

III. COMPENSATION AND WORK SCHEDULES

PAY PERIODS/PAYDAYS/PAY WARRANTS

Pay Periods

There are twelve pay periods in a year; each pay period consists of either twenty-one or twenty-two workdays. An eligible employee who has eleven or more days of service in a monthly pay period receives vacation, sick leave, and seniority credit for the entire pay period. A calendar of pay periods and paydays for the current year may be viewed at the following website: <http://www.csuchico.edu/hr/payr/>.

Changes of name, and/or address, or designee (the person entitled to the employee's final pay warrant in the event of death) must be made in the Payroll, Benefits, and Human Resources Information Systems Customer Service Office, Kendall 222.

Pay Days

Paychecks are disbursed by the Financial Services Cashiering Office and generally are available after 3:30 p.m. on the last day of the pay period, either at one's assigned department or at the cashier's window in the Student Services Center, room 230. Employees are required to present a university identification card before being issued a pay warrant. For employees wanting their pay warrant deposited directly into a financial institution of choice, see Direct Deposit in this section.

DIRECT DEPOSIT

Through the Direct Deposit program, an eligible employee can elect to have pay warrants automatically deposited into a savings or checking account at the financial institution of choice. Eligibility requirements and related information are available on the Web site at <http://www.csuchico.edu/payr/Documents/PYRL-DirectDepositInfo.pdf>. Enrollment forms are available at the Payroll, Benefits, and Human Resources Information Systems Customer Service Office, Kendall 222.

LOST PAY WARRANTS

The Student Financial Services, Office, SSC 230, must be contacted immediately if a pay warrant is lost. A stop-pay warrant order must be completed, and the employee must sign a letter (which will be prepared by the Financial Services Office upon request) to the State Controller's Office, certifying the loss and requesting a duplicate paycheck. Normally, there is a delay of two to three weeks before a replacement warrant is issued.

PAYROLL DEDUCTIONS

Automatic Payroll Deductions

Automatic payroll deductions are made for federal and state income taxes, and Medicare tax. Generally, if an employee is appointed to one or more positions that are equivalent to no less than one-half time employment for a period of at least one year, California Public Employees' Retirement System (CalPERS) contributions also are deducted. Participation in CalPERS is required for social security participation. Employees who do not qualify for CalPERS must be enrolled in an alternate retirement plan (see Retirement).

III. COMPENSATION AND WORK SCHEDULES, continued

Voluntary Payroll Deductions

Voluntary deductions may be authorized by employees for insurance plans, tax sheltered annuities, deferred compensation plans, dependent care accounts (TAPP program), spousal and child support payments, United States Savings Bonds, employee organization dues, authorized credit union share, loan payments, and campus parking permits. Obtain authorizations forms from Payroll, Benefits, and Human Resources Information Systems Customer Service Office at Kendall 222.

SALARY SCHEDULE AND RELATED COMPENSATION

The California State University salary schedule lists the salary ranges for all support staff, faculty, and Management Personnel Plan employees. Ranges vary based on twelve-month appointments, academic year appointments, and 10/12 and 11/12 pay plan appointments. Salary schedules are available on the Web site at <http://www.calstate.edu/HRAdm/SalarySchedule/salary.aspx>.

PAY PLANS

For bargaining unit employees, refer to the appropriate agreement at http://www.calstate.edu/LaborRel/Contracts_HTML/contracts.shtml.

A staff or administrative employee in an eligible classification may request to work the academic year, 10/12 or 11/12 Pay Plan. A yearly schedule for an employee in the 10/12 pay plan shall normally be ten consecutive months with two months off, or the employee may request to work five months and take one month off. A yearly schedule for an employee in the 11/12 pay plan shall normally be eleven consecutive pay periods in work status followed by one pay period in non-work status. Please refer to salary schedule for the list of classes eligible for Academic Year 10/12 and 11/12 Pay Plans.

WAGE ASSIGNMENTS

CSU, Chico is required by law to accept and process *Garnishments, Federal Notices of Levy, Court Orders of Assignment* and *State Franchise Tax Board Levy Notices* against employee wages.

SALARY INCREASES

Each collective bargaining agreement provides for different types of salary increases. The types and amounts of increases available depend on what is negotiated between each employee association and the CSU. General or cost of living increases, increases based on merit or performance, longevity, in-range progression, stipends for special assignments, and other special bonus plans are all types of salary increases that *may* be available. Refer to your applicable collective bargaining agreement for specific details. All agreements can be found at: http://www.calstate.edu/LaborRel/Contracts_HTML/contracts.shtml.

WORK SCHEDULES

Most departments and offices maintain campus core business hours from 8:00 A.M. to 5:00 P.M., Monday through Friday and employees are scheduled accordingly. Summer work hours are subject to change and will be announced in advance of summer 2009. There are some exceptions that require shift work, including departments that operate twenty-four hours per day, seven days a week.

III. COMPENSATION AND WORK SCHEDULES, continued

Work schedules are subject to change to accommodate departmental or university needs or at the Chancellor's/President's discretion. Notification of any change in an employee's regular work schedule will be provided according to provisions in the appropriate collective bargaining agreement.

Rest Breaks and Meal Periods: Rest breaks and meal periods are outlined in the appropriate collective bargaining agreement. The supervisor schedules rest breaks and meal periods. Meal periods normally are a maximum of one hour during an eight-hour work period. Rest breaks normally are a maximum of fifteen minutes during each four-hour work period. Part-time employees receive rest breaks and meal periods that are equitable in relation to those of full-time employees. The time allowed for rest breaks and meal periods is not cumulative.

Clean-Up Time: Please refer to the appropriate Collective Bargaining Unit at http://www.calstate.edu/LaborRel/Contracts_HTML/contracts.shtml.

OVERTIME HOURS AND COMPENSATION

Employees who are eligible for overtime may be required to work overtime on occasion when necessary. Under no circumstances may work be performed on an overtime basis without proper supervisory authorization. If overtime should be needed, the supervisor will obtain the administrative approval necessary to issue the assignment and ensure the employee receives any overtime compensation to which he/she is entitled. All overtime must be reported on an Overtime and Holiday Work Time, and Extra Hours form. The form is available at: <http://www.csuchico.edu/payr/Forms/PYRL-OvertimeAuthorization.doc>.

The method for computing overtime and the compensation for overtime depends on the position classification and appropriate governmental regulations. The supervisor will provide the employee with further details. Generally, managerial, administrative, and professional employees are not subject to overtime compensation.

Please see the appropriate collective bargaining agreement or salary schedule for detailed information.

SHIFT DIFFERENTIAL

Employees in specified classifications, may be assigned to work an evening or night shift, are eligible to receive a specified shift differential over and above the salary rate for the classification in which they are working. Please see the appropriate collective bargaining agreement.

CALLBACK TIME

Eligible employees shall be entitled to callback time if ordered back to work by the appropriate administrator after completing a normal work shift or during an authorized day off. Please see the appropriate collective bargaining agreement.