Date: March 2, 2010

To: Human Resources Directors
Payroll Managers

From: Evelyn Nazario
Assistant Vice Chancellor
Human Resources Management

Subject: Clarification on the CSUEU (Unit 2) Per Diem Classification

Overview

Audience: HR professionals responsible for hiring and classifying employees and/or campus
designees responsible for employee payroll processing

Action Item: Information only

Affected Employee Group(s)/Unit(s): Employees appointed in the Health Care Support (Unit 2) per diem classification

Summary

This technical letter supersedes instructions provided in Technical Letter HR/Salary 2004-25 specific to the
CSUEU Per Diem Non-Exempt Healthcare classification in Unit 2. Subsequent additions, deletions and title
changes to classifications have resulted in a revised list of classifications encompassed in the per diem
classification. Instructions for calculating per diem pay have been updated to include directions for
recalculating per diem pay when an employee’s base salary is adjusted. Those in the audience listed above
should review the remainder of this technical letter for more detailed information.

This technical letter provides clarification on appointing and calculating pay for appointees to the Per Diem Non-
Exempt Healthcare class (code 7930). Additions, deletions and title changes to Health Care Support (Unit 2)
classifications have resulted in a revised list of classifications eligible for the Per Diem appointment. This technical
letter also provides instructions for recalculating the per diem pay rate when base salary adjustments are made in
order to maintain the 29% differential in the Per Diem class.

Background

In 1999/2000, the California State University (CSU) and the California State University Employees’ Union (CSUEU)
agreed that employees in designated classifications who were hired on an hourly/intermittent basis would receive
an additional 29% above their regular hourly base rate. Pursuant to provisions in the CSU/CSUEU collective
bargaining agreement (CBA), these employees were defined as “Per Diem” employees. The list of classifications
eligible to receive the additional 29% Per Diem rate was provided in Appendix B of the CBA. In order to
accommodate the additional 29% rate for Per Diem employees, two classifications were created in Unit 2, one for

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Vice Chancellor, Human Resources
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Student Health Services Directors
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non-exempt classes (7930) and another for exempt classes (7940). In addition, one non-exempt technical per diem class was created in Unit 9 for Interpreters (7931). Two of the per diem classifications established at that time are now abolished.¹

❖ Per Diem Classifications
Provision 2.15(d) of the current CSUEU CBA defines Per Diem employees. The classification with the lowest minimum salary range that is Per Diem eligible is class 7922, Phlebotomist/Clinical Laboratory Assistant, and the classification with the highest maximum salary range is class 7992, Pharmacist. This minimum and maximum were converted to an hourly rate and then each increased by 29% creating the Per Diem salary range. The CSUEU Per Diem classification is listed below, along with the encompassing classifications:

<table>
<thead>
<tr>
<th>Unit 2-Per Diem Non-Exempt Healthcare (Class Code 7930)</th>
<th>Salary Range: $19.66 - $69.43 Per Hour (as of 2/1/10)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Encompasses the following classes:</td>
<td></td>
</tr>
<tr>
<td>7927  Clinical Lab Scientist I</td>
<td>7995  Radiologic Technologist I</td>
</tr>
<tr>
<td>7926  Clinical Lab Scientist II</td>
<td>7996  Radiologic Technologist II</td>
</tr>
<tr>
<td>8134  Licensed Vocational Nurse I</td>
<td>8130  Registered Dietitian</td>
</tr>
<tr>
<td>8133  Licensed Vocational Nurse II</td>
<td>8150  Registered Nurse I-10 Month</td>
</tr>
<tr>
<td>8165  Nurse Practitioner-10 Month</td>
<td>8151  Registered Nurse I-12 Month</td>
</tr>
<tr>
<td>8166  Nurse Practitioner-12 Month</td>
<td>8153  Registered Nurse II-10 Month</td>
</tr>
<tr>
<td>7991  Pharmacist I-10 Month</td>
<td>8154  Registered Nurse II-12 Month</td>
</tr>
<tr>
<td>7992  Pharmacist I-12 Month</td>
<td>8156  Registered Nurse III-10 Month</td>
</tr>
<tr>
<td>7922  Phlebotomist/Clinical Lab Assistant</td>
<td>8157  Registered Nurse III-12 Month</td>
</tr>
<tr>
<td>8161  Physician Assistant</td>
<td>7976  Speech Pathologist</td>
</tr>
</tbody>
</table>

❖ Calculating Per Diem Pay
To determine the appropriate salary rate for an employee placed in a Per Diem classification, campuses are required to perform the following steps:

1) Identify the appropriate classification (e.g., Pharmacist, Licensed Vocational Nurse II);

2) Refer to the 12-month salary range of the classification identified in #1 above to determine the appropriate equivalent base rate of pay (if the incumbent were full-time). This rate must be within the classification’s salary range;

3) Convert the monthly rate to the hourly/intermittent rate (Base Rate / 173.33 = Hourly Rate);

4) Once the hourly rate is determined, add a 29% differential to the hourly rate. (Hourly Rate X 1.29 = Per Diem Hourly Rate); and,

5) Appoint incumbent to Per Diem classification (code 7930). As a reminder, Per Diem employees are hired on a temporary basis (A52 appointment transaction) and have an intermittent timebase (PIMS Item 405 = “INT”).

6) If the employee receives an adjustment in their base (hourly/intermittent) rate, recalculate the Per Diem Hourly Rate by adding a 29% differential to the new base (hourly/intermittent) rate.

Example: A campus hires an hourly Per Diem Registered Nurse who receives a general salary increase (GSI) nine months after hire. Following the steps above, the campus will:

1) Select the Registered Nurse II (RN II) as the appropriate classification;

¹ Class code 7940 (Per Diem Exempt Healthcare) was abolished pursuant to HR/Salary 2004-20 and class code 7931 (Per Diem Non-Exempt Technical) was abolished pursuant to HR/Salary 2006-14.
2) Identify the full-time equivalent rate of $4500\(^2\) per month which is within the 12-month RN II salary range of $4029 - $6446 per month\(^3\);

3) Convert the monthly rate to an hourly rate of $25.96 ($4500 / 173.33 = $25.96);

4) Calculate the Per Diem Hourly Rate of $33.49 by adding the 29% Per Diem differential to the base (hourly/intermittent) rate ($25.96 X 1.29 = $33.49);

5) Temporarily appoint the incumbent to class code 7930 at a rate of $33.49 per hour;

6) Recalculate the Per Diem Hourly Rate when the employee receives a GSI increase of 3.0%, increasing the base (hourly/intermittent) rate to $26.74 and the Per Diem Hourly Rate to $34.49 ($4500 X 1.03 = $4635 / 173.33 = $26.74 X 1.29 = $34.49).

❖ General Employment Provisions for Per Diem Employees

Pursuant to Article 2, Per Diem employees are excluded from the following:

- Article 14, Vacation and Holiday
- Article 15, Leave of Absence with Pay
- Article 16, Leaves of Absence Without Pay
- Article 21, Benefits, except 21.37 (Part-Time Employees Retirement Plan)
- Article 22, Professional Development

Pursuant to the FLSA, all Per Diem employees are considered non-exempt; therefore, work hours must be tracked and the employee is eligible for overtime in the event he/she works over 40 hours in a workweek.

For processing instructions and general information on all salary programs, refer to Human Resources Salary Programs Web site at: [http://www.calstate.edu/HRAdm/SalaryProgram/](http://www.calstate.edu/HRAdm/SalaryProgram/)

Please direct questions regarding this technical letter as follows:

- Collective bargaining aspects Labor Relations at (562) 951-4400
- Human Resources Management at (562) 951-4411


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\(^2\) $4500 is an example monthly base salary rate between the salary range minimum and maximum.

\(^3\) Current salary schedule information.