


THE CALIFORNIA STATE UNIVERSITY  
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**Date:** July 15, 2002 **Code:** TECHNICAL LETTER  
HR/Salary 2002-08

**To:** Human Resources Directors  
Payroll Managers

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

**Subject:** 2002/03 Merit Salary Increase Program and Salary Range Adjustments for Management Personnel Plan and Confidential Employees

The Management Personnel Plan (MPP) and Confidential employees' merit salary increase program and salary range adjustments have been approved for fiscal year 2002/03. Merit salary increase program information for MPP and Confidential employees was provided to presidents in a separate correspondence dated July 1, 2002. A summary of this year's program follows:

❖ **Salary Programs:**

- Merit Salary Increase Program: A 1.68% compensation pool has been approved.
- MPP Equity Increase Program is now available for MPP employees.

❖ **Salary Structure Changes:**

- Salary ranges for MPP and Confidential classifications have been adjusted and are provided in Attachments A and B.

**Detailed Program Information for Salary Provisions:**

To help campuses process actions, processing instructions are provided in Attachment C and include information on pay scales, employment history (PIMS) and payroll impact, as appropriate, and CMS PeopleSoft baseline impact for Administer Workforce. For campus convenience, program information and processing instructions for new and on-going salary provisions are provided on Human Resources web site at: <http://www.calstate.edu/HRAdm/SalaryProgram/index.shtml>. Information for new salary provisions is provided below:

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**Distribution:**

CSU Presidents  
Vice Chancellor, Human Resources  
Vice Presidents, Administration  
Vice Presidents, Academic Affairs  
Vice Presidents, Student Affairs

Associate Vice Presidents/Deans of Faculty Affairs  
Employee Relations Designees  
Director, SOSS  
Budget Officers

❖ **Merit Salary Increase Program:**

- The chancellor has approved a 1.68% compensation pool. Please refer to the July 1, 2002 memo to the presidents for merit pool information.
- Merit increases for MPP and Confidential employees are to be awarded from a single pool, which cannot be augmented with campus funds.
- Merit increases provided to individual MPP and Confidential employees are effective July 1, 2002. Campuses can begin keying increases on July 22, 2002.
- Merit increases are based on meritorious performance as documented by the annual performance evaluation.
- Requests to pay employees above the Administrator I, II, and III range maximums must be approved by the campus president. Requests to pay above the Administrator IV level must be approved by the vice chancellor of human resources.
- MPP and Confidential salary actions for employees in non-State funded and reimbursed positions should be consistent with the above criteria. Financing issues for non-State funded positions should be addressed to individuals responsible for non-State funded operations on each campus. Processing instructions apply to both general and non-State funded MPP and Confidential employees; however, individuals responsible for non-State funded operations on each campus may set increase effective dates for non-State funded employees.

The following processing instruction is provided in Attachment C:

⇒ Salary Increase Programs: I – Merit Salary Increase

❖ **Salary Structure Changes effective July 1, 2002:**

- Salary range maximums for MPP classifications were increased by 2%. Salary range minimums were increased by 5% for Administrator I, II and III classifications and by 18% for the Administrator IV.
- Salary range maximums for Confidentials were increased by 2%. Salary range minimums were not adjusted.
- New salary ranges are provided in Attachments A and B.
- Salary range adjustments have no effect on the employee's individual pay rate with the exception that an employee may not have a pay rate lower than the minimum of the range.

The following processing instructions are provided in Attachment C:

⇒ Salary Structure Changes: I - Employee is Not Receiving a Merit Increase and is Moving to New Minimum

⇒ Salary Structure Changes: II - Employee is Not Receiving a Merit Increase and is No Longer at Range Maximum

❖ **MPP Equity Increase Program:**

- HR Letter 2002-19 announced the new MPP Equity Increase Program which provides presidents with authority to grant salary increases to address equity, including market, issues if needed.
- Equity increases are authorized by the president only and the authorization may not be delegated. Equity salary increases are to be approved only in rare circumstances based upon appropriate documentation.

The following processing instruction is provided in Attachment C:

⇒ Salary Increase Programs: II –MPP Equity Increase

Please note the employees on Military Leave receiving Military Difference in Pay CSU salary supplement should have the difference between the CSU salary and the military pay recalculated based on the employee's new salary rate, pursuant to CSU policy.

For campus reference, a summary of the current MPP compensation program is provided in Attachment D.

If you have any questions regarding this information, please contact Gina Caywood at (562) 951-4416 or Pamela Chapin at (562) 951-4414. This technical letter is available on Human Resources Administration's web page at:  
<http://www.calstate.edu/HRAdm/memos.shtml>.

CR/gc

**TECHNICAL LETTER  
HR/Salary 2002-08  
ATTACHMENT A**

**MPP Salary Ranges**

**Effective: July 1, 2002**

<b><u>Class Code</u></b>	<b><u>Classification Title</u></b>	<b><u>Monthly Salary Range</u></b>
3318	Administrator I - 12 month	\$2,220 - \$5,564
3319	Administrator I - AY	\$1,895 - \$4,808
3312	Administrator II - 12 month	\$3,306 - \$8,055
3313	Administrator II - AY	\$2,869 - \$6,976
3306	Administrator III - 12 month	\$4,500 - \$10,879
3307	Administrator III - AY	\$3,888 - \$9,434
3300	Administrator IV – 12 month	\$6,810 - \$14,910
3301	Administrator IV - AY	\$5,891 - \$12,878
3320/3321	CMA Administrator I - Cruise AY	\$2,220 - \$5,564
3314/3315	CMA Administrator II - Cruise AY	\$3,306 - \$8,055
3308/3309	CMA Administrator III - Cruise AY	\$4,500 - \$10,879
3302/3303	CMA Administrator IV - Cruise AY	\$6,810 - \$14,910

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ATTACHMENT B**

**Confidential Salary Ranges**

**Effective: July 1, 2002**

<b><u>Class Code</u></b>	<b><u>Classification Title</u></b>	<b><u>Skill Level</u></b>	<b><u>Monthly Salary Range</u></b>
1176	Conf. Administrative Support - 12 Month	I	\$3,213 - \$5,149
		II	\$3,869 - \$7,078
		III	\$4,663 - \$8,426
1170	Conf. Office Support - 12 Month	I	\$1,774 - \$3,035
		II	\$2,133 - \$4,136
		III	\$2,840 - \$4,858
1173	Conf. Technical Support - 12 Month	I	\$1,916 - \$4,738
		II	\$2,190 - \$7,680
		III	\$3,066 - \$8,604
1295	Legal Secretary		\$2,611 - \$4,384
1293	Management Intern		\$1,819 - \$4,151
1297	Paralegal - Professional		\$2,899 - \$5,404
1296	Paralegal - Technical		\$2,608 - \$4,864
1148	Presidential Aide		\$3,251 - \$6,262

<b>PROCESSING INSTRUCTIONS</b>
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**SALARY INCREASE PROGRAMS**

**I. Merit Salary Increase**

<b>PAY SCALES IMPACT:</b>	
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

<b>EMPLOYMENT HISTORY (EH) IMPACT:</b>	
Processing Responsibility:	Campus
Processing Date(s):	Beginning 07/22/02
Effective Date:	07/01/02
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:	<ul style="list-style-type: none"> <li>• Increases are effective 07/01/02 for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957= 40) on 07/01/02.</li> <li>• Increases for other employees on leave (non-pay status) are to be keyed by the campus via SCR Transaction effective the date the employee returns to pay status.</li> </ul>
Additional Information:	<ul style="list-style-type: none"> <li>• If the employee is receiving a merit increase <u>and</u> is below the new minimum, both actions may be combined and posted via SCR Transaction.</li> <li>• For employees no longer at range maximum, Anniversary Date (Item 330) must be changed from "MAX" to "NONE."</li> </ul>
SCO Personnel Letter:	N/A

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

<b>PROCESSING INSTRUCTIONS</b>
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**SALARY STRUCTURE CHANGES**

**I. Employee is Not Receiving a Merit Increase and is Moving to New Minimum**

<b>PAY SCALES IMPACT:</b>	
Change Summary:	MPP Administrator I, II and III: <ul style="list-style-type: none"> <li>• Increase minimums by 5% and maximums by 2%</li> </ul> MPP Administrator IV: <ul style="list-style-type: none"> <li>• Increase minimum by 18% and maximum by 2%</li> </ul> Confidential: <ul style="list-style-type: none"> <li>• Increase maximums by 2%</li> </ul>
Class Code(s):	All MPP and Confidential classifications
CBID:	M80 and C99
Pay Scales Effective Date:	07/01/02
Date in Production:	07/20/02
Pay Letter:	2002-04

<b>EMPLOYMENT HISTORY (EH) IMPACT:</b>	
Processing Responsibility:	Campus
Processing Date(s):	Beginning 07/22/02
Effective Date:	07/01/02
PIMS Transaction:	CRO
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	HR/SA 2002-08
Pay Amount:	Assigned Salary Rate (Item 820) = New Minimum
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave:	N/A
Additional Information:	N/A
SCO Personnel Letter:	N/A

<b>COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS:</b>	
Pay Scales Impact:	Salary Schedule Load provided by HR-ISA to SOSS on 07/15/02
GSI/SSI Load Impact:	Yes. Refer to Business Process Guide for instructions.
Action/Reason:	Pay Rate Change/Classification Conversion (Pay Rt Chg/CCV)
Baseline Instructions:	<a href="http://www.calstate.edu/hrpims/awppm/awppm.htm">http://www.calstate.edu/hrpims/awppm/awppm.htm</a>

**TECHNICAL LETTER  
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ATTACHMENT C**

<b>PROCESSING INSTRUCTIONS</b>
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**SALARY STRUCTURE CHANGES**

**II. Employee is Not Receiving a Merit Increase and is No Longer at Range Maximum**

<b>PAY SCALES IMPACT:</b>	
Change Summary:	MPP Administrator I, II and III: <ul style="list-style-type: none"> <li>• Increase minimums by 5% and maximums by 2%</li> </ul> MPP Administrator IV: <ul style="list-style-type: none"> <li>• Increase minimum by 18% and maximum by 2%</li> </ul> Confidential: <ul style="list-style-type: none"> <li>• Increase maximums by 2%</li> </ul>
Class Code(s):	All MPP and Confidential classifications
CBID:	M80 and C99
Pay Scales Effective Date:	07/01/02
Date in Production:	07/20/02
Pay Letter:	2002-04

<b>EMPLOYMENT HISTORY (EH) IMPACT:</b>	
Processing Responsibility:	Campus
Processing Date(s):	Beginning 07/22/02
Effective Date:	07/01/02
PIMS Transaction:	CRO
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	HR/SA 2002-08
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 from "MAX" to "NONE."
SCO Personnel Letter:	N/A

<b>COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS:</b>	
Pay Scales Impact:	Salary Schedule Load provided by HR-ISA to SOSS on 07/15/02
GSI/SSI Load Impact:	Yes. Refer to Business Process Guide for instructions.
Action/Reason:	Data Change/Classification Conversion (Data Chg/CCV)
Baseline Instructions:	<a href="http://www.calstate.edu/hrpims/awppm/awppm.htm">http://www.calstate.edu/hrpims/awppm/awppm.htm</a>

**TECHNICAL LETTER**  
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**ATTACHMENT C**

<b>PROCESSING INSTRUCTIONS</b>
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**SALARY INCREASE PROGRAMS**  
**II – MPP Equity Increase**

<b>PAY SCALES IMPACT:</b>	
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

<b>EMPLOYMENT HISTORY (EH) IMPACT:</b>	
Processing Responsibility:	Campus
Processing Date(s):	At the discretion of the President.
Effective Date:	At the discretion of the President, at the beginning of a pay period.
PIMS Transaction:	SCR
Detailed Transaction Code (Item 719)	53
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:	Refer to HR Letter 2002-19
SCO Personnel Letter:	N/A

<b>COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS:</b>	
Pay Scales Impact:	None
GSI/SSI Load Impact:	None
CMS Action/Reason:	Pay Rate Change/ Equity Adjustment (Pay Rt Chg/EQU)
CMS Baseline Instructions:	<a href="http://www.calstate.edu/hrpims/awppm/awppm.htm">http://www.calstate.edu/hrpims/awppm/awppm.htm</a>

**MANAGEMENT PERSONNEL PLAN (MPP)  
Compensation Program Summary**

*July 2002*

**Presidential Authority**

- Appoints or assigns MPP employees to any administrative grade level: Administrator I, II, III or IV (refer to Title 5, §42720(a)).
- Sets salaries at any rate within the range (refer to Title 5, §42721).
- Can review and change the administrative grade level of MPP employees (refer to Title 5, §42720(c)).
- Can promote MPP employees to a position with greater compensation either within the grade level or to a different grade level (refer to Title 5, §42724).
- Can reassign MPP employees to different duties in the same position or can reassign to a different position (refer to Title 5, §42725).
- Can approve payment above the Administrator I, II and III range maximum (refer to annual merit salary program memoranda).
- Can request approval from vice chancellor of human resources for payment above the Administrator IV range maximum (refer to annual merit salary program memoranda).
- Can implement a MPP bonus program. Bonus cannot exceed 15% of employee's base pay. Bonus program expenditures cannot exceed 1% of the annual MPP salary increase pool (refer to HR Letter 2000-04).
- Can approve salary increases to address MPP equity, including market, issues (refer to HR Letter 2002-19).
- Can request approval from vice chancellor of human resources for supplemental compensation (e.g., housing allowance, auto allowance, etc.) for MPP employees where there is a demonstrated CSU benefit (refer to HR Letter 2002-20).

**Chancellor's Office Executive Authority**

- Establishes policies and parameters for annual salary increase program (refer to Title 5, §42721(c)).
- Sets MPP salary ranges (refer to Title 5, §42720).
- Creates new pay policies/programs and makes changes to existing policies/programs.
- At president's request, authorizes payment above the Administrator IV range maximum (refer to annual merit salary program memoranda).
- At president's request, authorizes payment of supplemental compensation for campus MPP employees (refer to HR Letter 2002-20).