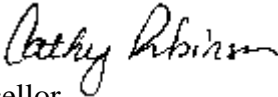


THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
401 Golden Shore
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(562) 951-4411

Date: October 31, 2005 **Code: TECHNICAL LETTER**
HR/Salary 2005-19

To: Human Resources Directors
Payroll Managers

From: Cathy Robinson 
Assistant Vice Chancellor
Human Resources

Subject: **2005/06 Salary Program for CSUEU (Units 2, 5, 7 and 9) Employees**

The California State University (CSU) reached a reopener agreement with the California State University Employees Union (CSUEU) for fiscal year 2005/06. The following salary program information is provided below:

❖ **Salary Programs:**

- 2.075% General Salary Increase, effective July 1, 2005
- 2.0% Service Salary Increase (SSI)
- One-time \$400 SSI Bonus, to be paid by January 27, 2006
- 4.0% bonus for eligible Custodians and Lead Custodians, to be paid by January 27, 2006
- Market Equity Increases for selected classes, effective January 1, 2006
- Lead Custodian Salary Range Adjustment, effective January 1, 2006
- Additional Salary Stipend Criteria
- New/revised provisions regarding pay plans, underpayment of wages, in-range progression, emergency pay, and red circle rates

❖ **Other Provisions:**

- Benefits: Police Dispatcher uniform allowance increase to \$250, \$500 Rural Health Care Stipend.

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>.

Distribution:

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

❖ **2.075% General Salary Increase (GSI):**

The State Controller's Office (SCO) will post the GSI via mass update beginning the evening of November 10, 2005. 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

❖ **2.0% Service Salary Increase (SSI):**

Beginning July 2005, an SSI will be provided to eligible employees effective on the first day of the pay period of the employee's anniversary date. The SCO will post the SSIs monthly using worksheets provided by HR-Information Support and Analysis (HR-ISA). Refer to the collective bargaining agreement (CBA) for eligibility rules. Refer to processing instructions noted below for retroactive SSI processing dates.

Changes to SSI Eligibility Requirements:

- A year of qualifying service means the completion of ten (10) pay periods (CBA previously stated 12) and ten (10) months of qualifying service for 10-month employees.
- A year of qualifying service means the completion of one (1) full academic year of qualifying service for academic year employees.
- For an intermittent employee, a year of qualifying service is 1920 hours of paid campus employment in the same classification within the preceding three (3) year period. Breaks in service during the prior three (3) year period do not restart the 1920 hours. Each month beginning with the month of July 2005, campuses are required to monitor total hours worked in intermittent CSUEU positions at that campus for three (3) years immediately preceding each month. For example, in November 2005, campuses must look at all hours worked back to November 2002 to see if the 1920 hour eligibility is met (or January 2006 back to January 2003 and so on). In the event the employee reaches 1920 hours in any month during fiscal year 2005/06, the employee is awarded a 2% SSI.
- Per Diem employees (class codes 7930 and 7931) are not eligible for SSIs (clarification only).
- The Anniversary Date for temporary employees is reset when there is a break in service of ninety days (90) or greater. Anniversary Dates will be adjusted for non-qualifying pay periods for breaks in service less than ninety (90) days.

Campuses are responsible for processing SSIs for intermittent employees as well as SSI Denials, in the event the employee does meet the performance criteria. The following processing instructions are provided in Attachment A:

⇒ Salary Increase Program II - Service Salary Increase

❖ **One-time \$400 SSI Bonus:**

To be eligible for the \$400 SSI Bonus, the employee must meet the following criteria:

- As of June 30, 2005, is active or on leave in a CSUEU position and base salary rate is at or above the SSI maximum.
- During the preceding fiscal year, meets the same SSI eligibility requirements (e.g., satisfactory performance, qualifying pay periods) as those employees whose base salary rate is below the SSI maximum. Because of this requirement, campuses are responsible for identifying the employees and processing the bonus.
- Is active or on leave in a CSUEU position at that campus at the time the payment is generated.

Campuses are responsible for processing these bonuses. Bonuses must be paid no later than January 27, 2006. The following processing instruction is provided in Attachment A:

⇒ Bonus/Additional Pay Program I – One-time \$400 SSI Bonus

❖ **4.0% Bonus for Eligible Custodians and Lead Custodians:**

Eligible Custodians and Lead Custodians will be paid a bonus of 4.0% of total gross wages (including overtime) in lieu of a shift differential. To be eligible for the bonus, the employee must meet all the following criteria:

1. Must be in a Custodian or Lead Custodian classification between July 1, 2004 and June 30, 2005;
2. Was assigned a work shift with any number of work hours scheduled and performed between 6 pm and 6 am for at least 6 months;
3. While working on the shift in #2 above, did not receive any shift differential pay (evening or night); and,
4. Was active or on-leave in a CSUEU position as of May 1, 2005.

Campuses are responsible for processing these bonuses. Bonuses must be paid no later than January 27, 2006. The following processing instruction is provided in Attachment A:

⇒ Bonus/Additional Pay Program II – 4.0% Custodian Bonus

❖ **Market Equity Increase for Selected Classes:**

Effective January 1, 2006, market equity increases in the range of 1.0% to 5.0% will be applied to the minimum, SSI maximum and maximum of the salary ranges and to the individual salary rates of employees in designated classes. Detailed information will be addressed in a future technical letter.

❖ **Lead Custodian Salary Range Adjustment:**

Effective January 1, 2006, in addition to the 3.0% market equity increase for Lead Custodians (Class Code 2015), the salary range minimum will be increased by an additional \$150 and the salary range maximum will be increased by \$400. Only employees who fall below the new minimum will require a salary adjustment to the new minimum. Detailed information will be addressed in a future technical letter.

❖ **Additional Salary Stipend Criteria:**

An employee may receive a monthly salary stipend assigned over a limited period of time for the following reasons:

- Additional work or special projects over and above regular assigned duties.
- Employee is required to maintain contact with their campus outside of their normal working hours on a regular basis. Remote contact includes telephone, pager, cell phone, wireless data access device, remote monitoring of any hardware or software device, and/or e-mail notification regarding the status of a campus system.

Refer to the Salary Stipend program information and processing instructions available on the Human Resources Web site at:

http://www.calstate.edu/HRAdm/SalaryProgram/CSEA/salprog_leadproject.shtml

❖ **Additional Pay Plan Provisions:**

- Temporary employees with an appointment duration of 12 or more consecutive months will be eligible to request participation in the 10/12 or 11/12 pay plan.
- Employees will have the ability to request participation in the 10/12 or 11/12 pay plan for a period of twelve consecutive (12) months, with a right to return to the 12/12 plan, if specified in that request to participate. Employees can renew this request on an annual basis.
- Employees moving between pay plans cannot prompt advance payment of salary.
- When an employee requests to return to a 12 month annual work year is approved, the employee shall be returned to the 12 month annual work year within three (3) months of the approval. When the University determines the employee should be returned to a 12 month annual work year, the employee will be provide written notice three (3) months prior to such a return.
- Employees in 10-month classifications may request conversion to the 10/12 pay plan.

❖ **Underpayment of Wages:**

The Salary Article now includes provisions in the event an employee believes that he/she has been underpaid (refer to Salary Article).

❖ **In-Range Progression:**

The in-range progression program now includes recognition of new lead work or new project coordination functions given to an employee on an on-going basis by an appropriate administrator where the classification standard/series do not specifically list lead work as a typical duty or responsibility. Campuses are responsible for revising guidelines and procedures to accommodate new provisions.

❖ **Emergency Pay:**

An employee exempt from the FLSA overtime requirements who is required to work on a day or days during a state of emergency may receive informal time off as agreed by the appropriate administrator.

❖ **Red Circle:**

Authorization for a red circle rate can now be canceled after the employee refuses two (2) bona fide offers (previously one) of appointment to a position at the campus in a class or skill level in the same occupational group. The offer must now also be at the same time base as well as the salary level equivalent to the original class or skill level from which the employee was moved.

Other Provisions:

❖ **Police Dispatcher Uniform Allowance:**

The maximum amount of the uniform reimbursement for Police Dispatchers (8800-8802) appointed for 6 months who are required to wear a uniform as a condition of employment has increased to \$250 (from \$200) retroactive to July 1, 2005.

❖ **\$500 Rural Health Care Stipend:**

A \$500 Rural Health Care Stipend will be awarded to eligible employees. Stipend payments will be made no later than April 1, 2006. Detailed information will be addressed in a future technical letter.

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 (GSI)**

PAY SCALES IMPACT:	
Change Summary:	Increase the minimums, SSI maximums and maximums of the range by 2.075%.
Class Code(s):	All CSUEU classifications
CBID:	R02, R05, R07 and R09
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 2005-19
Pay Amount:	2.075%
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. • <u>Employees with a July 2005 Anniversary Date</u> will receive the retroactive SSI and GSI payments on one paycheck. Campuses should not key EH transactions for these employees from 11/04/05 thru 11/10/05.
SCO Personnel Letter:	http://www.sco.ca.gov/ppsd/scoltrs/

**TECHNICAL LETTER
HR/Salary 2005-19
ATTACHMENT A**

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 – Service Salary Increase (SSI)**

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:	<ul style="list-style-type: none"> SCO will key increases into PIMS for employees with a timebase. Campuses are responsible for keying SSIs for intermittent employees. Campuses are responsible for posting SSI denials.
Processing Date(s):	July Anni Dates: beginning 11/04/05 August – November Anni Dates: beginning 11/14/05 Monthly thereafter
Effective Date:	On employees Anniversary Date
PIMS Transaction:	MSA
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	
Pay Amount:	2.0%
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave:	
Additional Information:	<p>SSI denials must be keyed prior to the first day of the pay period of the employee’s Anniversary Date to preclude posting of the MSA transaction. SSI denials for the July through November Anniversary Dates must be posted prior to the processing dates noted above.</p> <p><u>Employees with a July 2005 Anniversary Date</u> will receive the retroactive SSI and GSI payments on one paycheck. Campuses should not key EH transactions for these employees from 11/04/05 thru 11/10/05.</p>
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 MSA Transaction

BONUS/ADDITIONAL PAY PROGRAMS

I – One-Time \$400 SSI Bonus

PIP PROCESSING INFORMATION:	
Processing Responsibility:	Campus
Processing Date(s):	Must be paid by 01/27/06
Earnings ID:	SB
Amount:	\$400
Subject to Retirement Withholdings:	Yes
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:	

II – 4.0% Custodian Bonus

PIP PROCESSING INFORMATION:	
Processing Responsibility:	Campus
Processing Date(s):	Must be paid by 01/27/06
Earnings ID:	SP
Amount:	4% of gross wages (including overtime)
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:	