Detail Design
RELEASE 1234

AFSCME Service Unit (SX) Agreement

2% Wage Increase, 1.5% Merit Increase, and
1.5% Lump Sum Payment
Service Request 14819

March 29, 1999

Information Systems & Computing
Office of the President
University of California
Introduction

The resulting agreement between the University and AFSCME (American Federation of State, County and Municipal Employees) was ratified by the AFSCME membership on January 13, 1999, and signed by the University on February 16, 1999.

Include in the terms of the agreement, offered to exclusively represented employees in the SX Unit, are 2% wage increases, 1.5% merit increases, and 1.5% lump sum payments. The 2% wage increases and 1.5% merit increases are effective October 1, 1998 for monthly-paid employees and October 4, 1998 for biweekly-paid employees.

Effective October 1, 1998 for monthly-paid employees and October 4, 1998 for biweekly-paid employees, the maximum of each salary range in the appropriate titles will increase by 2%. However, the minimum of the salary range in each appropriate title will not increase.

All exclusively represented/covered career and casual SX employees will receive the 2% base-building wage increase.

All non-probationary, exclusively represented/covered career employees in the SX unit with pay rates below the maximum of the pay range for their title may receive a "within the range" base-building 1.5% merit increase. Employees must have an overall performance rating of satisfactory or above, or no performance evaluation in the last twelve months, to receive the base-building 1.5% merit increase.

All non-probationary, exclusively represented/covered career employees in the SX unit who are already at the top of their salary ranges will receive a lump sum equal to 1.5% of their 2% range adjusted annual base salary.

Eligible employees in the SX unit who received a July, 1998 merit increase, or who have already received an October 1, 1998 merit increase, are not eligible for the 1.5% base-building merit increase or the 1.5% non-base building lump sum.

It is asked that two one-time processes be developed to support the two salary base-building adjustments, and the single lump sum payment.

An addendum, dated March 29, 1999, asked that separated employees in the SX unit who separated on February 17, 1999 or later be removed from the selection criteria on the Employee Level. When calculating an employee's annual salary, the one-time process should use 2088 hours for an employee whose Rate Code (EDB 2015) is equal to 'H', regardless of the employee's Primary Pay Schedule (EDB0152). In addition, if an employee's current distribution pay rate is equal or over the new maximum salary range for that title, the employee should be reported on the one-time error report.
Overview

Service Request 14819 asks that the Payroll/Personnel System (PPS) be modified to support the 2% wage increases, 1.5% merit increases, and 1.5% lump sum payments to exclusively represented (Covered) SX employees.

Include in the terms of the agreement, offered to exclusively represented employees in the SX Unit, are 2% wage increases, 1.5% merit increases, and 1.5% lump sum payments. The 2% wage increases and 1.5% merit increases are effective October 1, 1998 for monthly-paid employees and October 4, 1998 for biweekly-paid employees.

Due to the complexity of this agreement, and to meet the June 1, 1999 deadline for implementing the pay increases to eligible employees in the SX Unit, two one-time programs will be provided to the campuses. The first and second one-time processes, Phase I and Phase II, will each be released separately.

This detail design will contain the requirements for the first one-time program, phase I.

A one-time program will calculate the 1.5% base-building merit increases, and the 1.5% lump sum payments.

The 2% wage increases for the appropriate titles will be taken from the Pay Scale Table. If the current pay rate for the title is not found, the one-time program will calculate the 2% wage increase. If the calculated new rate is over the new maximum rate for that title, the new rate will be capped at the new maximum rate for that title.

After the 2% wage increase has been applied to the current rate, and the new rate is under the new maximum rate for that title, the employee may be eligible for a 1.5% merit increase. If the new rate is at the new maximum rate for that title, the employee may be eligible for the 1.5% lump sum payment. An employee may be eligible for either the 1.5% merit increase or 1.5% lump sum payment, but not both.

Each employee's new rates and the lump sum payment will be reported on the Eligibility Pay Roster report (See sample report at the end of this document) for departmental mark-up. The Eligibility Pay Roster report will provide the appropriate departments at each campus the determination whether each eligible employee listed on the report should/should not receive the appropriate calculated amounts. In addition, the data displayed on the Eligibility Pay Roster report will be saved in a file for processing in the subsequent one-time program, which will be released separately.
First Phase (Phase I)

Eligibility Pay Roster Report

The Payroll/Personnel System (PPS) does not track an employee's performance rating. The one-time process cannot determine whether the selected non-probationary career employee in the SX unit is eligible for either the 1.5% merit increase or the 1.5% lump sum payment. Thus, an one-time Eligibility Pay Roster report will be written displaying each eligible employee's calculated new rates, before actual EDB transactions are generated in the second one-time program, Phase II.

Note that an employee may be eligible to receive a 1.5% merit increase or a 1.5% lump sum payment but not both. After the 2% wage increase has been applied to the employee’s current pay rate, the Pay Scale Table will be used to determine whether the new pay rate is at the new maximum salary range for that title. If the employee’s new pay rate reflecting the 2% wage increase is at the new maximum salary range for that title, the employee is not eligible for the 1.5% merit increase, but is eligible for a 1.5% lump sum. However, if the employee’s pay rate reflecting the 2% wage increase is not at the new maximum salary for that title, a 1.5% merit increase will be calculated. If the calculated pay rate reflecting the 1.5% merit increase is over the new maximum salary range for that title, the calculated pay rate will be capped at the new maximum salary range for that title, and the employee will not be eligible for the 1.5% lump sum payment.

The one-time Eligibility Pay Roster report will display each employee's new rate reflecting the 2% wage increase, a calculated new rate reflecting the 1.5% merit increase (after the 2% wage increase has been applied) or the calculated 1.5% lump sum payment (after the 2% wage increase has been applied).

The following data will be displayed on the report:

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>EDB 0105</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Name</td>
<td>EDB 0105</td>
</tr>
<tr>
<td>Appointment Title Code</td>
<td>EDB 2006</td>
</tr>
<tr>
<td>Appointment Title Unit Code</td>
<td>EDB 2029</td>
</tr>
<tr>
<td>Appointment Rate Code</td>
<td>EDB 2015</td>
</tr>
<tr>
<td>Appointment Representation Code</td>
<td>EDB 2031</td>
</tr>
<tr>
<td>Appointment Title translation</td>
<td></td>
</tr>
<tr>
<td>Home Department translation</td>
<td></td>
</tr>
<tr>
<td>FAU translation</td>
<td></td>
</tr>
<tr>
<td>Distribution Number</td>
<td>EDB 2041</td>
</tr>
<tr>
<td>Distribution DOS Code</td>
<td>EDB 2056</td>
</tr>
<tr>
<td>Distribution FAU</td>
<td>EDB 2043</td>
</tr>
</tbody>
</table>
Distribution Step EDB 2049
Distribution Percent EDB 2057
Primary Pay Schedule EDB 0152
Next Salary Review Date EDB 0136
Next Salary Review Type EDB 0135
Current Distribution Payrate EDB 2055
New Distribution Payrate reflecting the 2% Wage increase
New Distribution Payrate reflecting the 1.5% merit increase
1.5% lump sum payment
Increase Action Code (Eligibility Pay Code)

Costing Totals by FAU:

- Total Annualized 2% Increase by FAU
- Total Annualized 1.5% Merit Increase by FAU
- Total 1.5% Lump Sum Payment by FAU

The Costing totals will be printed on a FAU control break.

**The costing totals will be calculated using the following formulas:**

- **Costing 2% Increase (Annualized)**

  If the Rate Code is 'H'
  Annualized 2% Increase by FAU
  \[\text{Annualized 2% Increase by FAU} = (\text{New Rate reflecting 2% wage increase} - \text{Distribution Current Rate}) \times \text{Distribution Percent} \times 2088.\]
  **Else if Pay Schedule is 'BW',**
  Annualized 2% Increase by FAU
  \[\text{Annualized 2% Increase by FAU} = (\text{New Rate reflecting 2% wage increase} - \text{Distribution Current Rate}) \times \text{Distribution Percent} \times 26.\]
  Else if Pay Schedule is 'SM',
  \[\text{Annualized 2% Increase by FAU} = (\text{New Rate reflecting 2% wage increase} - \text{Distribution Current Rate}) \times \text{Distribution Percent} \times 24.\]
  Else if Pay Schedule is 'MO' or 'MA',
  \[\text{Annualized 2% Increase by FAU} = (\text{New Rate reflecting 2% wage increase} - \text{Distribution Current Rate}) \times \text{Distribution Percent} \times 12.\]

- **Costing 1.5% Merit Increase (Annualized)**

  If the Rate Code is 'H'
  Annualized 1.5% Increase by FAU
  \[\text{Annualized 1.5% Merit Increase by FAU} = (\text{New Rate reflecting 1.5% Merit increase} - \text{New Rate reflecting 2% Wage increase}) \times \text{Distribution Percent} \times 2088.\]
  Else if Pay Schedule is 'BW',
  Annualized 1.5% Merit Increase by FAU
Final

= (New Rate reflecting 1.5% wage increase - New Rate reflecting 2% Wage increase) times Distribution Percent times 26.

Else if Pay Schedule is 'SM',
Annualized 1.5% Merit Increase by FAU
= (New Rate reflecting 1.5% wage increase - New Rate reflecting 2% Wage increase) times Distribution Percent times 24.

Else if Pay Schedule is 'MO' or 'MA',
Annualized 1.5% Merit Increase by FAU
= (New Rate reflecting 1.5% wage increase - New Rate reflecting 2% Wage increase) times Distribution Percent times 12.

• Costing 1.5% Lump Sum

Costing Total 1.5% lump Sum Payments = Costing Total 1.5% Lump Sum Payments + Calculated 1.5% Lump Sum

The data on the Eligibility Pay Roster report will be sorted as follows:

- FAU order, and within FAU order, Home Department order
- Home Department order, and within Home Department order, Employee Name order
- Employee Name order, and within Employee Name, Distribution Number order

After producing the Eligibility Pay Roster report from the one-time program, the report should be distributed to the appropriate departments for mark-up. Each department will determine whether or not each employee is eligible to receive the 2% wage increase only, or a 2% wage increase with a 1.5% merit increase or 1.5% lump sum payment but not both, or the employee is not eligible to receive any increases. The one-time program will set one of two possible Increase Action Codes under the column 'Incr. Action' on the roster. If a code of '1' is displayed, the employee is eligible for the 2% wage increase only. If a code of '2' is displayed, the employee is eligible for the 2% wage increase, and either the 1.5% merit increase or the 1.5% lump sum payment but not both. If the one-time program determines that an employee is ineligible for the 1.5% merit increase or the 1.5% lump sum, a 'N/A' will be displayed. Note that a departmental reviewer will not have the ability to change any of the displayed rates, nor change the 'N/A' to an amount on the roster report.

The department reviewer will have the opportunity to change the displayed Increase Action Code from '1' to '0', or from '2' to '1' or '0'. If the department reviewer determines that an employee is eligible for the 2% wage increase only, the department reviewer should change the displayed Increase Action to a '1' in the column 'Incr. Action' (Refer to the draft Eligibility Pay Roster report at the end of this document). If the department reviewer determines that an employee is not eligible to receive any increases, the department reviewer should change the displayed Increase Pay code to a '0' in the column 'Incr. Action'.
**One-time Error Report**

All appropriate titles in the SX unit with the salary ranges should already be in the Pay Scale Table. If an Appointment Title Code/Appointment Representation Code combination is not found on the Pay Scale Table, the Employee ID, Appointment Title Code/Appointment Representation Code will be displayed on the One-time Error Report, and an appropriate error message will be displayed for that particular employee.

If an employee's current distribution pay rate is equal or over the new maximum salary range for that title, the employee will be reported on the OT12341 report.

If there are any DB2 errors accessing the DB2 Control Description of Service Table, DB2 Title Code Table, and the DB2 Range Distribution Unit Code (RDUC) Table, the appropriate error message will be displayed.

**Pay Scale Table**

The one-time program will populate the key containing the appropriate data to access the Pay Scale records on the Pay Scale Table. The key to access the Pay Scale Table will contain the Appointment Title Code, Appointment Representation Code, the Range Distribution Unit Code (RDUC value from Range RDUC Table), Rate Definition, Appointment Title Unit Code. All Pay Scales records with the same key data will be available for further processing.

If no Pay Scale records are found containing the same key data, an error message will be displayed on the Error Report. All distribution records associated with that appointment will be bypassed, and the next selected appointment will be processed.

If the set of Pay Scale records with the same key data is found, the current Distribution Pay Rate will be used to find the specific Pay Scale record containing the same Distribution Pay Rate.

**Eligibility Work File**

As each sort record is populated with data for the Eligibility Pay Roster report, the Eligibility Work record is populated with the same data. The second one-time program in Phase II will use this file in conjunction with the Eligibility Pay Roster File containing the Employee ID, Distribution Number, and Increase Action Code for generating the appropriate EDB transactions, one-time lump sum payments, and costing transactions. *Campuses should save this file.*

The Eligibility Work File will contain the following data:

<table>
<thead>
<tr>
<th>Employee ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDB 0105</td>
</tr>
<tr>
<td>Employee Name</td>
</tr>
</tbody>
</table>

---

Final
Selection Criteria

The one-time process will capture the population of eligible exclusively represented/covered career and casual employees in the SX unit. The population of eligible employees in the SX unit eligible for the 2% wage increase, either the 1.5% merit increase or 1.5% lump sum payment will be based on the following selection criteria. The one-time program will start selecting the appropriate appointment records at the appointment level first. Next, all conditions in the Employee Level must be satisfied before the distribution records are processed under each selected appointment.

- **Appointment Level**

  An employee must have at least one active or future appointment, where the **Appointment End Date** (EDB 2003) is not less than the current date,

  AND

  **Title Unit Code** (EDB 2029) is 'SX',

  AND

  **Appointment Representation Code** (EDB 2031) is 'C' (Covered),

  AND
Appointment Type (EDB 2020) is '2' (Career) or '3' (Casual), or '4' (Casual Restricted), or '7' (Partial Year Career),

AND

Appointment Rate Code is 'A' or 'H',

AND

Appointment Without Salary Ind (EDB 2028) is NOT 'Y'

- Employee Level

  (Where the Employment Status (EDB 0144) is 'A' (Active), 'N' (Leave without pay), 'P' (Leave with pay), or 'I' (Inactive),

  AND

  Employment Date (EDB 0113) is less than February 17, 1999

Selection Criteria for Distribution records

Where the Distribution End Date (EDB 2054) is not less than the current date (the date one-time program is run),

AND

Description of Service Code (EDB 2056) with a ‘Y’ in the Range Adjustment Indicator (DOS 7700) and the Pay Category (DOS 1600) is 'N' and the Type of Hours Code (DOS 2000) is 'R'.

Calculations

The calculated amounts for the 2% wage increase, or 1.5% merit increase will be applied to the employee’s pay rates of current and future distributions.

- 2% Wage Increase

  All selected employees identified in the population (Career or Casual) should receive the 2% base-building wage increase.

  The current rate (old rate) from each selected distribution will be compared against the current rate on the Pay Scale Table. If the old rate is found, the associated new rate should be displayed on the Eligibility Pay Roster Report for that employee. If the old rate is not found on the Pay Scale Table, the new rate will be calculated to reflect the
2% wage increase. If the calculated rate is over the maximum salary range for that title, the new rate will be capped at the new maximum rate. The calculated new rate will be rounded to the nearest cent for hourly employees and non-hourly employees on the BW Pay Cycle, and rounded to the nearest whole dollar for other non-hourly employees. The calculated new rate will be displayed on the Eligibility Pay Roster Report.

- **1.5% Merit Increase**

  Only eligible SX employees whose Appointment Types are '2' (career) or ‘7’ (Partial Year Career) are eligible for the 1.5% merit increases.

  For merit eligible SX employees who are not at their maximum salaries (determined from Pay Scale Table) for the title after the 2% wage increases have been applied, the one-time process should calculate a ‘within the range’ base-building 1.5% merit increase. If the calculated new rate reflecting the 1.5% merit exceeds the maximum salary range for the title, the new rate will be capped at the maximum salary range for that title. The calculated new rate will be rounded to the nearest cent for hourly employees and non-hourly employees on the BW Pay Cycle, and rounded to the nearest whole dollar for other non-hourly employees. The calculated new rate will be displayed on the Eligibility Pay Roster Report.

- **1.5% Lump Sum**

  Only eligible SX employees whose Appointment Types are '2' (Career) or '7' (Partial Year Career) are eligible for the 1.5% lump sum payments.

  An eligible employee either receives a 1.5% merit increase, or a 1.5% lump sum payment, not both.

  For an employee who is already at the new maximum salary range for that title (after the 2% wage increase has been applied), a 1.5% lump sum will be calculated. Using the employee's new pay rate (of which 2% wage increase has already been applied), the one-time program will calculate the 1.5% lump sum as follows:

  If the Appointment Rate Code (EDB 2015) is Hourly
  
  \[ \text{Annual Salary} = \text{new rate containing the } 2\% \text{ wage increase times } 2088 \text{ hours} \]
  
  ELSE
  
  If the Appointment Pay Schedule 2016) is Biweekly (BW)
  
  \[ \text{Annual Salary} = \text{new rate containing the } 2\% \text{ wage increase times } 26 \]
  
  ELSE
  
  If the Appointment Pay Schedule 2016) is Semi-monthly (SM)
  
  \[ \text{Annual Salary} = \text{new rate containing the } 2\% \text{ wage increase times } 24 \]
  
  ELSE
  
  \[ \text{Annual Salary} = \text{new rate containing the } 2\% \text{ wage increase times } 12 \text{ (MO, MA)} \]
Adjusted Annual Salary = Calculated Annual Salary times Percent Full Time (EDB 2052)

Calculated Lump Sum Payment = Adjusted Annual Salary times 1.5%

The final calculation of the lump sum payment will be rounded to the nearest cent, and the lump sum will be displayed on the Eligibility Pay Roster Rate Report.
Attachments

Attachment A  Eligibility Pay Roster Report
### Eligibility Pay Roster

#### Departmental Report

<table>
<thead>
<tr>
<th>Emp. ID/Name</th>
<th>Title Code</th>
<th>Title Transl</th>
<th>Unit/Rep</th>
<th>No</th>
<th>DOS % Time</th>
<th>Pri Pay Sch</th>
<th>Current Salary/Step</th>
<th>2% Increase RT</th>
<th>1.5% Salary Merit</th>
<th>1.5% Lump Sum Incrs</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>111111111</td>
<td>5650/SX/C</td>
<td>Food Serv Work Pr</td>
<td>MO</td>
<td>11</td>
<td>REG 100.00</td>
<td>10/01/99/2</td>
<td>1898.00 2.0 M</td>
<td>1936.00</td>
<td>1965.00</td>
<td>N/A 0</td>
<td></td>
</tr>
<tr>
<td>222222222</td>
<td>9606/SX/C</td>
<td>Lab Helper</td>
<td>MA</td>
<td>14</td>
<td>REG 50.00</td>
<td>10/01/99/2</td>
<td>8.6300 1.0 H</td>
<td>8.8000</td>
<td>8.9300</td>
<td>N/A 2</td>
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</tr>
<tr>
<td>Smithy, Boot</td>
<td>9606/SX/C</td>
<td>Lab Helper</td>
<td>BW</td>
<td>11</td>
<td>REG 100.00</td>
<td>10/01/99/3</td>
<td>9.9000 5.0 H</td>
<td>10.1000</td>
<td>N/A 316.33</td>
<td>N/A 2</td>
<td></td>
</tr>
<tr>
<td>444444444</td>
<td>5445/SX/C</td>
<td>Asst Food Serv Mgr</td>
<td>MO</td>
<td>11 RE</td>
<td>100.00</td>
<td>10/01/99/2</td>
<td>2873.00 5.0 M</td>
<td>2930.00</td>
<td>N/A 527.40</td>
<td>N/A 2</td>
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<tr>
<td>555555555</td>
<td>8563/SX/C</td>
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<td>MA</td>
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</tr>
<tr>
<td>Smithy, Boot</td>
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<td>10.1800</td>
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<td>MO</td>
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<td>9606/SX/C</td>
<td>Lab Helper</td>
<td>SM</td>
<td>18</td>
<td>REG 100.00</td>
<td>07/01/99/3</td>
<td>9.5900 4.0 H</td>
<td>9.7800</td>
<td>9.9300</td>
<td>N/A 1</td>
<td></td>
</tr>
</tbody>
</table>

Costing by FAU:

<table>
<thead>
<tr>
<th></th>
<th>Projected</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>2% Increase (annualized):</td>
<td>3,047.40</td>
<td></td>
</tr>
<tr>
<td>1.5% Merit Increase (annualized):</td>
<td>946.92</td>
<td></td>
</tr>
<tr>
<td>1.5% Lump Sum Payment:</td>
<td>1,235.29</td>
<td></td>
</tr>
</tbody>
</table>

Instructions to Reviewer:

All exclusively represented covered, career and casual SX employees are eligible for the 2% increase within the pay range for their titles. Employees, who did not receive merit increases effective July 1, 1998 or October 1, 1998, are eligible for the 1.5% merit increase. Only employees at the maximum salary of their title's pay range are eligible for the 1.5% lump sum.

If the Increase Action Code is a 2 and the employee is not eligible for the 2% range and 1.5% merit increase or lump sum payment, the user should line out the 2 and enter a 0 (zero) in the "Increase Action" column. If the Increase Action Code is 2 and the employee is eligible for the 2% range only, the user should line out the 2 and enter a 1 (one) in the "Increase Action" column. If the Increase Action Code is 1 and the employee is not eligible for the range adjustment, the user should line out the 1 and enter 0 (zero).