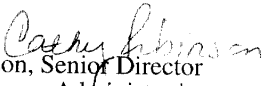


The California State University
Office of the Chancellor
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Long Beach, CA 90802-4210
(562) 951-4411

Date: July 31, 2000

Code: Technical Letter
HR/SA 2000-16

To: Human Resources Directors
 Payroll Managers

From: 
 Cathy Robinson, Senior Director
 Human Resources Administration

Subject: **New and Revised Classification and Qualification Standards for Skilled Trades (Unit 6)**

HR 2000-11, issued May 22, 2000, announced the establishment of new and revised classifications for the Skilled Employees' Trade Association (SETC) effective July 1, 2000. This technical letter provides the new classifications' implementation process.

I. Conversion Process

A. New Classifications:

The Implementation Road Map (Attachment A) denotes the appropriate change from the prior to the new classification structure effective July 1, 2000. Because of the limited number of employees requiring classification code change, this conversion will be processed manually at the campus. Employees in the following classifications require a campus-level transaction to be converted into new classifications:

Old Classification	⇒	New Classification
6215 - Building Maintenance Worker	⇒	6250 - Facilities Worker I
6212 - Skilled Laborer	⇒	6250 - Facilities Worker I
See Special Note on Page 2		6251 - Facilities Worker II
6851 - Automobile Mechanic	⇒	6270 - Automotive/Equipment Mechanic
6834 - Heavy Equipment Mechanic	⇒	6270 - Automotive/Equipment Mechanic
6584 - Sheet Metal Worker	⇒	6280 - Metal Worker I
6805 - Machinist	⇒	6280 - Metal Worker I
6583 - Material Fabrication Specialist	⇒	6281 - Metal Worker II
6596 - Fusion Welder	⇒	6281 - Metal Worker II
See Special Note on Page 2	⇒	6265 - Facilities Project Supervisor
See Special Note on Page 2	⇒	6260 - Facilities Control Specialist

Distribution: CSU Presidents
 Vice Chancellor, Human Resources
 Vice Presidents, Administration

Associate Vice Presidents/ Deans of Faculty
 Employee Relations' Designees
 Plant Directors
 Director, SOSS

➤ **Payroll Processing Instructions:**

1. The conversion is effective July 1, 2000.
2. Transaction 122 will be used to denote the class code change. This transaction now will be available for all CBIDs. The PIMS manual will be updated to reflect this change.
3. Campuses with employees in the Fusion Welder classification (code 6596) must convert the employee to the Metal Worker II classification (code 6281) and process a salary adjustment effective July 1, 2000. Campuses must process a 122 Transaction and then post a "CRO" transaction to bring the employee's salary rate at or above the minimum of the new range. Fusion Welders must receive a minimum 5% increase, or an increase to the minimum of the new range, whichever is higher, upon conversion to the Metal Worker II classification. If the employee also receives an EPI, post a correct (CROC) to the previously keyed CRO transaction.
4. For either transaction noted in #2 (122) and #3 (CROC) above, enter "TL HR/SA 2000-16" in Employment History Remarks (Item 215).
5. Campuses are reminded to key these changes prior to the implementation of the GSI effective October 1, 2000.
6. Employees on any type of leave of absence should be reinstated for the implementation process, changed to the new classification via 122 transaction, and then returned to leave status effective July 1, 2000.

B. Special Note:

No employees will convert into the Facilities Worker II (class code 6251), Facilities Control Specialist (class code 6260) and Facilities Project Supervisor (class code 6265) classifications. These are all new classifications, which define new configurations of work. Campuses will need to review the classification standards to determine if existing or new positions are appropriate for these new classifications. Campuses may appoint or reclassify individuals to these classifications effective on or after July 1, 2000.

C. Remaining Classifications:

For the remaining classifications in this study, the official titles of the existing classifications have been modified on the systemwide pay scales and the classification standards were updated; however, the classification code is not changing. Conversion transactions are not required for employees in these classifications. Refer to the Implementation Road Map for additional information.

D. Classification/Conversion Appeals:

Pursuant to the MOU, employees **may not appeal** the conversion of their old classification into the new classification structure. However, after the implementation, a request for a classification review may be made in accordance with the MOU.

With the exception of the Fusion Welder noted above, no employees will receive additional salary increases as a result of conversion. Equity increases were given to the employees in the classifications in effect as of June 30, 2000, in accordance with the MOU and additional settlement agreements between SETC and the CSU (refer to HR/SA 2000-15).

II. Reclassification of the Facilities Worker I to II

Because the Facilities Worker II is a new bridge classification between the Facilities Worker I and the Facilities Maintenance Mechanic, CSU and SETC have agreed to special implementation provisions (Refer to Attachment B, Side Letter of Agreement between SETC and CSU) as follows:

- Building Maintenance Workers and Skilled Laborers will convert to the Facilities Worker I.
- Subsequent to the conversion, campuses are required to review their Facilities Worker I employees and determine if a reclassification to the Facilities Worker II is appropriate. Campuses are encouraged to make this reclassification determination no later than October 1, 2000.
- If a reclassification to the Facilities Worker II is appropriate, employees should be reclassified effective no later than October 1, 2000, at the discretion of the campus. The A63 transaction code should be used.
- In accordance with the MOU, reclassification to a higher salary range requires an increase of a minimum of five percent (5%) or to the minimum of the range, whichever is higher.
- These reclassification increases will be funded by the campus.

III. Employment Issues

A. Probationary Periods:

An employee serving a probationary period in a classification affected by this implementation will serve the remainder of his/her probationary period in the new classification. Implementation of the new classifications does not alter the terms of the collective bargaining agreement. In the event that two old classifications were combined and convert into one new classification, **and** where an employee has permanent status in either old classification, his/her permanent status will carry to the new classification. For example, if an employee was serving a probationary period as a Building Maintenance Worker but had achieved permanent status as a Skilled Laborer, the employee would have permanent status in the new Facilities Worker I classification.

B. Seniority Points/Permanent Status:

Employees moved to the new classifications will carry their seniority points and permanent status with them into the new classifications.

C. Power Plant Operator:

The Power Plant Operator classification will be abolished when all incumbents are moved outside of this classification. Incumbents will be grandfathered in this classification until otherwise changed. No new appointments are to be made into this classification.

Thank you in advance for directing your questions as follows:

Processing Instructions	Campus CSU Audits Contact at the SCO
Salary Administration Issues	Gina Caywood at (562) 951-4416
Collective Bargaining Issues	Chancellor's Office Employee Relations Contact

This technical letter can also be found on Human Resources Administration's web site at: <http://www.calstate.edu/tier3/HR-Adm/memos.html>.

CR/gc

Skilled Trades (Unit 6) Classification Study
IMPLEMENTATION ROAD MAP

CURRENT CLASSIFICATIONS	→	NEW CLASSIFICATIONS (effective 7/1/00)
ELECTRICIAN SERIES		
6533 – Electrician I	→	Electrician*
6532 – Electrician II	→	Lead Electrician*
6534 – Supervising Electrician	→	Supervising Electrician*
PLUMBER SERIES		
6549 – Plumber I	→	Plumber*
6548 – Plumber II	→	Lead Plumber*
6547 – Supervising Plumber	→	Supervising Plumber*
CARPENTER SERIES		
6476 – Carpenter I	→	Carpenter*
6475 – Carpenter II	→	Lead Carpenter*
6474 – Supervising Carpenter	→	Supervising Carpenter*

**Classification code not changing; however, the title and/or classification standard have been updated.*

Skilled Trades (Unit 6) Classification Study
IMPLEMENTATION ROAD MAP

CURRENT CLASSIFICATIONS		NEW CLASSIFICATIONS (effective 7/1/00)
PAINTER SERIES		
6526 – Painter I	➔	Painter*
6525 – Painter II	➔	Lead Painter*
6524 – Supervising Painter	➔	Supervising Painter*
LOCKSMITH SERIES		
6642 – Locksmith I	➔	Locksmith*
6643 – Locksmith II	➔	Lead Locksmith*
MASON CLASSIFICATION		
6616 – Mason	➔	Mason*
BLACKSMITH CLASSIFICATION		
6575 – Blacksmith	➔	Blacksmith*

**Classification code not changing; however, the title and/or classification standard have been updated.*

Skilled Trades (Unit 6) Classification Study
IMPLEMENTATION ROAD MAP

CURRENT CLASSIFICATIONS		NEW CLASSIFICATIONS (effective 7/1/00)
FACILITIES SERVICES SERIES		
6212 – Skilled Laborer 6215 – Building Maintenance Worker	➔	Facilities Worker I New Class Code: 6250 <i><u>*Campus-level transaction required for conversion</u></i>
New - No employees will convert to this classification. Campus reclassification review required.	➔	Facilities Worker II New Class Code: 6251
6940 – Maintenance Mechanic	➔	Facilities Maintenance Mechanic*
6941 – Farm Maintenance Mechanic	➔	Farm Maintenance Mechanic*
NEW SUPERVISORY		
New - No employees will convert to this classification.	➔	Facilities Project Supervisor New Class Code: 6265
EQUIPMENT MECHANIC SERIES		
6837 – Mechanics Helper	➔	Mechanics Helper*
6851 – Automobile Mechanic 6834 – Heavy Equipment Mechanic	➔	Automotive/Equipment Mechanic New Class Code: 6270 <i><u>*Campus-level transaction required for conversion</u></i>
6852 – Lead Automobile & Equipment Mechanic	➔	Lead Automotive/Equipment Mechanic*

**Classification code not changing; however, the title and/or classification standard have been updated.*

Skilled Trades (Unit 6) Classification Study
IMPLEMENTATION ROAD MAP

CURRENT CLASSIFICATIONS	→	NEW CLASSIFICATIONS (effective 7/1/00)
HVAC SERVICES SERIES		
6703 – Operating Engineer	→	Operating Engineer*
6702 – Building Service Engineer	→	Building Service Engineer*
6699 – Refrigeration Mechanic	→	Air Conditioning/Refrigeration Mechanic*
New - No employees will convert to this classification.	→	Facilities Control Specialist New Class Code: 6260
6700 – Supervising Bldg Svc Engineer	→	Supervising Bldg Svc Engineer*
6685 – Power Plant Operator	→	Power Plant Operator <i>(Classification will be eliminated when vacated. Incumbents will be grandfathered.)</i>
METAL WORKER SERIES		
6584 – Sheet Metal Worker 6805 – Machinist	→	Metal Worker I New Class Code: 6280 <u>*Campus-level transaction required for conversion</u>
6583 – Materials Fabrication Specialist 6596 – Fusion Welder	→	Metal Worker II New Class Code: 6281 <u>*Campus-level transaction required for conversion.</u> <u>* Fusion Welders to receive a minimum 5% increase, which will be funded by the campus.</u>
6587 – Supervising Mat Fab Specialist	→	Supervising Metal Worker*

**Classification code not changing; however, the title and/or classification standard have been updated.*

Side Letter of Agreement
July 1, 2000 Implementation
SETC Classification and Structure Revision

The Parties hereby agree that effective July 1, 2000, Attachment 1 replaces Article 2, Recognition, of the 1998-2001 Agreement regarding the list of classifications for employees represented by the SETC. Further, the parties agree that effective July 1, 2000 Attachment 2 shall be the salary schedule for these classifications, and it shall be incorporated as Appendix C of the Agreement.

This Agreement does not require any campus to use all of the classifications.

The intent of most revisions to classifications and/or Classification and Qualification Standards is not to change their scope but to update for changes in technology, equipment, etc. and to clarify responsibilities. However, where prior classifications have been combined, the new classification reflects a broader range of responsibilities. Revisions do not modify existing CSU policies and procedures.

The Parties agree to establish a Labor/Management Committee to discuss the implementation of new and revised classifications and classification standards, WHICH WILL MEET ON A QUARTERLY BASIS, OR AS AGREED.

It is understood that Facilities Maintenance Mechanic is a generalist classification and is not intended to replace specific trade classifications.

In addition to the description of the typical duties and activities provided in the Classification Standard, the Parties understand that the Facilities Project Supervisor may be used in:

- Temporary positions over temporary work crews made up of different classifications;
- Permanent positions over permanent work crews made up of different classifications; i.e., classroom renovation crew; or
- Permanent positions on small campus over multiple trades.

Facilities Project Supervisors are expected to coordinate with other specific trade supervisor on technical/skill issues. Technical skill questions and problems are to be referred to the technical expert.

It is understood that Facilities Control Specialists spend the majority of their time performing complex diagnosis and programming control work. However, they should have journey level trade experience in a related classification (e.g., A/C Refrigeration Mechanic, BSE, Electrician) and be able to actually perform repairs on the control units. It is understood that campuses are not required to use the Facilities Control Specialist classification and, in such cases, will continue to use those classifications that currently perform the work.

Welding related to a classification can be performed by that related classification. Certified welding, however, can only be performed by persons with the required certification.

SETC-TA
PCH
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The new and revised classifications and their titles will be effective July 1, 2000. It is understood that such changes may be processed after July 1, 2000 but will be retroactive to July 1, 2000.

Fusion Welders will be reclassified to Metal Worker II effective July 1, 2000 but may be implemented retroactively.

Reclassifications of the current Building Maintenance Workers and Skilled Laborers to the Facility Worker II classification will be effective 10/1/00. Campuses will be encouraged to complete their review of the Facility Worker Is (Building Maintenance Workers and Skilled Laborers) in order to make the appropriate reclassification determinations to Facility Worker II by the October 1, 2000 effective date. If a campus is unable to complete the classification review by October 1, 2000, the reclassification will be retroactive to October 1, 2000.

The campuses on an as needed basis will implement reclassifications, other than those noted above, to new classifications.

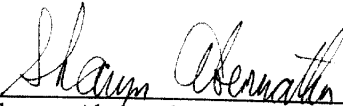
SETC agrees to work with individual campuses to develop training plans for existing Facilities Maintenance Mechanics who do not meet the minimum qualifications for their positions. Where possible employees will be provided training opportunities during working hours (classes or on-the-job training). Employees will also be expected to attend training classes on their own time.


The Parties agree to establish subcommittees to:

- Review apprentice classifications and revise as necessary;
- Review Occupational Groupings and revise as necessary; and
- Review the proposed pay differential for high voltage electrical work; however, it is understood that any agreement to establish such a differential would not be implemented until negotiated in conjunction with a contract reopener or full contract negotiations.

For the CSU:

For SETC:


Sharyn Abernatha
Manager, Employee Relations
Date 5/9/00


John Connor
Business Manager
Date 5-9-00