


THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
401 Golden Shore
Long Beach, California 90802-4210
(562) 951-4411

Date: January 4, 2005 **Code:** TECHNICAL LETTER
HR/Salary 2005-01

To: Human Resources Directors
Payroll Managers **Reference:** HR/Salary 2004-16

From: Cathy Robinson 
Assistant Vice Chancellor **New Deadline: January 31, 2005**
Human Resources Administration

Subject: **Clarification on Service Salary Increase Eligibility and Anniversary Dates for CSEA (Units 2, 5, 7 and 9) Employees**

This technical letter provides clarification on reestablishing Anniversary Dates for CSEA employees effective October 1, 2004. In addition, instructions on Service Salary Increase (SSI) eligibility and on-going Anniversary Date maintenance are provided.

❖ **Reestablishing Anniversary Dates - Effective October 1, 2004:**

The Service Salary Increase (SSI) program has been reinstated. All employees who are eligible for an SSI should have an Anniversary Date on their employment record in PIMS **no later than January 31, 2005**. Please note that this deadline cannot be extended.

In order to identify future eligible employees, campuses must establish a new Anniversary Date for any employee whose base pay is below the SSI Maximum of the salary range. Specific one-time procedures for re-establishing the Anniversary Dates are as follows:

- **EMPLOYEE A - Previously had an Anniversary Date from the former SSI program (as of June 2000):** Campuses must use the month from the Anniversary Date that existed in June 2000 and the appropriate 2005/06 year¹ (e.g., new dates could be 10/05 or 04/06) for the Anniversary Date.

Important Note: Pursuant to the collective bargaining agreement, the initial Anniversary Date is not adjusted for nonqualifying pay periods due to unpaid leaves of absence, reclassifications, promotions, reassignments, etc. Again, campuses must use the month from the Anniversary Date that existed in June 2000 and the appropriate 2005/06 year.

¹ Although no SSI has been negotiated for fiscal year 2005/06, Anniversary Dates must be established to fall within that year.

Distribution:

CSU Presidents
Vice Chancellor, Human Resources

- **EMPLOYEE B - Did not have an Anniversary Date as of June 2000:** Pursuant to the negotiated agreement, campuses must use the month of the employee's initial appointment into any CSU classification at the campus combined with the appropriate 2005/06 year. Any CSU classification includes classifications not represented under the CSEA collective bargaining agreement.

Important Note: Pursuant to the collective bargaining agreement, this initial Anniversary Date is not adjusted for nonqualifying pay periods due to unpaid leaves of absence, reclassifications, promotions, reassignments, separations, etc. Campuses must use the month of the employee's initial appointment into any CSU classification (excluding student classifications) at the campus and the appropriate 2005/06 year.

- **TEMPORARY EMPLOYEES** - Temporary employees whose appointment extends beyond 6/30/2005 are eligible to receive a future SSI increase, subject to future negotiation. Anniversary Dates for temporary employees are established in the same manner as probationary/permanent employees, as identified above (see Employee A or Employee B). Campuses may maintain the Anniversary Date for temporary employees in PIMS, but also may use another mechanism to track the Anniversary Date; however, the Anniversary Date in PIMS must be prior to the employee's Appointment Expiration Date.
- **HOURLY/INTERMITTENT EMPLOYEES** – Anniversary Dates for hourly/intermittent employees should not be established at this time. Although hourly/intermittent employees are eligible for future SSIs, eligibility rules will be communicated when a future SSI program is bargained and implemented.
- **ADDITIONAL INFORMATION**
 - For campus reference, CIRS Compendium Report X88, cycle 0410, provides a listing of all active and on-leave CSEA employees and their potential Anniversary Dates. This report includes potential Anniversary Dates for both employees who previously had an Anniversary Date as of June 2000 (as in Employee A above) and those who do not (as in Employee B above). Student classifications are excluded from this report. Campuses are responsible for verifying these dates before updating the Anniversary Date. A companion report X80, cycle 0410, provides a history dump of the employees on the X88 report and can be used for verification.
 - Employees on an unpaid leave of absence as of October 1, 2004, should have their Anniversary Date entered upon return from leave.
 - Employees on an IDL/TD leave of absence as of October 1, 2004, should have their Anniversary Date entered upon return from leave.
 - Employees who have separated after October 1, 2004, must have a correct Anniversary Date on their employment record prior to posting a separation

transaction. Separation transactions that have already been processed must be corrected to reflect the employee's accurate Anniversary Date.

The following processing instruction is provided in Attachment A:

- Salary Structure Changes I – SSI Structure Reinstatement

❖ **Clarification on SSI Eligibility and Maintaining Anniversary Dates on an On-Going Basis:**

- SSI eligibility rules and service requirements are set by the CSU/CSEA agreement (refer to Salary Article).
- Probationary and permanent employees are eligible after the qualifying months of service and satisfactory performance.
- Temporary employees are eligible for SSI increases after the qualifying months of service and satisfactory performance. Campuses may update Anniversary Dates for temporary employees using the criteria above if the Anniversary Date falls prior to the Appointment Expiration Date. If the Anniversary Date falls after the Appointment Expiration Date, the Anniversary Date can be set on the subsequent temporary appointment.
- Rehired annuitants are considered temporary employees and are eligible for SSI increases, provided the SSI eligibility criteria are met.
- A qualifying month of service is defined as 11 days on pay status in a pay period irrespective to timebase.
- The required service for a ten (10) month or 10/12 employee is the completion of twelve (12) pay periods and ten (10) months of qualifying service. The required service for an 11/12 employee is the completion of twelve (12) pay periods and eleven (11) months of qualifying service. The required service for a twelve (12) month employee is the completion of twelve (12) months of qualifying service.
- Anniversary Dates must be established on the employees record for any employee hired on or after October 1, 2004.
- Anniversary Dates must be reset when the employee is moved to a higher skill level or classification that resulted in at least a 5% increase.
- Anniversary Dates must be adjusted for non-qualifying months of service.
- If an employee is temporarily reassigned or reclassified for a duration of less than twelve (12) months, Anniversary Date is set to "NONE" in the temporary assignment. The Anniversary Date in the appointment preceding the reassignment/reclassification remains unchanged. Upon return to the prior appointment, the qualifying pay periods served in the temporary appointment will apply toward qualifying service for SSI eligibility. Should a temporary reassignment or reclassification exceed twelve (12) months, the Anniversary

Date should be established accordingly.

- If the employee does not meet the satisfactory performance requirement, an SSI Denial Transaction (330) must be posted effective the beginning of the pay period of the employee's Anniversary Date and a new Anniversary Date must be established.

For complete information and processing instructions for all salary programs, refer to Human Resources Administration's Salary Program Web site at: <http://www.calstate.edu/HRAdm/SalaryProgram/index.shtml>. Questions regarding this technical letter may be directed to Human Resources Administration at (562) 951-4411. This document is available on Human Resources' Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

CR/gc

PROCESSING INSTRUCTIONS

SALARY STRUCTURE CHANGES I – SSI Structure Reinstatement

PAY SCALES IMPACT:	
Change Summary:	Establish SSI Maximums
Class Code(s):	All CSEA classifications except Per Diem classes (codes 7940, 7930, 7931)
CBID:	R02, R05, R07, R09
Pay Scales Effective Date:	10/01/04
Date in Production:	10/01/04
Pay Letter:	2004-06

EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:	
Processing Responsibility:	Campuses will reset Anniversary Dates (Item 330) for employees whose base pay is below the SSI Maximum.
Processing Date(s):	By 01/31/05
Effective Date:	10/01/04
PIMS Transaction:	CRO
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	HR/Salary 2004-16
Pay Amount:	N/A
Pay Form:	N/A
Lump Sum Earnings ID:	N/A
Employees on Leave:	N/A
Additional Information:	<p>If the employee had an Anniversary Date as of June 2000, the month of this date is combined with the appropriate 2005/06 year (e.g., 10/05, 04/06). If the employee did not have an Anniversary Date in June 2000, the initial Anniversary Date will be the month of the employee's initial appointment into any CSU classification (excluding student classifications) at the campus with the appropriate 2005/06 year. CIRS Compendium Report X88 Cycle 0410, provides a listing of all employees who had an Anniversary Date as of June 2000 as well as those who did not.</p> <p><u>Current Format ➔ New Format for Anniversary Date:</u></p> <p>MAX</p> <ul style="list-style-type: none"> ➔ 9999 if base pay is at or above SSI Maximum and below the new Range Maximum ➔ MM/YY if base pay is below SSI Maximum ➔ No change if base pay remains at the Range Maximum <p>9999</p> <ul style="list-style-type: none"> ➔ No change if base pay is at or above SSI Maximum and below the Range Maximum ➔ MM/YY if base pay is below SSI Maximum ➔ MAX if base pay is at Range Maximum <p>None</p> <ul style="list-style-type: none"> ➔ 9999 if base pay is at or above SSI Maximum and below the Range Maximum ➔ MM/YY if base pay is below SSI Maximum ➔ MAX if base pay is at Range Maximum ➔ No change if date is indeterminable or there is no

**TECHNICAL LETTER
HR/Salary 2005-01
ATTACHMENT A**

	Anniversary Date
	<p>Date (MM/YY):</p> <ul style="list-style-type: none"> • 9999 if base pay is at or above SSI Maximum and below the Range Maximum • If base pay is below SSI Maximum, verify and update existing date • MAX if base pay is at Range Maximum <p>Refer to Article 20 of the collective bargaining agreement.</p>
SCO Personnel Letter:	N/A

COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS:	
Pay Scales Impact:	Salary Schedule Load provided by HR-ISA to SOSS by 10/01/04
GSI/SSI Load Impact:	N/A
CMS Action/Reason:	Campus determined – Must map to CRO transaction