



# CALIFORNIA STATE UNIVERSITY, LONG BEACH

Subject: <b>Pay Plans - 10/12 and 11/12 Pay Plan</b>	
Department: <b>Staff Human Resources / Payroll</b>	Reference No.:
Division: <b>Administration and Finance</b>	Issue Date: <b>November 1993</b>
References: <b>Collective Bargaining Agreements (CSEA – Article 20; Unit 1 – Article 26; Unit 4 – Article 27; Unit 6 – Article 24)</b>	Revision Date: <b>NA</b>
Web Links: <b>Collective Bargaining Agreements</b> <b>Salary Schedule</b>	Expiration Date: <b>NA</b>

For bargaining unit employees, refer to the appropriate Memorandum of Understanding.

A staff or administrative employee in an eligible classification may request to work the 10/12 or 11/12 Pay Plan. A yearly schedule for an employee in the 10/12 pay plan shall normally be 10 consecutive months of work followed by 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 months of work followed by one month off. Movement into these options must be at the beginning of the pay period. Please refer to the Salary Schedule for the list of classes eligible for the 10/12 or 11/12 Pay Plan.

## I. Application

A written request for participation in the 10/12 or 11/12 Pay Plan must be submitted by the employee to his/her appropriate administrator. The appropriate administrator shall forward the request with his/her recommendations to the authorized appointing authority for approval.

## II. Effects on Salary, Benefits, and Retirement

Employees are paid the ten (10/12) or eleven (11/12) months of salary in equal installments over a 12-month period. Eligibility for salary increase is based on the classification. For those classifications requiring a year of service for a salary increase, ten (10) or eleven (11) months of qualifying service by an employee in the 10/12 or 11/12 pay plan is equivalent to a year of service. Ten (10) or eleven (11) months of service by an employee on the 10/12 or 11/12 pay plan constitutes a year of service for employment status matters and retirement. Sick leave, vacation, and holiday credit accrue during the twelve months the employee is on pay status. Health insurance contributions by the State will continue during the twelve months the employee is on pay status.

**FORMS:** N/A