

THE CALIFORNIA STATE UNIVERSITY
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Date: November 14, 2001
To: Human Resources Directors
Payroll Officers
From: Cathy Robinson, Senior Director
Human Resources Administration
Code: TECHNICAL LETTER
HR/SA 2001-13
Subject: 2001/02 Salary Program for Skilled Crafts (Unit 6) Employees

The California State University (CSU) has reached agreement with the State Employees' Trades Council (SETC) for Fiscal Year 2001/02 compensation changes and a salary program summary follows:

- **Salary Increase Programs for 2001/02:**
 - **General Salary Increase (GSI):** Effective October 1, 2001, a 1.6% GSI will be applied.
 - **Performance-based Salary Increase (PSI):** No systemwide funds are allocated for performance programs. PSIs from campus funds and unspent funds from the 2000/01 Performance Bonus Award program may be awarded.

- **A number of Salary Provisions continue to be available 2001/02:**
 - Shift Differential
 - Sunday Pay Differential
 - Asbestos Pay Differential
 - Asbestos Training and Hazardous Material Handling Certification Allowances
 - Backflow Testing and Water Treatment Operator Allowances
 - Welding Certification Allowance

- **Other Provisions:**
 - The SETC agreement includes a CSU commitment to conduct a review of the Laborer's International Union of North America (LIUNA) National (Industrial) Pension Fund to determine whether it is feasible or desirable to provide employer-paid contributions on behalf of Unit 6 employees. Funds have been set aside for these employer-paid contributions in the event the CSU chooses to participate.

Distribution:

CSU Presidents	
Vice Chancellor, Human Resources	Associate Vice Presidents/Deans of Faculty
Vice Presidents, Academic Affairs	Employee Relations Designees
Vice Presidents, Administration	Director, SOSS
Vice Presidents, Student Affairs	Budget Officers

This review is currently being conducted. It is CSU's intent to complete its study prior to March 1, 2002.

- The new Pre-Tax Parking Deduction plan becomes effective for Unit 6 employees effective January 1, 2002.

DETAILED PROGRAM INFORMATION FOR SALARY PROVISIONS:

We are pleased to provide a new format for processing instructions this year, created as a tool to help campuses process salary actions. These instructions include information on pay scales, employment history (PIMS) and payroll impact, as appropriate, and CMS PeopleSoft baseline impact for Administer Workforce. These instructions are provided in Attachment A.

➤ **Salary Increase Programs:**

General Salary Increase (GSI) Program:

- Effective October 1, 2001, the State Controller's Office (SCO) will post a 1.6% GSI to individual salary rates of all bargaining unit members and salary range minimums and maximums of all salary schedule bargaining unit classifications.
- The SCO will not process GSIs for active employees whose appointment expiration date has passed (campus processing instructions for these employees are provided in the SCO's Personnel Letter). In order to assist campuses in identifying these employees, **CIRS Compendium Report F95, Cycle 0110**, is available for campus reference.

The following processing instructions are provided in Attachment A:

⇒ Salary Increase Programs: I – General Salary Increase.

Performance-based Salary Increase (PSI) Program:

- No systemwide funds are allocated for the PSI program this fiscal year.
- Base salary PSIs can be awarded from campus funds and can be effective at any time at the beginning of a pay period.
- Unspent funds from the 2000/01 One Time Performance-based Bonus Award program bonus may be awarded in 2001/02. No new funds are available.

The following processing instructions are provided in Attachment A:

⇒ Salary Increase Programs: II – Performance Based Salary Increase

⇒ Bonus/Additional Pay Programs: I – One Time Performance Bonus Award

Extended Performance Increase (EPI) Program:

- New EPIs will not be available this fiscal year and may not be awarded.

➤ **Other Salary Provisions:**

Shift Differential:

- Swing: An eligible employee who works four (4) or more hours between 6:00 p.m. and midnight (exclusive of overtime) is to be paid a shift differential of \$1.25 per hour for the employee's entire shift.
- Graveyard: An eligible employee who works four (4) or more hours between midnight and 6:00 a.m. (exclusive of overtime) is to be paid a shift differential of \$2.20 per hour for the employee's entire shift.

The following processing instruction is provided in Attachment A:

⇒ Bonus/Additional Pay Programs: II – Shift Differential

Sunday Pay Differential:

- Employees regularly scheduled to work on Sundays shall receive a differential of \$1.25 per hour for the employee's entire shift. The Sunday pay differential shall not be added to or combined with any other pay differential or premium pay.

The following processing instruction is provided in Attachment A:

⇒ Bonus/Additional Pay Programs: III – Sunday Pay Differential

Asbestos Pay Differential:

- Employees assigned to perform any asbestos-related or hazardous material handling duties pursuant to Article 24 shall be paid an asbestos pay differential of \$3.00 per hour for time spent performing such work.

The following processing instruction is provided in Attachment A:

⇒ Bonus/Additional Pay Programs: IV – Asbestos Pay Differential

Asbestos Training and Hazardous Material Handling Certification Allowance:

- Employees required to undergo training in either asbestos abatement and handling or in hazardous materials handling shall be paid a \$165 allowance. Employees required to undergo training in order to maintain or renew these certifications also shall be paid a \$165 allowance.

The following processing instruction is provided in Attachment A:

⇒ Bonus/Additional Pay Programs: V – Asbestos Training and Hazardous Material Handling Certification Allowance

Backflow Testing and Water Treatment Operator Allowances:

- Employees required to obtain either a backflow testing license or the appropriate water treatment operator certificate shall be paid a \$165 allowance. Employees required to renew their license or certification also shall be paid a \$165 allowance.

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The following processing instruction is provided in Attachment A:

⇒ Bonus/Additional Pay Programs: VI – Backflow Testing and Water Treatment Operator Allowances

Welding Certification:

- Employees required to obtain a Welding Certification shall be paid a \$165 allowance. Employees required to renew their license or certification also shall be paid a \$165 allowance.

The following processing instruction is provided in Attachment A:

⇒ Bonus/Additional Pay Programs: VII – Welding Certification

Questions regarding other aspects of this technical letter may be directed to systemwide Human Resources at (562) 951-4411. This technical letter is available on Human Resources Administration's web page at: <http://www.calstate.edu/HRAdm/memos.shtml>

CR/dth
Attachment

**TECHNICAL LETTER
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ATTACHMENT A**

**PROCESSING INSTRUCTIONS
Salary Increase Programs**

I. GENERAL SALARY INCREASE (GSI)

FUNDING INFORMATION:	
Funding Source:	Systemwide
Pool Supplemented by Campus:	No

PAY SCALES IMPACT:	
Change Summary:	Increase the minimums, service maximums and maximums of the range by 1.6%.
Class Code(s):	All Unit 6 classifications
CBID:	R06
Pay Scales Effective Date:	10/01/01
Date in Production:	11/14/01
Pay Letter:	2001-03 (To be released at a later date.)

EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:	
Processing Responsibility:	The SCO will key increases into PIMS database.
Processing Date(s):	11/15/01 – 11/19/01
Effective Date:	10/01/01
PIMS Transaction:	GEN
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	HR/SA 2001-13
Pay Amount:	1.6%
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave:	<ul style="list-style-type: none"> • Increases are effective 10/01/01 for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957= 40). • Increases for other employees on leave (non-pay status) are to be keyed by the campus via a GEN transaction, effective the date of the employee's return to pay status.
Additional Information:	<ul style="list-style-type: none"> • All employees who are active as of 10/01/01 will receive the GSI via GEN Transaction, with the exception of those employees whose appointment expiration date is prior to 10/01/01.
SCO Personnel Letter:	http://www.sco.ca.gov/ppsd/scoltrs/

COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS:	
Pay Scales Impact:	Salary Schedule Load provided by HR-ISA to SOSS on 11/15/01.
GSI/SSI Load Impact:	Yes. Refer to Business Process Guide for instructions.
Action/Reason:	Pay Rate Change/General Salary Increase (Pay Rt Chg/GSI)
Baseline Instructions:	http://www.calstate.edu/hrpims/awppm/awppm.htm

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PROCESSING INSTRUCTIONS Salary Increase Programs II. PERFORMANCE-BASED SALARY INCREASE (PSI):
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FUNDING INFORMATION:	
Funding Source:	Campus performance funds
Pool Supplemented by Campus:	Yes

PAY SCALES IMPACT:	
Change Summary:	N/A
Class Code(s):	N/A
CBID:	N/A
Pay Scales Effective Date:	N/A
Date in Production:	N/A
Pay Letter:	N/A

EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:	
Processing Responsibility:	Campus
Processing Date(s):	At the discretion of the President.
Effective Date:	PSIs awarded from campus funds can be effective at any time, at the discretion of the President; however, the effective date must be the beginning of a pay period.
PIMS Transaction:	SCR
Detailed Transaction Code (Item 719)	50
EH Remarks (Item 215)	N/A
Pay Amount:	At the discretion of the President; however, base salary increases must not exceed the salary range maximum.
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave:	PSIs from campus funds: <ul style="list-style-type: none"> • At the discretion of the President, increases are effective at any time at the beginning of a pay period for employees on NDI supplemented with Catastrophic Leave (S49 Transaction, Item 957= 40); • Increases for other employees on leave (non-pay status) are to be keyed by the campuses effective the date the employee returns to pay status.
Additional Information:	Refer to Article 24 of the collective bargaining agreement.
SCO Personnel Letter:	http://www.sco.ca.gov/ppsd/scoltrs/

COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS:	
Pay Scales Impact:	N/A
GSI/SSI Load Impact:	N/A
CMS Action/Reason:	Pay Rate Change/Merit/Performance Increase (Pay Rt Chg/MER)
CMS Baseline Instructions:	http://www.calstate.edu/hrpims/awppm/awppm.htm

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<p>PROCESSING INSTRUCTIONS</p> <p>Bonus/Additional Pay Programs</p>

GENERAL BONUS INSTRUCTIONS:
<ul style="list-style-type: none"> • For non-exempt employees, all bonus awards must be based on a percentage of the annual gross salary (earnings). As this amount may include miscellaneous payments from shift, overtime and stipends, the FLSA requirement to factor the bonus into the “regular rate” for overtime calculations will be satisfied. • For exempt employees, bonuses can be expressed as a flat dollar amount or a percentage of income. • Bonuses will be paid via the PIP system using the serial number of the employee’s position or other serial number as designated by the campus. The payment may be requested using the Miscellaneous Payroll/Leave Action Form (STD. 671) or the Time and Attendance Report Form 672. The appropriate Earnings ID and the gross amount of the bonus must be denoted on the form to request payment (refer to PPM section G904 for instructions).

I. ONE-TIME PERFORMANCE-BASED BONUS AWARD:

PIP PROCESSING INFORMATION:	
Processing Responsibility:	Campus
Processing Date(s):	At the discretion of the campus President.
Earnings ID:	<p>“SF” – for non-exempt employees for above average performance in general (e.g. over an annual review period.)</p> <p>“GL” – for non-exempt employees in recognition of above average performance project and special project-related; team performance; significant campus contributions and/or CSU community-related.</p>
Amount:	N/A
Subject to PERS Withholdings:	Yes – “SF” Earnings ID No – “GL” Earnings ID
Taxable/Reportable:	Yes
Subject to Medicare/Social Security	Yes
Subject to FLSA Regulations:	Yes
Included in the Calculation for NDI/IDL Payments:	No
Funding Source:	Unspent funds from the 2000/01 One-Time Performance-based Bonus Award program
Pool Supplemented by Campus:	N/A
Additional Information:	The one time bonus award shall be a percentage of gross pay for the period of time of performance for which the bonus is awarded and shall not exceed five percent (5%) of an employee’s base salary. Refer to Article 24 of the collective bargaining agreement.

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II. SHIFT DIFFERENTIAL:

PIP PROCESSING INFORMATION:	
Processing Responsibility:	Campus
Processing Date(s):	Monthly
Earnings ID:	"SRE" - Swing "SRN" - Graveyard Refer to Shift Differential Section of the SCO's PPM
Amount:	Swing = \$1.25 per hour Graveyard = \$2.20 cents per hour
Subject to PERS Withholdings:	Yes
Taxable/Reportable:	Yes
Subject to Medicare/Social Security	Yes
Subject to FLSA Regulations:	Yes
Included in the Calculation for NDI/IDL Payments:	Yes
Funding Source:	Campus
Pool Supplemented by Campus:	N/A
Additional Information:	Refer to Article 24 of the collective bargaining agreement

III. SUNDAY PAY DIFFERENTIAL:

PIP PROCESSING INFORMATION:	
Processing Responsibility:	Campus
Processing Date(s):	Monthly
Earnings ID:	"SRE" Refer to Shift Differential Section of the SCO's PPM
Amount:	\$1.25 per hour
Subject to PERS Withholdings:	Yes
Taxable/Reportable:	Yes
Subject to Medicare/Social Security	Yes
Subject to FLSA Regulations:	Yes
Included in the Calculation for NDI/IDL Payments:	Yes
Funding Source:	Campus
Pool Supplemented by Campus:	N/A
Additional Information:	Refer to Article 24 of the collective bargaining agreement

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IV. ASBESTOS PAY DIFFERENTIAL:

PIP PROCESSING INFORMATION:	
Processing Responsibility:	Campus
Processing Date(s):	Monthly
Earnings ID:	8AB
Amount:	\$3.00 per hour for the amount of time spent performing such work
Subject to PERS Withholdings:	Yes
Taxable/Reportable:	Yes
Subject to Medicare/Social Security	Yes
Subject to FLSA Regulations:	Yes
Included in the Calculation for NDI/IDL Payments:	No
Funding Source:	Campus
Pool Supplemented by Campus:	N/A
Additional Information:	Refer to Article 24 of the collective bargaining agreement

V. ASBESTOS TRAINING and HAZARDOUS MATERIAL HANDLING CERTIFICATION ALLOWANCE:

PIP PROCESSING INFORMATION:	
Processing Responsibility:	Campus
Processing Date(s):	Payment shall be made within thirty (30) days after the demonstrated completion of such training and the certification, if required, for the performance of such work, and the subsequent renewal of such certification.
Earnings ID:	"SC1" – Asbestos/Hazardous Material Training "SC2" – Asbestos/Hazardous Material Certification Renewal
Amount:	\$165
Subject to PERS Withholdings:	Yes
Taxable/Reportable:	Yes
Subject to Medicare/Social Security	Yes
Subject to FLSA Regulations:	No
Included in the Calculation for NDI/IDL Payments:	No
Funding Source:	Campus
Pool Supplemented by Campus:	N/A
Additional Information:	Refer to Article 24 of the collective bargaining agreement

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VI. BACKFLOW TESTING AND WATER TREATMENT OPERATOR ALLOWANCES:

PIP PROCESSING INFORMATION:	
Processing Responsibility:	Campus
Processing Date(s):	Payment shall be made within thirty (30) days after the employee has demonstrated that he/she has obtained the license or certificate, or upon the renewal thereof.
Earnings ID:	"SC3" – Backflow License/Water Treatment Operators Certificate "SC4" – Backflow License/Water Treatment Operators Certificate Renewal
Amount:	\$165
Subject to PERS Withholdings:	Yes
Taxable/Reportable:	Yes
Subject to Medicare/Social Security	Yes
Subject to FLSA Regulations:	No
Included in the Calculation for NDI/IDL Payments:	No
Funding Source:	Campus
Pool Supplemented by Campus:	N/A
Additional Information:	Refer to Article 24 of the collective bargaining agreement

VII. WELDING CERTIFICATION:

PIP PROCESSING INFORMATION:	
Processing Responsibility:	Campus
Processing Date(s):	Payment shall be made within thirty (30) days after the employee has demonstrated that he/she has obtained the license or certificate, or upon the renewal thereof.
Earnings ID:	"SD"
Amount:	\$165
Subject to PERS Withholdings:	Yes
Taxable/Reportable:	Yes
Subject to Medicare/Social Security	Yes
Subject to FLSA Regulations:	No
Included in the Calculation for NDI/IDL Payments:	No
Funding Source:	Campus
Pool Supplemented by Campus:	N/A
Additional Information:	Refer to Article 24 of the collective bargaining agreement