THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
400 Golden Shore
Long Beach, California 90802-4275
(562) 985-2678

Date: February 11, 1998

To: Human Resources Directors
Payroll Supervisors

From: Cathy Robinson, Senior Director
Human Resources Administration

Subject: CSEA MSA SETTLEMENT ORDER COMPLIANCE

On January 28, 1998, representatives from the Chancellor’s Office Human Resources Administration staff met with CSEA regarding several on-going MSA settlement issues. The results of the meeting are as follows:

- **Status of Appeals**: As you know, the “Notice to Employees” instructs employees who wish to appeal their eligibility for or the calculation of the MSA back pay to write to their Human Resources department and copy PERB, CSEA and Pamela Chapin in the Chancellor’s Office. The Chancellor’s Office is responsible for maintaining a master list of these written appeals and periodically sending a copy to PERB and CSEA. To ensure its accuracy, we have attached the section of the list containing the appeals for your campus. Please compare the list to your records and advise P. Chapin of any discrepancies and/or omissions.

An entry in the far right-hand column, “Campus Response,” indicates that the Chancellor’s Office has received a copy of the campus’ response to the appeal. If your campus has responded to an appeal and it is not reflected in this column, please forward a copy of the response to P. Chapin.

- **Turn-Around-Time for Responses to Appeals**: Campuses are urged to respond to the appeals within 60 days from the date of their receipt. Again, a copy of the campus’ response must be sent to:

  Mr. Les Chisholm
  Regional Director
  Public Employment Relations Board
  1031 18th Street
  Sacramento, CA 95814

-**over**-

Distribution (without attachment):

- Presidents
- Accounting Managers
- Sr. Vice Chancellor, Business and Finance
- Budget Managers
- Interim Senior Director, Human Resources
- Employee Relations Designees
- Vice Presidents, Administration
Mr. Teven Laxer  
Senior Labor Relations Representative  
California State Employees’ Association  
1108 “O” Street  
Sacramento, CA 95814  

Ms. Pamela Chapin  
Manager, Personnel Programs  
California State University  
Office of the Chancellor  
400 Golden Shore, Suite 222  
Long Beach, CA 90802-4275  

- **Calculation Inquiries**: Campuses are strongly encouraged to review the actual back pay and interest calculation worksheets (e.g., Compendium report X71, Excel spreadsheets) with current and former employees who do not understand or agree with the calculations. According to CSEA, some employees have been instructed to call CSEA for an explanation of the calculation. Because CSEA does not have all of the necessary information (i.e., Employment History data, personnel files), it is more appropriate for campus Human Resources and/or Payroll representatives to assume this responsibility.

The CSU may still be required to provide additional information to PERB and CSEA to demonstrate its compliance with the settlement order. Campuses will be advised of the details in the event this occurs.

If you have any questions regarding the settlement order, please contact Pamela Chapin at (562) 985-2652 or Natalie Enoki at (985) 2658.

CR/nle

Attachment