

**SIDE LETTER OF AGREEMENT #4**  
**Cumulative Length of Service**

For purposes of initial step placement, “Cumulative length of service” as used in Article 20 means the length of time spent in the employee's current classification (as of October 1, 2025) at their current campus.

Cumulative length of service excludes:

- Time spent at another CSU campus.
- Time spent in a different classification and/or skill level (including CSUEU and/or non-CSUEU classifications).
- Any time prior to a break in service. A break in service is an employment separation of, or employment at another CSU campus, of six months or more.

Exceptions to exclusions:

- When an employee is in a classification that originated after the abolishment of a prior classification, time in said abolished classification shall be counted when calculating which step to place the employee in.
- In the event that an employee utilized retreat rights during a layoff scenario, time in the higher classification shall be used for purposes of calculating placement on the step scale.
- In the event that an employee was on the layoff list and returned to their same classification through the rehire list, regardless of length of separation, all time in the classification prior and after the layoff shall be used for purposes of step placement. The period of time on the layoff list shall not be included in the calculation of cumulative time.

Modifications to the above definition may be made by mutual agreement.

The CSU will provide the union with a list of employees and their identified length of service in their current classification at their current campus. The union is encouraged to bring any concerns to the attention of the University for its evaluation. These concerns should be brought forward prior to the implementation of steps.