


THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
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Date: July 13, 2006 **Code:** TECHNICAL LETTER
HR/Salary 2006-10

To: Human Resources Directors
Payroll Managers

From: Gina Caywood 
Interim Senior Director
Human Resources Administration

Subject: 2006/07 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 2006/07. Merit salary increase program information for MPP and Confidential employees was provided to presidents in a separate correspondence dated July 12, 2006. A summary of this year's program follows:

❖ **Salary Program:**

- Merit salary increase program: A total 3.7% pool has been approved
- Salary ranges for MPP and Confidential classifications have been adjusted and are provided in Attachments A and B. Rates for 10/12 and 11/12 class/ranges will be available on July 19th via the online salary schedule at <http://www.calstate.edu/HRAdm/SalarySchedule/salary.aspx>

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 3.0% merit compensation pool. An additional .7% is provided to address pay equity issues. Pursuant to Title 5, pay equity adjustments for MPP employees also must be tied to merit. Please refer to the July 12, 2006, memorandum to the presidents for merit pool information.

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
Budget Officers

- Merit increases for MPP and Confidential employees are to be awarded from a single pool and this pool cannot be augmented with campus funds. Total increases awarded should not exceed an average increase of 3.7% at each campus.
- Merit increases provided to individual MPP and Confidential employees are effective July 1, 2006. Campuses can begin keying increases on July 19, 2006.
- 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, 2006:**

- Salary range maximums for MPP classifications were increased by 6%.
- Salary range maximums for Confidentials were increased by 6%. New salary ranges are provided in Attachments A and B.
- Salary range adjustments have no effect on an individual pay rate.

The following processing instructions are provided in Attachment C:

⇒ Salary Structure Changes: I - 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 Human Resources Administration at (562) 951-4411. This technical letter is also available on Human Resources Administration's Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

**TECHNICAL LETTER
HR/Salary 2006-10
ATTACHMENT A**

MPP Salary Ranges

Effective: July 1, 2006

<u>Class Code</u>	<u>Classification Title</u>	<u>Monthly Salary Range</u>
3318	Administrator I - 12 month	\$2,287 - \$6,487
3319	Administrator I - AY	\$1,952 - \$5,606
3312	Administrator II - 12 month	\$3,405 - \$9,393
3313	Administrator II - AY	\$2,955 - \$8,134
3306	Administrator III - 12 month	\$4,635 - \$12,685
3307	Administrator III - AY	\$4,005 - \$10,957
3300	Administrator IV – 12 month	\$7,014 - \$17,385
3301	Administrator IV - AY	\$6,068 - \$15,016
3320/3321	CMA Administrator I - Cruise AY	\$2,287 - \$6,487
3314/3315	CMA Administrator II - Cruise AY	\$3,405 - \$9,393
3308/3309	CMA Administrator III - Cruise AY	\$4,635 - \$12,685
3302/3303	CMA Administrator IV - Cruise AY	\$7,014 - \$17,385

Confidential Salary Ranges

Effective: July 1, 2006

<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 - \$5,730
		II	\$3,869 - \$7,878
		III	\$4,663 - \$9,378
1170	Conf. Office Support - 12 Month	I	\$1,774 - \$3,378
		II	\$2,133 - \$4,604
		III	\$2,840 - \$5,407
1173	Conf. Technical Support - 12 Month	I	\$1,973 - \$5,274
		II	\$2,256 - \$8,548
		III	\$3,158 - \$9,576
1295	Legal Secretary		\$2,689 - \$4,879
1293	Management Intern		\$1,874 - \$4,621
1297	Paralegal		\$2,986 - \$6,014
1296	Legal Assistant		\$2,686 - \$5,413
1148	Presidential Aide		\$3,349 - \$6,970

PROCESSING INSTRUCTIONS

SALARY INCREASE PROGRAM

I. Merit Salary Increase

PAY SCALES IMPACT:	
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Change Summary:	MPP Administrator I, II, III and IV: <ul style="list-style-type: none"> • Increase maximums by 6% All Confidential (C99) classes: <ul style="list-style-type: none"> • Increase maximums by 6%
Class Code(s):	All M80 and C99 classes
CBID:	M80 and C99
Pay Scales Effective Date:	07/01/06
Date in Production:	07/19/06
Pay Letter:	2006-06

EMPLOYMENT HISTORY (EH) IMPACT:	
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Processing Responsibility:	Campus
Processing Date(s):	Beginning 07/19/06
Effective Date:	07/01/06 (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 07/01/06 for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957= 40) on 07/01/06. • 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"> • 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:	
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Pay Scales Impact:	Salary Schedule Load provided by HR-ISA to SOSS on 07/17/06
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 No Longer at Range Maximum

PAY SCALES IMPACT:	
Change Summary:	MPP Administrator I, II, III and IV: <ul style="list-style-type: none"> • Increase maximums by 6% All Confidential (C99) classes: <ul style="list-style-type: none"> • Increase maximums by 6%
Class Code(s):	All M80 and C99 classes
CBID:	M80 and C99
Pay Scales Effective Date:	07/01/06
Date in Production:	07/19/06
Pay Letter:	2006-06

EMPLOYMENT HISTORY (EH) IMPACT:	
Processing Responsibility:	Campus
Processing Date(s):	Beginning 07/19/06
Effective Date:	07/01/06
PIMS Transaction:	CRO
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	HR/SA 2006-10
Pay Amount:	N/A
Pay Form:	N/A
Lump Sum Earnings ID:	N/A
Employees on Leave:	Employees on leave (non-pay status) should have their anniversary date changed on the return from leave transaction.
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 07/17/06
GSI/SSI Load Impact:	None
Action/Reason:	Must map to PIMS CRO transaction.