

Created: April 26, 2006
Last Modified: May 18, 2006

SR81500 Requirements
SX 2006 Across-the-Board Increase

Objective:

To provide a program to implement the SX open range across-the-board increase, effective July 1, 2006.

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 increase is effective July 1, 2006. OP Labor Relations asks that campuses process the across-the-board increases so that it is reflected in the August 1, 2006 paycheck (July 26 BW, July 21 SM).

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 increases, effective July 1, 2006:

- One-half percent (.5%) IAP money will be used to increase ranges and individual rates effective July 1, 2006.
- One-half percent (.5%) market equity increase to ranges and individual rates effective July 1, 2006, allocation to be negotiated by the parties. If the parties do not reach agreement on the allocation by April 30, 2006, distribution will be across-the-board.

UCOP Labor Relations arrived at an agreement with the union to distribute these increases as a 1% across-the-board payment.

In addition to the 1% across-the-board increase effective July 1, 2006, OP Labor Relations and the union agreed to increase the rates for the following custodian titles by \$.01 (one cent) per hour:

5101 Custodian Leader, Sr
5102 Custodian Leader
5103 Custodian
5113 Custodian, Lead
5116 Custodian, Sr
5117 Custodian

Hourly paid custodians in these titles should have their rate increased by \$.01 prior to applying the 1% across-the-board increase. Custodians paid monthly rates should have their salary rate increased by \$1.74 prior to applying the 1% across-the-board.

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, July 1, 2006.

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 July 1, 2006;
- 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) '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 Pay End Date (EDB 2054) is not prior to the effective date (July 1 MO/July 2 BW)
 - 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, the program should first increase the rate by either \$.01 or \$1.74, depending on whether the rate is hourly or monthly:

- 5103 CUSTODIAN
- 5113 CUSTODIAN, LEAD
- 5116 CUSTODIAN, SR
- 5117 CUSTODIAN

For these titles, if the Appointment Rate Code (EDB 2015) is 'H' ('Hourly'), the Distribution Pay Rate (EDB 2055) should be increased by \$.01 (one cent). If the Appointment Rate Code is 'A' ('Annual'), the Distribution Pay Rate should be increased by \$1.74. After this initial increase, the program should then calculate a rate increase of 1% and develop the new pay rate for the selected distribution.

For other selected SX titles, the program should calculate a salary rate increase of 1% and develop the new rate for the distribution.

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

If the calculated pay rate does not result in a rate with whole cents (such as 15.7400 or 2020.00), then the pay rates must be rounded *up* to the nearest cent so that the special .01 increases are not eliminated due to rounding. This rounding method should be applied to both the custodian titles as well as other SX titles receiving the 1% adjustment. It is noted that in previous ATB programs, the system has rounded rates up or down to the nearest cent.

Examples:

1. Eligible hourly paid employee in Title Code 5117 (Custodian)
 $(\text{Hourly Pay Rate} + .01) + ((\text{Hourly Pay Rate} + .01) * 1\%) = \text{New Hourly Rate}$
 $(9.84 + .01) + (9.85 * .01) = 9.9485$, rounded up to 9.95
2. Eligible monthly paid employee in Title Code 5113 (Custodian, Lead)
 $(\text{Monthly Pay Rate} + 1.74) + ((\text{Monthly Pay Rate} + 1.74) * 1\%) = \text{New Monthly Rate}$
 $(2279.28 + 1.74) + (2281.02 * .01) = 2303.8302$, rounded up to 2303.84
3. Eligible hourly paid employee in Title Code 5327 (Security Guard)
 $\text{Hourly Pay Rate} + (\text{Hourly Pay Rate} * 1\%) = \text{New Hourly Rate}$
 $15.47 + (15.47 * .01) = 15.6247$, rounded up to 15.63
4. Eligible monthly paid employee in Title Code 8473 (Technician, Automotive)
 $\text{Monthly Pay Rate} + (\text{Monthly Pay Rate} * 1\%) = \text{New Monthly Rate}$
 $3743.02 + (3743.02 * .01) = 3780.4502$, rounded up to 3780.46
5. Eligible hourly paid employee in Title Code 5327 (Security Guard)
 $\text{Hourly Pay Rate} + (\text{Hourly Pay Rate} * 1\%) = \text{New Hourly Rate}$
 $13.00 + (13.00 * .01) = 13.1300$, no rounding
6. Eligible monthly paid employee in Title Code 8473 (Technician, Automotive)
 $\text{Monthly Pay Rate} + (\text{Monthly Pay Rate} * 1\%) = \text{New Monthly Rate}$
 $3400.00 + (3400.00 * .01) = 3434.00$, no rounding

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 (07/01/06 MO, 07/02/06 BW) should be terminated one day prior; the transaction should then create a new distribution with a begin date of 07/01/06 (07/02/06 BW) and an end date equal to the

original end date of the terminated distribution. For distributions with a begin date of 07/01/06 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 modeled on those produced by similar past one-time programs, such as the *SX* 2005 ATB program (R1661).

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.