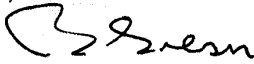


Date: February 06, 2008

Code: TECHNICAL LETTER
HR/Salary 2008-03

To: Human Resources Directors
Payroll Managers

From: Bruce J. Gibson 
Senior Director
Systemwide Benefits

Subject: Systemwide Funded In-Range Progression CSUEU (Units 2, 5, 7 and 9) Employees

Overview

Audience: Human Resources Directors, Payroll Managers, and/or campus designee(s) responsible for implementing employee pay increases

Action Item: Implementation of Systemwide Funded In-Range Progression

Affected Employee Group(s)/Unit(s): Eligible Unit 2, 5, 7, 9 Employees

Summary

The CSU and CSUEU reached agreement on January 22, 2008 to dedicate Fiscal Year 2007/08 systemwide funds toward the existing In-Range Progression Program set forth in Provision 20.40. This Technical Letter provides processing information for what shall be referred to as "Systemwide Funded In-Range Progressions" (SWF-IRPs).

SWF-IRPs may be granted in response to Fiscal Year 2007/08 IRPs processed on or after the date of this Technical Letter and also in response to a request for reconsideration of a denial of a campus funded IRP that occurred between January and December 2007. Generally, SWF-IRPs are retroactive to January 1, 2008. Please note the SWF-IRPs have a different processing code than campus funded IRPs.

The parties have also negotiated a one-time \$700 bonus primarily for employees at or above the SSI Maximum.

A revised bonus option under Provision 20.38 (Bonus Plans) was also negotiated. Generally, bonuses may now be awarded to an individual or group for exceptional performance and/or in recognition of additional workload.

The Side Letter of Agreement can be found at: http://www.calstate.edu/LaborRel/Contracts_HTML/cba/csueu_irp-agrmt.pdf

Systemwide Funds available for CSUEU salary increases were included within the Fiscal Year 2007/08 final budget allocations. A joint Collective Bargaining/Budget memorandum is expected to be available by the week of February 11, 2008. The memorandum will include the distribution of the CSUEU 2007/08 .25 percent IRP increase by campus.

Those in the audience listed above responsible for processing employee pay increases should review the remainder of this Technical Letter for more detailed information.

Distribution:

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

Budget Officers
HR Professionals

Detailed Program Information

A. Systemwide Funded In-Range Progression (SWF-IRP) Effective January 2008 pay period:

1. Eligibility requirements for a SWF-IRP are the same as campus funded IRPs, which are outlined in Provision 20.40.
2. An employee who requested a campus funded IRP and whose request was denied between January 2007 and December 2007, may resubmit the request for reconsideration as a SWF-IRP. An employee must be active in a CSUEU position when requesting reconsideration and when the SWF-IRP is applied to the base pay, if the SWF-IRP is granted. On-leave CSUEU employees may resubmit their reconsideration requests upon return from leave. Campuses are encouraged to continue to award campus funded IRPs.
3. Generally SWF-IRPs are effective retroactive to January 1, 2008. Refer to Attachment A for exceptions to the January 1, 2008 effective date and for additional information.

The following processing instructions are provided in Attachment A:

⇒ Salary Increase Programs I – Systemwide Funded In-Range Progression

B. One-Time \$700 Bonus:

Employees may receive one \$700 bonus regardless of the number of eligible positions they hold. The following employees are eligible to receive this one-time bonus:

1. Employees at or above the SSI Maximum who meet all of the following criteria:

- As of July 1, 2007, were active or on leave in a CSUEU position and had a base salary rate at or above the SSI maximum.
- Are active or on leave with pay in a CSUEU position at the campus at the time the payment is generated.
- During the preceding fiscal year, met the same SSI eligibility requirements (e.g., satisfactory performance, qualifying pay periods) as those employees whose base salary rate was below the SSI maximum. Because of this requirement, campuses are responsible for identifying the eligible employees and processing the bonus.

Note: Those who, as of July 1, 2007, reached the SSI maximum as the result of a July SSI are excluded.

- OR -

2. Employees who reach the SSI Maximum without receiving the full fiscal year 2007/2008 1% SSI.

- For the SSI's that were already processed July 2007 – January 2008, the employee must be active or on leave with pay in a CSUEU position at the campus at the time the payment is generated.

The following processing instructions are provided in Attachment A:

⇒ Bonus/Additional Pay Programs I – One-time \$700 Bonus

C. Distribution of Funds:

Systemwide Funds available for CSUEU salary increases were included within the Fiscal Year 2007/08 final budget allocations. The distribution of CSUEU 2007/08 .25 percent IRP increase by campus will be communicated in a forthcoming joint communication from Collective Bargaining and Budget.

D. Bonus Plans Provision 20.38:

Provision 20.38 has been revised to read: "An individual or group bonus may be awarded for exceptional performance and/or in recognition of additional workload. Prior to issuing an award under this provision, the performance criteria must be written and made known to employees prior to the performance period." Bonus processing instructions may be found on the Human Resources Administration's Salary Web site at: http://www.calstate.edu/HRAdm/SalaryProgram/CSEA/procinst_rrcsigpb.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.

For complete information and processing instructions for all salary programs, refer to Human Resources Administration's Salary Web site at: <http://www.calstate.edu/HRAdm/SalaryProgram/index.shtml>.

Please direct questions regarding this technical letter as follows:

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| ➤ PIMS processing instructions | CSU Audits representative at the SCO |
| ➤ CMS Baseline processing instructions | CMS liaison for systemwide HR at (526) 951-4418 |
| ➤ Collective bargaining aspects | Collective Bargaining at (562) 951-4400 |
| ➤ All other questions | Human Resources Administration at (562) 951-4411 |

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

BJG/cc
Attachment

PROCESSING INSTRUCTIONS

SALARY INCREASE PROGRAM

I – Systemwide Funded In-Range Progression

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):	Beginning immediately
Effective Date:	01/01/08 (see below for exceptions)
PIMS Transaction:	SCR
Detailed Transaction Code (Item 719):	56
EH Remarks (Item 215):	HR/SA 2008-03
Pay Amount:	Varies
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave:	<ul style="list-style-type: none"> Increases are effective 01/01/08 for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957 = 40) on 01/01/08. Increases for other employees on leave (non-pay status) prior to 01/01/08 are to be keyed by the campus effective the date the employee returns to pay status.
Additional Information:	<ul style="list-style-type: none"> No SWF-IRP may be effective prior to 01/01/08. If the SWF-IRP effective 01/01/08 would put the employee at or above the SSI maximum, and the employee <u>was already awarded</u> an SSI January 2008 forward, the SWF-IRP will be effective at the beginning of the next pay period following the effective date of the SSI. The granting of a SWF-IRP may not put the employee over the salary range maximum. Important Note: If an IRP is awarded using both SWF-IRP and campus funds, the campus funded IRP must be delayed. The campus funded IRP may be effective any pay period following the effective date of the SWF-IRP but no later than the June 2008 pay period. The campus funded IRP must be processed using the SCR Transaction with code 51 for Item 719. In order to ensure accurate reporting to CSUEU per the reporting provisions outlined in Section C of the Side Letter of Agreement, extra care must be taken when assigning the codes for Item 719.
SCO Personnel Letter:	N/A

CMS PROCESSING INFORMATION:	
Workforce Administration:	Systemwide Funded In-Range Progression <ul style="list-style-type: none"> • Action Reason: PAY/SWF <ul style="list-style-type: none"> ○ Effective Date: 01/01/08, but may vary (refer to additional information above) ○ Comp Rate: Varies ○ Empl History Remarks: HR/SA 2008-03 Campus Funded In-Range Progression <ul style="list-style-type: none"> • Action Reason: PAY/IRP <ul style="list-style-type: none"> ○ Effective Date: 01/01/08, but may vary (refer to additional information above) ○ Comp Rate: Varies ○ Empl History Remarks: HR/SA 2008-03
Temporary Faculty:	N/A
Benefits:	N/A
Time and Labor:	N/A
Leave Accounting:	N/A
Absence Management:	N/A
Labor Cost Distribution:	N/A
Additional Instructions:	Since the PAY/SWF is a newly created action reason, additional information will be provided via a CMS communication.

BONUS/ADDITIONAL PAY PROGRAMS

I – One-Time \$700 Bonus

PIP PROCESSING INFORMATION:	
Processing Responsibility:	<ul style="list-style-type: none"> • Employees at or above the SSI maximum – Campus • Employees who reached the SSI maximum without receiving the full 1.0% SSI: <ul style="list-style-type: none"> ○ PPSD for those already processed (by either PPSD or the campus) from July 2007 – January 2008 ○ PPSD going forward for those with an established anniversary date February 2008 – June 2008 ○ Campus when the campus establishes a new anniversary date after PPSD has processed SSIs for that pay period. ○ No other employees shall qualify for receiving both a bonus and the SSI increase.
Processing Date(s):	Must be paid by 02/29/08 using the January 2008 or February 2008 pay period (this section applies only to those at or above the SSI maximum on 07/01/07)
Earnings ID:	GV
Amount:	\$700
Subject to Retirement Withholdings:	No
Taxable/Reportable:	Yes
Subject to Medicare/Social Security:	Yes
Included in Calculation for Overtime:	Yes, for the pay period in which the bonus was paid only.
Included in the Calculation for NDI/IDL Payments:	No
Additional Information:	CIRS Compendium Report W72, Cycle 0801 (accessed via the Express Function) is available to assist campuses in identifying those employees at or above the SSI maximum as of 07/01/07, excluding employees who received a July 2007 SSI. The report will identify employees who qualify for this bonus at multiple campuses.

	Campuses will need to coordinate bonus processing so the employee only receives one bonus.
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CMS PROCESSING INFORMATION:	
Workforce Administration:	N/A
Temporary Faculty:	N/A
Benefits:	N/A
Time and Labor:	<ul style="list-style-type: none"> • Earnings ID: <ul style="list-style-type: none"> ○ GV – Process via Additional Pay ○ Effective Date: 01/01/08 ○ Amount: \$700.00
Leave Accounting:	N/A
Absence Management:	N/A
Labor Cost Distribution:	N/A
Additional Instructions:	<p>Refer to processing responsibility section referenced above. This transaction may automatically be processed by PPSD. As such, campuses will only need to insert a row in PeopleSoft to “reflect” the transaction. However, bonus payments keyed by campuses should be “processed” using the GV Earnings ID as referenced above.</p>