

Dear CSUN faculty,

We hope you have had an exciting and engaging semester with your students and colleagues this semester. It is hard to believe how quickly time has passed and that we are nearing in-person commencement. We appreciate all you do each day to get us to this exiting milestone for our students!

We also know that you have eagerly and patiently been waiting to receive all pay negotiated as part of your most current collective bargaining agreement and we are writing to provide you a status update.

Background

As you now know, in February 2022 the California State University (CSU) and the California Faculty Association (CFA) entered into a successor agreement that provided several compensation increases to Unit 3 represented faculty members. These increases included provision for:

- A 4% general salary increase (GSI), retroactive to July 1, 2021;
- A one-time payment of \$3,500, prorated by each faculty member's 2020-21 time base; and
- A 2.65% service salary increase (SSI) for all eligible faculty, including coaches, counselors, and librarians.

Distribution to Date

1. On the evening of April 6, 2022, the California State Controller's Office (SCO) processed a GSI mass update. 30,375 GSI transactions have been processed successfully systemwide. CSUN payroll actions to date:
 - Manually audited and confirmed pay update and retroactive pay issuance related to 1,600 faculty records
 - Identified and successfully updated approximately 200 faculty records with monthly base salaries below their respective new minimum of the range
 - Reviewed and manually processed all GSI payroll adjustments for employees Faculty Early Retirement Program participants (FERPs)
 - Identified 350 employee pay transactions under CFA classification code 2322 (extended education) that require manual input
 - Identified approximately 50 employees pay transactions under CFA classification code 2356 (substitute faculty) that require manual GSI update
 - Identified approximately 500 faculty records for additional audit of GSI eligibility and corresponding retroactive pay

It is estimated the additional reviews and manual input will be completed by the end of May 2022.

2. On the night of April 18, 2022, the SCO processed 24,426 one-time payments. Note that taxes are applied to these one-time payments. CSUN payroll actions to date:
 - Approximately 1,810 one-time payments have been issued
 - Identified approximately 14 records pending further review by the SCO

It is estimated the additional reviews and manual input will be completed by the end of May 2022.

3. SSI transactions are in the process of being reviewed for eligibility by campus payroll and Faculty Affairs. The SSIs cannot be confirmed until the full GSI calculations are processed. The extent to which the GSIs are retroactive (10 months) adds significant complications to this processing. As such, this review is being done in phases as the GSI audit is cleared. This means 1,600 records are currently being reviewed for SSI eligibility and the remaining 500 records will be reviewed upon audit completion. Additionally, the SSIs will be awarded to eligible faculty unit employees upon determination by the appropriate administrator that the faculty unit employee has performed in a satisfactory manner. We anticipate these reviews to be completed and SSIs to issue prior to summer pay being generated on July 30, 2022.

Our campus teams and the CSU remain committed to ensuring all salary provisions due to the faculty are fully processed. This work, however, is complicated and requires significant work at both a systemwide and campus level. We are working hard to distribute these funds as accurately, fairly, equitably, and expeditiously as possible. For your reference, please find attached to this document a list of Frequently Asked Questions. For additional questions please contact Faculty Affairs related to eligibility and CSUN payroll for payment inquiries.

Sincerely,

Faculty Affairs and Human Resources

Commonly Asked Questions

How were the one-time payments calculated?

The CBA provides for a one-time, prorated payment of \$3,500 to be provided to each faculty unit employee who worked during fall 2020 and spring 2021 semester and who is in active pay status (or on leave) as of February 2, 2022. The payments will be based on the faculty employee's average time base for the fall 2020 and/or spring 2021 semesters, not to exceed a 1.0 timebase. A semester not worked will be considered a zero (0) time base. This payment is not considered reportable compensation for the purposes of calculating CalPERS retirement benefits. (Please refer to Article 31 of the CBA for additional information.)

Are unit-3 represented employees participating in the Faculty Early Retirement Program or currently active as rehired annuitants eligible for the one-time payment?

Per CalPERS rules and regulations, FERP participants and rehired annuitants are not eligible for this one-time payment.

Why have I not received payment?

Each of these payments requires separate administrative processes. There could be several reasons for each of the three payments as to why you did not receive funds. Possible explanations are outlined below by payment type.

One-time Payments

1. You may not be eligible for the one-time payment.
 - a. FERPs and other retired annuitants are not eligible for the one-time payment pursuant to CalPERS.
 - b. You were not active on February 2, 2022 when the contract was ratified.
 - c. You did not work or were on unpaid leave during the 2020-21 academic year.
2. Your employee record includes a large number of appointments, reappointments, timebase changes, position number changes, record corrections, etc., and as a result calculating your timebase requires individualized attention.

GSI Payments

1. You were on unpaid leave when the GSI was processed. Upon your return to pay status, your campus will evaluate your GSI eligibility.
2. Even though the GSI increased your future monthly pay rate, your retroactive GSI funds were not paid or were not fully paid to you. Due to the complexity of this massive retroactive process, we have identified that some payments may not have been issued. These remaining payments are now being identified and manually processed by your campus payroll team.

Service Salary Increase (SSI) Payments

1. You are not eligible for the SSI.
2. Your SSI eligibility is in the process of being confirmed by the appropriate campus office.
3. Your SSI has not been processed by the campus payroll team.

Who do I contact with questions or concerns?

Questions can be directed to Faculty Affairs on eligibility and CSUN payroll for payment inquiries. Please note that the State Controllers Offices does not possess the information to explain delays in payments. Your local campus offices at CSUN are the best source of information. Please do, however, keep in mind that these teams are charged with maintaining normal administrative operations, while also carrying out processing these payments and responding to inquiries. Be kind to your colleagues as we work collectively to ensure the commitments of the CSU.

Why is the implementation of negotiated salary programs such a complicated process?

Processing retroactive salary increases that span almost 10 months for a complex employee group such as faculty can be extremely challenging. The State Controller's Office payroll system is capable of processing mass updates for the entire faculty employee group. However, processing retroactive pay for a group that has a large number of appointments, reappointments, timebase changes, transfers, promotions, record corrections, etc., can increase the likelihood that some faculty require manual intervention. While all employees will receive their salary changes due them, reviewing pay eligibility may result in manual processing by the campus payroll team and may require further collaborative actions with the SCO. The sum of these efforts take time. We appreciate your patience and understanding.