Date: August 29, 1997

To: Personnel Officers
Payroll Officers

From: Cathy Robinson, Senior Director
Human Resources Administration

Subject: Salary Program for Represented Staff Employees

The CSU has reached an Agreement with all staff unions regarding changes in compensation for FY 97/98. The following compensation changes are effective July 1, 1997.

**Unit 1:** The California State University and the Union of American Physicians and Dentists (UAPD) have reached an Agreement. The salary program for FY 97/98 includes the following:

- A General Salary Increase (GSI) of 3.04% for all employees effective July 1, 1997. The salary ranges will be increased by 3.04%.
- A 1.0% Service-based Salary Increase (SSI) for eligible bargaining unit employees on their 97/98 anniversary dates subject to the SSI maximum. These salary changes will be posted via the SCO monthly SSI update process.
- A Performance-based Salary Increase (PSI) pool of $42,800 for salary increases, excluding associated benefit costs, effective July 1, 1997.

**Units 2, 5, 7, and 9:** The California State University and the California State Employees’ Association have reached an Agreement. The salary program for FY 97/98 includes the following:

- A General Salary Increase (GSI) of 2.95% for all employees effective July 1, 1997. The salary ranges will be increased by 2.95%.
- A 1.0% Service-based Salary Increase (SSI) for eligible bargaining unit employees on their 97/98 anniversary dates subject to the SSI maximum. These salary changes will be posted via the SCO monthly SSI update process.
- A Performance-based Salary Increase (PSI) pool of $2,492,000 for salary increases, excluding associated benefit costs, effective July 1, 1997.

-Over-

**Distribution:**

- Presidents
- Interim Senior Director, Human Resources
- Vice Presidents, Administration
- Vice President, Academic Affairs
- Benefits Officers
- Employee Relations Designees
Unit 4: The California State University and the Academic Professionals of California (APC) have reached an Agreement. The salary program for FY 97/98 includes the following:

- A General Salary Increase (GSI) of 2.48% for all employees effective July 1, 1997. The salary steps and salary ranges will be increased by 2.48%.
- A one (1) step Service Salary Step Increase (SSI) for FY 97/98 for eligible and authorized employees subject to the SSI maximum. The effective date is the employee’s anniversary date.
- A one (1) step Service Salary Step Increase (SSI) for eligible and authorized employees who would have received an MSA adjustment under the 94/95 MOU not to exceed the SSI maximum salary rate and subject to the terms and conditions of the December 5, 1995 MSA Settlement Agreement. The effective date is the employee’s 97/98 anniversary date.
- A one (1) step Service Salary Step Increase (SSI) for employees hired into Unit 4 between July 1, 1995 and June 30, 1997, who were on the active Unit 4 payroll on July 1, 1997 (Article 23.12). This SSI is in accordance with, and subject to the requirements and conditions of, Sections II B, C, and D of the December 5, 1995 MSA Settlement Agreement and is subject to the SSI maximum salary rate. Such adjustment is limited to 1997/98 only. The effective date is the employee’s 97/98 anniversary date.
- A 1997/98 discretionary pay (i.e., Performance-based Salary Increase) pool of $489,000 for salary increases, excluding associated benefit costs, effective July 1, 1997.

Unit 6: The California State University and the State Employees Trades Council (SETC) have reached an Agreement. The salary program for FY 97/98 includes the following:

- A General Salary Increase (GSI) for all employees of 2.97% effective July 1, 1997. The salary ranges will be increased by 2.97%.
- A Performance-based Salary Increase (PSI) pool of $224,000 for salary increases, excluding associated benefit costs, effective July 1, 1997.

Unit 8: The California State University and the Statewide University Police Association (SUPA) have reached an Agreement. The salary program for FY 97/98 is as follows:

- A General Salary Increase (GSI) of 2.11% for all employees effective July 1, 1997. The salary steps and ranges will be increased by 2.11%.
- A Service-based Salary (SSI) of one (1) step for eligible employees on their anniversary dates subject to the SSI maximum. These salary changes will be posted via the SCO monthly SSI update process.
- A Performance-based Step Increase (PSI) pool of $87,400 for salary increases, excluding associated benefit costs, effective July 1, 1997.

Unit 10: The California State University and the International Union of Operating Engineers (IUOE) have reached an Agreement. The salary program for FY 97/98 is as follows:

- A General Salary Increase (GSI) of 2.92% for all employees effective July 1, 1997. The minimum and journey rates will be increased by 2.92%. The performance maximum rate will be adjusted to 10% above the new journey rate.
A Service-based Salary Increase (SSI) of 3.0% for eligible and authorized employees effective on their 1997/98 anniversary dates subject to the SSI maximum. These salary changes will be posted via the SCO monthly SSI update process.

An increase of 2.5% to the minimum salary rate for each classification effective July 1, 1997. Employees may not have a pay rate lower than the minimum of the range in effect as of July 1, 1997. Employees who fall below the new minimum salary rate will be automatically adjusted.

A Performance-based Salary Increase (PSI) pool of $5,100 for salary increases, excluding associated benefit costs, effective July 1, 1997.

**General Note:** Each campus should have already received 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.

**Implementation:** The majority of contract implementation requirements will be accomplished through automated processes. A GEN mass update has been scheduled for August 29, 1997. Processing will proceed as follows:

**Unit 1**

- Transactions necessary for R01 adjustments will be processed by the State Controller’s Office (SCO). A GEN will be posted for the 3.04% GSI and an MSA transaction will be posted for those SSI eligible employees with 07/97 and 08/97 anniversary dates.

**Units 2, 5, 7, and 9**

- Transactions necessary for R02, 05, 07, and 09 adjustments will be processed manually by the SCO. A GEN will be posted for the 2.95% GSI and an MSA transaction will be posted for those SSI eligible employees with 07/97 and 08/97 anniversary dates.

**Unit 4**

- Transactions necessary for R04 adjustments will be processed by the SCO. A GEN will be posted for the 2.48% GSI and an MSA transaction will be posted for those SSI eligible employees with 07/97 and 08/97 anniversary dates.

- Employees receiving one additional SSI on their 1997/98 anniversary date as a result of the 1995 MSA Settlement Agreement will require campus processing actions. Special processing instructions will be provided by the SCO in the Personnel Letter regarding the GEN mass update.

- Employees hired into R04 between July 1, 1995 and June 30, 1997, may be eligible for an additional SSI on their 97/98 anniversary date, subject to the SSI maximum, and will require campus processing actions. HR-PIMS will provide a compendium report to assist the campuses in determining eligibility for the SSI under Article 23.12. Campuses will be notified when the report number is assigned. Special processing instructions will be provided by the SCO in the Personnel Letter regarding the GEN mass update.

-Over-
Unit 6

- Transactions necessary for R06 adjustments will be processed by the SCO. A GEN will be posted for the 2.97% GSI.

Unit 8

- Transactions necessary for R08 adjustments will be processed by the SCO. A GEN will be posted for the 2.11% GSI and an MSA transaction will be posted for those SSI eligible employees with 07/97 and 08/97 anniversary dates.

Unit 10

- Transactions necessary for R10 adjustments will be processed by the SCO. A GEN will be posted for the 2.92% GSI and an MSA transaction will be posted for those SSI eligible employees with 07/97 and 08/97 anniversary dates.

Performance Increase (PSI) Processing Changes:

Detailed Transaction Code descriptions for PSI processing via SCR transaction have been amended effective July 1, 1997 as follows:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>50</td>
<td>Merit/performance increase</td>
<td>System compensation pool, campus augmentation or special funds</td>
</tr>
<tr>
<td>51</td>
<td>obsolete code -</td>
<td>N/A</td>
</tr>
<tr>
<td>52</td>
<td>Market-based increase</td>
<td>Campus funds - <strong>R03 ONLY</strong> (per CFA contract)</td>
</tr>
<tr>
<td>53</td>
<td>Equity-based increase</td>
<td>Campus funds - <strong>R03 ONLY</strong> (per CFA contract)</td>
</tr>
</tbody>
</table>

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

Bargaining unit employees who were on an unpaid leave of absence on July 1 may receive a PSI effective upon their return from leave.

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.

If you have any questions regarding this information, please contact Pamela Chapin in Human Resources Administration at (562) 985-2652.

CR/pc