Date: August 29, 1997

To: Associate Vice Presidents/Deans of Faculty
    Personnel Officers
    Payroll Officers

From: Cathy Robinson
      Senior Director
      Human Resources Administration

Code: TECHNICAL LETTER
      HR/SA 97-06

Subject: 1997/98 Salary Program for Faculty (Unit 3) Employees

The California State University has reached Agreement with the California Faculty Association on the salary and benefit articles of the Unit 3/Faculty Memorandum of Understanding (MOU). Newly negotiated items include the following:

- Effective July 1, 1997, a 2.21% general salary increase (GSI) will be applied via mass update to the salary steps/salary ranges for all Unit 3 classifications. Campus payroll personnel will need to initiate GSIs for eligible unit members appointed via Special Payment/A54 transactions. Employees in class codes 2322, 2323, 2357, and 2402 whose last day worked is 7/1/97 or later (regardless of the effective date of the A54 transaction) are entitled to the general salary increase. All other employees are entitled to the GSI only if the effective date of the A54 transaction is 7/1/97 or later.

- A 2.21% GSI for faculty working in Extra Quarter Assignment classifications (class codes 2367 and 2368) and Summer Quarter Assignment classifications (class codes 2389 and 2390) will be applied as of the first day of their July 1997 pay period.

- A one-step SSI (approximately 2.4%) has been authorized for eligible unit members subject to the SSI maximum. These salary changes will be posted via the SCO monthly SSI update process.

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Distribution:

Presidents
Interim Senior Director, Human Resources
Vice Presidents, Academic Affairs
Vice Presidents, Administration
Employee Relations Designees
A Performance Pay pool of $7,384,000 has been negotiated for the Performance Salary Step Increase program for 1997-98. You should have already received notification of the amount of the performance pool systemwide funds available for each collective bargaining unit. Pursuant to MOU Article 31.25, the effective date of all faculty performance salary increases will be retroactive to July 1, 1997 (with recipient selection concluded by January 1, 1998). Detailed Transaction code descriptions for PSI processing have been amended effective July 1, 1997 as follows:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Fund(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>50</td>
<td>Merit/performance increase</td>
<td>System compensation pool, campus augmentation or special fund</td>
</tr>
<tr>
<td>51</td>
<td><em>obsolete code</em></td>
<td>N/A</td>
</tr>
<tr>
<td>52*</td>
<td>Market-based increase</td>
<td>Campus funds (per CFA contract)</td>
</tr>
<tr>
<td>53*</td>
<td>Equity-based increase</td>
<td>Campus funds (per CFA contract)</td>
</tr>
</tbody>
</table>

* Codes 52 and 53 are exclusive to Unit 3 employees.

Also, campuses are no longer required to enter the amount of the PSI increase in Management Data Element Item 704(b).

Campuses may have employees who receive an SSI and subsequently receive a retroactive PSI which causes them to exceed the service maximum effective prior to the effective date of the SSI (e.g., an SSI effective 9/1/97 followed by a PSI retroactive to 7/1/97). In this situation, the employees are entitled to retain the SSI already awarded.

Pursuant to MOU Article 31.15, a performance-based lump sum bonus (from system pool or campus funds) will be available to eligible Unit 3 employees at the top step of the salary range for their rank or classification in an amount not to exceed the annual equivalent of a 2.4% salary increase. The bonus will be paid via the PIP system. The payment may be requested using the Miscellaneous Payroll/Leave Action Form (STD. 671) or the Time and Attendance Report Form 672. Earnings ID “GP” and the gross amount of the bonus must be denoted on the form (refer to PPM Section G103 for completion instructions). The bonus is subject to federal, state, Social Security and Medicare tax withholding and retirement withholding. It should not be included in the calculation of NDI or IDL. Note: The performance pay bonus is a one-time bonus and will not become a permanent increase to the base salary of the individual.

Effective July 1, 1997, the Range Code 3 salary steps and ranges have been modified for Lecturer AY Stanislaus (2331), Lecturer AY (2358), Lecturer 12 MO (2359), and Lecturer Statewide Nursing Program AY (2308) classifications. The first four (4) steps of the B range (Range Code 3) are restricted for use in reappointing Lecturers in these specific classes who have a current multiple year appointment. Lecturers who are appointed on a year-to-year basis are to be appointed at the equivalent salary rate in another range code (e.g., 2358 Lecturer is appointed in Range Code 2, step 7 versus Range Code 3, step 3). No new multiple year appointments or year-to-year
appointments may be made to steps 1-4 at the Lecturer B range. The salary range for the B level will be increased by four (4) steps so that the modified Lecturer B (Range Code 3) is consistent with the appropriate Instructional Faculty Assistant Professor (Range Code 3) level. Steps 1-4 will be eliminated once they are no longer populated.

- Effective July 1, 1997, the Librarian Senior Assistant (Range Code 3) salary steps and ranges have been modified for Librarian 10 MO (2919), Librarian 12 MO (2920), Supervising Librarian 10 MO (2913) and Supervising Librarian 12 MO (2914) classifications. The first four (4) steps of Range Code 3 are restricted from any new appointments. Employees who currently populate steps 1-4 will be allowed to remain and progress through those steps. Steps 1-4 will be eliminated once they are no longer populated.

In addition, the salary ranges for the Senior Assistant (Range Code 3), Associate (Range Code 4) and Librarian (Range Code 5) of class codes 2919, 2920, 2913 and 2914 will be increased by four (4) steps. This will make them consistent with the appropriate Instructional Faculty ranges.

Mass update processing has been scheduled for the weekend of August 29 and revised payscales will be in place by then. Up-to-date payscale information will be available, via CIRS, on September 2. Access Report Code G20, listed under Systemwide Summary, Salary Schedule. The salary schedule will also be on the CSU WEBsite (http://www.calstate.edu/hrpims/salary.htm) on September 4.

Any payroll processing instructions needed to implement the 1997-98 faculty salary program will be issued by the State Controller’s Office. Questions regarding processing instructions should be directed to the campus CSU Audits contact at the State Controller’s Office. Questions regarding other aspects of this technical letter may be directed to Cordelia Ontiveros at (562) 985-2694.

CR/CO/pc