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## **SR81307 Requirements SX 2005 Open Range ATB Increase**

### **Objective:**

To provide an automated process to implement the SX open range across-the-board increase, effective October 1, 2005. It is suggested that this could be accomplished by developing a one-time program similar to past ATB one-time programs.

The solution should include the following processes:

- selection of EDB distribution entries to be adjusted
- calculation of new pay rates for eligible employees
- generation of EDB update and costing transactions
- creation of a file to be used as input for reporting

### **Project Type:**

This is a one-time PPS program.

### **Requested by:**

HR&B Labor Relations

### **Analyst:**

Carrie Gatlin

### **Due Date(s):**

This release is Date Mandated.

The wage article is effective October 1, 2005. OP Labor Relations asks that campuses process the across-the-board increases so that it is reflected in the November 1 paycheck (October 19 BW, October 21 SM) if possible.

**Background:**

The University and the American Federation of State, County and Municipal Employees (AFSCME) union reached agreement in 2004 on a new contract covering employees in the Service (SX) unit. The wage article for this agreement includes the following stipulation:

*c. Effective 10/1/05 the ranges and individual rates for the following classifications will be increased by one percent (1%):*

- 5101 – Custodian Leader, Sr.
- 5102 – Custodian Leader
- 5103 – Custodian
- 5113 – Custodian, Lead
- 5116 – Custodian, Sr.
- 5117 – Custodian

*d. UCSF MC – 1% market equity adjustment to ranges and individual rates for all eligible employees in this unit effective October 1, 2005. This increase will be processed simultaneously with B.1.e. below.*

*e. The University shall increase the ranges and individual rates for each Service Unit employee by three (3%) effective October 1, 2005, provided the funding is allocated to the University as a general range adjustment pursuant to the State Budget Act as finally adopted and in accordance with Article 8 – Duration, §A.1.b.*

Thus eligible SX employees in all locations other than UCSF Medical Center will receive a 3% increase, while employees in custodian titles will receive a 4% increase (3% + 1%).

Eligible SX employees at UCSF Medical Center will receive a 4% increase (3% + 1% equity), while employees in custodian titles will receive a 5% increase (3% + 1% + 1% equity).

Because Title Codes 5101 and 5102 are step-based titles and only in use at Berkeley, they will not be included in the one-time ATB program described in this service request. Berkeley will use existing local processes to apply adjustments for these titles.

It is noted that all locations will use existing processes to adjust rates for Per Diem and step-based covered titles.

## **PPS Processing:**

### **1.0 Eligibility**

Eligible employees shall be those members of the bargaining unit who have an active appointment as of the effective date of the increase, October 1, 2005, and who are in the unit when the payroll program is run.

The program should select eligible employees based on the following criteria:

- at least one active appointment for which the Appointment Title Unit Code (EDB 2029) = 'SX' and the Appointment Begin Date (EDB 2002) is equal or prior to October 1, 2005;
- Separation Date (EDB 0140) is not prior to the current date (program run date);
- Appointment Representation Code (EDB 2031) = 'C' ('Covered');
- Appointment Rate Code (EDB 2015) is not equal to 'B' ('By-Agreement')
- Appointment Without Salary Indicator (EDB 2028) is not equal to 'Y';

### **2.0 Distribution Selection**

For each eligible employee, the program should first select current (as of the SCR Current Date) or future 'SX' appointments. In order to select only open range titles, the program should verify on TCT that the Title Code's 'Merit Flag' value is equal to 'Y'. For each of these selected appointments, the program should next select distribution entries where:

- the Description of Service Code is 'range adjustable';
  - the Range Adjustment Indicator = 'Y';
  - the Pay Category = 'N' ('normal');
  - and the Type of Hours Code = 'R', 'O', or 'P';
- or,
- if the Range Adjustment Indicator = 'Y', the Pay Category = 'A', and the Type of Hours Code = 'O', the program should select the distribution.

### **3.0 Calculation**

For the following "custodian" titles, if the location is UCSF (location 2), the program should query the Home Department Table to find the Location Indicator for the Appointment Department Code (EDB 2032). If the Location Indicator is 'M' ('Medical Center'), the program should calculate a salary rate increase of 5% and develop the new pay rate for each eligible employee. Otherwise, the program should calculate a salary rate increase of 4% and develop the new pay rate.

- 5103 CUSTODIAN
- 5113 CUSTODIAN, LEAD
- 5116 CUSTODIAN, SR

- 5117 CUSTODIAN

For all other selected title codes, if the location is UCSF, and the employee's Appointment Department Location Indicator is 'M' (Medical Center), the program should calculate a salary rate increase of 4%. Otherwise, the program should calculate a salary rate increase of 3% and develop the new pay rate for each eligible employee.

These calculated rates may exceed the maximum of the range for the Title Code.

The pay rates for these open range titles, paid both hourly and monthly, must be rounded to the nearest cent.

Examples:

- monthly Distribution Pay Rate + 4% increase = new rate  
 $(2406.00) + (2406.00 * .04) = 2502.24$  (no rounding)
- hourly Distribution Pay Rate + 4% increase = new rate  
 $(13.83) + (13.83 * .04) = 14.3832$ , rounded to 14.38

#### **4.0 EDB Update Transactions**

The program must generate EDB transactions to update appointment distributions for eligible employees. If the employee is eligible for the rate increase, the transaction should terminate the selected distribution and establish a new distribution entry with the calculated rate. EDB distributions that cross the effective date boundary (10/01/05 MO, 9/25/05 BW) should be terminated one day prior; the transaction should then create a new distribution with a begin date of 10/01/05 (9/25/05 BW) and an end date equal to the original end date of the terminated distribution. For distributions with a begin date of 10/01/05 or later, the transaction should simply update the pay rate to the newly calculated rate.

The update transactions should use Personnel Action Code '55 – Across the board wage adjustment – system derived'.

#### **5.0 Costing Transactions**

The program should create standard costing transactions for input into program PPP960, the Costing Consolidation Process. These transactions may be modeled after the costing transactions created by program PPP910, Range Process.

#### **6.0 Reporting**

The program should generate a wrap-around file to be used for input into a separate one-time SX wage reporting program. This wrap-around file may be identical to those produced by similar past one-time programs.

It is noted that the records should include a special code to indicate that they are the result of an ATB process rather than a range adjustment process. This code will be used by the one-time reporting process to correctly identify ATB increases in the "Description" column.

HR-ISS will submit requirements for this reporting program as a separate service request.