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**Date:** December 19, 2000

**Code: Technical Letter**  
**HR/SA 2000-16**  
**Supplement #1**  
**TIME SENSITIVE**

**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:  
Clarification on Payroll Processing Instructions and Probationary Periods

HR 2000-11, issued May 22, 2000, announced the establishment of new and revised classifications for the Skilled Employees' Trade Association (SETC), which were effective July 1, 2000. Technical Letter HR/SA 2000-16, issued July 31, 2000, outlined the implementation process for conversion to the new classifications. Clarification is required on the payroll processing instructions and on the probationary periods for Facilities Worker IIs, as outlined below:

➤ **Clarification on Payroll Processing Instructions:**

In accordance with the MOU between SETC and the CSU, employees in the following classifications **must be** converted to the new classification specified below:

| <b>Old Classification</b>              | <b>⇒</b> | <b>New Classification</b>            |
|--|----------|--------------------------------------|
| 6215 - Building Maintenance Worker     | ⇒        | 6250 - Facilities Worker I           |
| 6212 - Skilled Laborer                 | ⇒        | 6250 - Facilities Worker I           |
| 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               |

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Vice Presidents, Administration

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Employee Relations' Designees  
Plant Directors  
Director, SOSS

In order to accurately identify the employees affected by this classification conversion, **transaction code 122 must be used**. If another transaction has been used for the conversion, it must be voided (V) and posted via transaction code 122.

Any additional employment history transaction with the same effective date must be processed **after** the conversion transaction outlined above. For example, if an employee was a Skilled Laborer (6212) and the campus determined that a reclassification (A63 transaction) to the Facilities Worker II (6251) was appropriate, the employee must first be converted to the Facilities Worker I (6250) via transaction 122, and second, moved to the Facilities Worker II via transaction A63. The employee **cannot** be transitioned from the Skilled Laborer directly to the Facilities Worker II.

For your reference, CIRS report code G93, cycle 0012 is available and can assist each campus in reviewing the transactions that have or should have been processed.

As a reminder, the complete payroll processing instructions are provided below:

1. The conversion is effective July 1, 2000.
2. **Transaction 122 must be used to denote the class code change from the old class to the new class.** (This transaction now will be available for all CBIDs. The PIMS manual will be updated to reflect this change.)
3. **An employee must convert to the new class in accordance with the Implementation Road Map provided in technical letter HR/SA 2000-16, Attachment A.** Movement to another R06 class effective July 1, 2000 is not in accordance to the MOU and is not permitted.
4. 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.
5. For either transaction noted in #2 (122) and #4 (CROC) above, enter "TL HR/SA 2000-16" in Employment History Remarks (Item 215).
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.

➤ **Important – Conversion Deadline:**

**All conversion transactions and/or corrections must be processed no later than January 31, 2001.** All employees must be in the new classifications outlined above by February 1, 2001.

➤ **Probationary Periods:**

I. **Facilities Worker I and Facilities Worker II:**

Skilled Laborers and Building Maintenance Workers were to be converted to the Facilities Worker I classification, effective July 1, 2000. If an employee had permanent status in either classification, they would not serve a new probationary period in the Facilities Worker I. For example, if an employee were 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.

If after the classification review process, a campus determines that a Facilities Worker I was performing the work of a Facilities Worker II **and** the employee had permanent status as a Skilled Laborer or Building Maintenance Worker, **the employee does not serve a new probationary period in the Facilities Worker II classification. Please note that this applies to the classification conversion process only.** After this conversion and as a part of standard reclassification procedures, an employee may be required to serve a new probationary period once reclassified to a new classification, including the Facilities Worker II classification.

II. **Facilities Project Supervisor and Facilities Control Specialist:**

After the conversion, a campus may decide to reclassify an employee to the Facilities Project Supervisor or Facilities Control Specialist classification. If the reclassification was based on duties performed at the time of conversion (July 1, 2000), and the employee had permanent status in the previous classification, the employee does not serve a new probationary period. However, if a campus creates a new position and the vacancy is posted, the employee may be required to serve a new probationary period.

Thank you in advance for directing your questions as follows:

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|------------------------------|--|
| 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