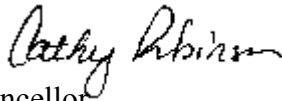



THE CALIFORNIA STATE UNIVERSITY  
Office of the Chancellor  
401 Golden Shore, 4<sup>th</sup> Floor  
Long Beach, CA 90802-4210  
(562) 951-4411

**Date:** July 13, 2005 **Code:** TECHNICAL LETTER  
HR/Salary 2005-12

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

**From:** Cathy Robinson  Cordelia Ontiveros   
Assistant Vice Chancellor  
Human Resources Administration Senior Director  
Academic Human Resources

**Subject:** 2005/06 Salary Range Adjustments for Excluded Classifications

The 2005/06 salary program for Excluded (E99) classifications has been approved and a summary follows:

❖ **Salary Structure Changes effective July 1, 2005:**

- Most salary ranges for E99 classifications have been adjusted and are provided in Attachment A.
- 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 B:

- ⇒ Salary Structure Changes: I - Employee is Not Receiving a Salary Increase and Is Moving to New Minimum
- ⇒ Salary Structure Changes: II - Employee is Not Receiving a Salary Increase and is No Longer at Range Maximum

❖ **Salary Program for 2005/06:**

- Campuses may adjust employee pay rates within the new salary ranges.

The following processing instruction is provided in Attachment B:

- ⇒ Salary Increase Program: I - Salary Increase

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**Distribution:**

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

Vice Presidents, Student Affairs  
Budget Officers  
Director, SOSS

**TECHNICAL LETTER**

**HR/Salary 2005-12**

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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.

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 or Arlene Coronel at (562) 951-4411. This technical letter is available on Human Resources Administration's Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

CR/CO/ac

**Excluded Salary Ranges**

**Effective: July 1, 2005**

<u>Class Code</u>	<u>Classification Title</u>	<u>Salary Rate</u>
1874	Bridge Student Assistant	\$6.75 - \$15.25 per hour
1876	Bridge Student Trainee, Off-Campus Work Study	\$6.75 - \$15.25 per hour
1875	Bridge Student Trainee, On-Campus Work Study	\$6.75 - \$15.25 per hour
1800	Casual Worker	\$6.75 - \$97.00 per hour
1973	Early Childhood Assistant Teacher	\$1,205 - \$1,821 per month
1972	Early Childhood Associate Teacher	\$1,473 - \$2,367 per month
1970	Early Childhood Master Teacher	\$2,053 - \$4,433 per month
1971	Early Childhood Teacher	\$1,741 - \$4,006 per month
0101	Helper/Aid	\$1,170 - \$2,481 per month
2363	Instructional Faculty, Extension Non-Credit	\$100 to \$12,360 per session \$6.75 to \$206.00 per hour
2944	Legislative/Executive Fellow	\$1,972 - \$2,677 per month
7171	Notetaker	\$6.75 - \$15.25 per hour
8346	Police Officer Cadet - Non-Represented	\$3,090 per month
8347	Police Officer - Intermittent/Non-Represented	\$19.47 - \$33.74 per hour
7172	Reader	\$6.75 - \$15.25 per hour
1869	Resident Assistant	Range A: \$0 - \$8,086 per AY Range B: \$0 - \$8,367 per AY Range C: \$0 - \$8,654 per AY
4660	Special Consultant	\$91 - \$1,073 daily rate
1870	Student Assistant	\$6.75 - \$15.25 per hour

**TECHNICAL LETTER  
HR/Salary 2005-12  
ATTACHMENT A**

<b><u>Class Code</u></b>	<b><u>Classification Title</u></b>	<b><u>Salary Rate</u></b>
5799	Student Legal Assistant	Range A: \$1,953 - \$2,838 per month Range B: \$2,302 - \$3,358 per month Range C: \$3,024 - \$4,428 per month
1872	Student Trainee, Off-Campus Work Study	\$6.75 - \$15.25 per hour
1871	Student Trainee, On-Campus Work Study	\$6.75- \$15.25 per hour
0100	Youth Summer Aid	\$6.75 - \$10.67 per hour

**TECHNICAL LETTER  
HR/Salary 2005-12  
ATTACHMENT B**

<b>PROCESSING INSTRUCTIONS</b>
--------------------------------

**SALARY STRUCTURE CHANGES**

**I - Employee is Not Receiving a Salary Increase and is Moving to New Minimum**

<b>PAY SCALES IMPACT:</b>	
Change Summary:	Adjust salary ranges per Attachment A
Class Code(s):	All Excluded Classifications
CBID:	E99
Pay Scales Effective Date:	07/01/05
Date in Production:	07/13/05
Pay Letter:	2005-02

<b>EMPLOYMENT HISTORY (EH) IMPACT:</b>	
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 2005-12
Pay Amount:	Assigned Salary Rate (Item 820) = New Minimum
Pay Form:	N/A
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 07/13/05.
GSI/SSI Load Impact:	None
Action/Reason:	Must map to PIMS CRO Transaction.

**TECHNICAL LETTER  
HR/Salary 2005-12  
ATTACHMENT B**

<b>PROCESSING INSTRUCTIONS</b>
--------------------------------

**SALARY STRUCTURE CHANGES**

**II - Employee is Not Receiving a Salary Increase and is No Longer at Range Maximum**

<b>PAY SCALES IMPACT:</b>	
Change Summary:	Adjust salary ranges per Attachment A
Class Code(s):	All Excluded Classifications
CBID:	E99
Pay Scales Effective Date:	07/01/05
Date in Production:	07/13/05
Pay Letter:	2005-02

<b>EMPLOYMENT HISTORY (EH) IMPACT:</b>	
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 2005-12
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 07/13/05.
GSI/SSI Load Impact:	None
Action/Reason:	Must map to PIMS CRO Transaction.

<b>PROCESSING INSTRUCTIONS</b>
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**SALARY INCREASE PROGRAM  
I – 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):	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)	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"> <li>• If an employee is receiving salary increase <u>and</u> is below the new minimum, both actions may be combined and posted via SCR Transaction.</li> <li>• If the employee is no longer at the maximum of the range, 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
Action/Reason:	Must map to PIMS Transaction SCR, Item 719=50