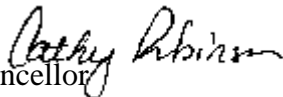


THE CALIFORNIA STATE UNIVERSITY
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Date: November 10, 2005 **Code: TECHNICAL LETTER**
HR/Salary 2005-22

To: Human Resources Directors
Payroll Managers

From: Cathy Robinson 
Assistant Vice Chancellor
Human Resources

Subject: **2005/06 Salary Program for Academic Support (Unit 4) Employees**

The California State University (CSU) reached a successor agreement with the Academic Professionals of California (APC) through June 2008. The following salary program information is provided below:

❖ **Salary Programs:**

- 3.0% General Salary Increase, effective July 1, 2005
- Merit Bonus Program
- 2003/2004 Budget Shortfall Mitigation Bonus
- Long Term Satisfactory Service Bonus is continued
- Educational Achievement Stipend is continued
- Reclassifications increase to a minimum of 5%
- Additional in-range progression provision

❖ **Other Provisions:**

- Revised provisions regarding probation.

Detailed Information Regarding Salary Program Changes:

Detailed information for new or changed salary programs are provided below. 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>.

❖ **3.0% General Salary Increase (GSI):**

The State Controller's Office (SCO) will post the 3% GSI to the individual salary rates of employees via mass update beginning the evening of November 10, 2005. Refer to the SCO Personnel Letter for processing timelines and instructions.

Distribution:

CSU Presidents	Associate Vice Presidents/Deans of Faculty
Vice Chancellor, Human Resources	Budget Directors
Vice Presidents, Administration	HR Professionals
Vice Presidents, Academic Affairs	Director, SOSS
Vice Presidents, Student Administration	

The following processing instructions are provided in Attachment A:

⇒ Salary Increase Program I - General Salary Increase

The minimum salary rates on the Salary Schedule will be increased by 3% while the salary rate maximums will be increased by 6%. Because the salary rate maximums are being increased at a higher percentage than the individual employees rate, employees who have an Anniversary Date of "MAX" are no longer at the salary range maximum and will need their Anniversary Dates adjusted accordingly. To assist campuses, the SCO will correct the Anniversary Date for impacted employees on the July 1, 2005, GSI (GEN) transaction.

The following processing instructions are provided in Attachment A:

⇒ Salary Increase Program II – Anniversary Date Change

❖ **Merit Bonus Program:**

Beginning July 2005, a merit salary bonus pool of 0.5% will be available to award one-time lump sum bonuses. The award must be expressed as a percentage of gross pay (including overtime) for the period of time for which the bonus is awarded. Each campus will receive a joint memorandum from Labor Relations and the Budget Office identifying its share of the systemwide Merit Bonus funds. Merit Bonus Awards are in recognition of the following:

- Above average performance on a project,
- Recognition of one-time or special project performance,
- For members of a team in recognition of their performance as a team based on criteria established by the campus,
- Above average performance in general,
- Other significant contributions to the campus and/or CSU.

Each campus should develop its own procedure for awarding lump sum merit bonuses. The only contractual guidelines are in provision 23.8. Please note that all merit funds are to be awarded prior to the end of the fiscal year.

The following processing instructions are provided in Attachment A:

⇒ Bonus/Additional Pay Program I – Merit Bonus Program

❖ **Budget Shortfall Mitigation (BSM) Bonus:**

The BSM Bonus is retroactive to fiscal year 2003/2004 and extends through the life of the contract. The amount of budgeted funds allocated each year will be based on the budgeted fund balance remaining after all other bonus/stipend programs are paid. Budgeted funds for bonus/stipend programs were provided to campuses as part of the 2000-2003 compensation pools. The SCO with the assistance of HR-ISA will identify and process these payments annually.

For FY 2003/04, the BSM Bonus amount is \$327.41 (gross). Information on the 2004/05 BSM will be communicated in a future technical letter.

The following outlines the specific eligibility criteria:

- May 1st of the respective fiscal year will be used to determine eligible employees and their time base for the purpose of computing individual bonus amounts (e.g., May 1, 2004 for the FY 2003/04 BSM bonus).
- The employee must be active or on leave in a Unit 4 position as of May 1st of the respective fiscal year.
- Hourly intermittents are excluded.
- Full time employees will receive the same bonus amount, while part time employees will receive a prorated amount based on time base.
- Should the amount fall below \$100.00 per full time employee, the funds will be rolled over to the next year's BSM pool.
- Employees can be separated or in a non-Unit 4 position at the time of payment.

The following processing instructions are provided in Attachment A:

⇒ Bonus/Additional Pay Program II – Budget Shortfall Mitigation Bonus

❖ **Long Term Satisfactory Service (LTSS) Bonus:**

The LTSS bonus continues to be available. APC and the CSU have agreed on the following clarifications.

- If an employee is in a temporary assignment outside the bargaining unit at the time they reach one of the anniversary milestones, the employee will receive the LTSS bonus the next full month the employee is in a Unit 4 position, but the month of the anniversary milestone will not be changed.
- The time spent in a temporary assignment outside the bargaining unit on the same campus will count towards service for the next LTSS Bonus.
- When calculating the LTSS Bonus for 10/12 and 11/12 employees, the monthly salary rate must be multiplied by 12 even though the employee only works 10 or 11 months.

Program information is available on the Human Resources Web site at:

http://www.calstate.edu/HRAdm/SalaryProgram/Unit4/salprog_ltssbonus.shtml#GenInfo

Processing instructions are available on the Human Resources Web site at:

http://www.calstate.edu/HRAdm/SalaryProgram/Unit4/procinst_ltssbonus.shtml

❖ **Educational Achievement Stipend:**

2004/05 Educational Achievement Stipends are being identified by the campuses in coordination with Labor Relations. Payment information will be communicated

in a future technical letter. Additional program information is available on the Human Resources Web site at:

http://www.calstate.edu/HRAdm/SalaryProgram/Unit4/salprog_edachstpd.shtml#GenInfo

Processing instructions are available on the Human Resources Web site at:

http://www.calstate.edu/HRAdm/SalaryProgram/Unit4/procinst_edachstpd.shtml

❖ **Reclassifications:**

When an employee is reclassified to a classification with a higher salary range, the employee's salary shall be increased by at least 5%.

❖ **In-Range Progression:**

The in-range progression program includes recognition for extraordinary performance.

Other Provisions:

❖ **Probation Changes:**

- The probationary period for full time employees has been reduced to one year. For new hires or employees new to Unit 4, the probationary period can be extended by mutual agreement between the employee and campus management.
- For employees whose positions are reclassified to another classification within Unit 4, the one-year period begins from the first day of the pay period following the date the request for a classification review was received in the campus Human Resources Office.
- Any current probationary employee who has served on probation for one year or more as of December 8, 2005 shall be granted permanent status effective December 9, 2005. Probation end dates for employees in this situation should reflect December 8, 2005.
- Campuses must retroactively correct probation end dates in PIMS and the CMS baseline system for full-time employees hired since December 9, 2004.
- An employee who is absent during probation for any combination of WC, IDL, NDI, leave without pay, or paid sick leave for a cumulative total of more than 22 workdays, may have their probationary period extended by the number of workdays absent in excess of 22.

Part-time Employees:

- Like full-time employees, part-time employees may be designated as temporary or probationary/permanent.
- Current part-time employees, whose positions are not temporary, must be made probationary. Effective November 8, 2005, the probationary period for part-time employees is the equivalent of one year of full-time service.

Probationary periods for part-time employees are established on a prospective basis; however, the President or designee may elect to reduce the probationary period.

- The employee's probationary status must be updated in PIMS and the CMS baseline no later than December 31, 2005.
- As a reminder, in accordance with provision 13.8, part-time employees with a timebase of 50% or more for at least five (5) consecutive years are awarded permanent status.

The following processing instructions are provided in Attachment A:

⇒ Salary Increase Program III –Probationary Status Change

Please note that employees on Military Leave receiving Military Difference in Pay CSU salary supplement should have the difference between the CSU salary and the military pay recalculated based on the employee's new salary rate, pursuant to CSU policy.

Questions regarding this technical letter may 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>.

CR/gc

Attachment

PROCESSING INSTRUCTIONS

SALARY INCREASE PROGRAM

I - General Salary Increase

PAY SCALES IMPACT:	
Change Summary:	Increase the range minimums by 3% and range maximums by 6%.
Class Code(s):	All APC classifications
CBID:	R04
Pay Scales Effective Date:	07/01/05
Date in Production:	11/10/05
Pay Letter:	2005-07

EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:	
Processing Responsibility:	SCO mass update
Processing Date(s):	Beginning the evening of 11/10/05
Effective Date:	07/01/05
PIMS Transaction:	GEN
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	HR/SA 2005-22
Pay Amount:	3%
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave:	<ul style="list-style-type: none"> • Increases are effective 07/01/05 for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957= 40) on 07/01/05. • Increases for other employees on leave (non-pay status) are to be keyed by the campus via GEN transaction, effective the date the employee returns to pay status.
Additional Information:	<ul style="list-style-type: none"> • All employees who are active as of 07/01/05 will receive the GSI. • The mass update program will include those employees whose appointment expiration date is prior to 07/01/05 who have not been separated. CIRS Compendium Report H50, Cycle 0512 available on 11/14/05 can assist campuses with identifying these employees. • Employees appointed on or after July 1, 2005, but before the mass update is run, will also have the GSI applied to their salary by processing a correct to the appointment and any subsequent transactions.
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 11/07/05.
GSI/SSI Load Impact:	Yes
Action/Reason:	Must map to PIMS GEN Transaction.

**SALARY INCREASE PROGRAM
II – Anniversary Date Change**

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:	SCO will key into PIMS
Processing Date(s):	Will be keyed after 11/14/2005
Effective Date:	07/01/05
PIMS Transaction:	GEN correction
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	HR/SA 2005-22
Pay Amount:	N/A
Pay Form:	N/A
Lump Sum Earnings ID:	N/A
Employees on Leave:	Campus must correct on return from leave transaction.
Additional Information:	Employees with anniversary dates of MAX who are no longer at the maximum salary due to the 6% increase to the salary range maximum will have their anniversary dates set to NONE.
SCO Personnel Letter:	http://www.sco.ca.gov/ppsd/scoltrs/

COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS:	
Pay Scales Impact:	N/A
GSI/SSI Load Impact:	Yes
Action/Reason:	Must map to PIMS GEN Transaction

**SALARY INCREASE PROGRAM
III –Probationary Status Change**

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:	Campuses
Processing Date(s):	Must be updated by 12/31/05
Effective Date:	07/01/05
PIMS Transaction:	430
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	HR/SA 2005-22
Pay Amount:	N/A
Pay Form:	N/A
Lump Sum Earnings ID:	N/A
Employees on Leave:	Campus must correct on return from leave transaction.
Additional Information:	
SCO Personnel Letter:	http://www.sco.ca.gov/ppsd/scoltrs/

COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS:	
Pay Scales Impact:	N/A
GSI/SSI Load Impact:	No
Action/Reason:	Must map to PIMS 430 Transaction

BONUS/ADDITIONAL PAY PROGRAMS

I – Merit Bonus Program

PIP PROCESSING INFORMATION:	
Processing Responsibility:	Campus
Processing Date(s):	Prior to the end of the fiscal year
Earnings ID:	SF
Amount:	Varies
Subject to Retirement Withholdings:	Yes
Taxable/Reportable:	Yes
Subject to Medicare/Social Security:	Yes
Included in Calculation for Overtime:	No
Included in the Calculation for NDI/IDL Payments:	No
Additional Information:	Bonus payments will be captured in CIRS via a tab-delimited Compendium Report under code H74. The cycle will reflect the corresponding fiscal year.

II – Budget Shortfall Mitigation Bonus

PIP PROCESSING INFORMATION:	
Processing Responsibility:	SCO
Processing Date(s):	2003/2004 - must be paid by December 1, 2005
Earnings ID:	GY
Amount:	2003/04 = \$327.41 Varies each year
Subject to Retirement Withholdings:	No
Taxable/Reportable:	Yes
Subject to Medicare/Social Security:	Yes
Included in Calculation for Overtime:	Yes, but only in the pay period in which it was paid
Included in the Calculation for NDI/IDL Payments:	No
Additional Information:	Bonus payments will be captured in CIRS via a tab-delimited Compendium Report under code H69. The cycle will reflect the corresponding fiscal year.