Date: August 27, 2002

Code: TECHNICAL LETTER
HR/Salary 2002-11
Supplement #1

To: Human Resources Directors
Payroll Managers

From: Cathy Robinson, Senior Director
Human Resources Administration

Subject: 2002/03 Salary Program for Academic Professionals of California (Unit 4) Employees

The following correction is made to technical letter HR/Salary 2002-11:

❖ Long-term Satisfactory Service (LTSS) Bonus:

- The LTSS bonus is a lump sum award, payable to employees who meet established service and performance criteria in the prior fiscal year. If either of these criteria is not met, the employee will not be eligible for the LTSS bonus in 2002/03.
- Complete LTSS service requirements, performance requirements and calculation instructions remain unchanged from the prior years and can be found on Human Resources web site at: http://www.calstate.edu/HRAdm/SalaryProgram/Unit4/index.shtml

In addition, the “Amount” in the processing instruction was corrected. An updated processing instruction is provided in Attachment A:

⇒ Bonus/Additional Pay Programs: II – Long-Term Satisfactory Service Bonus

Questions regarding this technical letter should be directed to Human Resources Administration at (562) 951-4411. This technical letter is available on Human Resources’ web site at: http://www.calstate.edu/HRAdm/memos.shtml.

CR/gc

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Employee Relations Designees
Budget Officers
BONUS/ADDITIONAL PAY PROGRAMS
II – Long-Term Satisfactory Service Bonus

<table>
<thead>
<tr>
<th>PIP PROCESSING INFORMATION:</th>
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<tbody>
<tr>
<td>Processing Responsibility:</td>
<td>Campus</td>
</tr>
<tr>
<td>Processing Date(s):</td>
<td>Following the employee’s anniversary milestone</td>
</tr>
<tr>
<td>Earnings ID:</td>
<td>“GR”</td>
</tr>
<tr>
<td>Amount:</td>
<td>5% of the employee’s monthly salary (exclusive of overtime and other premium payments) multiplied by 12 (or pro-rated factor for other pay plans)</td>
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<tr>
<td>Subject to PERS Withholdings:</td>
<td>No</td>
</tr>
<tr>
<td>Taxable/Reportable:</td>
<td>Yes</td>
</tr>
<tr>
<td>Subject to Medicare/Social Security:</td>
<td>Yes</td>
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<tr>
<td>Subject to FLSA Regulations:</td>
<td>Yes</td>
</tr>
<tr>
<td>Included in the Calculation for NDI/IDL Payments:</td>
<td>No</td>
</tr>
<tr>
<td>Additional Information:</td>
<td>Refer to Article 23 of the collective bargaining agreement.</td>
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