

- Employees will receive another \$300 payment upon completion of retraining and receipt of the license renewal.
- The Director of Facilities or his/her designee determines which employees are required to obtain and /or renew licenses.

The following processing instruction is provided in Attachment A:

⇒ Bonus/Additional Pay Programs I – Pesticide Applicator License Bonus

Please Note: The backflow testing and water treatment operator certification bonus of \$200 remains unchanged and is addressed in provision 24.39.

Questions regarding this technical letter may be directed to Human Resources Administration at (562) 951-4411. This document is available on Human Resources' Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

CR/ac

PROCESSING INSTRUCTIONS

SALARY INCREASE PROGRAMS

I – Probationary Increase

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)/PAYROLL IMPACT:	
Processing Responsibility:	Campus
Processing Date(s):	At the discretion of the President.
Effective Date:	<ul style="list-style-type: none"> • Effective the first pay period after passing probation. • Effective 08/01/04 for current permanent employees paid below the Journey Level Rate.
PIMS Transaction:	SCR
Detailed Transaction Code (Item 719)	51
EH Remarks (Item 215)	HR/SA 2004-11
Pay Amount:	Increase base pay to Journey Level Rate.
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave:	<ul style="list-style-type: none"> • Increases are effective 08/01/04 for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957= 40) on 08/01/04. • Increases for other employees on leave (non-pay status) are to be keyed by the campus via a SCR Transaction, effective the date the employee returns to pay status.
Additional Information:	<ul style="list-style-type: none"> • PIMS Item 430 (Probationary Code) must change from “A” to “I” for employees who have passed probation. • Refer to Article 24 of the collective bargaining agreement.
SCO Personnel Letter:	http://www.sco.ca.gov/ppsd/scoltrs/

COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS:	
Pay Scales Impact:	N/A
GSI/SSI Load Impact:	N/A
CMS Action/Reason:	
CMS Baseline Instructions:	http://www.calstate.edu/hrpims/awppm/awppm.htm

**TECHNICAL LETTER
HR/Salary 2004-11
ATTACHMENT A**

PROCESSING INSTRUCTIONS

BONUS/ADDITIONAL PAY PROGRAMS

I – Pesticide Applicator License Bonus

PIP PROCESSING INFORMATION:	
Processing Responsibility:	Campus
Processing Date(s):	At the discretion of the Director of Facilities.
Earnings ID:	“SD”
Amount:	\$300
Subject to PERS Withholdings:	Yes
Taxable/Reportable:	Yes
Subject to Medicare/Social Security	Yes
Subject to FLSA Regulations:	No
Included in the Calculation for NDI/IDL Payments:	No
Additional Information:	Refer to Article 24 of the collective bargaining agreement.