


Date: November 8, 2013

Code: TECHNICAL LETTER
HR/Salary 2013-18

To: Associate Vice Presidents/Deans of Faculty
Human Resources Officers
Payroll Managers

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Subject: Fiscal Year 2013/14 Salary Program for Faculty (Unit 3)

Overview

Audience: Associate Vice Presidents/Deans of Faculty, Human Resources Officers, Campus Payroll Managers and/or campus designees responsible for faculty payroll processing

Action Item: Implementation of General Salary Increase for 2013/14

Affected Employee Group(s)/Unit(s) : Faculty unit employees (Unit 3)

Summary

The California Faculty Association (CFA) and the California State University (CSU) have reached agreement on salary increases for fiscal year 2013/14 for all continuing members of Unit 3, retroactive to July 1, 2013. This technical letter provides information regarding the implementation of this increase.

Academic personnel managers and staff, campus payroll managers, or campus designees responsible for faculty payroll processing should review the remainder of this technical letter.

❖ **FY 2013/14 Salary Program Overview:**

The California Faculty Association (CFA) and the California State University (CSU) have reached agreement over salary increases for members of Unit 3 for FY 2013/14. The agreement specifies that all eligible salaried¹ faculty unit employees will receive a uniform increase to their base salary, based on a compensation pool for salary and related benefits of \$19,234,400. In order to determine the amount of the increase, the amount of this pool has

¹ For clarification purposes, a "salaried" faculty unit employee is defined as an employee holding a faculty position with a time base fraction (e.g., 25/75 = .33 decimal). A "salaried" position is not one that is intermittent ("INT"), as in the case of hourly type positions, or indeterminate ("IND"), as in the case of immediate/special pay type positions.

Distribution:

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been divided by the average of the number of full-time equivalent faculty unit employees as of October 31, 2012 and March 31, 2013. The amount of the increase has been determined to be \$80 per month (\$960 per year) for full-time faculty unit employees. Part-time faculty unit employees will receive increases on a pro-rata basis, dependent on each individual's time base fraction at the time the increase is applied. Eligible faculty unit employees include those who were active or on leave on July 1, 2013, as well as employees who held a salaried Unit 3 position at any time during FY 2012/13 and who were reappointed to a salaried Unit 3 position at the same campus at some point during FY 2013/14.

❖ **Detailed Program Information**

- The salary increase shall be retroactive to July 1, 2013.
- Salary range minimums, maximums, and Service Salary Increase (SSI) maximums will be increased by \$80 per month.
- Effective July 1, 2013, the State Controller's Office (SCO) will post the \$80 per month base rate increase as a General Salary Increase (GSI) via GEN transaction to the individual salary rates of all eligible bargaining unit members by mass update on the night of **November 14, 2013**. All eligible employees who are active on July 1, 2013 will receive the GSI. For employees hired after July 1, 2013 but before the mass update is run, the SCO will apply the GSI to their salary by processing a correction to the appointment record, including any subsequent salary transactions.
- The monthly base salary increase will be included in employees' November 2013 master payroll warrant (December 1, 2013 issue date). Separate payroll warrants will be issued for retroactive payments (from July 1, 2013 or from the date of the employee's reappointment or return to active status, as appropriate); employees will receive these payments as paper warrants or via direct deposit beginning on or after November 22, 2013.
- Faculty unit employees who are newly appointed at a campus are not eligible for the increase unless the offer of appointment includes contingency language providing for the application of any negotiated salary increases.
- The following classifications are excluded and will not receive a salary increase under this salary program:
 - ⇒ 2322 – Instructional Faculty, Special Programs for Credit
 - ⇒ 2323 – Instructional Faculty, Extension for Credit
 - ⇒ 2356 – Substitute Instructional Faculty
 - ⇒ 2362 – Demonstration Instructional Faculty
 - ⇒ 2365 – Instructional Faculty, Music Studio
 - ⇒ 2402 – Instructional Faculty, Summer Arts Program
- Faculty unit employees with summer appointments in classifications 2357 or 2457 will not receive an increase to their summer compensation for 2013. Changes to base salary in 2013/14 will be reflected in summer compensation for 2014 and subsequent years.
- It is the intent of the parties that all faculty unit employees who are reappointed at the same campus in a Unit 3 position at any time during FY 2013/14 (including FERP participants, rehired annuitants, and temporary faculty unit employees) after having worked in a salaried Unit 3 position for any academic term or duration in FY 2012/13, shall receive the increase.
- It is the intent of the parties that all individuals receive the same monthly base salary increase, including faculty members who may be temporarily assigned to 12-month, Department Chair, or Grant-Related/Specially Funded Instructional Faculty classifications. If such a faculty member returns

to a regular academic year instructional faculty classification, it is the intent of the parties that the individual retain the full amount of the increase in his/her base salary.

- All faculty unit employees employed on or after July 1, 2013 shall be appointed under the 2013/14 CSU salary schedule.
- Pay ranges for summer term employment (classifications 2357 and 2457) have been adjusted to reflect the new minimum and maximum per-unit rates for instructional faculty; the minimum has been further adjusted to be consistent with the terms of the Collective Bargaining Agreement between CFA and the CSU effective September 18, 2013 (Provision 21.15), which provides for a reduction in compensation for low-enrolled courses down to a minimum of 65% of the full per-unit rate.
- Increases for employees on leave (non-pay) status should be keyed by the campus effective as of the date the employee returns to pay status.
- Employees on Military Leave receiving a Military Difference in Pay CSU salary supplement should have the difference between the CSU salary and military pay recalculated based on the employee's new salary rate, pursuant to CSU policy. Campuses are responsible for completing this manual process.
- The updated Unit 3 salary schedule will be available on the CSU web site (<http://www.calstate.edu/HRAdm/SalarySchedule/Salary.aspx>) after the mass update has been completed.

The following processing instructions are provided in Attachment A:

⇒ Salary Increase Program I – General Salary Increase (GSI)

- When mass updates are run, a small number of payments may suspend from the automated process, requiring further analysis; such payments may require additional time for manual processing by the SCO beyond the December 1, 2013 timeline.

Please direct questions regarding this technical letter as follows:

PIMS processing instructions	CSU Audits representative at the SCO
CMS Baseline processing instructions	CMS liaison for systemwide HR at (562) 951-4418
Collective bargaining aspects	Labor Relations at (562) 951-4400
All other questions	Academic Human Resources at (562) 951-4503

This document is available on Human Resources Management's Web site at:
<http://www.calstate.edu/HRAdm/memos.shtml>.

EN/MM

Attachment

PROCESSING INSTRUCTIONS

**SALARY INCREASE PROGRAM
 I – General Salary Increase (GSI)**

PAY SCALES IMPACT:	
Change Summary:	Increase the salary range minimums, SSI maximums, and maximums by eighty dollars (\$80) per month for designated classes
Class Code(s):	R03 classifications
CBID:	R03
Pay Scales Effective Date:	07/01/2013
Date in Production:	11/14/2013
Pay Letter:	2013-03

EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:	
Processing Responsibility:	The SCO will post increases into PIMS database via mass update
Processing Date(s):	Beginning the evening of 11/14/2013
Effective Date:	07/01/2013
PIMS Transaction:	GEN
Detailed Transaction Code (Item 719):	N/A
EH Remarks (Item 215):	HR/SA 2013-18
Pay Amount:	\$80 (flat amount)
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave:	<ul style="list-style-type: none"> Increases are effective 07/01/13 for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957 = 40) on 07/01/13. Increases for other employees on leave (non-pay status) are to be keyed by the campus via GEN transaction, effective the date the employee returns to pay status. Post the GEN transaction subsequent to (i.e., on top of) the reinstatement from leave transaction. Refer to HR 2013-08 for information on employees on Military Leave receiving a Military Difference in Pay.
Additional Information:	<ul style="list-style-type: none"> All employees who are active as of 07/01/13 will receive the GSI via GEN transaction. Employees in Unit 3 appointments during fiscal year 2012/13 who receive a subsequent appointment during fiscal year 2013/14 at the same campus are eligible for the increase if the appointments are salaried (i.e., have a time base.) Employees meeting the above criteria who are not active on July 1, 2013, but subsequently reappointed during fiscal year 2013/14 at the same campus are eligible for the increase effective the date of the appointment. After the SCO mass update program is run, campuses are responsible for processing the increases for eligible employees by posting the GEN transaction with the same effective date as the appointment transaction. Post the GEN transaction subsequent to (i.e., on top of) the appointment transaction. Increases to salary rates for class codes 2357 and 2457 will be reflected in summer compensation for 2014. The SCO will manually process GSIs for employees who have a red

	<p>circle rate. The SCO will apply the GSI to the employee's full salary (base salary + red circle) with the remainder over the new salary range maximum put into the red circle/plus salary (PIMS Item 815.)</p> <ul style="list-style-type: none"> • Employees whose Final Settlement (PIMS Item 810) is paid out prior to July 1, 2013 will not receive the increase. Campuses are responsible for manually processing final settlement payments that require recalculation of final settlement as a result of the GSI. • The SCO mass update program will process GSIs for active employees whose appointment expiration date is <u>prior</u> to 07/01/13. In order to assist campuses in identifying these employees, CIRS Compendium Report H50, Cycle 1311 and tab delimited file H80, Cycle 1311 will be available November 15, 2013 for campus reference. Campus processing instructions to void invalid GEN transactions posted on expired appointments are provided in the SCO's Personnel Letter.
SCO Personnel Letter:	http://www.sco.ca.gov/ppsd_sco_letters.html

CMS PROCESSING INFORMATION:	
Workforce Administration:	<ul style="list-style-type: none"> • Salary Schedule Load provided by HR Data Operations to CMS on 10/21/13. • Campus L15 file will be available for download on 11/15/13, Cycle 1111. (The file will load the GSI (PAY/GEN) transactions processed by the SCO as well as corrections.) Campuses should process the L15 file transactions, and use "correction-mode" as appropriate to manually update all subsequent salary rows. <p>After the SCO mass update program is run, campuses are responsible for processing the increases for eligible employees and should use the following instructions:</p> <ul style="list-style-type: none"> • Post the GEN transaction with the same effective date as the appointment transaction • Action Reason: PAY/GSI (GEN) • Effective Date: 07/01/13 or reappointment date • Effective Sequence: 1 • Union Code: R03 • Empl History Remarks: HR/SA 2013-18
Temporary Faculty:	N/A
Benefits:	N/A
Time and Labor:	N/A
Leave Accounting:	N/A
Absence Management:	N/A
Labor Cost Distribution:	N/A
Additional Instructions:	<ul style="list-style-type: none"> • Process leaves as noted above using Action/Reason STD/ND3 or STD/ND4 as appropriate.