

Date: July 25, 2017

Code: TECHNICAL LETTER  
HR/Salary 2017-14

To: AVPs/Deans of Faculty  
Human Resources Officers  
Payroll Managers and/or Campus Designees Responsible for Employee Payroll Processing

From: Evelyn Nazario   
Associate Vice Chancellor  
Human Resources Management

Margaret Merryfield   
Assistant Vice Chancellor  
Academic Human Resources

Subject: Implementation of Changes to Range Elevation for Temporary Faculty (Unit 3)

**Summary:**

We are pleased to provide information regarding the implementation of changes to the range elevation program provisions for temporary faculty (Unit 3). Changes include expansion of eligibility for range elevation based on qualifying service, regardless of whether the faculty member has remaining SSI eligibility. Individuals with responsibility for administering the campus range elevation program and individuals responsible for campus payroll processing should review the rest of this letter in detail.

**Action Item(s):**

Implement new range elevation provisions for eligible faculty unit employees.

**Affected Employee Groups(s)/Units:**

Eligible California Faculty Association (Unit 3) employees (lecturers and temporary librarians)

**Details:**

The agreement reached between the California State University (CSU) and the California Faculty Association (CFA – Unit 3), ratified by the CSU Board of Trustees on May 24, 2016, included a provision that the parties meet to review and make recommendations regarding lecturer range elevation eligibility. The parties subsequently reached an agreement modifying range elevation eligibility that was memorialized in a Memorandum of Understanding (MOU) dated November 15, 2016 (Attachment B). The terms of the MOU will remain in effect until June 30, 2020 unless superseded by an agreement between the parties.

The agreement affects two main groups of faculty unit employees: lecturers and temporary librarians who have served at least five years in their current range who have reached the SSI maximum salary or otherwise have no more SSI eligibility in their range, and lecturers and temporary librarians who have *not* reached the SSI maximum salary, but who have reached qualifying levels of service in their current range as of the beginning of the 2017/18 academic year.

**Eligibility for range elevation.** Range elevation is the advancement of a lecturer or temporary librarian faculty unit employee from one salary range to the next following a campus review process. The collective bargaining agreement (CBA) between the CSU and the CFA identifies lecturers who have served at least five years in their current range and have no more eligibility for Service Salary Increases (SSIs) as eligible to apply for range elevation. These provisions also apply to temporary librarian faculty unit employees. All faculty unit employees who meet this definition of eligibility continue to be eligible to apply for range elevation through the life of the agreement. In addition, the MOU extends range elevation eligibility to lecturers and temporary librarian faculty unit employees who have reached the SSI maximum salary, **regardless of whether they have received prior Faculty Merit Increases (FMI)s.**

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**Distribution:**

All Campus Vice Presidents  
Deans of Extended Education  
Vice Chancellor, Human Resources

Budget Officers  
State Controller's Office/PPSD

In addition, lecturers and temporary librarian faculty unit employees who have **not** exhausted SSI eligibility by the beginning of the 2017/18 academic year may qualify for eligibility for range elevation based on sufficient full-time adjusted service (FTAS).

The following instructions apply to the calculation of FTAS.

- FTAS will be established as of the beginning of the 2017/18 academic year, and the service established as of fall 2017 will be the basis for determining eligibility for range elevation in 2017/18, 2018/19, and 2019/20.
- For each academic or fiscal year, FTAS is defined as the average time base (FTE) worked over the year, divided by 0.8, and up to a maximum of 1.0 for that year. Average FTE can either be determined from the FTE assigned each term, or by adding up the number of WTUs assigned over the academic year and dividing by 24 (semester campuses) or 36 (quarter campuses).
  - Example 1: A temporary librarian has an appointment that runs from July 1, 2015 through June 30, 2016, with an FTE of 0.75. For fiscal year 2015/16, the librarian would have FTAS of 0.9375 (based on 0.75 divided by 0.8).
  - Example 2: A lecturer at a semester campus is assigned 9 WTU in fall 2015 and 6 WTU in spring 2016. FTAS for the 2015/16 academic year is 0.625 (based on 15 WTU for the year divided by 24).
  - Example 3: A lecturer works 42 WTU over the academic year 2015/16 at a quarter campus.  $42/36$  is 1.167, but since FTAS is capped at 1.0 for the year, the lecturer is credited with 1.0 FTAS for the year.
  - Example 4: A lecturer does not work in fall 2015 but is hired full-time for spring 2016. The lecturer's FTE in the fall is 0 and in the spring it is 1.0, so the average over the year is 0.5 and FTAS is 0.625 (based on 0.5 divided by 0.8).
- For individuals working in more than one department at a campus, eligibility is defined separately for each department.
- FTAS should be added up for every year from 2016/17 to the point where the faculty member entered the current range. FTAS each year will be summed over the entire number of years the faculty member has been in the current range to generate total FTAS. Note that because in any given year, an individual can only be credited with a maximum of 1.0 FTAS, total FTAS cannot exceed the number of years since the individual was appointed to the current range.
- Individuals with six or more years of FTAS in their current range as of the beginning of the 2017/18 academic year shall be eligible for range elevation according to the following schedule:
  - In 2017/18, individuals with 12 or more years of FTAS shall be eligible to apply.
  - In 2018/19, individuals with 9 or more years of FTAS shall be eligible to apply.
  - In 2019/20, individuals with 6 or more years of FTAs shall be eligible to apply.

**Range elevation process.** Existing campus processes for range elevation, including criteria, timelines, and review as established pursuant to provision 12.16 of the CFA Collective Bargaining Agreement, shall be used for range elevation both under the previously existing eligibility criteria (5 years in range with no more SSI eligibility) and the modified criteria under the MOU.

If range elevation is granted following campus review, the individual must be appointed in the new range as of the first appointment in the year following the review. Per the MOU, range elevation must be accompanied by a salary increase of at least 5% or the percentage increase necessary to reach at least the minimum of the next range, whichever is greater.

- Example 1. A lecturer in salary range 2 (Lecturer A) is granted range elevation to range 3 (Lecturer B). The lecturer's salary in range A happens to be the same as the minimum salary in Lecturer B. Upon reappointment the following fall, the lecturer will be entitled to appointment in Lecturer B and a 5% salary increase.
- Example 2. A lecturer has a salary that is well below the SSI maximum in Lecturer B but qualifies for eligibility for range elevation based on FTAS. The lecturer applies, and range elevation is granted. A

salary review determines that in order to reach the minimum salary for Lecturer C, the lecturer will need a salary increase of 7.5%, which is greater than 5%. Therefore, upon reappointment in the fall, the lecturer may be placed at the minimum salary for Lecturer C.

Campuses are reminded that provision 12.18 of the CFA CBA requires that individuals eligible for range elevation in a given year must be notified of their eligibility at least thirty (30) days prior to the commencement of the annual campus range elevation process. Individuals must also be notified that receipt of a previous FMI will not affect their eligibility for range elevation, and that, if granted, range elevation will be accompanied by a salary increase of at least 5% or the minimum percentage increase required to reach at least the minimum of the next range, whichever is greater.

The following processing instructions are provided in **Attachment A**:

⇒ **Range Elevation Increases**

Please direct questions regarding this technical letter as follows:

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| ➤ 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)951-4424      |

This document is available on the Human Resources Management's Web site at:

<https://csyou.calstate.edu/Policies/HRPolicies/Forms/Default.aspx>.

EN/MM

Attachment

**PROCESSING INSTRUCTIONS**

**TEMPORARY FACULTY RANGE ELEVATION**

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

EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:	
Processing Responsibility:	Campus
Processing Date(s):	At the discretion of the President
Effective Date:	Must coincide with the beginning of the term
PIMS Transactions:	SCR
Detailed Transaction Code (Item 719):	55
EH Remarks (Item 215):	HR/SA 2017-14
Pay Amount:	5% minimum or minimum of next salary range, whichever is greater
Pay Form:	Base salary increase
Settlement Pay (Item 810):	N/A
Employees on Leave:	<ul style="list-style-type: none"> <li>• At the discretion of the President, increases are effective at any time at the beginning of the term for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957 = 40).</li> <li>• Increases for other employees on leave (non-pay status) at the beginning of the term are to be keyed by the campus via SCR transaction, effective the date the employee returns to active pay status.</li> </ul>
Additional Information:	<ul style="list-style-type: none"> <li>• Refer to Article 12 of the Collective Bargaining Agreement and the MOU between the CSU and the CFA dated November 15, 2016 (Attachment B).</li> </ul>

CMS PROCESSING INFORMATION:	
Workforce Administration:	<ul style="list-style-type: none"> <li>• Action: Pay Rate Change (PAY), Reason: Temp. Faculty Range Elevation (FRE)</li> <li>• Effective Date: Beginning of the subsequent academic year following the review</li> <li>• Effective Sequence: Increment as appropriate</li> <li>• Union Code: R03</li> <li>• Empl History Remarks: HR/SA 2017-14</li> </ul>
Temporary Faculty:	N/A
Benefits:	N/A
Time and Labor:	N/A
Absence Management:	N/A
Labor Cost Distribution:	N/A
Additional Instructions:	<ul style="list-style-type: none"> <li>• Process leaves as noted above using Action/Reasons: STD/ND3-Short Term Disability with Pay, NDI, Catastrophic Leave or STD/ND4-Short Term Disability with Pay, New NDI Period, Cat Leave as appropriate.</li> </ul>

## **Memorandum of Understanding: Amendments to the Range Elevation Procedures 2016**

In order to address issues associated with lack of opportunities for range elevation in the absence of negotiated Service Salary Increases (SSIs), the following program shall be available to eligible lecturers and temporary librarian faculty unit employees.

Lecturers and temporary librarian faculty unit employees who meet range elevation criteria as currently defined by Article 12.17, or become eligible while this agreement is in effect, shall continue to be eligible to apply for range elevation under provisions 12.16 through 12.20 and campus policies.

Lecturers and temporary librarian faculty unit employees who have served at least five years in the current range and have reached the Service Salary Increase (SSI) maximum shall be considered eligible for range elevation regardless of whether they have received prior Faculty Merit Increases (FMIs).

For those lecturers and temporary librarian faculty unit employees who have not exhausted SSI eligibility by the beginning of the 2017/18 academic year, the following provisions shall apply.

### **Determination of eligibility**

- Full-time adjusted service (FTAS) shall be established as of the beginning of the 2017/18 academic year. For each academic or fiscal year, FTAS is defined as the average FTE over the academic or fiscal year, divided by 0.8, up to a maximum of 1.0 for the year.
- Range elevation shall be accompanied by a salary increase of at least 5% or whatever percentage increase is required to reach at least the minimum of the next range, whichever is greater.
- Lecturers and temporary librarian faculty unit employees with at least 6 years FTAS in the current range as of the start of the Fall 2017 term shall be eligible to apply for range elevation according to the following schedule:
  - In 2017/18, individuals with 12 or more years FTAS shall be eligible to apply.
  - In 2018/19, individuals with 9 or more years FTAS shall be eligible to apply.
  - In 2019/20, individuals with 6 or more years FTAS shall be eligible to apply.

### **Review process**

- Campus criteria, timelines, and review processes for range elevation established at each campus pursuant to Article 12.16 shall continue to be used for range elevation under these modified criteria.

### **Effective date for increases**

Range elevation, as well as applicable salary increases, shall take effect at the beginning of the first appointment in the academic year following review.

These provisions will remain in effect until June 30, 2020 unless superseded by an agreement between the parties.

**Memorandum of Understanding: Amendments to the Range Elevation Procedures 2016**

**Additional Terms**

The parties agree that this issue shall continue to be the subject of bargaining in successor contract negotiations, and that this Memorandum of Understanding does not impact, limit, or otherwise constrain the ability of either party to make proposals on any issue subject to this Memorandum of Understanding.

For any year in which this agreement is in effect and for any faculty member eligible under the terms of this agreement, the CSU agrees to the following: At least thirty (30) days prior to the commencement of the annual campus Range Elevation process, the campus shall notify lecturers of their eligibility. In that notification the campus shall inform the lecturers that receipt of a previous FMI will not affect their eligibility for Range Elevation, and that Range Elevation is accompanied by a salary increase of at least 5% or whatever percentage increase is required to reach at least the minimum of the next range, whichever is greater.

For CFA



Kathy Sheffield  
Director of Representation

11/9/2016

For CSU



J.A. Swarbrick  
Associate Vice Chancellor

11/15/2016