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**Date:** September 15, 2000

**Code: TECHNICAL LETTER  
HR/SA 2000-15  
Supplement #1**

**To:** Human Resources Directors  
Payroll Managers

**From:** Cathy Robinson, Senior Director  
Human Resources Administration

**Subject: Salary Program for Unit 6 Employees for Fiscal Year 2000/2001 – Update**

For the State Employees' Trade Council (Unit 6), a 2% General Salary Increase (GSI) will be applied to the individual salary rates of all bargaining unit members<sup>1</sup> and to the minimum and maximum salary range of all bargaining unit classifications on the salary schedule effective October 1, 2000:

- The GSI will be manually posted by the State Controller's Office (SCO), Personnel/Payroll Services Division (PPSD), via GEN transaction during the week of October 2, 2000, and the October pay warrants will reflect the GSI increase. The SCO will issue a Personnel Letter prior to the update.
- CIRS Compendium Report A14, Cycle 0007 and 0008 is now available to assist campuses in reviewing the status of their temporary appointments. This report indicates the appointment expiration date of a temporary assignment two months in advance. To ensure that the GSI is appropriately posted to an individual's salary rate, campuses are requested to review the reports and to ensure that temporary appointment changes are processed timely.
- Employee reclassifications to the Facility Worker II classification (class code 6251) that are effective October 1, 2000 but processed after the GSI update will require a recalculation of the GSI by the campus.
- Extended Performance Increases (EPI's) processed after the October 1, 2000 GSI will require a recalculation of the GSI by the campus.

(Over)

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<sup>1</sup> Employees in temporary appointments with expiration dates (PIMS Item 416) ending prior to October 1, 2000 will not receive the GSI.

**Distribution:** CSU Presidents  
Vice Chancellor, Human Resources  
Vice Presidents, Administration  
Benefits Officers  
Employee Relations Designees  
Director, SOSS

**Technical Letter  
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If you have any questions regarding administrative information, please contact Theresa Hines in Human Resources Administration at (562) 951-4412 or via e-mail at [thines@calstate.edu](mailto:thines@calstate.edu). For Employee Relations issues, please contact Sharyn Abernatha at (562) 951-4405 or via e-mail at [sabernatha@calstate.edu](mailto:sabernatha@calstate.edu). This technical letter is also available on Human Resources Administration's web site at: <http://www.calstate.edu/tier3/HR-Adm/memos.html>. Thank you.

CR/dth