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

Date: March 12, 1998

To: Human Resources Directors
   Payroll Managers

From: Cathy Robinson, Senior Director
       Human Resources Administration

Subject: CSEA MSA SETTLEMENT ORDER COMPLIANCE

On March 10, 1998, Chancellor’s Office staff participated in a teleconference with representatives from the California State Employees’ Association (CSEA) and an Administrative Law Judge from the Public Employment Relations Board (PERB) regarding on-going MSA settlement issues. Progress is being made on resolution of the MSA case; however, PERB is now requesting the following information:

- **Status of Unclaimed Warrants**: Each campus is to provide a list of the names, addresses, and social security numbers of those separated employees who have unclaimed warrants being held by the campus. **The information must be received in the Chancellor’s Office by noon on March 24, 1998.** PERB will make further efforts to locate these employees. (For your information, PERB will be issuing a subpoena to the CSU for the release of the missing employees’ social security numbers.) Please make sure your list identifies your campus. Thank you.

- **Request for Copies of Notification Letters**: In HR/SA 97-12 Supplement #3, campuses were instructed to send an additional notification letter to separated employees who have not claimed their back pay warrants. This letter was approved by PERB and CSEA and was not to be altered except for adding the campus specific information. PERB, CSEA, and the Chancellor’s Office were to be copied on these letters but CSEA, PERB and the Chancellor’s Office have yet to receive copies from a number of campuses. If you have not done so, please send copies to the individuals listed below:

- **Over-**

**Distribution:**

- Presidents
- Accounting Managers
- Sr. Vice Chancellor, Business and Finance
- Budget Managers
- Interim Senior Director, Human Resources
- Employee Relations Designees
- Vice Presidents, Administration
Mr. Les Chisholm  
Regional Director  
Public Employment Relations Board  
1031 18th Street  
Sacramento, CA 95814

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

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.

CR/pc