

Side Letter of Agreement  
IRP Information Requests

September 17, 2008

1. In addition to the electronic reports regarding recipients of In-Range Progressions (IRPs) in FY 2007/08 already agreed to in a side letter, dated 22 January 2008, the CSU agrees to the following:
  - a. If a campus produces logs or their equivalent identifying applicants for In-Range Progressions, copies of the logs or their equivalent shall be provided to CSUEU at no cost. CSU shall provide all of the information below if it appears on these logs.
  - b. the name of the employee,
  - c. whether the IRP was approved or not approved;
  - d. his/her classification and bargaining unit, and
  - e. whether the IRP was initiated by the employee or an administrator;
  - f. the amount of the increase, if any, and/or
  - g. the percentage of the increase, and
  - h. the effective date of the increase.

If a digital version of the log was created, CSUEU shall receive a digital copy at no cost.

2. CSU will provide CSUEU with copies of requests for IRPs. If there are any notes written on the requests by managers, CSU reserves the right to redact those comments and, if redacted, CSUEU agrees to pay for the reasonable costs of redacting such comments.
  3. CSU will provide CSUEU with copies of letters granting the request for an in-range progression.
  4. CSUEU will be provided with a systemwide report of in-range progressions that were denied during the fiscal year. The report will not contain personally identifiable information but will contain the following information:
    - a. Number of employees denied an IRP by campus for campus requests by category of denial (such as, budget, performance, criteria not met, not supported by department, unspecified).
-

- b. Number of employees denied an IRP by campus for systemwide requests by category of denial (such as, budget, performance, criteria not met, not supported by department, unspecified).
5. CSUEU shall pay CSU for the reasonable costs of copying the IRP requests and the letters granting those requests, if billed by the campus.
  6. CSUEU shall pay CSU the reasonable cost of locating IRP requests and the correspondence granting the IRP, if billed by the campus.
  7. CSU will provide CSUEU with estimates of any costs in advance.
  8. Each campus shall provide the above information for 2007-2008 IRPs to CSUEU within sixty (60) days.
  9. CSU, at its discretion, may provide CSUEU management notes or correspondence, including letters of denial, except letters stating the denial was for performance reasons, pertaining to the evaluation of the IRP request.
  10. CSU will provide, in accordance with this Settlement Agreement, the information requested and not provided that is the subject of Unfair Labor Practices SF-CE-855-H and LA-CE-927-H. CSUEU will withdraw the Unfair Labor Practices. CSUEU will withdraw Grievances R002-2005-316 and R002-2006-012, which are related to LA-CE-927-H.

For the CSU:

Sharyn Abernatha 9/17/08  
Sharyn Abernatha Date

For the CSUEU

Teven Laxer 9/17/08  
Teven Laxer Date