


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

Date: September 14, 2004 **Code: TECHNICAL LETTER**
HR/Salary 2004-16

To: Human Resources Directors
Payroll Managers

From: Cathy Robinson 
Assistant Vice Chancellor
Human Resources

Subject: **2003/04 and 2004/05 Salary Program for CSEA (Units 2, 5, 7 and 9) Employees**

The California State University (CSU) reached a reopener agreement with the California State Employees' Association (CSEA) for fiscal years 2003/04 through 2004/05. This technical letter provides salary program updates for fiscal years 2003/04 and 2004/05.

Salary Structure Changes:

- Increase to salary range maximums for various classifications
- Service Salary Increase (SSI) structure reinstated

Salary Program Changes:

- One-time \$500 Rural Health Care Stipend
- Other language changes to the In-Range Progression and Merit Salary Increase programs

Detailed Information Regarding Salary Structure Changes:

❖ **Increase to Salary Range Maximums:**

- Effective October 1, 2004, any CSEA salary range with a range spread of less than 50% will be increased to a 50% range spread by increasing the salary range maximum. Salary range minimums will not be adjusted.
- Campuses are required to update the Anniversary Date for employees whose base pay is no longer at the salary range maximum, as outlined in the processing instructions.

The following processing instruction is provided in Attachment A:

⇒ Salary Structure Changes I - Salary Range Maximums

Distribution:

CSU Presidents	Budget Officers
Vice Chancellor, Human Resources	Employee Relations Designees
Vice Presidents, Administration	Director, SOSS
Associate Vice Presidents/Deans of Faculty	

❖ Service Salary Increase (SSI) Structure Reinstated:

The SSI program has been reinstated. Although this program is not funded in 2003/04 and 2004/05, SSI Maximums will be established and the employees' Anniversary Dates must be updated by campuses.

SSI Maximum:

- New SSI Maximums will be established as follows:
 - For classifications whose range spread is more than 50%, the SSI Maximum will be set at the midpoint of the salary ranges (and sub-ranges for classifications with skill levels).
 - For classifications whose range spread is 50%, the SSI Maximum will be set at 60% of the spread between the minimum salary rate (or sub-range) and the maximum salary rate (or sub-range).

Anniversary Dates:

- **Deadline:** Employee Anniversary Dates must be updated no later than December 31, 2004, for active employees. Employees on leave should have their anniversary date entered upon their return.
- In order to identify future eligible employees, campuses must establish a new Anniversary Date for any employee whose base pay is below the SSI Maximum of the salary range as follows:
 - If the employee previously had an Anniversary Date from the former SSI program (as of June 2000), the month of this date is combined with the appropriate **2005/06** year (e.g., new dates could be 10/05 or 04/06).¹ The initial Anniversary Date is not adjusted for nonqualifying pay periods (e.g., due to unpaid leaves).
 - If the employee did not have an Anniversary Date in June 2000, the initial Anniversary Date will be the month of the employee's initial appointment into any CSU classification at the campus combined with the appropriate 2005/06 year. The initial Anniversary Date is not adjusted for nonqualifying pay periods (e.g., due to unpaid leaves).
 - For campus reference, **CIRS Compendium Report X88, Cycle 0410**, provides a listing of all active and on-leave CSEA employees and their potential Anniversary Dates. Campuses are responsible for verifying these dates when updating the anniversary date. This report will be available the week of October 4, 2004.
- Depending on the current values in the employees' Anniversary Date, the Anniversary Date should be updated as follows:

¹ Although no SSI has been negotiated for fiscal year 2005/06, Anniversary Dates must be established for this year.

Current Anniversary Date (PIMS Item 330)	New Anniversary Date Format
MAX	<ul style="list-style-type: none"> ➔ 9999 if base pay is at or above SSI Maximum and below the new Range Maximum ➔ MM/YY if base pay is below SSI Maximum ➔ No change if base pay remains at the Range Maximum
9999	<ul style="list-style-type: none"> ➔ No change if base pay is at or above SSI Maximum and below the Range Maximum ➔ MM/YY if base pay is below SSI Maximum
NONE	<ul style="list-style-type: none"> ➔ 9999 if base pay is at or above SSI Maximum and below the Range Maximum ➔ MM/YY if base pay is below SSI Maximum ➔ MAX if the base pay is at the Range Maximum
Date in current field	<ul style="list-style-type: none"> ➔ 9999 if base pay is at or above SSI Maximum and below the Range Maximum ➔ If base pay is below SSI Maximum, verify and update existing date ➔ MAX if the base pay is at the Range Maximum

- Campuses also may choose to update Anniversary Dates for temporary employees using the criteria above if the Anniversary Date falls prior to the appointment expiration date.
- Anniversary dates for newly hired employees or employees who have had any type of classification change should be updated on an on-going basis, as needed.

The following processing instruction is provided in Attachment A:

⇒ Salary Structure Changes II - SSI Structure Reinstatement

Detailed Information Regarding Salary Program Changes:

❖ 2003/04 \$500 Rural Health Care Stipend:

- To be eligible for the 2003/04 \$500 Rural Health Care Stipend, the employee must meet the following criteria during the September 2004 pay period:
 - Must be enrolled in a CalPERS sponsored non-HMO health plan.
 - Must reside in a zip code determined by CalPERS to be a rural area in which there are no CalPERS board approved Health Maintenance Organizations. The relevant zip codes are provided in Attachment B “California’s Proposed Eligible Rural Subsidy Zip Codes by County” effective January 1, 2004.
 - Must be in an active or on-leave status.

- Employees enrolled in FlexCash are not eligible.
- Employees with Indeterminate or Intermittent appointments are not eligible for the Rural Health Care Stipend since they are not eligible for health care benefits.
- Human Resources Information Support and Analysis (HR-ISA) will generate payroll transactions for eligible employees based on the criteria outlined above. Payments will be generated by the SCO in the week of October 04, 2004.
- To identify those employees eligible for the stipend, **CIRS Compendium Report X86, Cycle 0410**, will be available the week of October 04, 2004.
- Campuses are responsible for verifying that the employee is entitled to the stipend payment by verifying the following criteria:
 - Health benefit enrollment during the September 2004 pay period
 - Residence in a qualifying zip code during the September 2004 pay period
 - Active or on-leave status during the September 2004 pay period
- If the campus deems the employee ineligible, the campus must return the check to the SCO or reverse the direct deposit, as appropriate. In the event a campus deems an employee eligible and no payment was generated by the SCO, the campus must process the payment manually.

The following processing instruction is provided in Attachment A:

⇒ Bonus/Additional Pay Programs – Rural Health Care Stipend

❖ **Additional Salary Program Changes:**

- **In-Range Progression (IRP):** Effective, July 1, 2005, individual employees cannot make requests for an IRP.
- **Merit Salary Increase (MSI):** The program was modified to include temporary employees and now requires that funding be distributed on a pro-rata basis to each CSEA bargaining unit. This program is not funded in 2003/04 and 2004/05.
- **Market Salary Adjustment (MSA):** This is a new provision for 2004/05. However, the 2004/05 budget threshold identified was not met; therefore, no market salary increases were funded or implemented.

For complete information and processing instructions for all salary programs, refer to Human Resources Administration's Salary Program Web site at: <http://www.calstate.edu/HRAdm/SalaryProgram/index.shtml>.

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

**TECHNICAL LETTER
HR/Salary 2004-16
ATTACHMENT A**

PROCESSING INSTRUCTIONS

SALARY STRUCTURE CHANGES I - Salary Range Maximums

PAY SCALES IMPACT:	
Change Summary:	Salary ranges with a range spread less than 50% will be increased to a 50% spread by increasing the salary range maximum.
Class Code(s):	Various CSEA classifications
CBID:	R02, R05, R07, R09
Pay Scales Effective Date:	10/01/04
Date in Production:	10/01/04
Pay Letter:	2004-06

EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:	
Processing Responsibility:	Campus to key new Anniversary Dates (Item 330) for employees who are no longer at the salary range maximum.
Processing Date(s):	Deadline: 12/31/04
Effective Date:	10/01/04
PIMS Transaction:	CRO
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	HR/Salary 2004-16
Pay Amount:	N/A
Pay Form:	N/A
Lump Sum Earnings ID:	N/A
Employees on Leave:	N/A
Additional Information:	Anniversary Dates (Item 330) should be changed from "MAX" to "9999" or new Anniversary Date, as appropriate.
SCO Personnel Letter:	N/A

COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS:	
Pay Scales Impact:	Salary Schedule Load provided by HR-ISA to SOSS by 10/01/04
GSI/SSI Load Impact:	N/A
CMS Action/Reason:	

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PROCESSING INSTRUCTIONS

SALARY STRUCTURE CHANGES II – SSI Structure Reinstatement

PAY SCALES IMPACT:	
Change Summary:	Establish SSI Maximums
Class Code(s):	All CSEA classifications except Per Diem classes (codes 7940, 7930, 7931)
CBID:	R02, R05, R07, R09
Pay Scales Effective Date:	10/01/04
Date in Production:	10/01/04
Pay Letter:	2004-06

EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:	
Processing Responsibility:	Campuses will reset Anniversary Dates (Item 330) for employees whose base pay is below the SSI Maximum.
Processing Date(s):	By 12/31/04
Effective Date:	10/01/04
PIMS Transaction:	CRO
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	HR/Salary 2004-16
Pay Amount:	N/A
Pay Form:	N/A
Lump Sum Earnings ID:	N/A
Employees on Leave:	N/A
Additional Information:	<p>If the employee had an Anniversary Date as of June 2000, the month of this date is combined with the appropriate 2005/06 year (e.g., 10/05, 04/06). If the employee did not have an Anniversary Date in June 2000, the initial Anniversary Date will be the month of the employee's initial appointment into any CSU classification at the campus combined with the appropriate 2005/06 year.</p> <p>CIRS Compendium Report X88 Cycle 0410, provides a listing of all employees who had an Anniversary Date as of June 2000.</p> <p><u>Current Format ➔ New Format for Anniversary Date:</u></p> <p>MAX ➔ 9999 if base pay is at or above SSI Maximum and below the new Range Maximum ➔ MM/YY if base pay is below SSI Maximum ➔ No change if base pay remains at the Range Maximum</p> <p>9999 ➔ No change if base pay is at or above SSI Maximum and below the Range Maximum ➔ MM/YY if base pay is below SSI Maximum</p> <p>None</p> <ul style="list-style-type: none"> ➔ 9999 if base pay is at or above SSI Maximum and below the Range Maximum ➔ MM/YY if base pay is below SSI Maximum ➔ MAX if base pay is at Range Maximum <p>Date (MM/YY):</p> <ul style="list-style-type: none"> ➔ 9999 if base pay is at or above SSI Maximum and below the Range Maximum ➔ If base pay is below SSI Maximum, verify and update existing date ➔ MAX if base pay is at Range Maximum

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	Refer to Article 20 of the collective bargaining agreement.
SCO Personnel Letter:	N/A

COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS:	
Pay Scales Impact:	Salary Schedule Load provided by HR-ISA to SOSS by 10/01/04
GSI/SSI Load Impact:	N/A
CMS Action/Reason:	

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ATTACHMENT A

PROCESSING INSTRUCTIONS

BONUS/ADDITIONAL PAY PROGRAMS I - Rural Health Care Stipend

PIP PROCESSING INFORMATION:	
Processing Responsibility:	HR-ISA will generate a payment transaction file for SCO to process <ul style="list-style-type: none">• The campus is responsible for keying stipends for employees whom the campus deems eligible and were not paid by the SCO.
Processing Date(s):	<ul style="list-style-type: none">• Payments will be generated the week of 10/04/04.• The CIRS Compendium Report X86, Cycle 0410, will be available the week of 10/04/04.
Earnings ID:	GE
Amount:	\$500
Subject to PERS Withholdings:	No
Taxable/Reportable:	Yes
Subject to Medicare/Social Security	Yes
Subject to FLSA Regulations:	Yes, for the pay period in which the stipend was paid only.
Included in the Calculation for NDI/IDL Payments:	No
Additional Information:	Refer to Article 21 of the collective bargaining agreement.

CALIFORNIA'S PROPOSED ELIGIBLE RURAL SUBSIDY ZIP CODES

BY COUNTY

EFFECTIVE JANUARY 1, 2004

COUNTY	ZIP	COUNTY	ZIP	COUNTY	ZIP	COUNTY	ZIP
ALPINE	95646	DEL NORTE	95548	HUMBOLDT	95551	LASSEN	96114
ALPINE	96120	DEL NORTE	95567	HUMBOLDT	95553	LASSEN	96117
AMADOR	95601	EL DORADO	95720	HUMBOLDT	95554	LASSEN	96119
AMADOR	95629	EL DORADO	95721	HUMBOLDT	95555	LASSEN	96121
AMADOR	95642	EL DORADO	95735	HUMBOLDT	95556	LASSEN	96123
AMADOR	95644	EL DORADO	96142	HUMBOLDT	95558	LASSEN	96127
AMADOR	95654	EL DORADO	96150	HUMBOLDT	95559	LASSEN	96128
AMADOR	95665	EL DORADO	96151	HUMBOLDT	95560	LASSEN	96130
AMADOR	95666	EL DORADO	96152	HUMBOLDT	95562	LASSEN	96132
AMADOR	95685	EL DORADO	96153	HUMBOLDT	95564	LASSEN	96136
AMADOR	95689	EL DORADO	96154	HUMBOLDT	95565	LASSEN	96137
AMADOR	95699	EL DORADO	96155	HUMBOLDT	95569	MODOC	96006
CALAVERAS	95221	EL DORADO	96156	HUMBOLDT	95570	MODOC	96015
CALAVERAS	95222	EL DORADO	96157	HUMBOLDT	95571	MODOC	96054
CALAVERAS	95223	EL DORADO	96158	HUMBOLDT	95573	MODOC	96101
CALAVERAS	95224	HUMBOLDT	95501	HUMBOLDT	95589	MODOC	96104
CALAVERAS	95225	HUMBOLDT	95502	INYO	92328	MODOC	96108
CALAVERAS	95226	HUMBOLDT	95503	INYO	92384	MODOC	96110
CALAVERAS	95228	HUMBOLDT	95511	INYO	92389	MODOC	96112
CALAVERAS	95229	HUMBOLDT	95514	INYO	93513	MODOC	96115
CALAVERAS	95232	HUMBOLDT	95518	INYO	93514	MODOC	96116
CALAVERAS	95233	HUMBOLDT	95519	INYO	93515	MONO	93512
CALAVERAS	95245	HUMBOLDT	95521	INYO	93522	MONO	93517
CALAVERAS	95246	HUMBOLDT	95524	INYO	93526	MONO	93529
CALAVERAS	95247	HUMBOLDT	95525	INYO	93530	MONO	93541
CALAVERAS	95248	HUMBOLDT	95526	INYO	93542	MONO	93546
CALAVERAS	95249	HUMBOLDT	95528	INYO	93545	MONO	96107
CALAVERAS	95250	HUMBOLDT	95534	INYO	93549	MONO	96133
CALAVERAS	95251	HUMBOLDT	95536	KERN	93527	MONTEREY	93426
CALAVERAS	95252	HUMBOLDT	95537	KERN	93528	MONTEREY	93450
CALAVERAS	95254	HUMBOLDT	95540	KERN	93554	MONTEREY	93901
CALAVERAS	95255	HUMBOLDT	95542	KERN	93555	MONTEREY	93902
CALAVERAS	95257	HUMBOLDT	95545	KERN	93556	MONTEREY	93905
DEL NORTE	95531	HUMBOLDT	95546	LASSEN	96009	MONTEREY	93906
DEL NORTE	95532	HUMBOLDT	95547	LASSEN	96056	MONTEREY	93907
DEL NORTE	95538	HUMBOLDT	95549	LASSEN	96068	MONTEREY	93908
DEL NORTE	95543	HUMBOLDT	95550	LASSEN	96109	MONTEREY	93912
				LASSEN	96113	MONTEREY	93915

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BY COUNTY

EFFECTIVE JANUARY 1, 2004

COUNTY	ZIP	COUNTY	ZIP	COUNTY	ZIP	COUNTY	ZIP
MONTEREY	93920	SAN BENITO	95023	SHASTA	96096	TEHAMA	96075
MONTEREY	93921	SAN BENITO	95024	SHASTA	96099	TEHAMA	96078
MONTEREY	93922	SAN BENITO	95043	SISKIYOU	95568	TEHAMA	96080
MONTEREY	93923	SAN BENITO	95045	SISKIYOU	96014	TEHAMA	96090
MONTEREY	93924	SAN BENITO	95075	SISKIYOU	96023	TEHAMA	96092
MONTEREY	93925	SAN BERNARDINO	92242	SISKIYOU	96025	TRINITY	95527
MONTEREY	93926	SAN BERNARDINO	92280	SISKIYOU	96027	TRINITY	95552
MONTEREY	93927	SAN BERNARDINO	92363	SISKIYOU	96031	TRINITY	95563
MONTEREY	93928	SHASTA	96001	SISKIYOU	96032	TRINITY	95595
MONTEREY	93930	SHASTA	96002	SISKIYOU	96034	TRINITY	96010
MONTEREY	93932	SHASTA	96003	SISKIYOU	96037	TRINITY	96024
MONTEREY	93933	SHASTA	96007	SISKIYOU	96038	TRINITY	96041
MONTEREY	93940	SHASTA	96008	SISKIYOU	96039	TRINITY	96046
MONTEREY	93942	SHASTA	96011	SISKIYOU	96044	TRINITY	96048
MONTEREY	93943	SHASTA	96013	SISKIYOU	96050	TRINITY	96052
MONTEREY	93944	SHASTA	96016	SISKIYOU	96057	TRINITY	96091
MONTEREY	93950	SHASTA	96017	SISKIYOU	96058	TRINITY	96093
MONTEREY	93953	SHASTA	96019	SISKIYOU	96064	TUOLUMNE	95305
MONTEREY	93954	SHASTA	96022	SISKIYOU	96067	TUOLUMNE	95309
MONTEREY	93955	SHASTA	96028	SISKIYOU	96085	TUOLUMNE	95310
MONTEREY	93960	SHASTA	96033	SISKIYOU	96086	TUOLUMNE	95314
MONTEREY	93962	SHASTA	96040	SISKIYOU	96094	TUOLUMNE	95321
MONTEREY	95004	SHASTA	96047	SISKIYOU	96097	TUOLUMNE	95327
MONTEREY	95012	SHASTA	96049	SISKIYOU	96134	TUOLUMNE	95335
MONTEREY	95039	SHASTA	96051	SUTTER	95953	TUOLUMNE	95346
NEVADA	95724	SHASTA	96062	SUTTER	95957	TUOLUMNE	95347
NEVADA	95728	SHASTA	96065	SUTTER	95982	TUOLUMNE	95364
NEVADA	96111	SHASTA	96069	SUTTER	95991	TUOLUMNE	95370
NEVADA	96160	SHASTA	96070	SUTTER	95992	TUOLUMNE	95372
NEVADA	96161	SHASTA	96071	SUTTER	95993	TUOLUMNE	95373
NEVADA	96162	SHASTA	96073	TEHAMA	96021	TUOLUMNE	95375
PLACER	96140	SHASTA	96076	TEHAMA	96029	TUOLUMNE	95379
PLACER	96141	SHASTA	96079	TEHAMA	96035	TUOLUMNE	95383
PLACER	96143	SHASTA	96084	TEHAMA	96055	YUBA	95901
PLACER	96145	SHASTA	96087	TEHAMA	96059	YUBA	95918
PLACER	96146	SHASTA	96088	TEHAMA	96061	YUBA	95919
PLACER	96148	SHASTA	96089	TEHAMA	96063	YUBA	95922
		SHASTA	96095	TEHAMA	96074	YUBA	95925

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BY COUNTY

EFFECTIVE JANUARY 1, 2004

COUNTY	ZIP	COUNTY	ZIP
YUBA	95935		
YUBA	95962		
YUBA	95972		
YUBA	95977		
YUBA	95981		