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AFSCME EX and SX ATB
WAGE INCREASE REQUIREMENTS

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EX/SX REPRESENTED 10/1/2001 ATB WAGE INCREASE REQUIREMENTS

BACKGROUND
The University of California and the American Federation of State, County and Municipal Employees (AFSCME) negotiated a new wage agreement which is expected to be ratified by AFSCME membership to the Service Unit (SX) and Patient Care Technical unit (EX) employees by the end of January, 2002. Should ratification not occur as expected, this service request will be withdrawn. The terms of the agreement provide across-the-board (ATB) increases to eligible employees effective October 1, 2001 (September 30, 2001 Bi-Weekly). Eligible employees are those who were employed by the University and were exclusively represented by the unit on January 28, 2002, the effective date of the agreement and who remain on the payroll until payment is made.

In order to distribute these monies to represented SX and EX unit employees meeting the eligibility criteria, a special one-time Payroll/Personnel System (PPS) program must be developed.

The contract requires that the base wage level of eligible career and limited employees is increased by 2%. The one-time should utilize a standard pay scale table to determine the increased pay rate for Per Diem (step-based) employees. This table will be generated by OP Compensation in conjunction with Information Management. In the case of rates not found on the salary scale, the program will be required to calculate the increase for employees. The program must then create EDB update transactions and costing transactions. Similar processes for special rate adjustments were developed as part of PPS Releases 1303 and 1355 – this process should be modeled on those processes.

PROCESS REQUIREMENTS

Eligibility for the wage increase:

1. At least one active or future appointment.
2. Title Code is in the range of 4000-9999.
3. Appointment Title Unit Code (EDB 2029) = ‘SX’ or ‘EX’
4. Appointment Representation Code (EDB 2031) = ‘C’ (Covered)
5. Appointment Without Salary Indicator (EDB 2028) is not ‘Y’
6. Active on the EDB on January 28, 2002
Calculations

For appointments that meet the eligibility criteria described above, distributions must be selected against which the across-the-board adjustment will be calculated. If the Description of Service Code (EDB 2056) is ‘range adjustable’, as determined in the DOS Table, Range Adjustment Indicator (DOS 7700) = Y, and the Pay Category (DOS 1600) is ‘N’ (normal) and the Type of Hours Code (DOS 2000) is ‘R’ (Regular) or ‘O’ (Overtime) or ‘P’ (Premium Overtime), or if the Range Adjustment Indicator = Y, and the Pay Category = ‘A’ combined with a Type of Hours Code = to ‘O’, the distribution should be selected.

Using the existing distribution pay rate, the program should calculate a salary rate increase of 2% and develop the new pay rate for each eligible employee, unless the rate is found on the pay scale file. The pay rates for open range, merit based titles (both hourly and monthly) must be rounded to the nearest cent.

Examples:

1. Distribution Pay Rate is monthly amount = $2406.00 X 2% = $2454.12 (no rounding required);
2. Distribution Pay Rate is hourly amount = $13.83 X 2%  = $14.1066 – rounded to nearest cent = $14.11;
3. Distribution Pay Rate is bi-weekly amount = $861.60 X 2% = $878.83 – (no rounding required)

Per Diem distributions (step based) should be adjusted based on rates provided on the pay scale file, provided a match is found. If the old rate is found, the associated new rate should be selected. If the old rate is not found on the Pay Scale Table, the program should calculate the new rate. Using logic developed and used in Release 1319, step-based titles should be rounded to whole dollars if the rate is monthly or 2 decimals if the rate is hourly.

EDB update transactions

An EDB transaction must be generated to update the employee’s distribution pay rate using the new rate calculated above. If the employee is eligible for the increase, the existing distribution should be ended and a new EDB transaction record should be generated reflecting the new rate. EDB distributions that cross the effective date boundary of 10/01/01 (9/30/01 BW) should be ended as of 09/30/01(9/29/01 BW) and new distributions created with a begin date of 10/01/01 (9/30/01 BW) and an end date equal to the original end date of the terminated distribution. Distributions starting 10/01/01 (9/30/01 BW) or later should have their rate updated. Personnel Action Code ‘28’ – Range should be used on the EDB update transaction.
**Costing**

Costing transactions similar to the costing provided in PPP910 for Range Adjustments must be provided as part of this process.

**One-time Pay transactions for Retroactive Payments**

The campuses will require a retroactive process that will generate pay transactions for the required adjustments to employees. The process should be modeled after existing retroactive processes that will compute the retroactive increase based on those identified as eligible.

**Lump Sum**

A separate service request will be written to provide for lump sum payments as called for in the contract.