


Date: May 23, 2022

Code: TECHNICAL LETTER
HR/Salary 2022-09

To: Associate Vice Presidents, Human Resources
Associate Vice Presidents, Faculty Affairs / Academic Personnel
Payroll Managers

From: Tammy Kenber 
Associate Vice Chancellor, Human Resources

Lety Hernandez 
Senior Director, Systemwide General Employment
Services and Policy Administration

Subject: FY 2021/22 Bonus Programs for the Academic Professionals of California (APC – Unit 4) Employees

Summary

This technical letter provides information for the FY 2021/22 Long-Term Service (LTS) Bonus and Educational Achievement Stipend (EAS) for eligible employees of the Academic Professionals of California (APC – Unit 4). The LTS and EAS payments must be issued no later than **September 1, 2022**. There will be no Merit Bonus for FY 2021/22, and information concerning the Budget Shortfall Mitigation (BSM) Bonus will be provided in a future technical letter communication.

Designated campus staff responsible for the administration of salary programs and payroll processing should review this document in its entirety.

Action Items

Process payments for Long-Term Service Bonus; and solicit eligibility and process payments for Educational Achievement Stipends by September 1, 2022.

Affected Employee Group/Unit

Eligible APC (Unit 4) employees.

Detailed Program Information

The Memorandum of Understanding (MOU) reached between the California State University (CSU) and the Academic Professionals of California (APC – Unit 4) on June 4, 2020, extended the fixed pool of monies established in the 2000-2003 agreement and the fixed pool of monies established in FY's 2005/06 and 2006/07 to continue the Bonus Programs in FY 2021/22. For additional information refer to Article 23.4 (Bonus/Stipend Programs) of the current [Collective Bargaining Agreement](#).

❖ **Long-Term Service Bonus (LTS):**

The LTS Bonus continues to be available to employees who meet established service criteria. The LTS Bonus is a five percent (5%) one-time lump sum bonus.

Refer to the Human Resources Management CSYou website for LTS program information and processing instructions: <https://csyou.calstate.edu/Tools/HR/SalaryProgram/apc/long-term-satisfactory-service-bonus/Pages/default.aspx>.

❖ **Educational Achievement Stipend (EAS):**

APC (Unit 4) employees who receive a master's or doctoral degree from an accredited institution between July 1, 2021 and June 30, 2022 and are employed at the CSU in a Unit 4 classification when they receive the degree, are eligible for the EAS if they are on payroll on **August 1, 2022**. Campuses are responsible for processing payments. Processing instructions are provided in Attachment A (Stipend Program – Educational Achievement Stipend). Employees

Distribution:

Vice Chancellor, Human Resources

Budget Officers

Compensation Managers

who received more than one degree are to be paid a stipend for each degree received in accordance with the eligibility requirements. Stipend amounts are as follows:

Master's Bonus Amount: \$2,272.37

Doctoral Bonus Amount: \$2,840.46

❖ **Merit Bonus:**

For fiscal year 2021/22 there will be no merit bonuses and no action is required by campuses. The monies in the pool will be combined with monies available for the BSM Bonus.

❖ **Budget Shortfall Mitigation (BSM) Bonus:**

The Chancellor's Office will calculate the BSM Bonus amount after the EAS and LTS Bonuses have been paid out. Information on the 2021/22 BSM Bonus will be communicated in a future technical letter.

General Information

Questions regarding this pay letter may be directed to the CO Human Resources Management Team at hradmin@calstate.edu | (562) 951-4411. For your convenience, this memorandum is also available on the CSYou website at: <https://csyou.calstate.edu/Policies/HRPolicies/Forms/Default.aspx>.

TK/LH/kj

Attachment

PROCESSING INSTRUCTIONS

STIPEND PROGRAM – EDUCATIONAL ACHIEVEMENT STIPEND

PIP PROCESSING INFORMATION:	
Processing Responsibility:	Campus
Processing Date(s):	<ul style="list-style-type: none"> • No later than 08/23/22 • Pay Period: August 2022
Earnings ID:	G5
Amount:	<ul style="list-style-type: none"> • Master's Bonus Amount: \$2,272.37 • Doctoral Bonus Amount: \$2,840.46
Subject to Retirement Withholdings:	No
Taxable/Reportable:	Yes
Subject to Medicare/Social Security:	Yes
Included in Calculation for Overtime:	No
Included in Calculation for NDI/DL Payments:	No
Additional Information:	N/A
CMS PROCESSING INFORMATION:	
Workforce Administration:	N/A
Temporary Faculty:	N/A
Benefits:	N/A
Time and Labor:	<ul style="list-style-type: none"> • Earnings ID: <ul style="list-style-type: none"> ○ G5-Process via Additional Pay ○ Use processing amounts/dates referenced above
Leave Accounting:	N/A
Absence Management:	N/A
Labor Cost Distribution:	N/A
Additional Instructions:	Processing Responsibility: Campus