

# WELCOME!

## **Lunch-N-Learn:**

*Article 10: Performance*

*Article 20: Salary*

July 24, 2007



California State University Employees Union

Chapter 312

# Sources

- Full contract & slides available:  
[www.csun.edu/csueu](http://www.csun.edu/csueu)
- HR Tech Letters: [www.calstate.edu/hr](http://www.calstate.edu/hr)
- Salary schedule:  
<http://www.calstate.edu/HRAdm/SalarySchedule/Salary.aspx>
- CSUN HR policies: [www-admn.csun.edu/ohrs](http://www-admn.csun.edu/ohrs)

# Module I

## Article 10: Employee Performance

# Evaluations: When

- Probationary: by end of 3<sup>rd</sup>, 6<sup>th</sup>, 11<sup>th</sup> month (10.5)
- Temporary: “periodic intervals” (10.6)
- Permanent: “annual” (10.1)

# Evaluations: What

- “Performance Evaluations should be a review of the employee's performance and should be **based upon job-related criteria**. Employee performance evaluations are for the purpose of evaluating individual employee performance and for providing guidance for performance development and improvement. Employee evaluations should **acknowledge changes** affecting the employee's position that have occurred since the last evaluation.” (10.2)

# Evaluations: Where

- “A written record of a performance evaluation shall be placed in the employee's personnel file. The employee shall be provided with a copy of the written record of the performance evaluation prior to its placement in the personnel file.” – 10.4.

# Evaluations: Who

- Your “Appropriate administrator” (“MPP admin”), or...
- Anyone, BUT... “The evaluator shall be familiar with the regular duties of the employee.” (10.14)

# Process Timeline I

- “The evaluator shall submit a draft evaluation for the employee’s review, input, and discussion.” (10.8)



# Process Timeline II

- “The employee shall be given up to five (5) work days to review the draft evaluation and provide input, if any, to the evaluator.”  
(10.9)

# Process Timeline III

- “The evaluator shall consider input provided in the five (5) work day period in preparing the final performance evaluation, and prior to placing it in the employee’s personnel file.” (10.10)

# Process Timeline IV

- “Upon request of the employee or the evaluator, the evaluator and the employee shall meet to discuss the evaluation. Such a meeting shall take place within seven (7) work days of the request.” (10.11)
- *May occur anytime*
- *Not limited to one meeting*
- *A meeting should always occur!*

# Process Timeline V

- “Upon request of the employee and subsequent to the meeting between the employee and the evaluator, the appropriate administrator, the evaluator, the employee, and the employee's representative, if any, shall meet to discuss the evaluation. Such a meeting shall take place within fourteen (14) work days of the request at a mutually agreeable time and location.” (10.12)

# Process Timeline Summary

- Evaluator provides employee draft
- Employee has 5 days to review
- Evaluator considers input
- Final copy written, provided to employee then placed in file
- At any time in process, employee may request meeting w/ evaluator (no prohibition against two meetings)
- After this meeting, MPP, evaluator, employee, and employee rep may meet.

# Rebuttals

- May be submitted at any time – no deadline is specified (10.13, 11.11).
- Must be placed in the personnel file along with the review.
- Evaluation shall be reconsidered by the MPP admin.
- If evaluation is amended, amended evaluation replaces
  - both original evaluation
  - and original rebuttal
- May submit another rebuttal to the amended evaluation
- If amended a second time, process repeats.

# Evaluations: Where

- “Personnel file” in Article 10 refers to the one “official personnel file” defined in Article 11.
- Retention period for the personnel file: *minimum* 3 years after separation or rejection during probation, 5 years after separation if involuntary or disability  
(HR/Personnel Records 2004-01,  
<http://www.calstate.edu/HRAdm/pdf2004/TL-PR2004-01.pdf>)

# Getting your old evaluations

- Review file at any time (11.3)
- Complete HR's "Request to Access Personnel File" form and submit to UN170
- Form:  
[http://www.csun.edu/csueu/PDF/csun\\_hrs\\_req\\_to\\_accesss.pdf](http://www.csun.edu/csueu/PDF/csun_hrs_req_to_accesss.pdf)
- Available for review within 3 days of request (11.4).
- Copies: 10 cents/page, made within 14 days of copy request (11.5)



# Module II

## Article 20: Salary

# Types of raises

- GSI: General Salary Increase
  - applies to everyone, on a FY basis
- SSI: Service Salary Increase
  - applies to 80%, on an anniversary date
- MSI: Merit Salary Increase
  - shall not be implemented by CSU (20.37)
- MSA: Market Salary Adjustment
  - applies to selected classes (retention)

# Other pay

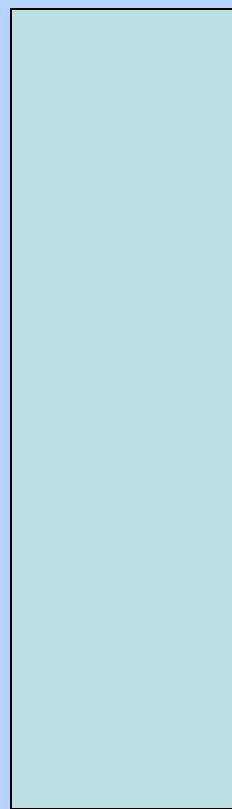
- Shift differential
- Bonus plans
- In-range progression
- Stipends
- Red circle rate
- Emergency pay

# Pay plans

- 12 month
- 10/12 – paid for 10 months in 12 checks
  - 5 months on, 1 off, 5 on, 1 off within a year
  - or 10 on, 2 off
  - salary earned within 10 months is paid over 12 months
- 11/12
  - 11 on, 1 off

# Out on the open range

## Admin Support Assistant I – 12 month



Maximum: \$3028

SSI Max: \$2571

*SSI Max is typically 60% of range max*

*GSI's, MSA's move employees and range limits up*

*SSI's, bonuses, IRP' s move employees up*

Minimum: \$2018

# Salary increases

# GSI: General Salary Increase

- When applied, increases each salary and the range limits
- FY 06-07: 3.0% applied August 2006 pay period (20.4)
- FY 07-08: 3.696% applied July 2007 *but see conditions* (20.5)
- FY 08-09: 3.942% applied July 2008 *but see conditions* (20.6)

# GSI/SSI/MSA Conditions, FY 07-08

- “The CSU receives at **least 8% over gross revenues for the prior year** (2006/07) in the 2007/08 final State budget for the CSU with **one percent (1%) specifically designated for compensation** above the Higher Education Compact. Further, the final 2007/08 state budget for the CSU should be consistent with the uses of total revenue stated in the 2007/08 Board of Trustees support budget request; and”



# GSI/SSI/MSA Conditions, FY 07-08

- “The state legislature has not redirected CSU funding for other purposes.”
- “If these budgetary **conditions are not satisfied**, the specific increase specified for a GSI, Market Salary adjustment, and SSI shall **not take place** and the parties **shall reopen bargaining** on Article 20 (Salary) pursuant to Article 28 (Duration & Implementation).” (20.5)

# GSI/SSI/MSA Conditions, FY 08-09

- Same as FY 07-08, except
  - must have 8.8% over 07-08 revenues with the 1% designation
- If re-opener bargaining occurs due to FY 07-08 budget, FY 07-08 conditions may change

# SSI: Service Salary Increase

- 1% applied on your anniversary date *but*
  - if you are at or above SSI Maximum, no SSI
  - if near the SSI Max, the difference between current salary and the SSI Max will be granted
    - you can go to but not over the SSI Max via SSI itself
    - you can go over SSI Max only via other mechanisms
  - unsatisfactory performance: no SSI
  - per diem rate: no SSI (20.30)

# SSI: When

- Anniversary Date (20.30)
  - Date of hire, but
    - For temp employees, date is reset when 90 day+ break in service
    - Date is adjusted for non-qualifying pay periods (unpaid leaves, NDI, etc.)
    - Qualifying pay period = paid for 11 days in month, regardless of timebase
    - If on payroll as of 7/1/06 and no anni date recorded, see 20.30(h).
    - Movement between classes or skill levels resulting in increase > 5% changes date (20.31)

# SSI: When

- Denial (20.33-35)
  - Notice in writing w/ reason
  - Employee may request meeting with MPP
  - Denials may be reversed at any time
- Received on 1<sup>st</sup> of monthly pay period of their anniversary date

# SSI Max increases

- SSI Max moves each year (20.2, 20.4)
  - SSI Max movement = 5% + GSI + MSA
  - On 7/1/06, increase SSI Max 8.324%

# SSI Bonus

- If as of 7/1/06
  - active or on leave w/ pay
  - at or above SSI Max rate
  - otherwise eligible for SSI
  - receive \$1588 bonus w/in 90 days of ratification (but must still be employed at payment date)
- If inactive or on leave w/o pay as of 7/1/06 and returns to active/leave w/ pay by 6/30/07 at same campus, \$1588 received at that time (20.27)

# MSA: Markey Salary Adjustment

- a/k/a Market Salary Increase
- Applied to specified classifications in side letter
- FY 06-07: 0.324% equivalent to base increase
  - CSUEU chose to apply to all classifications
- FY 07-08: 0.992% equivalent to base increase
  - specifics to be negotiated after 07-08 budget
- FY 08-09: 1.210% equivalent to base increase
  - specifics to be negotiated after 08-09 budget (20.7-9)



# Other salary

# Full Shift Differential

- Swing: 4+ hours between 6pm-midnight: \$1.25 (20.10) for entire shift
- Graveyard: 4+ hours between midnight-6am: \$2.20 (20.11) for entire shift
  - if meeting criteria for both, you get \$2.20 (20.12)
- Non-exempt only (20.13)

# Partial Shift Differential

- Shift including hours 6pm-6am, but not enough for full differential
  - \$1.25/hr for each hr 6pm-midnight
  - \$2.20/hr for each hr midnight-6am
- Example: Working 10am-7pm: you receive \$1.25 extra per day (20.13)
- Non-exempt only (20.14)

# Partial Differential Bonus

- Employees eligible for partial differential in the February 2007 pay period receive \$419.28
- (2/2007 side letter)

# Bonus

- Discretionary, not an increase – one-time payment
- Performance bonus
- Recruitment bonus
- Retention bonus
- Critical skills bonus
- Individual or group performance bonus
- (20.38)

# Stipends (3%-10%)

- Temporary project coordination, lead work assignment
  - Shall be given
  - These assignments must be in writing (20.42)
- Discretionary:
  - Additional work over regular duties
  - Maintain contact outside regular hours (20.43)

# Red Circle Rate

- Rate above salary schedule maximum
- Granted when employee demoted
  - But not for voluntary demotion or for cause
- No increases while red circled
- 5 year limit, no more than 25% above class/range
- RC rate cancelled if 2 offers of equivalent higher employment refused
- (20.45-51)

# Emergency Pay

- Criteria:
  - President declares state of emergency
  - Work outside of normal assignment
  - Would have been on admin leave
- Non-exempt: 1.5x rate, even if < 40 hrs in pay week
- Exempt: informal time off
- (20.52)



# Processes

# Underpayment

- Employee notifies MPP in writing
- MPP makes recommendation to payroll supervisor w/in 10 days
- Employee notified of decision w/in 15 days
- If MPP and payroll supervisor agree an underpayment occurred, check shall be issued w/in 30 days of employee notice to MPP

# In-range progression (IRP)

- Increase w/in a range or between skill levels
- Not a reclass
- Can't submit within 12 months a prior IRP response
- (20.40)

# IRP reasons

- Assigned application of enhanced skill(s);
- Retention;
- Equity;
- Performance;
- Recognition of new lead work or new project coordination functions given to an employee on an on-going basis by an appropriate administrator where the classification standard/series do not specifically list lead work as a typical duty or responsibility; and,
- Other salary related criteria.

# IRP timelines

- Employee submits to MPP
- MPP submits to HR within 30 days\*
- After 30 days, employee may submit directly to HR
- HR has 90 days to complete request

# IRP process

- No form – use a memo
  - Document your criteria – attach emails, memo, examples
- Need proof of delivery to MPP?
  - Address to MPP and cc HR; have the copy file-stamped in UN170

# IRP resources

- [http://www-admn.csun.edu/ohrs/compemp/In-Range-Prog\\_new.doc](http://www-admn.csun.edu/ohrs/compemp/In-Range-Prog_new.doc)
- [https://www-admn.csun.edu/hrs/process/irp\\_quickrefguide.doc](https://www-admn.csun.edu/hrs/process/irp_quickrefguide.doc)
- [http://www-admn.csun.edu/hrs/comp/class\\_comp\\_guidelines.htm](http://www-admn.csun.edu/hrs/comp/class_comp_guidelines.htm)



California State University Employees Union