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To: Associate Vice Presidents/Deans of Faculty
    Human Resource Directors
    Payroll Supervisors

From: Cathy Robinson, Senior Director
      Human Resources Administration
      Academic Personnel Services

Cordelia Ontiveros

Subject: Reassignment of Designated Market Discipline (DMD) Faculty --
Interim DMD Employees Receiving Retroactive Performance Salary Increases

Technical Letters HR/SA 97-01 and 97-01, Supplement #1 provided guidelines
pertinent to the reassignment of DMD faculty to non-DMD classes. Faculty in
DMD classes who remained eligible for service-based salary increases (SSIs)
were advised to remain in their current DMD classification until one of the
following events occurs: the faculty member achieves his or her final SSI; the
faculty member reaches the appropriate service step maximum through the
award of performance and/or service increases; or the faculty member is
promoted to the next academic rank.

Consistent with these guidelines, if an interim DMD employee receives a SSI in
FY 1997/98 and a subsequent performance-based salary increase (PSI) effective
for FY 1997/98 retroactive to July 1, 1997, it is appropriate to reassign the
employee to a non-DMD class when the SSI maximum of the DMD class has
been attained. For example, an employee in class code 2400 at Step 7 of the
Professor rank ($5,809/mo.) receives a one-step SSI to Step 8 in September 1997.
Subsequent to receiving the SSI, the employee receives a three-step PSI
retroactive to July 1, 1997, now exceeding the SSI maximum in the DMD class.
In this instance, the employee retains both the PSI and SSI, and should be
reassigned to the corresponding non-DMD class (code 2360) at Step 14
($6237/mo.) effective July 1997, and Step 15 ($6383/mo.) effective September
1997. Attachment A is provided for payroll processing instructions.

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Further, when PSIs are effective on July 1 of a given fiscal year, campuses will be authorized to process AY reassignments for this purpose outside of the academic calendar ("gray period"), if applicable. It is expected that this occurrence will be infrequent. Employees transitioning to non-DMD classes who receive retroactive PSIs may be affected by this administrative overlap until such time that their transition is completed.

Questions regarding the reassignment of DMD faculty should be directed to Cordelia Ontiveros at (562) 985-2694. For payroll coding/keying inquiries, please contact your respective CSU Audits representative at the State Controller’s Office. Thank you.

CR/CO/dth
attachment
Processing Instructions for Interim DMD Faculty Receiving Retroactive PSIps

1. For DMD faculty whose transfer to a non-DMD class coincides with the effective date of the PSI, enter the SCR transaction prior to entering the A60 transaction. The following are PPT completion instructions:

A60
Item 210 - 7/1/97
Item 215 - T/L HR/SA 98-03
Item 122 - new non-DMD class code
Item 311 - appropriate step
Item 335 - appropriate range
Item 330 - appropriate anniversary date or 99/99
Item 719 - 33
Item 606/607 - Leave blank
Item 958 - appropriate final anniversary date/counter or 99/99-0

Refer to PIMS Manual page 6.1 for other required items.

The subsequent SSI will be retained in the new non-DMD class, even if over the SSI maximum in the new class, as a result of the retroactive PSI. The MSA transaction requires correction as follows:

MSAC
Item 210 - effective date of SSI (September)
Item 215 - T/L HR/SA 98-03
Item 311 - appropriate step
Item 330 - 99/99 or MAX
Item 958 - 99/99-0 or MAX-0

2. Follow out-of-sequence procedures for all subsequent transactions that must be corrected due to the SCR/A60 transactions effective 7/1/97.