


THE CALIFORNIA STATE UNIVERSITY
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Date: July 12, 2006 **Code: TECHNICAL LETTER**
HR/Salary 2006-09

To: Human Resources Directors
Payroll Managers

From: Gina Caywood 
Interim Senior Director
Human Resources Administration

Subject: **2006/07 Salary Program for Academic Professional (Unit 4) Employees**

During fiscal year 2005/06, the California State University (CSU) reached a successor agreement with the Academic Professionals of California (APC) through June 2008. This technical letter provides salary program information for fiscal year 2006/07 only.

❖ **Salary Programs:**

- 2.5% General Salary Increase, effective July 1, 2006
- Merit Bonus Program is continued
- Long Term Satisfactory Service Bonus is continued
- Budget Shortfall Mitigation Bonus is continued
- Educational Achievement Stipend is continued

Detailed Program Information for Salary Provisions:

For campus convenience, program information and processing instructions for all salary programs are provided on Human Resources Administration's Salary Program Web site at: <http://www.calstate.edu/HRAdm/SalaryProgram/index.shtml>. For additional information, campuses also may refer to Article 23 of the Collective Bargaining Agreement. A summary of this year's salary program is provided below.

❖ **2.5% General Salary Increase (GSI):**

The State Controller's Office (SCO) will post the 2.5% GSI to the individual salary rates of employees via mass update beginning the evening of July 19, 2006. Refer to the SCO Personnel Letter for processing timelines and instructions.

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 2.5% while the salary rate maximums will be increased by 5%. 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

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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, 2006, GSI (GEN) transaction.

The following processing instructions are provided in Attachment A:

⇒ Salary Increase Program II – Anniversary Date Change

❖ **Merit Bonus Program:**

A merit salary bonus pool of 0.5% is available to award one-time lump sum bonuses. Each campus will receive a joint memorandum from Labor Relations and the Budget Office identifying its share of the systemwide Merit Bonus funds.

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

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

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

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

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

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

The LTSS bonus continues to be available to employees who meet established service and performance criteria.

Additional program information is available on the Human Resources Web site at:

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

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

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

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

Details regarding the 2005/06 BSM Bonus payment will be communicated in a future technical letter.

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

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

❖ **Educational Achievement Stipend:**

Labor Relations will work with campuses to identify those employees who are eligible for the 2005/06 Educational Achievement Stipend. Payment information and processing instructions will be communicated in a future technical letter.

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

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

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 technical letter also is available on Human Resources Administration's Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

GC/rc

Attachments

PROCESSING INSTRUCTIONS

SALARY INCREASE PROGRAM

I – General Salary Increase

PAY SCALES IMPACT:	
Change Summary:	Increase the range minimums by 2.5% and range maximums by 5%.
Class Code(s):	All R04 classifications
CBID:	R04
Pay Scales Effective Date:	07/01/06
Date in Production:	07/19/06
Pay Letter:	2006-06

EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:	
Processing Responsibility:	SCO mass update
Processing Date(s):	Beginning the evening of 07/19/06
Effective Date:	07/01/06
PIMS Transaction:	GEN
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	HR/SA 2006-09
Pay Amount:	2.5%
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave:	<ul style="list-style-type: none"> • Increases are effective 07/01/06 for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957= 40) on 07/01/06. • 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 07/01/06 will receive the GSI. • The mass update program will include those employees whose appointment expiration date is prior to 07/01/06 who have not been separated. CIRS Compendium Report H50, Cycle 0607 available on 07/24/06 can assist campuses with identifying these employees. • For employees appointed on or after 07/01/06, but before the date the mass update is run, the update will apply the GSI to the appointment and any subsequent salary transaction by processing a correct.
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 07/17/06.
GSI/SSI Load Impact:	Yes – Note: Cycle will be 4444 and will contain only those transactions from the mass update.
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 07/19/06
Effective Date:	07/01/06
PIMS Transaction:	GEN correction
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	HR/SA 2006-09
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 5% 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