


THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
401 Golden Shore
Long Beach, California 90802-4210
(562) 951-4411

Date: April 22, 2002 **Code: TECHNICAL LETTER**
HR/SA 2002-05

To: Human Resources Directors
Payroll Officers REFERENCE:
HR/SA 2001-13

From: Cathy Robinson, Senior Director
Human Resources Administration 

Subject: **Salary Program Update for Skilled Crafts (Unit 6) Employees**

Pursuant to a Side Letter of Agreement with the State Employees Trade Council (SETC/ Unit 6) dated August 24, 2001, the California State University (CSU) agreed to research the Laborer's International Union of North America (LIUNA) National (Industrial) Pension Fund (the Fund) to determine whether it was feasible or desirable to enter into an agreement for the purpose of providing employer paid contributions to the Fund on behalf of Unit 6 employees. The research was completed and no agreement was reached for CSU participation.

Lump Sum General Salary Increase (GSI) Program:

In accordance with the Side Letter of Agreement, the funding set aside for Fund contributions will be divided equally among all permanent employees on the payroll on April 1, 2002 (active and on paid leave status). The \$445 payment will be issued as a one-time lump sum GSI bonus to each eligible employee.

Eligible Employees:

- Permanent/probationary employees on active payroll status as of April 1, 2002, including employees in "Apprentice" classifications and employees currently on a military or disability-related leave.

Eligibility Exceptions:

- Temporary appointees, including those with an "Intermittent" (INT) timebase and employees on an unpaid leave of absence.

Distribution:

CSU Presidents	
Vice Chancellor, Human Resources	Associate Vice Presidents/Deans of Faculty
Vice Presidents, Academic Affairs	Employee Relations Designees
Vice Presidents, Administration	Director, SOSS
Vice Presidents, Student Affairs	Budget Officers

GSI Lump Sum Payment:

- Pursuant to the Agreement, the one-time lump sum bonus amount will be divided equally among the number of eligible employees. There will be no proration of the payment amount based on timebase for the eligible population.
- HR-ISA will create a payroll transaction to generate the lump sum payment during the week of April 22, 2002. CIRS compendium report “**R06 Employees Eligible for the GSI Lump Sum Bonus Payment**” provides a listing of employees currently identified as eligible for the payment at your respective campus and will be available during the week of April 22, 2002. Access report code “X84,” Cycle 0204, in the Special Reports category.

The following processing instruction is provided in Attachment A:

- Bonus Program: Lump Sum GSI

Attachment B provides a sample letter for campuses to provide to eligible Unit 6 employees receiving the bonus payment. Questions regarding this technical letter may be directed to systemwide Human Resources at (562) 951-4411. This technical letter is available on Human Resources Administration’s web page at: <http://www.calstate.edu/HRAdm/memos.shtml>. Thank you.

CR/dth
Attachment

<p>PROCESSING INSTRUCTIONS</p> <p>Bonus Program</p>

- **LUMP SUM GSI**

PIP PROCESSING INFORMATION:	
Processing Responsibility:	HR-ISA will generate the lump sum payment for eligible Unit 6 employees.
Processing Date(s):	Week of April 22, 2002
Earnings ID:	“ SB ” – “CSU Lump Sum Payment”
Amount:	\$445.00
Subject to PERS Withholdings:	Yes
Taxable/Reportable:	Yes
Subject to Medicare/Social Security	Yes
Subject to FLSA Regulations:	Yes, for April 2002 pay period
Included in the Calculation for NDI/IDL Payments:	No
Funding Source:	Systemwide
Pool Supplemented by Campus:	N/A
Additional Information:	The one time payment is pursuant to a Side Letter of Agreement with the State Employees Trade Council dated August 24, 2001.

SAMPLE LETTER

To: Unit 6 Employees
From CSU and SETC
Subject: Bonus Payment

Enclosed is a one-time lump-sum bonus payment. In the Agreement negotiated by the CSU and the State Employees Trades Council (SETC) for 2001-2002, funds were set aside for potential contributions to the Laborer's International Union of North America (LIUNA) Pension Fund. Since the CSU and the SETC have decided not to contribute to the LIUNA Pension Fund, these one-time funds now are being divided among permanent and probationary employees and apprentices.