

Date: March 1, 2010

Code: TECHNICAL LETTER
HR/Salary 2009-10
Supplement #1

To: Human Resources Directors
Payroll Managers

Reference: HR/Salary 2009-10

From: Evelyn Nazario 
Assistant Vice Chancellor
Human Resources Management

Subject: Salary Program Provision for SETC (Unit 6) Employees - Payment to Non-Exempt Employees for Offsite Work Performed During Non-Scheduled Work Time

Overview

Audience: Human Resources Directors, Payroll Managers, and/or campus designee(s) responsible for payroll processing

Action Item: Implement new salary provision effective September 22, 2009

Affected Employee Group(s)/Unit(s): SETC (Unit 6) Employees

Summary

This technical letter updates information regarding the salary program provisions for SETC (Unit 6) employees, effective September 22, 2009, to include payment for all time worked offsite during non-scheduled work time. Those in the audience listed above should review the remainder of this technical letter for more detailed information.

The Board of Trustees ratified the Collective Bargaining Agreement (CBA) between the California State University (CSU) and the State Employees Trades Council (SETC) which covers the period September 22, 2009 through June 30, 2011. This technical letter updates the salary program provisions provided in HR/Salary 2009-10 to include the following:

- **Salary Program Changes:**
 - Payment for Offsite Work Performed for Non-Exempt Employees

Detailed Program Information:

Pursuant to Article 23 of the CBA, when an appropriate administrator calls a non-exempt employee during his/her non-scheduled work time to perform work which can be performed by phone or computer and the employee performs the work offsite, the employee will be paid for all time worked. The time reported must be rounded up to

Distribution:

CSU Presidents
Vice Chancellor, Human Resources
Vice Presidents, Administration
Associate Vice Presidents/Deans of Faculty

Benefits Officers
Budget Directors
HR Professionals

the nearest half-hour. The call-back provision will not apply. The hour(s) or partial hours worked shall count as hours worked for the purpose of this Article (Article 23, Overtime).

Please direct questions regarding this technical letter as follows:

- Collective bargaining aspects Labor Relations at (562) 951-4400
- All other questions Human Resources Management at (562) 951-4411

For processing instructions and general information on all salary programs, refer to Human Resources Salary Program Web site at: <http://www.calstate.edu/hradm/salaryprogram/index.shtml>

This document is available on the Human Resources Management's Web site at: <https://www.calstate.edu/HRAdm/memos.shtml>

EN/dm