

Date: February 22, 2008 **Code:** TECHNICAL LETTER
HR/Salary 2008-04

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

From: Evelyn Nazario Margaret Merryfield
Senior Director, Compensation Senior Director
Human Resources Administration Academic Human Resources

Subject: Equity Award Program for Assistant Professors and Equivalent Faculty Ranks

Overview

Audience: Associate Vice Presidents/Deans of Faculty, Academic Personnel Managers and Staff, Campus Payroll Managers or campus designee responsible for faculty payroll processing

Action Item: Implement equity awards for assistant professors and equivalent counselor, librarian, and coach classifications as described in MOU between California State University and the California Faculty Association dated January 31, 2008; **due** by April 2008 payroll period.

Affected Employee Groups/Units: Instructional faculty, librarian, counselor, and coach employees at the assistant professor or equivalent ranks (Unit 3)

Summary

This Technical Letter provides instructions for the implementation of the 2007-08 equity program for assistant professors and equivalent counselor, coach, and librarian ranks, as provided for in the Collective Bargaining Agreement between the California Faculty Association and the CSU.

Background

The 2007-2010 Collective Bargaining Agreement between the California State University and the California Faculty Association (Unit 3) established a program of equity increases for faculty, with a focus on Assistant Professors and equivalent librarian, counselor, and coach ranks in fiscal year 2007-08 (Article 31.17). A joint CSU-CFA Administrative Oversight Committee developed the program described in this letter; for additional background refer to the Memorandum of Understanding (<http://www.calstate.edu/HRAAdm/pdf2008/MainHRPage/FY07-08EquityIncreaseProg.pdf>). This technical letter provides instructions for implementation of the 2007-08 equity program for Assistant Professors and equivalent librarians, counselors, and coaches. The deadline for implementation of these changes is the April 2008 pay period.

Distribution:

CSU Presidents
Executive Vice Chancellor & CAO
Interim Vice Chancellor, Human Resources
Vice Presidents, Academic Affairs
Vice Presidents, Administration

Associate Vice Presidents/Deans of Faculty
Budget Officers
HR Professionals
State Controller's Office/PPSD

The program is designed, at minimum, to ensure that all assistant professors reach the service salary maximum for the assistant professor rank by the time of promotion, through application of "benchmark awards". In addition, the program provides for awards based on date of hire for individuals whose salary is currently greater than the service salary maximum, or whose salary would exceed the service salary maximum with the application of a hire date award. Finally, some individuals will receive a one-time stipend of \$1000 in addition to a benchmark award.

Eligibility for the Equity Program

Continuing faculty members who were active or on leave in the following classifications on July 1, 2007 are potentially eligible. Note that individuals who were in the included ranks and classifications on July 1, 2007, who were subsequently promoted to associate professor or equivalent are also eligible.

Instructional Faculty

2360 (AY), range 3 (Assistant Professor)
2361 (12 Mo), range 3 (Assistant Professor)
2399 (AY), range 3 (Assistant Professor)

CMA Instructional Faculty

0356 (Cruise, AY) range 3 (Assistant Professor)
0556 (2nd Cruise, AY), range 3 (Assistant Professor)

Department Chair

2481 (12 mo), range 3 (Assistant Professor)
2482 (AY), range 3 (Assistant Professor)

Maritime Vocational Instructors

0362, range 2 (cruise, AY) (MVI-II)
0363, range 2 (non-cruise, AY) (MVI-II)
0392, range 2 (12 mo) (MVI-II)

Librarians (tenured or probationary only)

2919 Librarian, 10 mo, range 3 (Senior Assistant Librarian)
2920 Librarian, 12 mo, range 3 (Senior Assistant Librarian)
2913 Supervising Librarian, 10 mo, range 3 (Senior Assistant Librarian)
2914 Supervising Librarian, 12 mo, range 3 (Senior Assistant Librarian)

Student Services Professional, Academic Related (tenured or probationary only)

3070 SSP, AR I (12 mo)
3071 SSP, AR I (AY)

Coaching Specialist

2379 (12 month)
2380 (10 month)
2381 (AY)

Within these classes, the following groups of faculty are **ineligible** for consideration:

- Faculty members who were appointed **after** July 1, 2007, or whose first term of employment was summer quarter 2007;
- Faculty members who were active or on leave as of July 1, 2007, but are not currently employed in an R03 position on the campus;
- Faculty members participating in the Faculty Early Retirement Program;
- Faculty members serving a terminal year.

Award Calculation Methodology

Instructional faculty members:

Qualifying instructional faculty members (including department chairs and Maritime Vocational Instructor-II faculty) will be evaluated for eligibility for either a Hire Date Award or a Benchmark Award.

⇒ Hire Date Award

The *Hire Date Award* is an adjustment to base salary based on the date of appointment. (Note that for individuals appointed on or after July 1, 2005, the hire date award is \$0.) An instructional faculty member is eligible for a hire date award if his/her July 1, 2007 salary is at or above the SSI maximum, or will exceed the SSI maximum after application of the hire date award.

⇒ Benchmark Award

The *Benchmark Award* is the amount necessary to bring the salary to the SSI maximum by the time of promotion, assuming annual SSIs and a six-year probationary period. In addition, those instructional faculty members whose Benchmark Award is less than the corresponding Hire Date Award may be eligible for a one-time stipend of \$1000.

Librarians, counselors, and coaches

Qualifying librarians, counselors, and coaches will be eligible for a Hire Date Award only. The Hire Date Award is an adjustment to base salary based on the date of appointment. (Note that for individuals appointed on or after July 1, 2005, the hire date award is \$0.)

All faculty

The "Hire Date" is defined as the date of the most recent appointment within an eligible classification at the campus. If an individual's initial appointment to an eligible classification was subsequently converted from AY to 12 month (or vice versa), or the individual was initially appointed as assistant professor and subsequently appointed as a department chair, the hire date is the date of the initial tenure track appointment. For librarians and counselors, the hire date is the most recent tenure-track appointment. Refer to Appendix B of the MOU for hire date examples (<http://www.calstate.edu/HRAdm/pdf2008/MainHRPage/FY07-08EquityIncreaseProg.pdf>).

Each campus will receive a spreadsheet listing instructional faculty members the Chancellor's Office has identified as potentially eligible for an award, along with the type and amount of the award. The campus will verify each individual's eligibility and award amount, and will also compute the eligibility for librarians, counselors, and coaches. To be eligible, assistant professors, librarians, and counselors must be making satisfactory progress on their most recent evaluation in the retention, tenure, and promotion (RTP) process, while the most recent periodic evaluation for coaches must have been satisfactory.

Determining the award amount for instructional faculty

An assistant professor is eligible for a hire date award if his/her salary is at or above the SSI maximum, or if application of the hire date award would bring the salary above the SSI maximum. Otherwise, the individual will be evaluated for a benchmark award. The award type and amount is determined using the following methodology:

- 1) Verify the faculty member's eligibility based on satisfactory progress in RTP and membership in an eligible classification.
- 2) Determine the faculty member's Hire Date, Appointment Type (AY or 12 month), and July 1, 2007 Salary.
- 3) Using Table 1, find the line corresponding to the faculty member's hire date. Compare July 1, 2007 salary to the value in Column 1 (using the appropriate appointment type).
 - a) If July 1, 2007 salary is greater than or equal to the value in Column 1, the Equity Award is the Hire Date Award. The indicated amount should be applied to the faculty member's monthly base salary, retroactive to July 1, 2007.
 - b) If the July 1, 2007 salary is less than the value in Column 1, the Equity Award is a Benchmark Award.

Benchmark Award = Column 2 – July 1, 2007 salary

The benchmark award should be applied to the faculty member's monthly base salary, retroactive to July 1, 2007.

- 4) Evaluate Benchmark Award recipients for eligibility for a one-time stipend.
 - a) Compare calculated Benchmark Award to corresponding Hire Date Award.
 - b) If Hire Date Award is **greater** than the Benchmark Award, the faculty member receives the Benchmark Award plus a one-time stipend of \$1000. The stipend is subject to withholding. This stipend will be prorated for any timebase less than 1.0 (as of July 1, 2007). If the employee holds multiple appointments, a prorated stipend will be applied to each appointment up to a maximum total timebase of 1.0.
- 5) Equity increases to base are intended to be applied to salary after the application of the July 1, 2007 1% and 3.7% GSIs. Changes to salary posted after July 1, 2007 must be adjusted accordingly. A faculty member who received an SSI on his/her 2007-08 anniversary date and is now receiving a hire date award should no longer be eligible for the 2007-08 SSI, since the hire date award by definition will increase the faculty member's base salary to greater than the SSI max.
- 6) Reset SSI counters for award recipients.

Eligibility for individuals in department chair classifications will be calculated using the individual's instructional faculty base salary, excluding the department chair stipend.

A separate table is provided for assistant professors on the cruise calendar and Maritime Vocational Instructors at the California Maritime Academy (Table 2).

For individuals with joint appointments, if the base salaries for the appointments are different, equity awards will be calculated for each appointment and prorated to time base.

Table 1- Decision and Calculation Table for Assistant Professors Hire Year Awards and Benchmark Awards						
MONTHLY SALARIES						
Appointment Type:	Assistant Professors on Academic Year Appointments (class code 2360)			Assistant Professors on 12-Month Appointments (class code 2361)		
		Column 1	Column 2		Column 1	Column 2
SSI MAX RATE	\$5,118	Hire Date Award	Benchmark Award	\$5,890	Hire-Date Award	Benchmark Award
<u>Hire Date</u>	<u>Hire Date Award Amt</u>	Floor	Target	<u>Hire Date Award Amt</u>	Floor	Target
7/1/06 to 6/30/07	\$0	\$5,119	\$4,375	\$0	\$5,891	\$5,035
7/1/05 to 6/30/06	\$0	\$5,119	\$4,491	\$0	\$5,891	\$5,168
7/1/04 to 6/30/05	\$167	\$4,952	\$4,610	\$192	\$5,699	\$5,305
7/1/03 to 6/30/04	\$250	\$4,869	\$4,732	\$288	\$5,603	\$5,446
7/1/02 to 6/30/03	\$292	\$4,827	\$4,857	\$336	\$5,555	\$5,590
7/1/01 to 6/30/02	\$334	\$4,785	\$4,986	\$384	\$5,507	\$5,738
7/1/00 to 6/30/01	\$334	\$4,785	\$5,118	\$384	\$5,507	\$5,890
before 7/1/00	\$167	\$4,952	\$5,118	\$192	\$5,699	\$5,890

Table 2. Decision and Calculation Table for CMA Cruise Assistant Professors and MVI-II Faculty Hire Year Awards and Benchmark Awards			
Maritime Vocational Instructor- II Academic Year (Cruise)	Class Code 0362		
SSI Max Rate	\$5,430	Column 1 Hire Date Award	Column 2 Benchmark Award
Hire Date	Hire Date Award Amount	Floor	Target
7/1/06 to 6/30/07	\$0	\$5,431	\$4,641
7/1/05 to 6/30/06	\$0	\$5,431	\$4,764
7/1/04 to 6/30/05	\$205	\$5,224	\$4,891
7/1/03 to 6/30/04	\$308	\$5,121	\$5,020
7/1/02 to 6/30/03	\$359	\$5,069	\$5,153
7/1/01 to 6/30/02	\$411	\$5,017	\$5,290
7/1/00 to 6/30/01	\$411	\$5,017	\$5,430
Before 7/1/00	\$205	\$5,224	\$5,430
CMA Instructional Faculty, Range 3 (Assistant Professor), Cruise Calendar	Class Codes 0356, 0556		
SSI Max Rate	\$6,406	Column 1 Hire Date Award	Column 2 Benchmark Award
Hire Date	Hire Date Award Amount	Floor	Target
7/1/06 to 6/30/07	\$0	\$6,407	\$5,476
7/1/05 to 6/30/06	\$0	\$6,407	\$5,621
7/1/04 to 6/30/05	\$205	\$6,198	\$5,770
7/1/03 to 6/30/04	\$308	\$6,094	\$5,923
7/1/02 to 6/30/03	\$359	\$6,042	\$6,080
7/1/01 to 6/30/02	\$411	\$5,989	\$6,241
7/1/00 to 6/30/01	\$411	\$5,989	\$6,406
Before 7/1/00	\$205	\$6,198	\$6,406

For **librarians, counselors, and coaches**, the award amount is by hire date only.

- 1) Verify eligibility based on satisfactory progress in RTP or periodic evaluation (coaches).
- 2) Determine the Hire Date and Appointment Type.
- 3) Refer to Table 3 to find the appropriate award amount.

The indicated amount should be applied to the faculty member's monthly base salary, retroactive to July 1, 2007.

- 4) Equity increases to base are intended to be applied to salary after the application of the July 1, 2007 1% and 3.7% GSIs. Changes to salary posted after July 1, 2007 must be adjusted accordingly. Note that equity awards will reduce future SSI eligibility. Therefore, the campus must determine whether an individual who received a 2007-08 SSI after July 1, 2007 still had SSI eligibility remaining after application of the equity award; in some cases the individual will no longer be eligible for the SSI.
- 5) Reset SSI counters for award recipients.

Table 3. Hire Date Awards for Librarians, Counselors, and Coaches		
	Academic Yr./10-Month Appointments	12-Month Appointments (reflect additional 15%)
Hire Date	Award Amount	Award Amount
	-MONTHLY-	MONTHLY-
July 1, 2006 to June 30, 2007	\$0	\$0
July 1, 2005 to June 30, 2006	\$0	\$0
July 1, 2004 to June 30, 2005	\$167	\$192
July 1, 2003 to June 30, 2004	\$250	\$288
July 1, 2002 to June 30, 2003	\$292	\$336
July 1, 2001 to June 30, 2002	\$334	\$384
July 1, 2000 to June 30, 2001	\$334	\$384
June 30, 2000 and before	\$167	\$192

The following processing instructions are provided in Attachment A:

- ⇒ Equity Award Program for Assistant Professors and Equivalents: Hire Date and Benchmark Awards
- ⇒ Equity Award Program for Assistant Professors and Equivalents: One-Time Stipends

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 Administration's Web site at:
<http://www.calstate.edu/HRAdm/memos.shtml>.

EN/mm
 Attachment

PROCESSING INSTRUCTIONS

Equity Award Program for Assistant Professors and Equivalents: Hire Date and Benchmark Awards

PAY SCALES IMPACT:	
Change Summary:	N/A
Class Code(s):	
CBID:	
Pay Scales Effective Date:	
Date in Production:	
Pay Letter:	

EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:	
Processing Responsibility:	Campus
Processing Date(s):	Through close of business 04/22/08
Effective Date:	07/01/07
PIMS Transaction:	CRO
Detailed Transaction Code (Item 719)	
EH Remarks (Item 215)	HR/SA 2008-xx
Pay Amount:	Varies
Pay Form:	Base Salary Increase
Lump Sum Earnings ID:	N/A
Employees on Leave:	<ul style="list-style-type: none"> • Increases are effective 07/01/07 for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957 = 40) on 07/01/07. • Increases for employees on leave (non-pay status) effective 07/01/07 are to have the increase keyed via the CRO Transaction effective the date the employee returns to pay status.
Additional Information:	<ul style="list-style-type: none"> • Adjust Item 958, SSI Counter and Final Anniversary Date and Item 330 Anniversary Date as appropriate. • Changes to salary posted after 7/1/2007 must be adjusted accordingly. • Process an MSA void for those employees who are no longer eligible for an SSI after the equity increase is awarded.
SCO Personnel Letter:	N/A

CMS PROCESSING INFORMATION:	
Workforce Administration:	<ul style="list-style-type: none"> • Action Reason: PAY/MOU (CRO) <ul style="list-style-type: none"> ○ Effective date: 07/01/07 ○ Comp Rate: Varies ○ Empl History Remarks: HR/SA 2008-xx
Benefits:	N/A
Time and Labor:	N/A
Leave Accounting:	N/A
Absence Management:	N/A
Labor Cost Distribution:	N/A
Additional Instructions:	N/A

Equity Award Program for Assistant Professors and Equivalents: One-time Stipends

PIP PROCESSING INFORMATION:	
Processing Responsibility:	Campus
Processing Date(s):	<u>Through close of business 04/22/08</u> using the 07/2007 pay period
Earnings ID:	GV
Amount:	\$1,000 prorated for Timebase
Subject to Retirement Withholdings:	No
Taxable/Reportable:	Yes
Subject to Medicare/Social Security:	Yes
Included in Calculation for Overtime:	N/A
Included in the Calculation for NDI/IDL Payments:	No
Additional Information:	.

CMS PROCESSING INFORMATION:	
Workforce Administration:	N/A
Benefits:	N/A
Time and Labor:	<ul style="list-style-type: none"> • Earnings Id: <ul style="list-style-type: none"> ○ GV – Process via Additional Pay ○ Effective Date: 07/01/07? ○ Amount: \$1,000 prorated for Timebase
Leave Accounting:	N/A
Absence Management:	N/A
Labor Cost Distribution:	N/A
Additional Instructions:	N/A