


THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
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Date: June 29, 2006

Code: **TECHNICAL LETTER**
HR/Salary 2006-08

To: Human Resources Directors
 Payroll Managers

From: Gina Caywood 
 Interim Senior Director
 Human Resources Administration

Subject: **Implementation of New and Updated Health Care Support (Unit 2) Classifications**

As communicated in HR 2006-15, the California State University (CSU) has reached agreement with the California State University Employees Union (CSUEU) on the implementation of new and updated classification standards and corresponding salary ranges which are effective June 1, 2006. This technical letter provides implementation instructions. New and updated classifications are provided below:

NEW UNIT 2 CLASSIFICATIONS		REVISED UNIT 2 CLASSIFICATION STANDARDS	
Class Code	Class Title/Series	Class Code	Class Title/Series
8137	Clinical Assistant (Clinic Support Series) Replaces: Clinical Aids I & II	7991, 7992	Pharmacist I (Pharmacy Series) Previous title: Pharmacist
8148	Medical Assistant (Clinic Support Series)	7927	Clinical Laboratory Scientist I Previous title: Clinical Laboratory Technologist I
7994	Pharmacy Technician (Pharmacy Series)	7926	Clinical Laboratory Scientist II Previous title: Clinical Laboratory Technologist II
7993	Pharmacist II (Pharmacy Series)	8165, 8166	Nurse Practitioner
8161	Physician Assistant		

Distribution:

CSU Presidents
 Vice Chancellor, Human Resources
 Vice Presidents, Student Affairs
 Student Health Center Directors

HR Professionals
 Budget Officers
 Chair, CSU Health Services Advisory Committee

Employee Conversion to New Classifications:

<p>Conversion Effective Date:</p>	<ul style="list-style-type: none"> • June 1, 2006 for Clinical Assistant, Pharmacy Technician and Physician Assistant. • Between June and December, 2006: Eligible Pharmacist II and Medical Assistants who meet the criteria specified in the Side Letter of Agreement. • No later than April 1, 2007: Eligible Medical Assistants meeting the criteria specified in the Side Letter of Agreement.
<p>Salary Increase:</p>	<ul style="list-style-type: none"> • Pursuant to provisions 9.21-23, a minimum 5% salary increase may be due if the salary range maximum of the in lieu classification is 2.5% less than the salary range maximum of the new classification. • The conversion from Clinical Aid I or II to the Clinical Assistant classification is considered a lateral transfer. No salary increase is awarded, pursuant to provision 9.23. • Any employee whose base salary is below the new salary range minimum must be moved to the applicable new salary range minimum.
<p>Employment Status:</p>	<p>Pursuant to provision 9.19(a), if the employee is not in an in lieu classification but is otherwise reclassified to the new position, the employee may be required to serve a new probationary period. Pursuant to 9.19(b) and (c), there is no change to the employees temporary, probationary or permanent status if the employee is in an in lieu classification.</p>
<p>Anniversary Date:</p>	<p>Pursuant to provision 20.26, the anniversary date is reset only if 1) the employee moves to a higher skill level or classification, and 2) receives at least a 5% increase.</p>
<p>Seniority:</p>	<p>If the employee is in an in lieu classification, seniority points will be transferred to the new classification. If the employee is not in an in lieu classification but is otherwise reclassified to the new position, seniority points are computed pursuant to Article 24.</p>
<p>Adverse Impact:</p>	<p>If the in lieu classification has a higher SSI Maximum or Salary Range Maximum, the employee may be grandfathered in the in lieu classification. However, the employee may voluntarily elect to be reclassified. The employee's decision to be reclassified must be made within 60 days of the employee's notice of eligibility to be reclassified. Campuses are responsible for notifying affected employees.</p>
<p>Additional Information:</p>	<p>Refer to the specific side letter of agreement provided in HR 2006-15.</p>
<p>Processing Instructions:</p>	<p>Refer to Attachment A: I. Employee Conversion to a New Classification</p>

Implementation of New Salary Ranges for Existing Classifications:

Effective Date:	June 1, 2006
Salary Increase:	None, except any employee whose base salary is below the new salary range minimum must be moved to the applicable new salary range minimum.
Anniversary Date:	Anniversary Dates for employees who meet the following criteria will be set to August 2006: <ul style="list-style-type: none">• If, as of May 31, 2006, had a base salary at or above the old SSI Maximum Rate.• If, on June 1, 2006, has a base salary below the new SSI Maximum Rate of the salary range effective for their classification.• Anniversary dates will be changed from MAX to 9999 for employees at the range maximum.
Additional Information:	Refer to the specific side letter of agreement provided in HR 2006-15.
Processing Instructions:	Refer to Attachment A: II. New Salary Ranges for Existing Classes – Employee Impact

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

GC/CC/DTH

Attachment

PROCESSING INSTRUCTIONS

I. EMPLOYEE CONVERSION TO A NEW CLASSIFICATION

PAY SCALES IMPACT:	
Change Summary:	NEW Classification Conversion
Class Code(s):	7993, 7994, 8137, 8148, 8161
CBID:	R02
Pay Scales Effective Date:	06/01/06
Date in Production:	06/30/06
Pay Letter:	2006-05
EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:	
Processing Responsibility:	Campus
Processing Date(s):	<ul style="list-style-type: none"> No later than July 2006: Clinical Assistant, Pharmacy Technician and Physician Assistant. No later than December 2006: Eligible Pharmacist II and Medical Assistants. No later than April 1, 2007: Eligible Medical Assistants.
Effective Date(s):	<ul style="list-style-type: none"> June 1, 2006: Clinical Assistant, Pharmacy Technician and Physician Assistant. Between June and December 2006: Eligible Pharmacist II and Medical Assistants. Must be effective at the beginning of a pay period. No later than April 1, 2007: Qualified Medical Assistants. Must be effective at the beginning of a pay period.
PIMS Transaction:	CRO
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215):	HR/SA 2006-08
Pay Amount:	Varies. A minimum 5% salary increase may be due if the salary range maximum of the in lieu class is 2.5% less than the salary range maximum of the new class. An employee whose base salary is below the new salary range minimum must be moved to the applicable new salary range minimum.
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave (non-pay status):	<p>Employees currently in Clinical Aid I and II (8135, 8136) must be converted to the new appropriate class by the processing dates outlined above so that vacated classes can be abolished. Process as follows:</p> <ol style="list-style-type: none"> Return from Leave: Effective as outlined above. Conversion: CRO same effective date as return. Return to Leave: Original leave transaction effective same as CRO.

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Additional Information:	Anniversary Dates (Item 330) are set pursuant to provision 20.26. Anniversary Date is reset only if 1) the employee moves to a higher skill level or classification, <u>and</u> 2) receives at least a 5% increase.
SCO Personnel Letter:	N/A

COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS:	
Pay Scales Impact:	Salary Schedule Load provided by HR-ISA to SOSS on 06/29/06.
GSI/SSI Load Impact:	Yes
Action/Reason:	Must map to PIMS CRO Transaction

II. NEW SALARY RANGES FOR EXISTING CLASSES – EMPLOYEE IMPACT

PAY SCALES IMPACT:	
Change Summary:	Salary range changes
Class Code(s):	7926, 7927, 7991, 7992, 8165, 8166
CBID:	R02
Pay Scales Effective Date:	06/01/06
Date in Production:	06/30/06
Pay Letter:	2006-05

EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:	
Processing Responsibility:	Campus
Processing Date:	No later than 07/31/06
Effective Date:	06/01/06
PIMS Transaction:	CRO
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215):	HR/SA 2006-08
Pay Amount:	None, except an employee whose base salary is below the new salary range minimum must be moved to the applicable new salary range minimum.
Pay Form:	N/A
Lump Sum Earnings ID:	N/A
Employees on Leave (non pay status):	<ul style="list-style-type: none"> • For employees who are below the new minimum, make adjustments to new minimum on return from leave transaction. Enter HR/SA 2006-08 in Item 215. • Employees who need an anniversary date established upon return from leave, and that would otherwise meet the August 2006 anniversary date criteria, set the anniversary date as the first qualifying pay period upon return from leave. • For employees on IDL/TD, post a CRO transaction with the same effective date as the 565 to adjust salary and/or anniversary date.
Additional Information:	<p>Anniversary Dates for employees who meet the following criteria will be set to August 2006:</p> <ul style="list-style-type: none"> • If, as of May 31, 2006, had a base salary at or above the old SSI Maximum Rate. • If, on June 1, 2006, has a base salary below the new SSI maximum rate of the salary range effective for their classification.
SCO Personnel Letter:	N/A

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COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS:	
Pay Scales Impact:	Salary Schedule Load provided by HR-ISA to SOSS on 06/29/06.
GSI/SSI Load Impact:	Yes
Action/Reason:	Must map to PIMS CRO Transaction