FY 2002/03 2% GSI increase)
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	HR/SA 2002-06
Pay Amount:	Conversion adjustments vary by class code
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave:	<ul style="list-style-type: none"> • Increases are effective 7/01/02 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 the employee returns to pay status.
Additional Information:	<ul style="list-style-type: none"> • Affected employees who are active as of 7/01/02 will receive the conversion adjustment via GEN Transaction, including those employees whose appointment expiration date is prior to 7/01/02 who have not been separated.
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 7/15/02.
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>V. PROMOTIONS:</p>
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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:	At the beginning of a term
PIMS Transaction:	A64
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	N/A
Pay Amount:	7.5% minimum
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave:	<ul style="list-style-type: none"> • At the discretion of the President, increases are effective at any time at the beginning of the pay period for employees on NDI supplemented with Catastrophic Leave (S49 Transaction, Item 957= 40); • Increases for other employees on leave (non-pay status) are to be keyed by the campuses effective the date the employee returns to pay status using the A64 transaction.
Additional Information:	Refer to Article 31 of the collective bargaining agreement and processing guidelines for the faculty salary program at: http://www.calstate.edu/HR/R03SalGuide.shtml .
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:	Promotion Promotion/PRO
CMS Baseline Instructions:	http://www.calstate.edu/hrpims/awppm/awppm.htm

<p>PROCESSING INSTRUCTIONS Salary Increase Programs</p> <p>VI. TEMPORARY FACULTY RANGE ELEVATION:</p>
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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:	Must coincide with the beginning of the term
PIMS Transaction:	SCR
Detailed Transaction Code (Item 719)	55
EH Remarks (Item 215)	N/A
Pay Amount:	5% minimum
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave:	<ul style="list-style-type: none"> • At the discretion of the President, increases are effective at any time at the beginning of the term for employees on NDI supplemented with Catastrophic Leave (S49 Transaction, Item 957= 40); • Increases for other employees on leave (non-pay status) are to be keyed by the campuses effective the date the employee returns to pay status.
Additional Information:	Refer to Article 12 of the collective bargaining agreement and processing guidelines for the faculty salary program at: http://www.calstate.edu/HR/RO3SalGuide.shtml .
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/Temp Faculty Range Elevation (Pay Rt Chg/FRE)
CMS Baseline Instructions:	http://www.calstate.edu/hrpims/awppm/awppm.htm

<p>PROCESSING INSTRUCTIONS Salary Increase Programs</p> <p>VII. MARKET OR EQUITY INCREASES:</p>
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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:	At the beginning of a pay period
PIMS Transaction:	SCR
Detailed Transaction Code (Item 719)	<ul style="list-style-type: none"> • 52 = market-based • 53 = equity-based
EH Remarks (Item 215)	N/A
Pay Amount:	Determined by the campus
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave:	<ul style="list-style-type: none"> • At the discretion of the President, increases are effective at any time at the beginning of the pay period for employees on NDI supplemented with Catastrophic Leave (S49 Transaction, Item 957= 40); • Increases for other employees on leave (non-pay status) are to be keyed by the campuses effective the date the employee returns to pay status using the SCR transaction.
Additional Information:	Refer to Article 31 of the collective bargaining agreement and processing guidelines for the faculty salary program at: http://www.calstate.edu/HR/RO3SalGuide.shtml
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/Market Adjustment (Pay Rt Chg/MKT) Pay Rate Change/Equity Adjustment (Pay Rt Chg/EQU)
CMS Baseline Instructions:	http://www.calstate.edu/hrpims/awppm/awppm.htm