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SR81971 Oct 2007 SX Custodian Wage Increase

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SX Represented Custodian Employee 10/01/2007 Wage Increases Requirements

Objective:

To develop a process to calculate wage increases for AFSCME-represented custodian and certain laborer employees in the SX (Service) Unit.

Project Type:

This is a new one-time PPS program.

Requested by:

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Analyst:

Patricia Mashhoon

Due Date:

This wage increase is effective with October 2007 Earnings. OP- Labor Relations Compensation has asked that campuses process the increases to affect pay for October 2007 earnings with checks dated 10/31/07 (BW) and 11/01/07 (MO).

Background

The University and the American Federation of State, County and Municipal Employees (AFSCME) union reached agreement on May 22, 2007 on a new contract which was effective April 1, 2007. The Side Letter on Wages, sections B.1.a and B.2.a, provides for an additional special wage increase for custodians and laborers in certain title codes, effective October 1, 2007, as follows:

B. Effective October 1, 2007 (or the closest bi-weekly pay period)

1. At Berkeley, Santa Barbara and Santa Cruz only

- a. All Custodians, including but not limited to the following title codes: 5099 Senior Custodian, 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*

2. 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 \$0.50 per hour.*

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

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 and to create costing transactions. All adjustments are to be calculated and applied as base-building increases to existing appointment / distribution pay rates.

The process that was developed for Release 1799 can be used as a model for this one.

PROCESS REQUIREMENTS

1.0 Eligibility

In order to be eligible for the salary increase, employees will be selected on the basis of all the following criteria:

Employee Level

- If there is a Separation Date (EDB0140), it must be on or after '10/01/07' AND

Appointment Level (all conditions must be true):

- Appointment Personnel Program (EDB2007) is '1'
- Appointment Type (EDB2020) is not '4'
- Appointment End Date (EDB2003) must not be prior to '10/01/07'
- Title Code must be in the range of 4000-9999 (must be staff title) and the TCT Rate Lookup Code (TCT3380) must be 'M' or 'G' or 'X'
- Appointment Title Unit Code (EDB 2029) is 'SX' and Appointment Representation Code (EDB2031) is 'C'
- 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 active or future appointments that meet the eligibility criteria described above, distributions must be selected against which the salary increase will be applied, according to the following criteria:

- the Pay End Date (EDB 2054) must not be prior to '10/01/07'
- the DOS Table Range Adjustment Indicator (DOS 7700) is 'Y' (Description of Service Code (EDB 2056) is 'range adjustable') and
 - the Pay Category (DOS 1600) is 'N' (normal) and the Type of Hours Code (DOS 2000) is 'R', 'O' or 'P' or
 - the Pay Category is 'A' and the Type of Hours Code is 'O'

3.0 Calculations

The program must be able to calculate different pay rate increase amounts by title code and by location:

- If the title code is one of the custodian titles listed in Appendix A, table 1, and the location is UCSC (location 7) or UCSB (location 8) or
- If the title code is one of the laborer titles listed in Appendix A, table 2 and *only* if the location is UCSB (location 8)

The program should increase the rate by \$.50, \$87.00 or \$40.00, depending on whether the rate is hourly, monthly or biweekly. For these titles, if the Appointment Rate Code (EDB 2015) is 'H' ('Hourly'), the Distribution Pay Rate (EDB 2055) should be increased by \$0.50. If the Appointment Rate Code is 'A' ('Annual'), the Distribution Pay Rate should be increased by \$87.00. If the Appointment Rate Code is 'A' ('Annual'), and the Appointment Pay Schedule Code (EDB2016) is 'BW', the Distribution Pay Rate should be increased by \$40.00.

4.0 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 10/07/07 (BW) and 10/01/07 (MO) should be ended one day prior and the new distributions created with a begin date of 10/07/07 (BW) and 10/01/07 (MO) and an end date equal to the original end date of the terminated distributions.

For distributions beginning 10/01/07 or later, the transaction should simply update the pay rate to the newly calculated rate.

Personnel Action Code '43' – (Change in Rate – Other) should be used on the EDB update transaction.

5.0 Costing

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 PPP910, Range Adjustment processing.

6.0 Reporting

This program should generate a tab-delimited electronic file with column headings. This file will contain data on the employees whose records have been updated, showing the old and new distribution pay rates and the calculated amount of the increase. Campuses will be required to provide this file to UCOP via FTP for analysis and reporting of these salary increases. This file should include:

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 ('ONETIME')	SOURCE

The file data should be sorted by Employee Name.

The first tab-delimited record should be a header record that contains the run date in the format of mm/dd/yy and a description of 'SX CUSTODIANS OCT2007 WAGE INCR TAB DELIMITED FILE'. The last tab-delimited record on the file should be a trailer record that contains a count of the total number of detail records written to the file.

APPENDIX A

Table 1 - Custodian titles

5113	Custodian, Lead
5116	Custodian, Senior
5117	Custodian

Table 2 – Laborer Titles

8074	Laborer, Lead, Sr
8075	Laborer, Lead
8076	Laborer
8543	Laborer, Farm