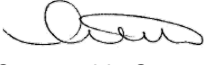


Date: June 08, 2023

Code: TECHNICAL LETTER
HR/Salary 2023-10

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

From: Beth Ryan 
Interim Associate Vice Chancellor
Human Resources

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

Subject: FY 2022/23 Bonus Programs for the Academic Professionals of California (APC – Unit 4) Employees

Summary

This technical letter provides information for the FY 2022/23 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, 2023**. There will be no Merit Bonus for FY 2022/23, 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, 2023.

Affected Employee Group/Unit

Eligible APC (Unit 4) employees.

Detailed Program Information

The successor collective bargaining agreement with the California State University (CSU) and the Academic Professionals of California (APC – Unit 4) ratified on August 8, 2022, 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 2022/23. 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 for eligible employees paid on a 12-month basis. Eligible employees on other pay plans shall receive an appropriate pro-rata amount.

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, 2022 and June 30, 2023 and are employed at the CSU in a Unit 4 classification when they receive the

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degree, are eligible for the EAS if they are on payroll on **August 1, 2023**. Campuses are responsible for processing payments. Processing instructions are provided in Attachment A (Stipend Program – Educational Achievement Stipend). Employees 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 2022/23 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 2022/23 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>.

BR/LH/kj

Attachment