Date: January 16, 1998                     Code: TECHNICAL LETTER

To: Human Resources Directors
    Payroll Supervisors

From: Cathy Robinson, Senior Director
      Human Resources Administration

Subject: UNIT 4 - IMPLEMENTATION OF PERB DECISION
REGARDING INITIAL PAY PERIOD OF AN ACADEMIC TERM

On July 28, 1997, the Public Employment Relations Board (PERB) issued a decision limiting
the initial pay period in an academic term for Unit 4 employees to a maximum of 40 calendar
days. For Unit 4 only, this decision supersedes HR 96-07. In addition, the longer period
allowed by Section 42800 of Title 5 of the California Administrative Code is not available
to Unit 4 employees. As you know, Section 42800 allows the first academic pay period of a
semester or quarter to be up to 45 calendar days.

Although this decision applies to all Unit 4 employees, its application only affects those Unit 4
employees who: a) are newly appointed at the campus or return from a leave of absence in the
initial pay period of an academic term AND b) are employed by campuses whose initial pay
period exceeds 40 calendar days. Employees who are in continuous year-round employment
and under a 12-month pay plan are not affected. Campuses having initial pay periods greater
than 40 calendar days must implement payroll procedures that will ensure affected Unit 4
employees are paid within the 40 day limit.

If you have any questions regarding PERB’s decision, please contact Natalie Enoki in the
Chancellor’s Office at (562) 985-2658.

CR/nle

Distribution:

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