

**Release 1779**

**Service Request 81932  
SX Represented Custodian Employee 04/01/2007  
Wage Increases**

**Detail Design**

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## Introduction

### Service Request 81932

Service Request 81932 asks that a one-time process be developed to calculate wage increases for AFSCME-represented custodians and certain laborer employees in the SX (Service) unit. Based on title code and location, these employees will be eligible for hourly increases of \$0.50 or \$1.25. The rates are effective 04/01/2007 (03/25/2007 for bi-weekly appointments).

*As noted in the service request, this one-time process applies to all locations, with the exception of the Berkeley campus, where salary adjustments are handled via a local mechanism.*

Service Request 81932 provides the following background information:

The University and the American Federation of State, County and Municipal Employees (AFSCME) union reached agreement on May 22, 2007 on a new contract. The agreement, which is effective April 1, 2007, provides for special wage increases for custodians and other lower-paid employees, as described in the Side Letter on Wages, sections A.2, A.3, and A.4:

2. *At all locations except the UCSF Medical Center, Berkeley, Santa Barbara and Santa Cruz*

*a) All Custodians, including but not limited to the following titles codes: 5099 SeniorCustodian, per diem; 5100 Custodian, per diem; 5101 Senior Custodian Leader; 5102 Custodian Leader; 5103 Custodian; 5113 Lead Custodian; 5117 Custodian; 5116 Senior Custodian shall receive a salary increase of \$0.50 per hour*

3. *At Berkeley, Santa Barbara, and Santa Cruz only*

*a) All Custodians, including but not limited to the following titles codes: 5099 SeniorCustodian, per diem; 5100 Custodian, per diem; 5101 Senior Custodian Leader; 5102 Custodian Leader; 5103 Custodian; 5113 Lead Custodian; 5117 Custodian; 5116 Senior Custodian shall receive a salary increase of \$1.25 per hour*

4. *At Santa Barbara only*

*a) All laborers including but not limited to the following title codes (title codes 8074 Senior Lead Laborer; 8075 Lead Laborer; 8077 Laborer, per diem) at the Santa Barbara campus shall receive a salary increase of \$1.25 per hour.*

Laborer titles at the Santa Barbara campus *only* are included in the terms of this agreement. Laborer titles at other locations will be given the SX low wage worker increase (see Service Request 81925).

Designated medical center custodian titles at the UCSF Medical Center *only* are excluded from this wage increase, but will be given the SX low wage worker special increase (see Service Request 81925).

The titles that UCOP-Labor Relations has determined as eligible are listed in Appendix A and table 1 (Custodians), table 2 (Laborers) and table 3 (Custodians - Medical Center).

Titles 5101 (Custodian Leader, Sr), 5102 (Custodian Leader) and 5103 (Custodian) are UCB-specific titles and since the Berkeley campus will use a locally-developed process to accomplish this wage increase, they are not included in these requirements.

It is also noted that an existing alternate process is being used to provide increases for step-based titles, including the following per diem titles: 5081 (Custodian, Sr, Per Diem, MC); 5082 (Custodian, Per Diem, MC); 5099 (Custodian, Sr, Per Diem); and 5100 (Custodian, Per Diem).

The process will be required to calculate the increase for non-step based, SX covered eligible custodian and laborer employees, to create EDB update transactions, to create costing transactions and to generate a file for use in the retroactive pay process. All adjustments are to be calculated and applied as base-building increases to existing appointment / distribution pay rates.

## Overview of PPS Modifications

The SX Custodian April 2007 wage increase uses a process similar to the process used for other one-time base-building wage increases, such as R1766 (April 2007 Unrepresented Low Wage) and R1775 (April 2007 EX Low Wage). It includes a one-time program (PPO1779A), based on PPP910, to select the eligible population and generate the batch EDB update transactions and costing transactions (the work file generated during the process can be used to generate any necessary retroactive pay transactions). A second one-time program (PPO1779B) will create the tab-delimited electronic reporting file.

## Programs

### One Time Programs

#### PPO1779A

A one-time program, cloned from PPP910, will be developed to select employees for the wage increase from the EDB, calculate the appropriate new rate, and create EDB update transactions and costing transactions.

The one-time program will use PPO1766A as its basis, which ultimately traces its roots to Base program PPP910. Redundant code, such as code used by PPP910 in the Preliminary 2 phase, will **not** be removed in order to minimize inadvertent errors. Report layouts will be retained including the key-entry definitions for turnaround purposes, even though no turn-around processing is expected for this one-time process. Some minor changes will be made to the wrap-around transaction file in order to pass data to one-time program PPO1779B, but only FILLER fields will be affected.

Standard practice is to release a one-time program with the markings in cc73-80 containing the program name. To facilitate analysis of the changes in this one-time program, code that will be unchanged from PPP910 will be marked with the one-time program name PPO1779A. Code which will be inserted or modified will be marked with 19321779, where 1779 is the release number.

The following significant changes will be made to the cloned PPP910 code to create the one-time program:

- The program will read a file of eligible title codes and hourly rates; the titles and rates will be stored in an internal array. Each location will have a distinct file with a record for each title and its hourly rate increase appropriate for that location. The format of the records is:

1 – 4	title code
5 – 13	hourly rate increase, format 9(5)V9(4)
14 – 22	monthly rate increase, format 9(5)V9(4)
23 – 31	biweekly rate increase, format 9(5)V9(4)

The semi-monthly rate will be calculated as half the monthly rate.

- It is assumed that the Pay Scale file will include only the standard effective dates of the rate adjustment, and no rates or report-only titles.
- The employee's Separation Date (EDB 0140) will be examined.

If the employee has a separation date that is prior to the contract effective date (04/01/2007), the employee is not eligible for the increase, and all appointments will be bypassed.

- Each appointment will be examined.

The appointment will be selected if all of the following are true:

- Appointment Title Unit Code (EDB 2029) is 'SX'
- Appointment Representation Code (EDB2031) is 'C'
- Appointment Personnel Program (EDB2007) is '1'
- Appointment Type (EDB 2020) is not '4' (casual restricted)

- Appointment End Date (EDB2003) is not prior to the contract effective date (04/01/2007)
- Appointment Title Code is in the range of '4000' and '9999' (Staff Titles)
- the Appointment Title Code is in the internal table of eligible titles and rates
- Appointment Rate Code (EDB 2015) is not equal to 'B' (By-Agreement) and
- Appointment Without Salary Indicator (EDB 2028) is not equal to 'Y'
- the Appointment Title Code's Rate Lookup Code is 'M', 'G', or 'X' (retrieved via PPTCTUTL)

If the appointment has satisfied all of the criteria thus far, the distributions associated with the appointment will be examined.

- Each distribution will be examined.

The distribution will be selected for further processing when the Distribution Pay End Date is not prior to the effective date of either 04/01/ 2007 (MO effective date) or 03/25/2007 (BW effective date). The effective dates will be read from the Pay Scale table, and the appropriate date for comparison will be selected based on the Pay Schedule code of the appointment. ***It is important that both MO and BW Effective Dates be present on the Pay Scale table prior to this process.***

In addition to the DOS code being Range Adjustable, the DOS code must also have either:

- Pay Category 'N' (normal) and Type Hours Code 'R' (regular), 'O' (overtime), or 'P' (premium overtime)
- Pay Category is 'A' and Type of Hours Code of 'O'

If the above criteria are satisfied, the new distribution rate will be calculated.

- PPIRANGE is called to access the Pay Scale Table, as in PPP910, to find a match on Title Code, Coverage Code, RDUC, Rate Type and Old Rate. Since the Pay Scale Table is empty (except for the header record specifying the effective dates of 04/01/2007 (MO effective date) and 03/25/2007 (BW effective date), only PPIRANGE return code value of 09 is expected.
- The new distribution rate is calculated as follows:
  - If Rate Code (EDB 2015) is 'H' (hourly), the new distribution rate is the Distribution Rate (EDB 2055) plus the hourly increment from the internal table (rounded)
  - If Rate Code is 'A' (annual), and Appointment Pay Schedule (EDB2016) is 'MO' or 'MA', the new distribution rate is the Distribution Rate plus (the hourly increment multiplied by 174)
  - If Rate Code is 'A' (annual), and Appointment Pay Schedule (EDB2016) is 'SM', the new distribution rate is the Distribution Rate plus (the hourly increment multiplied by 87)
  - If Rate Code is 'A' (annual), and Appointment Pay Schedule (EDB2016) is 'BW', the new distribution rate is the Distribution Rate plus (the hourly increment multiplied by 80)
- PPP910 uses the error code to determine which report a transaction appears on, and also controls the creation of EDB update transactions and costing transactions. The process currently accepts error codes 01 and 07. This code will be modified to accept error codes 01, 02, 03, 04, 05, 06, 07 and 09.
- Personnel Action Code 43 (Change in rate – Other) will be assigned to the EDB update transactions and costing transactions.
- Distributions associated with a Pay Schedule of MO that cross the effective date boundary of 04/01/2007 (from Pay Scale table) will be ended as of 03/31/07 and new distributions will be created with a begin date of 04/01/07 and an end date equal to the original end date of the terminated distribution. Distributions starting 04/01/2007 or later will merely have their rate updated.

Distributions associated with a Pay Schedule of BW that cross the effective date boundary of 03/25/2007 (from Pay Scale table) will be ended as of 03/24/2007 and new distributions will be created with a begin date of 03/25/2007 and an end date equal to the original end date of the terminated distribution. Distributions starting 03/25/2007 or later will merely have their rate updated.

- To distinguish between the PLMTRNOT File produced by this one-time program and any PLMTRNOT file produced by PPP910, a value of '2' will be assigned to each record in position 259 to indicate these records are produced from the one-time program.

**PPO1779B**

A one-time program will be developed to produce a tab-delimited Electronic File.

PPO1779B reads the output PLMTRNOT file produced by PPO1779A in the PRLM1 phase.

The **first** tab-delimited record written to the file contains the run date in the format of mm/dd/yy and a description of '**SX CUSTODIANS WAGE INCR TAB DELIMITED FILE**'. The **second** tab-delimited record written to the file contains the column header labels identifying the associated detail data under each column header label.

Detail records will be written to the file in employee name order, one per selected distribution. Each field on the detail record is separated by tab-delimiters, i.e. Hex '05', to provide a standard format acceptable to Excel and other common software.

Data Definition	Column Heading Description
Campus Identifier (two-digit numeric code) – include with each record	LOC
Employee Name (EDB0105)	EMPL NAME
Employee ID	ID
Title Code (EDB2006)	TITLE
Appointment Title Unit Code (EDB2029)	TUC
Appointment Representation Code (EDB2031)	AREP
Distribution DOS (EDB2056)	DIST DOS
Distribution % Time (EDB2052)	DIST %
Appointment Rate Code (EDB2015)	RATE CD
Distribution Pay Rate – Old (EDB2055)	OLD RATE
Distribution Pay Rate – New	NEW RATE
Amount of Increase	AMOUNT
Full Accounting Unit (FAU)	FAU
Source (value ONETIME)	SOURCE

The **last** record (trailer record) written to the file contains a count of the total number of detail records written to the file.

Two one-time reports will be produced. Error messages will be written to the O1779B1 Exception Report and Control totals will be written to the O1779B2 Control Totals Report.

**Bind Members**

**One-Time Binds**

**PPO1779A**

A plan bind will be created for one-time program PPO1779A.

**PPO1779B**

A plan bind will be created for one-time program PPO1779B.

R1779  
SX Represented Custodian Employee 04/01/2007 Wage Increases SR 81932  
Detail Design  
August 13, 2007

## **JCL Changes**

### **PPO1779A**

Sample JCL will be provided for both the PRLM1 and FINAL runs of one-time program PPO1779A.

### **PPO1779B**

Sample JCL will be provided for one-time program PPO1779B.