THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
400 Golden Shore
Long Beach, California 90802-4275
(562) 985-2669

Date: December 23, 1997
Code: TECHNICAL LETTER
To: Human Resources Directors
Payroll Supervisors
From: Cathy Robinson, Senior Director
Human Resources Administration
Subject: CSEA MSA SETTLEMENT COMPLIANCE

On December 16, 1997, representatives from the Chancellor’s Office had a telephone conference call with an Administrative Law Judge from the Public Employment Relations Board (PERB) regarding the CSU’s compliance with the MSA settlement order. As a result of this conversation, the CSU is being required to take an additional step to notify separated employees who have not claimed their back pay warrant and provide back pay and interest information to PERB and CSEA by Friday, January 16, 1998.

ADDITIONAL NOTIFICATION TO ELIGIBLE SEPARATED EMPLOYEES

Campuses must send an additional notification letter to separated employees who have not claimed their back pay warrant AND whose notice (i.e., “Notice to CSU Employees”) has not been returned. A copy of the notification letter, which has been approved by PERB and CSEA, is attached (Attachment 1). The letter should not be altered except to add the separated employee’s name and address and any campus-specific information. Campuses must send the letter via certified or registered mail by Friday, January 16, 1998.

Note: Separated employees who claim their 1997-issued back pay warrants in 1998 may have their warrants reissued for the 1998 tax year upon request. The request should be made to the campus. The campus, in turn, must return the 1997-issued warrant to the SCO with instructions to reissue it.

DEADLINE FOR BACK PAY AND INTEREST REPORTING

In Technical Letter HR/SA 97-12 Supplement #1, campuses were instructed to provide the Chancellor’s Office with certain back pay and interest information; however, a deadline to provide the information was not specified. Because the CSU must provide the information

Distribution (with attachment):

Presidents
Sr. Vice Chancellor, Business and Finance
Interim Senior Director, Human Resources
Vice Presidents, Administration

Accounting Managers
Budget Managers
Employee Relations Designees
to PERB and CSEA by January 16, 1998, campuses must provide the following information to the Chancellor’s Office no later than Wednesday, January 14, 1998.

- Permanent and probationary employees whose MSA back pay was calculated by the HR-PIMS program:
  - Campus
  - Employee name (Last, First, MI)
  - Total interest amount

- Employees whose back pay and interest amounts were manually calculated by the campuses:
  - Campus
  - Employee name (Last, First, MI)
  - Total back pay amount
  - Total interest amount
  - Dues deduction

Two (2) copies of either a hard copy report or diskette should be forwarded to Natalie Enoki. Do not include social security numbers. If the information is provided on a diskette, please specify:

- Operating system: IBM or Macintosh
- Application: Windows, non-Windows
- Software: Excel, Lotus, Word, etc.
- Version: 4.0, 5.0, etc.

Please be advised that the CSU may be required to provide periodic updates for calculations made after January 14. Campuses will be notified if and when this additional information is needed.

**DEADLINE FOR PERS COMPENSATION REPORTING**

Attachment 4 of Technical Letter HR/SA 97-12 outlined the PERS compensation data campuses are responsible for reporting to the Chancellor’s Office. The **deadline for providing the PERS data is Friday, January 30, 1998.** Campuses are also responsible for automatically reporting data to the Chancellor’s Office for those employees whose back pay is calculated or recalculated after the January 30 deadline. Again, the data is required for only those employees whose back pay amount was manually calculated by the campuses. The data elements are:

- Campus
- Last name
- First name, MI
- SSN
- Breakdown of MSA back pay amount by fiscal year
Campuses may provide the data on either a report or diskette. If a diskette is provided, it must specify the format as detailed in the previous section. Again, the data should be sent to Natalie Enoki in the Chancellor’s Office by January 30, 1998.

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

CR/nle
SENT VIA CERTIFIED (REGISTERED) MAIL -- RETURN RECEIPT REQUESTED

January XX, 1998

SEPARATED EMPLOYEE NAME
STREET ADDRESS
CITY, STATE ZIP CODE

Dear SEPARATED EMPLOYEE NAME:

We previously sent you a notice (see attached “Notice to CSU Employees”) advising you of a decision issued by the California Court of Appeal, Second Appellate District on December 17, 1996. The decision requires the California State University (CSU) to make payment of Merit Salary Adjustments (MSAs) that were withheld from eligible California State Employees’ Association (CSEA) represented employees for the period June 1, 1992 through May 31, 1993.

Please be advised that you are eligible for an MSA back pay award plus interest. To claim your back pay and interest warrants, please contact CAMPUS REPRESENTATIVE at (XXX) XXX-XXXX. You may pick-up the warrants at the campus BURSAR’S OFFICE/HUMAN RESOURCES DEPARTMENT/PAYROLL DEPARTMENT between the hours of XX:XX AM and XX:XX PM or request that the warrants be forwarded to your home.

If you have any questions regarding your eligibility or the warrants, please contact CAMPUS REPRESENTATIVE at (XXX) XXX-XXXX.

Sincerely,

CAMPUS REPRESENTATIVE
TITLE

Attachment

c: P. Chapin - CSU Chancellor’s Office
L. Chisolm - Public Employment Relations Board
T. Laxer - California State Employees’ Association