

**Date:** May 25, 2007

**Code:** **TECHNICAL LETTER  
HR/Salary 2007-10**

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

**From:** Gail Brooks   
Associate Vice Chancellor  
Human Resources

**Subject:** **Faculty (Unit 3) Salary Administration For Summer Term Employment**

Pursuant to Article 21 of the Collective Bargaining Agreement (CBA) between the California State University (CSU) and California Faculty Association (CFA) ratified by the CSU Board of Trustees May 15, 2007 and effective through June 30, 2010, this letter serves to provide information on Faculty (Unit 3) salary administration for summer sessions offered by CSU campuses. This letter addresses summer programs at both quarter and semester campuses, including fee buy-down campuses.

Provision 21.1 lists the Articles of the Unit 3 CBA that apply to employees who become faculty unit employees solely by appointment to summer term employment. Only provisions included in those Articles apply to this group of employees.

◀ **APPOINTMENTS AND SALARY**

- **Salary during State-Supported Summer Session at all Semester Campuses, including Stanislaus** – Faculty members who teach for extra pay during a state-supported (including fee buy-down) summer term in addition to their regular academic year position are to be appointed into the classification code listed below. Faculty members in this classification are paid on a per unit basis. The rate per unit is calculated by dividing the faculty member's academic year full-time annual salary by 30 (30 units represents full-time for one academic year at a semester campus): Summer Salary Rate Per Unit = (AY Full-time Salary)/(30).
  - 2457 Instructional Faculty, Summer Session – State Support  
Refer to Attachment A, Summer Term Employment: I – PIMS Coding Instructions for Class Code: 2357/2457.
  
- **Salary during State-Supported Summer Session at QSYRO Campuses** – Pursuant to provision 21.18, compensation of faculty eligible for summer term employment shall continue to be pursuant to classification code 2368.
  - 2368 Instructional Faculty – Extra Quarter Assignment

Pursuant to provision 21.5, the campus summer agreement that governs terms and conditions at Cal Poly SLO, remains in effect.

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**Distribution:**

CSU Presidents  
Executive Vice Chancellor and CFO  
Vice Chancellor, Human Resources  
Budget Officers

Employee Relations Designees  
Payroll Managers  
Associate Vice Presidents/Deans of Faculty  
State Controller's Office

- **Salary during State-Supported Summer Session at CSU Bakersfield and at CSU San Bernardino** – Faculty members who teach for extra pay during a state-supported (including fee buy-down) summer term in addition to their regular academic year position are to be appointed into the classification code listed below. Faculty members in this classification are paid on a per unit basis. The rate per unit is calculated by dividing the faculty member's academic year full-time annual salary by 45 (45 units represents full-time for one academic year at a quarter campus): Summer Salary Rate Per Unit = (AY Full-time Salary)/(45).
  - 2457 Instructional Faculty, Summer Session – State Support  
Refer to Attachment A, Summer Term Employment: I – PIMS Coding Instructions for Class Code: 2357/2457.
- **Faculty Who Teach Only in the Summer** – Faculty who were not employed in a Unit 3 appointment in any of the terms immediately preceding summer term work do not have an academic year salary upon which to base their summer salary. Therefore, affected faculty may be appointed at any appropriate salary level within classification code 2457 for state-supported summer term employment.
- **State-supported Summer Term as Part of Academic Year at Semester Campuses** – In order for a campus to appoint a faculty member to teach in the summer as part of the regular academic year assignment, either (1) the campus must have an agreement negotiated at the statewide level between the CSU and the CFA that allows faculty to spread the academic year workload over the academic year plus the summer (currently allowed only at Humboldt State University and CSU Sacramento) **OR** (2) the campus must submit an academic calendar that includes a summer term that meets the CSU definitions to be equivalent to a regular semester. No extra salary is paid, and no additional benefits accrue. Regular academic year salary is paid in twelve equal monthly installments, in accordance with the approved campus academic calendar. Sick leave and other leave programs are available during the faculty member's academic year appointment (no semester campus has an approved calendar for 2007.)
- Pursuant to provision 21.5, the MOU regarding "12 Month Department Chair Employment in Summer 2006 – Semester Campuses" shall remain in effect.
- **Salary during Self-Supported Summer Session at all Campuses** – Faculty members at all campuses who teach during summer sessions in self-support for-credit programs offered through Extended Education are to be appointed into the classification code listed below. Faculty members in this classification are paid on a per unit basis. At semester campuses, the rate per unit is calculated by dividing the faculty member's academic year full-time annual salary by 30 (30 units represents full-time for one academic year at a semester campus): Summer Salary Rate Per Unit = (AY Full-time Salary)/(30). At quarter campuses, the rate per unit is calculated by dividing the faculty member's academic year full-time annual salary by 45 (45 units represents full-time for one academic year at a quarter campus): Summer Salary Rate Per Unit = (AY Full-time Salary)/(45).
  - 2357 Instructional Faculty, Summer Session – Extension  
Refer to Attachment A, Summer Term Employment: I – PIMS Coding Instructions for Class Code: 2357/2457.
- **Compensation Based on Enrollment** – If a course has an enrollment of less than 15 students, the faculty member's salary shall be reduced by 5% for each student below 15. Salary shall be reduced to no lower than 85% of full salary. This applies to both state-support and self-support courses, with appointments in classification codes 2357 or 2457. The reduced salary rates are as follows: 95% for 14 students, 90% for 13 students, and 85% for 12 or fewer students. The President may offer rates higher than the reduced compensation rates for low enrollment. Reduced enrollment compensation is only applicable to summer term for extra pay.

- **Retroactive Salary Processing Considerations on AY Full-time Salary Rate Determinations** – AY Full-time Salary determinations used to establish the Summer Salary Rate Per Unit for 2007 summer term employment may be adjusted as a result of retroactive salary increases effective in FY 2006/07 to include the General Salary Increase effective July 1, 2006 and SSI increases (e.g., as the result of the FMI/SSI Settlement agreement and any additional SSI eligibility). The General Salary Increase effective July 1, 2007 should not be included to establish the Summer Salary Rate Per Unit for 2007 summer term employment.

#### ◀ **PAYMENTS FOR INDIRECT INSTRUCTION**

- **Tenured and Probationary Faculty at All Campuses** – All Tenured and Probationary faculty employed in state-funded summer sessions who do not receive a specific indirect instructional assignment with compensation in the summer term shall receive an indirect instructional payment in the amount of \$150 per each WTU of direct instructional work assigned for the summer term. Payment will be made as a one-time lump sum payment, paid at the end of the employee's summer assignment or at the end of the summer term, as appropriate. All Tenured and Probationary faculty who do receive a specific indirect instructional assignment with compensation (such assignments must be paid at the 1/30<sup>th</sup> or 1/45<sup>th</sup> rate, as appropriate) in the summer term shall not receive the \$150 payment.
- **Lecturers at All Campuses** – At all campuses, lecturers that receive a specific indirect instructional assignment with compensation in the summer term shall be compensated if that assignment is completed. Lecturers that do not receive a specific indirect instructional assignment with compensation in the summer term shall not receive any compensation for indirect instructional work.
- Processing instructions for payment of indirect instruction one-time lump sum payments are provided in Attachment A: Summer Term Employment: II – Indirect Instructional Payment.

#### ◀ **SERVICE SALARY INCREASES (SSIs) AND ENTITLEMENT ISSUES FOR LECTURERS**

- **Lecturer SSIs** – Pursuant to provision 21.23(c), WTUs taught by Lecturers in Summer state-supported summer terms count towards units required for SSI eligibility pursuant to provision 12.10.
- **Lecturer Entitlements** – State-supported summer term employment is included for purposes of entitlement timebase calculations and similar assignment under provisions 12.3 and 12.12 for lecturers. Employment must have been in the same department at the same campus. Refer to Appendix F of the CBA for additional information.

#### ◀ **SUMMER HEALTH BENEFITS STIPEND**

- **All campuses** – Lecturers who meet all of the following criteria will receive a stipend of \$400 per month for any of the July, August, and/or September pay periods during which he/she was not eligible for CalPERS health benefits.
  - The lecturer was employed in the immediately preceding spring term and enrolled in CalPERS health benefits; and
  - The lecturer was appointed and worked at least six (6) WTUs during their entire summer term employment.

Stipends are not paid to any employee who is eligible for CalPERS health benefits during these pay periods (July, August, September). The stipend is intended for lecturers who work in the spring and are enrolled in health benefits and then work at least 6 WTUs in the summer but lose health benefits eligibility during all or part of the summer. Additional information will be detailed in forthcoming benefits technical letter.

- Processing instructions for payment of the summer health benefits stipend are provided in Attachment A: Summer Term Employment: III – Summer Health Benefits Stipend.

Questions regarding PIMS processing instructions should be directed to your campus CSU Audits representative at the SCO. Questions regarding CMS Baseline processing instructions should be directed to the CMS liaison for systemwide Human Resources at (562) 951-4418. Questions regarding collective bargaining aspects of this technical letter should be directed to Labor Relations at (562) 951-4400. Any other questions regarding this technical letter should be directed to Human Resources Administration at (562) 951-4411. This document is available on Human Resources Administration's Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

GB/dth

Attachment

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| <b>PROCESSING INSTRUCTIONS</b><br><b>Summer Term Employment</b> |
|---|

I - PIMS Coding Instructions For Class Code: 2357/2457

| EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:      |  |
|--|--|
| Processing Responsibility:                   | Campus   |
| Processing Date(s):                          | N/A  |
| Effective Date:                              | Summer term  |
| PIMS Transaction:                            | A54  |
| Detailed Transaction Code (Item 719)         | N/A  |
| EH Remarks (Item 215)                        | N/A  |
| Pay Amount:                                  | Varies by employee   |
| Pay Form:                                    | Units  |
| Lump Sum Earnings ID:                        | N/A  |
| Employees on Leave:<br>Temporary Appointees: | N/A  |
| Additional Information:                      | <ul style="list-style-type: none"> <li>• Item 310, Salary Per = U</li> <li>• Item 335, Range: 1 – Semester campus, 2 – Quarter campus</li> <li>• Item 365, Base = Unit between 0.1 - 15</li> <li>• Item 365, Rate = Between the minimum and maximum rate for the range</li> <li>• Item 365, Total Amount= Base * Rate</li> <li>• Item 405, Time Base = IND</li> <li>• Item 505, Retirement = Refer to PIMS Manual</li> <li>• The General Salary Increase (GSI) effective FY 2007/08 does <b>not</b> apply to AY Full-time Salary Rate determinations for 2007 summer term employment.</li> </ul> |
| SCO Personnel Letter:                        | N/A  |

| CMS PROCESSING INFORMATION:      |  |
|----------------------------------|--|
| <b>Workforce Administration:</b> | <ul style="list-style-type: none"> <li>• Action Reason(s):               <ul style="list-style-type: none"> <li>○ DTA/PAY</li> <li>○ HIR/APT</li> <li>○ HIR/CON</li> <li>○ HIR/PRI</li> <li>○ REH/REH                   <ul style="list-style-type: none"> <li>▪ Effective Date: Campus determined</li> <li>▪ Job Code(s): 2357/2457</li> <li>▪ Job Comp Frequency (Item 310)</li> <li>▪ Grade (Item 335)</li> <li>▪ Expected End Date v8.9: Campus determined</li> <li>▪ Pay End Date: Campus determined</li> <li>▪ Comp Rate x Unit = Session Rate (Item 365)</li> <li>▪ Empl Type: H; Empl Class: Immediate Pay, FTE: Ind (Item 405)</li> <li>▪ Retirement Code: Refer to PIMS</li> </ul> </li> </ul> </li> </ul> |
| <b>Temporary Faculty:</b>        | Same as above  |
| <b>Benefits:</b>                 | N/A  |
| <b>Time and Labor:</b>           | N/A  |
| <b>Leave Accounting:</b>         | N/A  |
| <b>Absence Management:</b>       | N/A  |
| <b>Labor Cost Distribution:</b>  | N/A  |
| <b>Additional Instructions:</b>  | N/A  |

II – Indirect Instructional Payment

| PIP PROCESSING INFORMATION:                       |   |
|---|---|
| Processing Responsibility:                        | <ul style="list-style-type: none"> <li>The campuses are responsible for keying lump sum payments.</li> </ul>  |
| Processing Date(s):                               | <ul style="list-style-type: none"> <li>Upon completion of the employee's assignment OR at the end of the summer term, as appropriate.</li> </ul>  |
| Earnings ID:                                      | GW  |
| Amount:   | Varies by employee (\$150.00 per WTU of direct instruction)   |
| Subject to Retirement Withholdings:               | No  |
| Taxable/Reportable:                               | Yes   |
| Subject to Medicare/Social Security               | Yes   |
| Included in Calculation for Overtime:             | N/A   |
| Included in the Calculation for NDI/IDL Payments: | No  |
| Earnings Statement Description:                   | INDIRCT INS   |
| Additional Information:                           | <ul style="list-style-type: none"> <li>Only one payment can be processed for the summer term reflecting the total amount due, at the end of the assignment or summer term as appropriate.</li> <li>Payments must be keyed using the employee's regular faculty position in a pay period immediately preceding the summer session assignment (e.g., May or June)</li> <li>GW must be keyed using the employee's regular faculty position in a month that regular pay is issued (e.g., June, July and August for probationary and tenured faculty). If the summer session ends in July, the campus can key the payment effective July pay period using the employee's regular faculty position if regular pay is being issued in July.</li> </ul> |

| CMS PROCESSING INFORMATION: |   |
|-----------------------------|---|
| Workforce Administration:   | N/A   |
| Temporary Faculty:          | N/A   |
| Benefits:                   | N/A   |
| Time and Labor:             | <ul style="list-style-type: none"> <li>Earnings Id: GW               <ul style="list-style-type: none"> <li>Process via Additional Pay</li> <li>Amount varies as indicated above</li> </ul> </li> </ul> |
| Leave Accounting:           | N/A   |
| Absence Management:         | N/A   |
| Labor Cost Distribution:    | N/A   |
| Additional Instructions:    | N/A   |

III – Summer Health Benefits Stipend

| PIP PROCESSING INFORMATION:                       |   |
|---|---|
| Processing Responsibility:                        | <ul style="list-style-type: none"> <li>The campuses are responsible for keying lump sum payments.</li> </ul>  |
| Processing Date(s):                               | <ul style="list-style-type: none"> <li>Upon completion of session/assignment or at the end of the summer term. See additional information below.</li> </ul>   |
| Earnings ID:                                      | GZ  |
| Amount:   | Varies by employee (\$400.00, \$800.00 or \$1200.00 only)   |
| Subject to Retirement Withholdings:               | No  |
| Taxable/Reportable:                               | Yes   |
| Subject to Medicare/Social Security               | Yes   |
| Included in Calculation for Overtime:             | N/A   |
| Included in the Calculation for NDI/IDL Payments: | No  |
| Earnings Statement Description:                   | Health Stip   |
| Additional Information:                           | <ul style="list-style-type: none"> <li>Only one payment can be processed for the summer term to coincide with the number of pay periods that the employee was not eligible for health benefits. Payment amount is \$400, \$800 or \$1200 as appropriate.</li> <li>Payments must be keyed using the employee's regular faculty position in a pay period immediately preceding the summer session assignment (e.g., May or June)</li> </ul> |

| CMS PROCESSING INFORMATION: |   |
|-----------------------------|---|
| Workforce Administration:   | N/A   |
| Temporary Faculty:          | N/A   |
| Benefits:                   | N/A   |
| Time and Labor:             | <ul style="list-style-type: none"> <li>Earnings Id: GZ               <ul style="list-style-type: none"> <li>Process via Additional Pay</li> <li>Amount varies as indicated above</li> </ul> </li> </ul> |
| Leave Accounting:           | N/A   |
| Absence Management:         | N/A   |
| Labor Cost Distribution:    | N/A   |
| Additional Instructions:    | N/A   |