Date: August 24, 1998

To: Human Resources Directors
Payroll Managers

From: Cathy Robinson, Senior Director
Human Resources Administration

Subject: Salary Program for Statewide University Police Association (SUPA) Unit 8 Employees

The California State University and SUPA have ratified the Unit 8 agreement. The salary program for FY 1998/99 is as follows:

- Unit 8 salary schedule changes effective July 1, 1998 include eliminating step rates 1 and 2 in effect on June 30, 1998, adding three steps to the performance-based step increase (PBSI) maximum, increasing the service-based salary increase (SBSI) maximum to the new step 11 and implementing a new single rate Police Officer Cadet classification.

- A General Salary Increase (GSI) of 1.0% for all employees will be effective July 1, 1998.

- Employees eligible for a SBSI during fiscal year 1998/99 shall receive a one-step increase on the salary schedule subject to the new SBSI maximum. These salary changes will be posted via the SCO monthly SBSI (MSA) update process.

- A performance pay pool of $234,600 (excluding associated benefits costs) for PBSIs will be effective July 1, 1998.

- Eligible employees who are required to wear a uniform (on a full or part time basis) shall earn a uniform allowance at the rate of $57.00 per qualifying month of service ($684 annually) effective July 1, 1998. Refer to SCO Payroll Letter 98-017 for uniform allowance reporting requirements.

(over)

Distribution: Presidents
Interim Senior Director, Human Resources
Vice Presidents, Administration
Benefits Officers
Employee Relations Designees
Implementation: Implementation of the contract salary provisions will be accomplished by manual processes by the State Controller’s Office (SCO), Personnel/Payroll Services Division (PPSD):

Salary Schedule Restructure:

- Step rates 1 and 2 in effect on June 30, 1998 will be eliminated effective July 1, 1998. Step rates 3 through 14 in effect on June 30, 1998 will shift to new step rates 1 through 12, respectively, effective July 1, 1998. New step rate 11 will be the new SBSI maximum rate. Three new step rates (13, 14 and 15), with an approximate 2.3% differential between steps, will be added to establish a new PBSI maximum salary rate. The restructured salary steps will receive a 1.0% General Salary Increase (GSI) via CRO transaction effective July 1, 1998.

- Employees currently in step rates 1 and 2 in effect June 30, 1998 will be shifted to the new step rate 1 effective July 1, 1998. With this action, an employee may receive a salary increase of 1 or 2 steps in addition to receiving the 1.0% GSI amount. Employees in step rates 3 through 14 in effect June 30, 1998 will be shifted to new step rates 1 through 12, respectively, with no increase or decrease in salary, prior to receiving the 1.0% GSI via CRO transaction effective July 1, 1998.

- The new Police Officer Cadet classification is a single step rate, equivalent to 90% of the minimum step rate for the Police Officer classification.

Payroll Processing Items:

- The “CRO” transaction, processed manually by PPSD, will shift all employees to their new step, change employees with anniversary dates at “MAX” (step 14 of the salary schedule in effect June 30, 1998) to “9999” on the new salary step 12 and give a 1.0% GSI effective July 1, 1998. The MSA transaction will be posted on top of the CRO transaction for SBSI eligible employees with 7/98 and 8/98 anniversary dates.

- Employees currently at step 13 of the salary schedule in effect June 30, 1998 will maintain a “99999” anniversary date on the new salary step 11 effective July 1, 1998.

- Employees with anniversary dates “9999” at salary steps 10, 11 or 12 of the salary schedule in effect June 30, 1998 will require an anniversary date in the new salary steps 8, 9 or 10 because they are below the new SBSI maximum. As a result, campuses must establish an anniversary date in employment history for affected employees. HR-PIMS has provided campuses a listing of affected employees on CIRS Compendium Report X80, Cycle 98-08. (Thereafter, affected employees will be eligible for SBSIs in FY 1998/99 based upon their anniversary date, subject to the new SBSI maximum.) SCO will issue a Personnel Letter with document processing instructions at a future date.
Employees on leaves of absence without pay must have their anniversary date and salary step rate change updated as appropriate upon return to active pay status.

**Performance Increase Processing:**

Detail Transaction Code descriptions for PBSI processing via SCR transaction will be as follows:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>50</td>
<td>Merit/Performance</td>
<td>System compensation pool, campus augmentation or special funds</td>
</tr>
</tbody>
</table>

Each campus will soon receive a joint memo from Employee Relations and Business and Finance identifying its share of the performance pool systemwide funds available for each collective bargaining unit. PBSIs provided solely from campus funds may be effective at any time (at the beginning of a pay period). Reference “HR/SA 98-09” in Item 215. Employees on an unpaid leave of absence as of July 1 may receive a PBSI from the systemwide compensation pool effective upon their return from leave via A57/A58 transaction.

Campuses may have employees who receive a SBSI and subsequently receive a retroactive PBSI, which causes them to exceed the service maximum in effect prior to the effective date of the SBSI (e.g., a SBSI effective 10/1/98 followed by a PBSI retroactive to 7/1/98). In this situation, the employees are entitled to retain the SBSI already awarded.

**Police Officer Cadet (Class Code 8345) Classification:**

- Police Officer Cadets shall be temporarily appointed (fulltime timebase, A52 appointment, Item 430 Probationary Code = “N”) for a period of 7 months to complete basic academy training. Upon training completion (including the attainment of the P.O.S.T. Certification) and after being sworn in, the cadet shall be appointed to the police officer (class code 8350) classification (A50 appointment, Item 430 Probationary Code = “A”). Such appointments must be made effective the same day of swearing in as a Police Officer.

- Police Officer Cadets are eligible to accrue vacation and sick leave; are eligible for health, dental, vision and other automated benefits; are eligible for uniform allowances; and are eligible for Miscellaneous Tier 1 PERS retirement (code “08”).

- Police Officer Cadets shall not be eligible for seniority accrual or any benefits or other forms of compensation specifically related to sworn peace officers, including but not limited to: Enhanced Industrial Disability Leave (EIDL), Public Safety or Law Enforcement PERS benefits and contributions (retirement codes “86” and “88”), or P.O.S.T. Certification stipends and Special Assignment stipends.
General Provisions:

- Pursuant to Article 11.4(b) of the MOU, “jury service” has been included for the purposes of extending an employee’s probationary period. Process a 430 Transaction to extend for jury service, Item 215 should indicate “Jury Serv Ext.”
- Pursuant to Article 13.7 of the MOU, authorized time worked in excess of eighty (80) hours is overtime for employees designated on a two week work period [refer to Article 13.1(b)] (supersedes pertinent information provided in Technical Letter HR/SA 95-14).
- Pursuant to Article 13.12 of the MOU, “call-back” work has been clarified to include work-related court appearances pursuant to subpoena, the compensation for which has been clarified to include the option of compensatory time off. A minimum of two hours compensation or compensatory time off will be paid for required “standby time” for court appearances outside of an employee’s regular schedule.
- Pursuant to Article 15.1 of the MOU, any employee temporarily assigned to and who performs the duties of a higher level position on an acting basis for longer than fifteen consecutive calendar days shall be entitled to receive extra pay on the sixteenth day of the assignment in an amount equivalent to a two (2) step increase over the amount of regular pay the employee normally earns, or the first step of the higher class, whichever is greater. (This clarifies current practice.) Reassignment (A60) Employment History Remarks (Item 215) should indicate “Per Art. 15.1.”
- Pursuant to Article 17.14 of the MOU, the Enhanced Industrial Disability Leave program will continue for eligible employees.
- Pursuant to Technical Letter HR/SA 98-08, Article 21.22 has been changed to indicate that Special Assignment and P.O.S.T. certification stipends shall be included in the base rate for the purposes of calculating overtime.
- Pursuant to Article 22.23, “personal holiday” leave credits must also be exhausted before an employee is eligible to receive catastrophic leave donations.

If you have any questions regarding this information, please contact Theresa Hines in Human Resource Services at (562) 985-2674. Thank you.

CR/dth