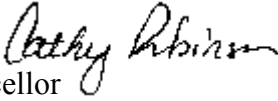


THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
401 Golden Shore, 4th Floor
Long Beach, CA 90802-4210
(562) 951-4411

Date: July 13, 2005 **Code: TECHNICAL LETTER**
HR/Salary 2005-11
To: Human Resources Directors
Payroll Managers
From: Cathy Robinson 
Assistant Vice Chancellor
Human Resources Administration

Subject: **2005/06 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 2005/06. Merit salary increase program information for MPP and Confidential employees was provided to presidents in a separate correspondence dated July 13, 2005. A summary of this year's program follows:

❖ **Salary Program:**

- Merit salary increase program: A 3.5% compensation pool has been approved.
- Salary ranges for MPP and Confidential classifications have been adjusted and are provided in Attachments A and B.

Detailed Program Information for Salary Provisions:

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 this year's merit salary increase program is provided below.

❖ **Merit Salary Increase Program:**

- The chancellor has approved a 3.5% compensation pool. Please refer to the July 13, 2005, memorandum to the presidents for merit pool information.
- Merit increases for MPP and Confidential employees are to be awarded from a single pool.

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
Director, SOSS
Budget Officers

- Merit increases provided to individual MPP and Confidential employees are effective July 1, 2005. Campuses can begin keying increases on July 13, 2005.
- 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 (must be effective at the beginning of a pay period).

The following processing instruction is provided in Attachment C:

⇒ Salary Increase Programs: I – Merit Salary Increase

❖ Salary Structure Changes effective July 1, 2005:

- Salary range maximums for MPP classifications were increased by 10% and the minimums by 3%.
- Salary range maximums for Confidentials were increased by 5%. Salary range minimums were not adjusted for the Confidential Administrative Support (Class Code 1176) and Confidential Office Support (Class Code 1170) classifications. Salary range minimums were increased by 3% for all other Confidential classifications.
- New salary ranges are provided in Attachments A and B.
- Salary range adjustments 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. Campuses are responsible for adjusting the assigned salary rate, as appropriate.

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

Please note that 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, comprehensive MPP information can be found on our Policies Web page at: <http://www.calstate.edu/HRAdm/Policies/mpp.shtml>.

Questions regarding this technical letter may be directed to Gina Caywood or Arlene Coronel at (562) 951-4411. This technical letter is available on Human Resources Administration's Web page at: <http://www.calstate.edu/HRAadm/memos.shtml>.

CR/ac

**TECHNICAL LETTER
HR/Salary 2005-11
ATTACHMENT A**

MPP Salary Ranges

Effective: July 1, 2005

<u>Class Code</u>	<u>Classification Title</u>	<u>Monthly Salary Range</u>
3318	Administrator I - 12 month	\$2,287 - \$6,120
3319	Administrator I - AY	\$1,952 - \$5,289
3312	Administrator II - 12 month	\$3,405 - \$8,861
3313	Administrator II - AY	\$2,955 - \$7,674
3306	Administrator III - 12 month	\$4,635 - \$11,967
3307	Administrator III - AY	\$4,005 - \$10,377
3300	Administrator IV – 12 month	\$7,014 - \$16,401
3301	Administrator IV - AY	\$6,068 - \$14,166
3320/3321	CMA Administrator I - Cruise AY	\$2,287 - \$6,120
3314/3315	CMA Administrator II - Cruise AY	\$3,405 - \$8,861
3308/3309	CMA Administrator III - Cruise AY	\$4,635 - \$11,967
3302/3303	CMA Administrator IV - Cruise AY	\$7,014 - \$16,401

Confidential Salary Ranges

Effective: July 1, 2005

<u>Class Code</u>	<u>Classification Title</u>	<u>Skill Level</u>	<u>Monthly Salary Range</u>
1176	Conf. Administrative Support - 12 Month	I	\$3,213 - \$5,406
		II	\$3,869 - \$7,432
		III	\$4,663 - \$8,847
1170	Conf. Office Support - 12 Month	I	\$1,774 - \$3,187
		II	\$2,133 - \$4,343
		III	\$2,840 - \$5,101
1173	Conf. Technical Support - 12 Month	I	\$1,973 - \$4,975
		II	\$2,256 - \$8,064
		III	\$3,158 - \$9,034
1295	Legal Secretary		\$2,689 - \$4,603
1293	Management Intern		\$1,874 - \$4,359
1297	Paralegal		\$2,986 - \$5,674
1296	Legal Assistant		\$2,686 - \$5,107
1148	Presidential Aide		\$3,349 - \$6,575

PROCESSING INSTRUCTIONS

SALARY INCREASE PROGRAMS

I. Merit Salary 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) IMPACT:	
Processing Responsibility:	Campus
Processing Date(s):	Beginning 07/13/05
Effective Date:	07/01/05 (State funded)
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"> • Increases are effective 07/01/05 for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957= 40) on 07/01/05. • 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.
Additional Information:	<ul style="list-style-type: none"> • 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. • For employees no longer at range maximum, Anniversary Date (Item 330) must be changed from "MAX" to "NONE."
SCO Personnel Letter:	N/A

COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS:	
Pay Scales Impact:	None
GSI/SSI Load Impact:	None
CMS Action/Reason:	Must map to PIMS transaction SCR, Item 719=50

PROCESSING INSTRUCTIONS

SALARY STRUCTURE CHANGES

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

PAY SCALES IMPACT:	
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Change Summary:	<p>MPP Administrator I, II, III and IV:</p> <ul style="list-style-type: none"> • Increase minimums by 3% and maximums by 10% <p>All Confidential (C99) classes:</p> <ul style="list-style-type: none"> • Increase maximums by 5% <p>All Confidential classifications except Confidential Administrative Support (Class 1176-8) and Confidential Office Support (Class 1170-2):</p> <ul style="list-style-type: none"> • Increase minimums by 3%
Class Code(s):	All MPP and Confidential classifications
CBID:	M80 and C99
Pay Scales Effective Date:	07/01/05
Date in Production:	07/13/05
Pay Letter:	2005-02

EMPLOYMENT HISTORY (EH) IMPACT:	
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Processing Responsibility:	Campus
Processing Date(s):	Beginning 07/13/05
Effective Date:	07/01/05
PIMS Transaction:	CRO
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	HR/SA 2005-11
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

COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS:	
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Pay Scales Impact:	Salary Schedule Load provided by HR-ISA to SOSS on 07/13/05
GSI/SSI Load Impact:	Yes.
Action/Reason:	Must map to PIMS CRO transaction.

PROCESSING INSTRUCTIONS

SALARY STRUCTURE CHANGES

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

PAY SCALES IMPACT:	
Change Summary:	MPP Administrator I, II, III and IV: <ul style="list-style-type: none"> • Increase minimums by 3% and maximums by 10% All Confidential (C99) classes: <ul style="list-style-type: none"> • Increase maximums by 5% All Confidential classifications except Confidential Administrative Support (Class 1176-8) and Confidential Office Support (Class 1170-2): <ul style="list-style-type: none"> • Increase minimums by 3%
Class Code(s):	All MPP and Confidential classifications
CBID:	M80 and C99
Pay Scales Effective Date:	07/01/05
Date in Production:	07/13/05
Pay Letter:	2005-02

EMPLOYMENT HISTORY (EH) IMPACT:	
Processing Responsibility:	Campus
Processing Date(s):	Beginning 07/13/05
Effective Date:	07/01/05
PIMS Transaction:	CRO
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	HR/SA 2005-11
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

COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS:	
Pay Scales Impact:	Salary Schedule Load provided by HR-ISA to SOSS by 07/13/05
GSI/SSI Load Impact:	Yes.
Action/Reason:	Must map to PIMS CRO transaction.