

POLICY MEMO AA 78-1  
AMENDED: 07/21/99  
EFFECTIVE DATE: 09/01/99

EVALUATION OF FACULTY FOR SERVICE SALARY INCREASES (SSIs)

Policy Memo AA 78-1 is determined by Sections 31.36 - 31.48 of the Memorandum of Understanding between The Board of Trustees of the California State University and the California Faculty Association, Unit 3 - Faculty, July 1, 1998 - June 30, 2001 and by the CSU Technical Letter HR/SA 99-08 dated June 3, 1999.

A Service Salary Increase (SSI) refers to upward movement on the salary schedules. Such adjustments shall be determined by the CFA and CSU annually, and shall be limited following appointment or the most recent promotion to no more than: (a) four (4) steps on the salary schedule in effect prior to the 1995-98 Agreement, or (b) eight (8) Service Salary Step Increases under the salary schedule(s) in effect since that Agreement, or (c) a combination of both (a) and (b) above which does not exceed a total of eight (8) Service Salary Step Increases on the salary schedule. Starting July 1, 1998, the initial SSI counter will be determined as the number of 2.5% salary increases that would result in a salary equal to the SSI maximum in each range, up to a maximum initial counter of 8. The SSI counter will be decreased by 1 for every SSI granted, regardless of the amount of the SSI. For all faculty, the SSI counter is not affected by the award of FMIs, even if the FMI takes the salary over the SSI maximum.

No SSIs will be granted above, nor shall the granting of an SSI result in a salary rate above the SSI maximum rates of pay for all bargaining unit ranks and classifications on the salary schedule except as noted above.

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NOTE: SSI maxima for all classification codes are identified in the Unit 3 Salary Schedule. You may access the salary schedule via numerous sources, e.g., at the web site of Human Resources (<http://www.calstate.edu/hrpims/>).

Fiscal Year 1998/99

In fiscal year 1998/99, upon the determination by the appropriate administrator that an employee has performed in a satisfactory manner in carrying out the duties of his/her position, the employee shall receive an SSI. Such a determination shall be made after consideration of material in the employee's Personnel Action File. An employee shall receive written notice of denial of a Service Salary Increase as soon as is practicable after the denial decision. Upon request of an employee denied an SSI, a meeting shall be arranged within seven (7) days with an appropriate administrator for the purpose of reviewing such denial. The employee may be represented at this meeting by the CFA. At this meeting, the appropriate administrator may establish with the employee conditions upon which the SSI shall be authorized within the year, and the date of review to determine whether such conditions were met. The appropriate administrator may at any time reverse the denial of a SSI. Such a reversal may be effective retroactively or effective for a part of the year.

During fiscal year 1998/99, faculty unit employees eligible for a Service Salary Step Increase shall receive an increase of two and four-tenths percent (2.4%), but no more than their service based maximum on the salary schedule, effective on the anniversary date that he/she would normally have been eligible for an MSA under the old MSA procedure, or effective September 1, 1998, whichever is later.

Fiscal Years 1999/2000 and 2000/01

As part of the CSU merit program in fiscal years 1999/2000 and 2000/01, there shall be a separate pool for bargaining unit members eligible for Service Salary Increases of two and sixty-five one-hundredths percent (2.65%).

The criteria to be used when evaluating employees for the award of a Service Salary Increase shall be whether the faculty unit employee has demonstrated satisfactory performance commensurate with rank, work assignment, and years of service. Each department or equivalent unit will determine its procedures for review of faculty eligible for a Service Salary Increase.

During fiscal years 1999/2000 and 2000/01, bargaining unit members eligible for a Service Salary Increase shall be reviewed by the department and appropriate academic administrator, who shall either grant or deny the Service Salary Increase. This review shall take place prior to the review of employees under the Faculty Merit Increase program. A bargaining unit member who receives a Service Salary Increase in fiscal years 1999/2000 and 2000/01 shall receive a two and sixty-five one-hundredths percent (2.65%) increase.

The decision to grant or deny a Service Salary Increase to a bargaining unit member during fiscal years 1999/2000 and 2000/2001 shall not be subject to the grievance procedure as provided in Article 10 of the Agreement, but shall be subject to the Service Salary Increase Appeal Process.

Fiscal Year 1999/2000 and 2000/01 Service Salary Appeal Process

A faculty member may appeal the decision to deny a Service Salary Increase to the President no later than fourteen (14) days after receipt of the appropriate academic administrator's decision. The appeals shall be heard by a committee of five (5) faculty unit employees chosen by lot from the Faculty Merit Increase appeals panel. Faculty unit employees who are appealing Service Salary Increase decisions shall not serve on the committee during that year. The committee will hear all such appeals of the appropriate academic administrator's decision at the campus that year individually. The CSU and the faculty unit employee (and/or his/her representative) may present evidence to the panel at the hearing. A majority decision by the committee shall be required in order to grant any appeal.

All unexpended funds from the pool for SSI-eligible employees in fiscal years 1999/2000 and 2000/01 shall be available to fund successful appeals. The decision of the appeal committee shall be final and binding. Any portion of such reserved campus pool that is not expended in the above manner shall be rolled over and added to the pool for Faculty Merit Increases the following fiscal year.

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NOTE: A maximum of one Service Salary Increase may be awarded annually. Upon completion of thirty-six (36) units in the same department or equivalent unit since the last service salary increase, lecturers are eligible for consideration of a Service Salary Increase. For lecturers who were not on payroll status in the 1998/99 academic year, the "unit count" starts over when they return to payroll status. Questions about eligibility should be addressed to the appropriate school office.