


The California State University  
Office of the Chancellor  
401 Golden Shore  
Long Beach, California 90802-4210  
(562) 951-4411

**Date:** July 14, 2004

**Code:** TECHNICAL LETTER  
HR/Benefits 2004-16

**To:** Human Resources Directors  
Benefit Officers

**From:** Cathy Robinson   
Assistant Vice Chancellor  
Human Resources Administration

**Subject:** Benefits Update – Skilled Crafts Employees (Unit 6)

The California State University (CSU) and State Employees' Trades Council (SETC - Unit 6) reached an agreement for fiscal year 2004/05, effective July 1, 2004 through June 30, 2005. Enhancements to the benefits and leave programs are outlined below:

**Long -Term Disability Insurance and Processing Instructions**

Effective July 1, 2004, the CSU has agreed to provide long-term disability (LTD) insurance for eligible Unit 6 employees and pay the full cost of the premium to the current LTD provider, The Standard Insurance Company. Updated Certificates of Coverage will be delivered to campuses under separate cover.

Please note the following benefit provisions:

- **LTD deduction code issued by the State Controllers' Office (SCO): 250-105**
- **Monthly Premium Rate: \$9.53**
- **Unit 6 LTD: Policy Class 7**
- **Amount of Coverage: 50% of the first \$15,000 of employee's monthly salary (pre-disability earnings, reduced by deductible income)**
- **Maximum Monthly Benefit: \$7,500 per month**
- **Waiting Period: 180 days**
- **Maximum Benefit Period: Until Age 65**

This benefit will provide a level of income replacement to eligible employees who are unable to work due to a disability. Disabilities that occurred 90 days prior to the effective date of coverage (July 1, 2004) are considered pre-existing and are excluded as a covered disability for a 12-month period.

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**Distribution:**

CSU Presidents  
Vice Chancellor, Human Resources  
Payroll Managers  
Director, SOSS  
State Controller's Office

### **Processing Instructions**

Campus Benefits Representatives must retroactively process a mass LTD enrollment for all eligible Unit 6 employees to the July 1, 2004 effective date. The mass enrollment should include employees who are currently appointed in a Unit 6 position, on pay status, and who meet the eligibility criteria for LTD (refer to **HR/Benefits 2004-09**). Employees on non-pay status as of July 1, 2004, (i.e., Non-Industrial Disability (NDI), leave of absence without pay) can only be enrolled in LTD once they return to pay status. An employee cannot be enrolled in LTD any earlier than the actual appointment date. Therefore, Unit 6 employees appointed after July 30, 2004, should be enrolled in LTD effective with the August pay period, or the pay period effective with the date of appointment.

Deductions should be processed with the Automated Benefits System (ABS)/Interface currently utilized by campuses, and sent to the SCO via FTP transmittal. For more information, please refer to the **ABS Process and Procedures Guide**.

To assist campuses who utilize Peoplesoft Base Benefits software, an update is posted on the CMS website for downloading purposes. The link to the CMS website appears below: **[http://cms.calstate.edu/T2\\_Mreleases.asp](http://cms.calstate.edu/T2_Mreleases.asp)**.

Non-Peoplesoft campuses can either submit these transactions to the SCO via FTP transmittal or the "fill and print" Miscellaneous Deductions Form. This form has been updated to reflect the newly assigned deduction code (see attached).

If campuses submit LTD enrollments to the SCO for processing by the July cutoff date, one premium payment will be reflected on the pay warrant issued July 30, 2004. However, if enrollments are processed after the July cutoff date, two (2) premium payments, one for the July and August pay periods will be reflected on the pay warrant issued August 31, 2004.

### **Maternity/Paternity/Adoption Leave**

An employee appointed in a Unit 6 position shall be entitled to up to thirty (30) workdays of maternity/paternity/adoption leave with pay, which shall commence upon the birth or placement of a child. Once the leave begins, the days must be taken consecutively.

The Maternity/Paternity/Adoption Leave grid has been updated accordingly (see attached).

### **Rural Health Care Stipend – 2004/2005**

A one-time stipend of five hundred dollars (\$500) will be paid to each eligible employee during fiscal year 2004/2005, if the following criteria are met during the August 2004 pay period:

- **Employee must reside in a zip code contained in "California's Proposed Eligible Rural Subsidy Zip Codes by County" list dated January 1, 2004; and also be**
- **Enrolled in a non-Health Maintenance Organization (HMO) health benefits plan.**

This amount will be calculated on a pro-rata basis for part-time employees.

For processing instructions, please refer to HR/Salary 2004-10.

Questions regarding this technical letter may be directed to Human Resources Administration at (562) 951-4411. This technical letter is also available on the Human Resources Administration's Web site at: **<http://www.calstate.edu/HRAdm/memos.shtml>**.



# The California State University

## MISCELLANEOUS BENEFITS ENROLLMENT AUTHORIZATION FORM

**Instructions:**

Completion of this form enrolls or deletes coverage for employees under normal enrollment (at least half time for 6 months and 1 day) and part time Faculty and Coaches (qualified under AB 211 and CB Agreement) eligible for Vision, Life Insurance and Long-Term Disability benefits. Upon separation or loss of eligibility due to reduction of time base below 0.5 (for normal enrollments) or 0.4 (for AB 211 enrollments), deletion of coverage MUST be submitted immediately.

If the employee is ineligible for a particular benefit, place horizontal lines through the DED. CODE (Section 4) and ORG. CODE (Section 5). The effective date of enrollment is the pay period the employee is hired or becomes eligible (Section 7).

Please type or print clearly.

### TO: STATE CONTROLLER – PPSD/PAYROLL SERVICES

(1) SOCIAL SECURITY		(2) NAME (FIRST) (MIDDLE) (LAST)			(3) POSITION NUMBER			
					AGENCY	UNIT	CLASS CODE	SERIAL
BENEFIT	(4) DED. CODE	(5) ORG. CODE	(6) CHANGE TYPE		(7) PAY PERIOD		(8) PARTY CODE	
			NEW	DELETE	MONTH	YEAR		
VISION	450						3	
LIFE INS.	250							
LTD	250							
Remarks:								
(9) PLEASE PROVIDE THE FOLLOWING ADDITIONAL INFORMATION:								
FORM COMPLETED BY (PLEASE PRINT):					AUTHORIZED SIGNATURE:			
CAMPUS NAME			TELEPHONE NUMBER			DATE SIGNED		
ENROLLEE CBID:								

**Mail Completed Form To:**

**State Controller's Office**  
**PPSD/Miscellaneous Deductions Unit**  
**P.O. Box 942850**  
**Sacramento, CA 94250**

## **Paid Maternity/Paternity/Adoption Leave**

The Maternity/Paternity/Adoption leave is a **paid** leave associated with the birth of an employee's own child or the placement of a child with the employee in connection with adoption or foster care. This type of absence is not charged against the employee's leave credits, and the amount of paid days received is based on employee category.

Paid Maternity/Paternity/Adoption leave runs concurrently with any other related leaves for which the employee is eligible. The chart below is a reference that can be used to determine the amount of paid maternity/paternity/adoption leave an employee is entitled to under this program.

Employee Category	Number Of Eligible Paid Days	Timeframe Guidelines for the Paid Maternity/Paternity/Adoption Leave
Unit 1 (Physicians)	20 Days	Commences with the arrival of the employee's new child, and days run consecutively.
Units 2, 5, 7, 9 (CSEA)	30 Days	Commences within 60 days of the arrival of the new child. Once the leave begins, the days run consecutively. Leave may only be taken in daily increments.
Unit 3 (Faculty)	30 Days	Commences within 60 days of the arrival of the new child, and days run consecutively.
Unit 4 (Academic Support)	20 Days	Must be initiated within one year of the new child's arrival. Days do not have to be taken consecutively.
Unit 6* (Skilled Trades)	30 Days	Commences with the arrival of the employee's child, and days run consecutively.
Unit 8 (Public Safety)	20 Days	Commences with the arrival of the employee's new child, and days run consecutively.
Unit 10 (IUOE)	<i>None</i>	<i>Not available to employees within this employee category.</i>
Confidential (C99)	30 Days	Commences within 60 days of the arrival of the new child, and days run consecutively. Leave may only be taken in daily increments.
Management Personnel Plan (MPP) (M80)	30 Days	Commences within 60 days of the arrival of the new child, and days run consecutively.
Executive (M98)	30 Days	Commences within 60 days of the arrival of the new child, and days run consecutively.
Excluded (E99, including TAs)	<i>None</i>	<i>Not available to employees within this employee category.</i>

\*Effective July 1, 2004

References:  
 Represented Employees - Appropriate C/B agreement  
 C99, M80 – HR 2002-21; HR 1999-09  
 M98 – HR 2002-32