

Created on: August 13, 2007

Last Modified on: September 20, 2007 19, 2007

SR81970 SX Represented Employee 10/01/2007 Across-the-Board Increase

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SX Represented Employee 10/01/2007 Across-the-Board Increase Requirements

Objective:

To develop a process to calculate the 4.5% Across-the-Board Increase for AFSCME-represented employees in the SX (Service) Unit, effective October 1, 2007.

Project Type:

This is a new one-time PPS program.

Requested by:

Myria Butler, UCOP-Labor Relations

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 in time 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 05/22/07 on a new contract covering the Service (SX) Unit. The wage article for this agreement – Article 42, sections B.3.a and B.3.b - authorizes the following increases, effective October 1, 2007:

3. 2007-2008

Employees in this unit will receive the increases as set forth below. The increases identified in section B.3.a. and B.3.b. below will occur simultaneously.

- a. One-half percent (.5%) market equity increase to ranges and individual rates effective October 1, 2007, allocation to be negotiated by the parties. If the parties do not reach agreement on the allocation, **by April 30, 2007** distribution will be across-the-board.
- b. The University shall increase the ranges and individual rates for each Service Unit employee by four percent (4%), effective October 1, 2007, 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.d.**

Under the terms of the agreement, since the ratification occurred on May 22, 2007, the .5% market equity increase and the 4% rate increase have been combined and employees' salaries will be adjusted by a total of 4.5%, distributed to the SX unit employees across the board.

This service request addresses the special wage increase for staff employees in non-stepped titles in the following groups:

- represented employees, consisting of all covered employees designated in the 'SX' unit

It is noted that an existing alternate process is being used to provide increases for step-based titles. It is also noted that this process will not be used at the Berkeley Campus, since salary adjustments there are handled via another mechanism.

The process will be required to calculate the increase for all non-step based, SX covered 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.

A similar process for calculation of a special rate adjustment was developed as part of PPS Release 1724; this process should be modeled on that.

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 Begin Date is equal or prior to '10/01/07'
- 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
 - Pay Category is 'A' and the Type of Hours Code is 'O'

3.0 Calculation

For all selected appointment distributions, the process should calculate a 4.5% increase and develop the new rate for the distribution.

The calculated rates, both monthly and hourly, should be rounded to the nearest cent, and increases will be processed even if the new rate exceeds the maximum of the range for the selected title codes.

Examples:

1. Distribution Pay Rate is monthly amount = \$2499.91 X 1.045% = \$2612.41 (rounded up to nearest cent from \$2612.4059)

2. Distribution Pay Rate is hourly amount = \$16.1200 X 1.045% = \$16.8500 (rounded up to nearest cent from \$16.8454)

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
% Increase	PERCENT
Full Accounting Unit (FAU)	FAU
Source ('ATB')	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 ATB INCREASE 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.