



THE CALIFORNIA STATE UNIVERSITY
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Date: August 14, 2002 **Code: TECHNICAL LETTER**
HR/Salary 2002-15

To: Associate Vice Presidents/Deans of Faculty **Reference:**
Human Resources Directors HR/SA 2002-06
Payroll Managers HR/SA 2002-07

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

Subject: **Fiscal Years 2001/02 and 2002/03 Salary Program Clarification for Faculty (Unit 3)**

The following clarifications are provided to respond to campus salary program inquiries and to ensure that the Memorandum of Understanding (MOU) is followed consistently and uniformly. Every general salary increase and service salary increase must be documented as such in employment history.

General Salary Increase (GSI) Eligibility for Temporary and FERP Faculty:

- Temporary and FERP faculty unit employees employed for one or more terms during fiscal years 2001/02 and 2002/03 are eligible to receive the GSI for those respective fiscal year periods. This includes temporary and FERP faculty unit employees who were appointed for one or more terms within the academic year and were on a separated status during the period in which the 2001/02 and 2002/03 GSIs were effective (April 1 and July 1, 2002, respectively). In this instance, the 2001/02 GSI must be combined with the 2002/03 GSI for a compounded total of 4.04% and posted via GEN transaction effective upon commencement of the employee's first appointment in FY 2002/03.
- Eligible temporary and FERP faculty who received the April 1, 2002 GSI but not the July 1, 2002 GSI due to being on separated status at the time, receive a 2.0% GSI posted via GEN transaction effective upon commencement of the employee's first appointment in FY 2002/03.
- Eligible temporary and FERP faculty who received the July 1, 2002 GSI but not the April 1, 2002 GSI due to being on separated status at the time, receive a 2.0% GSI via a correct to the July 1, 2002 GEN transaction.

Distribution:

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Service Salary Increase (SSI) Eligibility for Temporary and FERP Faculty:

- Temporary and FERP faculty unit employees who satisfied requirements to receive a Service Salary Increase (SSI) in FY 2001/02 (pursuant to Articles 12 and 31 of the MOU) and who were on a separated status effective close of business June 30, 2002, shall have the SSI posted to the employee's record via MSA transaction effective upon commencement of the employee's first appointment in FY 2002/03, after the GEN transaction.

Service Salary Increases for Faculty Promoted in FY 2001/02 or 2002/03:

- Faculty who were eligible to receive an SSI in FY 2001/02 in the rank prior to promotion but did not, remain eligible to receive the SSI.
- The up to 2.65% SSI should be calculated based upon the employee's salary rate in effect prior to the promotion and the SSI maximum in the rank prior to promotion. The resulting dollar amount should be posted via MSA transaction in the employee's current rank effective close of business June 30, 2002, after the promotion (e.g., Fall 2001) and April 2002 GSI.
- The final anniversary date and SSI counter must be recalculated based upon the salary rate in effect after the MSA has been posted in the promoted rank, based upon the number of 2.5% intervals between the new salary rate and the SSI maximum, as appropriate.
- Campuses are to use this process as appropriate for fiscal year 2002/03 increases.

Three-Year Temporary Appointments:

- Temporary faculty unit employees offered a three-year temporary appointment commencing FY 2002/03 shall be tracked in the PIMS employment history data base (EHDB) via Management Data Element Item 704B. Processing instructions for this new systemwide requirement will be issued in Technical Letter HR/EHDB 2002-02.

General Salary Program Guidelines and Processing Instructions for Faculty can be accessed via Human Resources Administration's web page at: <http://www.calstate.edu/HRAdm/SalaryProgram/Unit3/index.shtml>.

Specific processing inquiries 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.

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