


**THE CALIFORNIA STATE UNIVERSITY**  
**Office of the Chancellor**  
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**Date:** July 18, 2006 **Code: TECHNICAL LETTER**  
**HR/Salary 2006-12**

**To:** Human Resources Directors  
Payroll Managers

**From:** Gina Caywood   
Interim Senior Director  
Human Resources Administration

**Subject:** **2005/06 and 2006/07 Salary Programs for Police Officers (Unit 8)**

The California State University (CSU) reached a successor agreement with the State University Police Officers Association through June 2008. This technical letter provides salary program information for fiscal years 2005/06 and 2006/07.

❖ **Salary Programs:**

- 7.4% General Salary Increase, effective July 1, 2005
- 8.0% General Salary Increase, effective July 1, 2006
- Campus-funded Performance Based Salary Increases are continued
- New In-Range Progression provision
- Special Assignment Stipend changes
- Service Based Performance Step Increases are not funded
- Out-of-Class provision clarified

**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 21 of the Collective Bargaining Agreement. A summary of 2005/06 and 2006/07 salary programs are provided below.

❖ **2005/06 and 2006/07 General Salary Increases (GSI):**

Unit 8 employees will be receiving two GSIs: 7.4% effective July 1, 2005; and, 8.0% effective July 1, 2006. The State Controller's Office (SCO) will post both GSIs to the individual salary rates of all active, on-leave, and eligible separated bargaining unit employees as well as the salary steps of all bargaining unit classifications. The SCO will key these increases beginning July 19, 2006.

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**Distribution:**

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

All employees who are active at the time the GSI is processed will receive the GSI retroactive to the effective date, or the employee's hire date, if the date is after the effective date of the GSI.

The SCO will not process GSIs for active employees whose appointment expiration date passed prior to the 7/1/2006 GSI. In order to assist campuses in identifying these employees, CIRS Compendium Report F95, Cycle 0607, is available for campus reference.

The following processing instruction is provided in Attachment A:

⇒ Salary Increase Program I – General Salary Increase

❖ **Performance Based Salary Increases (PBSIs):**

While no systemwide PBSI funds are provided, campuses may continue to provide campus funded PBSIs, pursuant to Article 21.

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

[http://www.calstate.edu/HRAdm/SalaryProgram/Unit8/salprog\\_pbsi.shtml#GenInfo](http://www.calstate.edu/HRAdm/SalaryProgram/Unit8/salprog_pbsi.shtml#GenInfo)

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

- Base Salary Increase:  
[http://www.calstate.edu/HRAdm/SalaryProgram/Unit8/procinst\\_pbsi.shtml](http://www.calstate.edu/HRAdm/SalaryProgram/Unit8/procinst_pbsi.shtml)
- Bonus:  
[http://www.calstate.edu/HRAdm/SalaryProgram/Unit8/procinst\\_perfbonus.shtml](http://www.calstate.edu/HRAdm/SalaryProgram/Unit8/procinst_perfbonus.shtml)

❖ **In-Range Progression:**

An in-range progression is a salary increase within the existing classification and salary range. An in-range progression requires a half-step (approximately 2.3%) or full step (approximately 4.6%) base salary increase. The employee's base salary must be set at a step rate on the CSU Salary Schedule. In-range progressions are paid from campus funds and can be effective at any time but must coincide with the beginning of a pay period. Anniversary dates should not be adjusted unless impacted by the SSI or performance maximum for the range.

The following processing instruction is provided in Attachment A:

⇒ Salary Increase Program II – In-Range Progression

❖ **Special Assignment Stipend Changes:**

The program continues; however, the monthly rate of the stipend now varies from \$100 to \$400. Due to payroll processing constraints for earnings ID 8ST9 a new earnings ID was established to accommodate the varying rate (see reference to processing instructions below). Campuses should continue to use 8ST9 for retroactive processing effective June 2006 pay period and earlier. However earnings ID 8ST9

will be terminated with the June 2006 pay period and the new earnings ID must be used starting with July 2006.

The following processing instructions are provided in Attachment A:

⇒ Bonus/Additional Pay Program I – Special Assignment Stipend

❖ **Service Based Performance Step Increases are not Funded:**

The program was not funded for the life of this agreement and therefore no SBSI may be awarded. Information on anniversary dates will be addressed in a future technical letter.

❖ **Out-of-Class Provisions Clarified:**

Article 15 was updated to clarify that when an employee is temporarily assigned work that is outside the scope of his/her classification, the employee is entitled to a minimum salary increase of approximately 4.6% (which is two salary rates on the salary schedule, referred to as half-steps in the collective bargaining agreement). This increase is effective on the 16<sup>th</sup> day of assignment. Base salary rates must be consistent with the salary steps on the CSU Salary Schedule.

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/HRA/memos.shtml>.

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Attachments

<b>PROCESSING INSTRUCTIONS</b>
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**SALARY INCREASE PROGRAM**

**I – General Salary Increase**

<b>PAY SCALES IMPACT:</b>	
Change Summary:	07/01/05 GSI: Increase steps by 7.4%. 07/01/06 GSI: Increase steps by 8.0%.
Class Code(s):	All R08 classifications
CBID:	R08
Pay Scales Effective Date:	07/01/05 and 07/01/06
Date in Production:	07/19/06
Pay Letter:	2006-06

<b>EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:</b>	
Processing Responsibility:	SCO manual keying via worksheets provided by HR-ISA
Processing Date(s):	Beginning 07/19/06
Effective Date:	07/01/05 and 07/01/06
PIMS Transaction:	GEN
Detailed Transaction Code (Item 719):	N/A
EH Remarks (Item 215):	HR/SA 2006-12
Pay Amount:	07/01/05 – 7.4% 07/01/06 – 8.0%
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave:	<ul style="list-style-type: none"> <li>• Increases are effective 07/01/05 and 07/01/06 for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957 = 40) on 07/01/05 or 07/01/06.</li> <li>• The 7/1/2006 GSI for employees on leave (non-pay status) as of 07/01/06 will be effective the day the employee returns from leave and will be incorporated in the return from leave transaction. The SCO will post the 7/1/2005 GEN if applicable and correct transactions up to and including the leave transaction.</li> <li>• Those employees on leave as of 07/01/05 but have since returned will have their reinstatement transaction corrected by the SCO as well as all other applicable transactions.</li> </ul>
Additional Information:	<ul style="list-style-type: none"> <li>• All employees active as of 07/01/05 will receive the 2005 GSI and all subsequent transactions will be corrected.</li> <li>• All employees active as of 07/01/06 will receive the 2006 GSI and all subsequent transactions will be corrected.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Employees hired after 07/01/05 will have their appointment transaction and all subsequent transactions corrected.</li> <li>• Employees appointed on or after 07/01/06, but before the Pay Scales is updated, will have the GSI applied to their salary by processing a correct to the appointment and any subsequent transactions.</li> <li>• The SCO will not process the GSI for active employees whose appointment expiration date has passed prior to the 7/1/2006 GSI. In order to assist campuses in identifying these employees, CIRS Compendium Report F95, Cycle 0607, is available for campus reference.</li> </ul>
SCO Personnel Letter:	N/A

<b>COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS:</b>	
Pay Scales Impact:	Salary Schedule Load provided by HR-ISA to SOSS on 07/17/06.
GSI/SSI Load Impact:	Yes – One transaction for each employee will be incorporated into the normal weekly file.
Action/Reason:	Must map to PIMS GEN Transaction.

<b>PROCESSING INSTRUCTIONS</b>
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**SALARY INCREASE PROGRAM  
II – In-Range Progression**

<b>PAY SCALES IMPACT:</b>	
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

<b>EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:</b>	
Processing Responsibility:	Campus
Processing Date(s):	At the discretion of the President
Effective Date:	Must be at the beginning of a pay period
PIMS Transaction:	SCR
Detailed Transaction Code (Item 719):	51
EH Remarks (Item 215):	N/A
Pay Amount:	A half-step (approximately 2.3%) or full step (approximately 4.6%) base salary increase. Base salary must be on step.
Pay Form:	Base Salary Increase
Lump Sum Earnings ID:	N/A
Employees on Leave:	N/A
Additional Information:	Anniversary Dates are not adjusted. Refer to Article 21 for additional information.
SCO Personnel Letter:	N/A

<b>COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS:</b>	
Pay Scales Impact:	N/A
GSI/SSI Load Impact:	N/A
Action/Reason:	Must map to PIMS SCR Transaction, Item 719 = 51

**PROCESSING INSTRUCTIONS**

**BONUS/ADDITIONAL PAY PROGRAM**  
**I – Special Assignment Stipend**

<b>PIP PROCESSING INFORMATION:</b>	
Processing Responsibility:	Campus
Processing Date(s):	Monthly
Earnings ID:	SX
Amount:	Varies by employee (\$100 - \$400 per pay period)
Subject to Retirement Withholdings:	Yes
Taxable/Reportable:	Yes
Subject to Medicare/Social Security:	Medicare: Yes Social Security: No
Included in the Calculation for Overtime:	Yes
Included in the Calculation for IDL/EIDL/NDI Payments:	No
Earnings Statement Description:	R08 Stipend
Additional Information:	N/A