

ARTICLE 24

SALARY

24.1 The salary schedule for bargaining unit employees shall be found in Appendix A and incorporated in this Agreement by reference.

Classifications will be grouped as specified in Appendix B (Defined Occupational Groupings).

24.2 An employee shall be assigned to a rate within the salary range appropriate to their classification. New hires shall be assigned no less than the first salary step of their classification.

24.3 The schedule of wages for approved and registered apprenticeships shall be as follows:

a.	Four (4) Year Apprenticeships	Percentage of First Step Of Journey Salary
	1st 6 months	65%
	2nd 6 months	69%
	3rd 6 months	73%
	4th 6 months	77%
	5th 6 months	81%
	6th 6 months	85%
	7th 6 months	90%
	8th 6 months	95%

- b. Three (3) Year Apprenticeships
 - 1st 6 months 65%
 - 2nd 6 months 70%
 - 3rd 6 months 75%
 - 4th 6 months 80%
 - 5th 6 months 87%
 - 6th 6 months 95%

- c. Two (2) Year Apprenticeships
 - 1st 6 months 65%
 - 2nd 6 months 75%
 - 3rd 6 months 85%
 - 4th 6 months 95%

Provisions 24.6 through 24.11 below do not apply to employees in apprentice positions.

24.4 a. Effective July 1st, 2023 the University shall implement the step salary system in Appendix XX. The University shall pay these increases within 60 days of ratification of this agreement.

b. Employees will be placed on a step corresponding to the highest of the following:

1. The salary step that corresponds to the employee's length of service in the Unit 6 bargaining unit.

2. The closest (higher) salary step to their current salary.

3. Any employee whose current salary is higher than the top step of their classification shall retain their current pay rate.

c. Step Progression

1. Step Progression is the movement from an employee's current salary step to a higher salary step. Effective July 1 of each calendar year, Step Progression shall occur for each unit employee.

2. Such Step Progression shall be additional to and follow any General Salary Increases, and any other increases provided under the Collective Bargaining Agreement, University policy, or applicable law.

3. An employee who does not receive a step increase because they are at or above the top step, shall receive, in lieu of the step increase, a non-base-building lump-sum payment of 2% of annual salary.

General Salary Increase (GSI)

- 24.5
- a. A General Salary Increase (GSI) is a percentage increase applied to all steps on the new salary step schedule for all bargaining unit classifications.
 - b. For fiscal year 2023/2024, effective July 1, 2023, all bargaining unit employees in active pay status (or on leave) as of that date shall receive a General Salary Increase (GSI) of seven percent (7%).
 - c. For fiscal year 2024/2025, effective July 1, 2024, all bargaining unit employees in active pay status (or on leave) as of that date shall receive a General Salary Increase (GSI) of five percent (5% %).
 - d. For fiscal year 2025/2026, effective July 1, 2025, all bargaining unit employees in active pay status (or on leave) as of that date shall receive a General Salary Increase (GSI) of five percent (5%).
 - e.

Employee Initiated Request for an Additional Step Progression

- 24.6 Employee initiated Additional Step Progression requests shall be submitted to Human Resources using information fields contained the form at Appendix A. An employee shall not submit a request for an Additional Step Progression prior to twelve (12) months following receipt of a response to any prior Additional Step Progression requests. However, when an employee has been notified in writing that the employee's Additional

Step Progression was denied solely due to budgetary or other financial reasons, the employee may submit a new Additional Step Progression application after the start of the next fiscal year.

Manager Initiated Request for an Additional Step Progression

24.7 Manager initiated requests for an Additional Step Progression may cover more than one employee. Such requests may be initiated by the president, president's designee or an appropriate administrator.

Additional Step Progressions: Factors to be considered

24.8 An increase within a salary range that is not given for merit pursuant to 24.19 or 24.20 is referred to as an Additional Step Progression. An Additional Step Progression of at least **two steps (4%)** may be awarded when the president, the president's designee, or appropriate administrator determines that an Additional Step Progression should occur. Factors to be considered for granting such progressions shall include but not be limited to:

a. Long-term service:

When considering whether to grant an Additional Step Progression on the basis of (c) Equity, the campus should take into consideration, as one of the factors being considered, the length of service of the employee. To be considered for a long-term service Additional Step Progression, an employee must have at least 10 years of continuous campus service and overall "satisfactory" (or equivalent) performance evaluations in each of the three preceding performance evaluations.

b. Retention:

The president may adjust an employee's salary via an Additional Step Progression to address a retention issue caused by an employee having received a bona fide offer of employment from another employer.

Where the request is based on the employee having received a bona fide offer of employment from another employer, Human Resources shall review the application expeditiously.

c. Equity

(a) Internal Equity: An Additional Step Progression may be considered where employees within the same classification performing substantially similar work are receiving different rates of pay than other employees on campus. An internal equity analysis will consider job related factors of an employee as compared to other employees within the same classification performing substantially similar work.

- (b) External Equity: An Additional Step Progression may be considered where market data establishes that individuals employed outside the campus performing substantially similar work are receiving higher salaries than those employed on the campus. An external equity analysis will consider total compensation and job related factors of an employee as compared to other external employee groups performing substantially similar work.

In determining whether or not to grant an Additional Step Progression under this provision, campuses may consider whether or not the existence of an external market differential in salaries for employees performing substantially similar work is negatively impacting the campus' ability to recruit and retain individuals within the classification.

d. Assigned application of enhanced skill(s)

At the Appropriate Administrator's request, or as part of a pre-approved training plan, the employee has within 12 months of the date of the request

- (i) Obtained new or enhanced skills; or
- (ii) Obtained a new license/certification; or
- (iii) Renewed an existing license/certification

AND

- (iv) The new or enhanced skills and/or license/certification is essential to the position and consistent with the current classification standards, and
- (v) The employee is being assigned work that requires the utilization of the new/enhanced skills and/or license/certification on a regular basis.

A routine renewal of a license/certificate shall not warrant the award of an Additional Step Progression under this provision unless the renewal is done at the request of the appropriate administrator and the employee has not previously received an Additional Step Progression in respect of this license/certificate.

e. Performance

To be eligible, the employee must have received a better than overall "satisfactory" (or equivalent) rating in at least three consecutive performance evaluations, and have not received an Additional Step Progression for performance in the prior three years.

f. Out-of-classification work that does not warrant a reclassification

Additional duties and/or responsibilities have been added to the position that increase the complexity or scope but do not warrant a reclassification. Changes to the job must be substantial and on-going.

g. Increased workload

Increased workload is when an individual takes on more work, responsibilities and/or duties, which can be a result of, but is not limited to, changing operational needs, increased work orders, and/or staffing shortages.

h. New lead work or new project coordination functions given to an employee on an on-going basis by an appropriate administrator where the classification standard/series do not specifically list lead work as a typical duty or responsibility.

24.9 Additional Step Progression review of employee requests shall be completed within ninety (90) days after the request is received in Human Resources. If an employee receives a denial of request for an Additional Step Progression under this Article, then the campus shall provide the employee with a written reason for the denial.

24.10 Each campus shall develop procedures for an Additional Step Progression consistent with this Article. Any changes to campus procedures shall be noticed to Teamsters Local 2010 prior to implementation and be subject to the meet and confer process where the union subsequently requests to meet and confer over the proposed changes.

24.11 The decision of the President, made in accordance with this provision, regarding the award of an Additional Step Progression shall be final and shall not be subject to Article 9 (Grievance Procedure).

24.12 The union may, within 30 days of the employee receiving written notification of the ASP denial, file an appeal to an Umpire selected by the parties for the purpose of hearing such appeals. The grounds for the appeal shall be strictly limited to whether or

not the decision was made “in accordance with this provision” pursuant to Articles 24.11 and 24.13.

- 24.13 A decision is made “in accordance with this provision” if the procedural requirements of this Article have been complied with, and the decision itself is not arbitrary or capricious. The Umpire should not substitute the Umpire’s opinion for that of the President. A decision of the President should not be disturbed unless it is proved by the Appellate to have been made on an arbitrary or capricious basis. A decision is arbitrary and capricious only if it is made on unreasonable grounds, or without any proper consideration of the circumstances of the employee’s ASP request.

Umpire Procedure

- 24.14 If an umpire vacancy occurs, the parties shall select one arbitrator from the current arbitration panel to act as the Umpire for ASP appeals. If the parties are unable to agree on an Umpire, the Umpire shall be selected by strike from the names of arbitrators on the current panel who are willing to serve in this capacity. First strike shall be determined by the toss of a coin. The issue will be determined by the Umpire following the submission of written briefs, on a briefing schedule to be determined by the Umpire. There shall be no oral hearing. The Umpire’s decision shall be issued in writing within 21 days of the submission of the briefs, and shall set forth the Umpire’s findings, reasoning, and conclusions on the sole issue of whether or not the decision was made in “accordance with this provision” pursuant to Articles 24.11 and 24.13.
- 24.15 If the Umpire determines that the decision was not made “in accordance with this provision”, the application will be returned to the campus for reconsideration at the stage at which the error was made. The umpire shall have no authority to make any award other than an order to remit the ASP request back to the campus for them to reconsider following the Umpire’s written decision. The campus review will take place within 30 (thirty) days of the Umpire issuing the written decision.
- 24.16 The Umpire’s decision shall be final and binding.
- 24.17 The Umpire’s costs shall normally be shared equally by the parties, unless the Umpire makes a determination, on application of either party within 7 days of receiving the written decision, that there was no reasonable basis for either bringing, or defending, the Appeal. Having made that determination, the Umpire shall then order the full costs of the Appeal to be paid by the party against whom the determination was made.
- 24.18 Funds for Additional Step Progression may come from campus funds, and/or total settlement costs resulting from bargaining between the parties on salary matters.

Performance-Based Salary Increase

- 24.19 Campuses may award **step progression or one-time bonuses for any reason, including** for meritorious performance from campus funds at any time. However, in no case may an **an additional increase cause an** employee's salary rate to exceed the **top step of the employee's** classification. Such awards are solely at the discretion of the President and shall not be subject to the Grievance Procedure.

Classification Changes

- 24.20 When an employee moves to a classification in a lower salary group, the appropriate salary step shall be determined by the President. Determination of the appropriate salary step in such cases shall be made by using the same criteria as would be used for an initial appointment to that classification and by considering past PSIs, if any.
- 24.21 When an employee moves to a classification within **their current** salary group, the appropriate salary step in the new classification shall be determined by the President. ~~The employee's new rate of pay shall not be lower than their current rate of pay.~~ There is no requirement to increase the employee's rate of pay unless it is below the first step of the new classification, in which case it must be increased to at least the first step of the new classification.
- 24.22 When an employee moves without a break in service to a classification in a higher salary group, the appropriate salary step shall be determined by the President. The new salary step in the higher salary group shall be at least five (5) percent higher than the employee's previous rate, except that the new rate may not exceed the **top salary step of the new classification**.

Payment Above the Maximum

- 24.23 A payment above the **top step of the employee's classification** may be granted by the President when an employee moves to a class with a lower **top step**.
- 24.24 If a payment above the **top step of the employee's classification** is granted, the employee shall retain either the salary currently being paid or a salary twenty-five (25) percent above the **top step of** the lower class, whichever is less. The employee shall remain at that salary rate until the **top step** of the lower class equals or exceeds the payment above the **top step** or until the authorized time period for maintaining the payment above the **top step** expires, whichever occurs first.
- 24.25 During the period of time an employee's salary remains above the **top step** for the class, the employee shall not receive further salary increases, including GSIs or PSIs, except in cases of promotion.
- 24.26 A payment above the **top step** shall not exceed twenty-five (25) percent above the **top step** of the class to which the employee is moving. An employee may retain a payment above the maximum for up to five (5) years.
- 24.27 Payment above **the top step** shall not be authorized for an employee when:
- a. an employee, for personal convenience, requests voluntary demotion;
 - b. an employee is demoted for cause other than for medical.
- 24.28 An employee who was compensated at a salary rate above the **top step** prior to a permanent separation will not be entitled to a payment above the **top step** upon their return to work. Also, the authorization for a payment above the **top step** shall be canceled if the employee refuses an offer of appointment to a position at the campus in a class at a salary level equivalent to the original classes from which the employee was moved.

Cost Savings/Staffing Committee

- 24.29 The cost savings/staffing committee **will be constituted upon request of either party and shall include an equal number of employee and management representatives** and meet no less than twice per year. The cost savings/staffing committee shall submit recommendations to the appropriate administrator and president for economy measures and staffing issues. The committee may also recommend specific uses for any cost savings. The committee may choose to discuss economies associated with training,

maintenance and repair, new technologies, and funding opportunities related to bargaining unit work.

Shift Differential

- 24.30 There are three (3) shifts: day, swing, and graveyard. The day shift includes the hours between 6:00 a.m. to 6:00 p.m. The swing shift includes the hours between 6:00 p.m. and midnight. The graveyard shift includes the hours between midnight and 6:00 a.m.
- 24.31 Employees who work four (4) or more hours in the swing shift shall be paid a shift differential of two dollars and fifty cents (\$2.50) per hour for the employee's entire shift.
- 24.32 Employees who work four (4) or more hours in the graveyard shift shall be paid a shift differential of three dollars (\$3.00) per hour for the employee's entire shift.
- 24.33 To receive a shift differential, an employee must be assigned hours of work of which at least four (4) hours are within a regularly scheduled swing or graveyard shift.

Weekend Pay Differential

- 24.34 Employees who are regularly scheduled to work on Saturdays and/or Sundays shall receive a weekend pay differential equal to the swing shift differential. The weekend pay differential shall not be added to or combined with any other pay differential or premium pay.

Asbestos and Hazardous Material Handling Pay Differential

- 24.35 Whenever an employee is assigned to perform any asbestos-related or hazardous material handling duties including but not limited to removing or repairing asbestos lagging, performing any asbestos abatement or cleaning up asbestos, they shall be paid an asbestos pay differential of six dollars (\$6.00) per hour for the amount of time spent performing such work. "Hazardous material handling duties" as used in this provision refers to work that a) requires by law the employee be trained and certified to work with the specified material, and b) requires the employee use protective equipment and extra precautions to ensure their safety and health.

Asbestos Training and Hazardous Material Handling Certification Allowance

- 24.36 Employees who have been approved by the CSU to undergo training in either asbestos abatement and handling or in hazardous materials handling as defined in 24.35 shall be paid an allowance of one thousand dollars (\$1,000). Payment shall be made within thirty (30) days after the demonstrated completion of such training and the certification, if required, for the performance of such work.
- 24.37 Employees who have been approved by the CSU to undergo training in order to maintain or renew the certifications described in provision 24.36 above shall be paid an allowance of one thousand dollars (\$1,000). Payment shall be made within thirty (30) days after the demonstrated completion of such training and the subsequent renewal of such certification.
- 24.38 For the purpose of provisions 24.36 and 24.37 above, training in either asbestos abatement and handling or in hazardous materials handling must be either EPA-certified or CAL-OSHA approved.

Backflow Testing and Water Treatment Operator Allowances

- 24.39 Employees who are approved by the CSU to obtain either a backflow testing license or the appropriate water treatment operator certificate shall be paid an allowance of one thousand dollars (\$1,000). Payment shall be made within thirty (30) days after the employee has demonstrated that they have obtained the license or certificate.
- 24.40 Employees who are approved by the CSU to renew their license or certificate described in provision 24.39 above, shall be paid an allowance of one thousand dollars (\$1,000). Payment shall be made within thirty (30) days after the employee has demonstrated that they have renewed the license or certificate.

Welding Certification

- 24.41 Employees who are approved by the CSU to obtain a Welding Certification shall be paid an allowance of one thousand dollars (\$1,000). Payment shall be made within thirty (30)

days after the employee has demonstrated that they have obtained the license or certificate.

- 24.42 Employees who are approved by the CSU to renew their license or certificate described in provision 24.41 above, shall be paid an allowance of one thousand dollars (\$1,000). Payment shall be made within thirty (30) days after the employee has demonstrated that they have renewed the license or certificate.

High Voltage Stipend

- 24.43 Qualified high voltage electricians approved by the Director of Plant Operations or appropriate administrator shall be paid an annual stipend of one thousand dollars (\$1,000.00).

- 24.44 A qualified high voltage electrician for the purposes of this Agreement is a person who has:

- a. a minimum of two years of electrical training and experience with high voltage electrical infrastructure designed to operate over 600 volts;
- b. demonstrated by performance familiarity with the work to be performed and the hazards involved; and
- c. successfully completed the following training by an authorized OSHA Training Institute (OTI) Education Center:
 1. Core Safety Training;
 2. Advanced Electrical Safety and Lockout/Tagout training; and
 3. Hazardous Electrical High Voltage training.

- 24.45 Payment shall be made within thirty (30) days after the CSU/appropriate administrator Director of Plant Operations or Appropriate Administrator has evaluated and determined that the employee has demonstrated that they are a qualified high voltage electrician.

- 24.46 The decision whether to request employees to obtain certification and training as a qualified high voltage electrician is at the sole discretion of the CSU and is thus neither grievable nor arbitrable. Where the CSU requires such certification and training, the CSU will pay for the OTI training.

Critical Skills Bonus Plan

24.47 An employee shall be paid an initial one-time bonus of one thousand dollars (\$1,000) when they are asked or required by the Director of Plant Operations or the Appropriate Administrator to complete and obtain one of the following recognized certifications:

- California State Certified Electrician
- Certified Building Operator
- Certified Steam Operator/Universal Steam Certification
- ASE Master Technician status at Automobile, Medium-Heavy Truck, School Bus or Transit Bus.

The certification must be from a CSU preapproved training program to be determined by the parties, such as the following:

- a. Certified Electrician – OSHA Training Institute or another agency preapproved by the CSU
- b. Certified Building Operator – Building Operator Certification or another agency preapproved by the CSU
- c. Certified Steam Operator/Universal Steam Certification
- d. ASE Master Technician status at Automobile, Medium-Heavy Truck, School Bus or Transit Bus – National Institute for Automotive Service Excellence

24.48 The decision whether to request employees to obtain or renew such a certification is at the sole discretion of the CSU and is thus neither grievable nor arbitrable. Where the CSU requires such certification and training, the CSU will pay for the training.

24.49 Payment for the initial certification and any and all renewal certifications thereafter shall be made within thirty (30) days after the Director of Plant Operations or appropriate administrator has evaluated and determined that the employee received or renewed the certification from a preapproved training program.

24.50 Employees who are required by the CSU to renew a certification as described in provision 24.47, above, shall be paid a bonus of one thousand dollars (\$1,000).

Emergency Pay

24.51 When the President determines it is necessary to close the campus because of an emergency situation or condition and other employees are sent home on paid administrative leave or to work remotely, an employee that volunteers, is asked or is assigned by the appropriate administrator to continue working at the campus where the emergency exists, shall receive "Emergency Pay."

- a. The term "emergency" as used in this provision means a sudden, unexpected happening; an unforeseen occurrence or condition requiring immediate action, including, but not limited to a natural disaster, act of terrorism, or threat to campus health, safety or property.
- b. "Emergency Pay" is compensation for the hours worked by the designated employees during their normal shift during the emergency situation or condition.
- c. "Emergency Pay" is a premium payment (exclusive of the employee's regular pay), paid at one times the employee's straight time rate of pay for each hour worked during the emergency when the campus is on administrative leave. At the discretion of management, emergency pay may be awarded as cash or CTO. If paid as cash, the payment must be paid at the employee's straight time rate. If credited as CTO, the hours credited must be on a straight time basis.
- d. Time worked while receiving "Emergency Pay" are regular hours worked during their normal shift within the forty (40) hour workweek period.
- e. The emergency pay premium will also be paid for any hours worked on an overtime basis during the emergency situation or condition.
- f. Premium pay received as emergency pay for hours worked during the employee's regular shift and when on an overtime basis shall be includable compensation for the purposes of determining the regular rate of pay for the payment of overtime.
- g. Employees on paid time off (i.e., Sick Leave, Vacation, Personal Holiday) when the emergency is declared who are not called back to work shall remain on such paid time off status and will not receive administrative leave pay or emergency pay.

10/12 and 11/12 Pay Plans

- 24.52 Probationary and permanent employees shall be eligible to request participation in the 10/12 or 11/12 pay plan.
- 24.53 The assignment of an eligible employee into the 10/12 or 11/12 pay plan and the yearly schedule shall be by mutual agreement of the appropriate administrator and the employee. Final approval by the President is required prior to employee participation in the 10/12 or 11/12 pay plan.
- 24.54 Withdrawal from participation in the 10/12 or 11/12 pay plan and return to a twelve (12) month annual work year may be requested by an employee in accordance with campus procedures. When operational needs require, the appropriate administrator may request an employee on the 10/12 or 11/12 work plan return to a twelve (12) month annual work year. In both instances, the employee and appropriate administrator shall attempt to reach mutual agreement regarding the request. In the absence of mutual agreement, the President shall make a final determination, provided that an employee be given at least twelve (12) months notice of their return to a twelve (12) month annual work year.
- 24.55 An employee participating in the 10/12 or 11/12 pay plan shall receive their (10-month or 11-month) annual salary in twelve (12) salary warrants and appropriate benefits on a twelve (12) month basis.
- 24.56 An employee moving from a twelve (12) month status to the 10/12 or 11/12 pay plan shall retain their salary anniversary date.
- 24.57 An employee on the 10/12 or 11/12 pay plan shall accrue sick leave, vacation, and seniority during the full twelve (12) month period.
- 24.58 Ten (10) months or eleven (11) months of service by an employee in the 10/12 or 11/12 pay plan shall constitute one (1) year of service for employment status matters and retirement.
- 24.59 Approval and denial of employee requests by the President as specified in provisions 24.52 through 24.58 shall not be subject to Article 9, Grievance Procedure.