

THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
401 Golden Shore, 4th Floor
Long Beach, California 90802-4210
(562) 951-4411

Date: August 1, 2001

Code: TECHNICAL LETTER
HR/SA 2001-08

To: Associate Vice Presidents/Deans of Faculty
Human Resources Directors
Payroll Managers

From: Cathy Robinson
Senior Director
Human Resources Administration

Cordelia Ontiveros
Senior Director
Academic Human Resources

Subject: 2001/02 Salary Range Adjustments for Excluded Classifications

The 2001/02 salary program for Excluded (E99) classifications has been approved and a summary follows:

❖ **Salary Structure Changes effective July 1, 2001:**

- Excluded salary ranges have been adjusted.
- Minimum salary rates are now \$6.25 per hour or higher.
- Most maximum pay rates have been increased.
- Two new classifications have been created: Police Officer Cadet – Non-Represented and Police Officer – Intermittent/Non-Represented.

❖ **Salary Increase Program for 2001/02:**

- Campuses have the option of adjusting employee pay rates within the new salary ranges.

Detailed Program Information:

We are pleased to provide a new format for processing instructions this year, created as a tool to help campuses process salary actions. These instructions include information on pay scales, employment history (PIMS) and payroll impact, as appropriate, and CMS PeopleSoft baseline impact for Administer Workforce.

Distribution:

CSU Presidents	(Without Attachments)
Vice Chancellor, Human Resources	“
Vice Presidents, Administration	“
Vice Presidents, Academic Affairs	“
Vice Presidents, Student Services	“
Director, SOSS	“

The Excluded program rules and information are provided below:

❖ **Salary Structure Changes effective July 1, 2001:**

- New excluded salary ranges are provided in Attachment A.
- Minimum salary rates have been increased to \$6.25 per hour or higher for hourly classes or \$1084 for monthly classes. These range adjustments will have no effect on an individual pay rate unless an employee is currently paid below the new salary range minimum. An employee may not have a pay rate lower than the range minimum in effect July 1, 2001. Campuses are responsible for adjusting the assigned salary rate, as appropriate.
- Most maximum salary rates have been increased.
- Two new classifications have been created as a result of the collective bargaining agreement reached with the CSU and the State University Police Association (SUPA) for unit 8 employees: Police Officer Cadet – Non-Represented (class code 8346) and Police Officer – Intermittent/Non-Represented (class code 8347). A HR Letter will be issued in the near future to address employment provisions of these new classifications.

The following processing instructions are provided in Attachment B:

- Salary Structure Changes: I - Adding two new classifications
- Salary Structure Changes: II - If the employee is no longer at the range maximum and is not receiving a salary increase.

❖ **Salary Increase Program for 2001/02:**

- Campuses may adjust employee pay rates within the new salary ranges.
- Funding for 2001/02 increases has been included in the final campus budget allocation.

The following processing instruction is provided in Attachment B:

- Salary Increase Programs: I - Salary Increase Program for 2001/02 and/or moving employees to the new salary range minimum.

If you have any questions regarding excluded academic classifications, please contact Cordelia Ontiveros at (562) 951-4503. Questions regarding staff compensation may be directed to Gina Caywood at (562) 951-4416 or Pamela Chapin at (562) 951-4414. Thank you.

This technical letter is available on the Human Resources Administration's web site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

CR/CO/gc

Attachments (2)

**TECHNICAL LETTER
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ATTACHMENT A**

**2001/02 SALARY RATES
Excluded (E99) Classifications
Effective July 1, 2001**

<u>Class Code</u>	<u>Classification Title</u>	<u>Salary Rate</u>
1874	Bridge Student Assistant	\$6.25 - \$14.52 per hour
1875	Bridge Student Trainee, On-Campus Work Study	\$6.25 - \$14.52 per hour
1876	Bridge Student Trainee, Off-Campus Work Study	\$6.25 - \$14.52 per hour
1800	Casual Worker	\$6.25 - \$92.00 per hour
2355	Graduate Assistant	Range A & B: \$800 - \$1,112 per month Range C & D: \$890 - \$1,233 per month
0101	Helper Aid	\$1,084 - \$2,362 per month
2363	Instructional Faculty, Extension Non-Credit	\$100 to \$12,000 per session \$6.25 to \$200.00 per hour
2944	Legislative/Executive Fellow	\$1,622 - \$2,548 per month
7171	Notetaker	\$6.25 - \$14.52 per hour
8346	Police Officer Cadet – Non-Represented	\$2885 per month
8347	Police Officer- Intermittent/Non-Represented	\$18.90 - \$31.50 per hour
7172	Reader	\$6.25 - \$14.52 per hour
1869	Resident Assistant	Range A: \$0 - \$7,696 per AY Range B: \$0 - \$7,966 per AY Range C: \$0 - \$8,237 per AY
4660	Special Consultant	\$50 - \$1,022 daily rate
1870	Student Assistant	\$6.25 - \$14.52 per hour

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ATTACHMENT A**

5799	Student Legal Assistant	Range A: \$1,953 - \$2,701 per month Range B: \$2,302 - \$3,196 per month Range C: \$3,024 - \$4,215 per month
1872	Student Trainee, Off- Campus	\$6.25 - \$14.52 per hour
1871	Student Trainee, On-Campus	\$6.25- \$14.52 per hour
2354	Teaching Associate - AY	Range Code 1: \$1,674 - \$3,857 per month Range Code 2: \$1,981 - \$4,861 per month
2353	Teaching Associate - 12 Month	Range Code 1: \$1,897 - \$4,428 per month Range Code 2: \$2,265 - \$5,594 per month
0100	Youth Summer Aid	\$6.25 - \$10.16 per hour

**TECHNICAL LETTER
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ATTACHMENT B**

<p>PROCESSING INSTRUCTIONS Salary Structure Changes (Pay Scales)</p> <p>I. ADDING TWO NEW CLASSIFICATIONS:</p>

FUNDING INFORMATION:	
Funding Source:	N/A
Pool Supplemented by Campus:	N/A

PAY SCALES IMPACT:	
Change Summary:	Adding two new classifications.
Class Code(s):	8346 – Police Officer Cadet – Non-Represented 8347 – Police Officer-Intermittent/ Non-Represented
CBID:	E99
Pay Scales Effective Date:	07/01/01
Date in Production:	08/02/01
Pay Letter:	2001-02 (To be released at a future date)

EMPLOYMENT HISTORY (EH) IMPACT:	
Processing Responsibility:	N/A
Processing Date(s):	N/A
Effective Date:	N/A
PIMS Transaction:	N/A
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	N/A
Pay Amount:	N/A
Pay Form:	N/A
Lump Sum Earnings ID:	N/A
Employees on Leave:	N/A
Additional Information:	N/A
SCO Personnel Letter:	N/A

COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS:	
Pay Scales Impact:	Salary Schedule Load provided by HR-ISA to SOSS on 08/02/01.
GSI/SSI Load Impact:	None
Action/Reason:	N/A
Baseline Instructions:	N/A

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<p>PROCESSING INSTRUCTIONS Salary Structure Changes (Pay Scales)</p> <p>II. IF THE EMPLOYEE IS NO LONGER AT THE RANGE MAXIMUM AND IS NOT RECEIVING A SALARY INCREASE:</p>
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FUNDING INFORMATION:	
Funding Source:	N/A
Pool Supplemented by Campus:	N/A

PAY SCALES IMPACT:	
Change Summary:	N/A
Class Code(s):	N/A
CBID:	N/A
Pay Scales Effective Date:	N/A
Date in Production:	N/A
Pay Letter:	N/A

EMPLOYMENT HISTORY (EH) IMPACT:	
Processing Responsibility:	Campus
Processing Date(s):	Starting 08/02/01
Effective Date:	07/01/01
PIMS Transaction:	CRO
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	TL HR/SA 2001-08
Pay Amount:	N/A
Pay Form:	N/A
Lump Sum Earnings ID:	N/A
Employees on Leave:	N/A
Additional Information:	Anniversary Date (Item 330) must be changed to "NONE".
SCO Personnel Letter:	N/A

COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS:	
Pay Scales Impact:	None.
GSI/SSI Load Impact:	None.
Action/Reason:	Data Change/Classification Conversion (Data Chg/CCV)
Baseline Instructions:	http://www.calstate.edu/hrpims/awppm/awppm.htm

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<p>PROCESSING INSTRUCTIONS Salary Increase Programs</p> <p>I. SALARY INCREASE PROGRAM FOR 2001/02 AND/OR MOVING EMPLOYEES TO THE NEW SALARY RANGE MINIMUM:</p>

FUNDING INFORMATION:	
Funding Source:	Systemwide/Campus
Pool Supplemented by Campus:	Yes

PAY SCALES IMPACT:	
Change Summary:	N/A
Class Code(s):	N/A
CBID:	N/A
Pay Scales Effective Date:	N/A
Date in Production:	N/A
Pay Letter:	N/A

EMPLOYMENT HISTORY (EH) IMPACT:	
Processing Responsibility:	Campus
Processing Date(s):	Starting 08/02/01
Effective Date:	At the discretion of the President, generally at the beginning of a pay period.
PIMS Transaction:	SCR
Detailed Transaction Code (Item 719)	50
EH Remarks (Item 215)	N/A
Pay Amount:	At the discretion of the President.
Pay Form:	Base salary increase.
Lump Sum Earnings ID:	N/A
Employees on Leave:	N/A
Additional Information:	<ul style="list-style-type: none"> • If an employee is currently below the minimum of the new salary range and/or is receiving salary increase, these increases can be combined and posted via a SCR transaction, Detailed Transaction Code 50. • If the employee is no longer at the maximum of the range, Anniversary Date (Item 330) must be changed to "NONE". • Pay rate changes for Graduate Assistants and Academic Year Teaching Associates normally coincide with the beginning of the first pay period of the campus' academic year. Campuses may determine the timing of rate adjustments for other excluded employees.
SCO Personnel Letter:	N/A

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<p>PROCESSING INSTRUCTIONS Salary Increase Programs</p>
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COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS:	
Pay Scales Impact:	None.
GSI/SSI Load Impact:	None.
Action/Reason:	Pay Rate Change/Merit/Performance Increase (Pay Rt Chg/MER)
Baseline Instructions:	http://www.calstate.edu/hrpims/awppm/awppm.htm