

Date: June 04, 2007

Code: TECHNICAL LETTER
HR/Salary 2007-11

To: Human Resources Directors
Payroll Managers

From: Gail Brooks 
Associate Vice Chancellor
Human Resources

Subject: Equity Adjustment for SETC (Unit 6) Employees

Pursuant to the agreement reached between The California State University (CSU) and the State Employees' Trades Council (SETC) the following provides information for the 2006/07 Equity salary program.

Salary Programs:

- Equity Increase: up to 1% base salary increase to employees in selected classes effective June 2007 pay period.

Detailed Program Information for Salary Provisions:

❖ **Equity Increase:**

- Effective May 31, 2007, the State Controller's Office (SCO) will post a 1% equity increase to the individual salary rates of active employees in designated classes (see Attachment B) up to the salary range maximum. The SCO will begin keying these increases during the week of June 4, 2007.
- In order to receive the equity increase, the employee must be in an active or on leave status in one of the designated classes as of May 31, 2007.

The following processing instructions are provided in Attachment A:

⇒ Salary Increase Program – Equity Increases

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

GB/jc

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PROCESSING INSTRUCTIONS

SALARY INCREASE PROGRAM
 Equity Increases

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)/PAYROLL IMPACT:	
Processing Responsibility:	SCO
Processing Date(s):	Beginning the week of 06/04/07
Effective Date:	05/31/2007
PIMS Transaction:	CRO
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	HR/SA 2007-11
Pay Amount:	1 % up to the salary range maximum
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave:	<ul style="list-style-type: none"> • Increases are effective 05/31/07 for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957= 40) on 05/31/07. • Increases for other employees on leave (non-pay status) are to be keyed by the campus via a CRO transaction, effective the date the employee returns to pay status.
Additional Information:	<ul style="list-style-type: none"> • Only employees in designated classes (Attachment B) will receive the increase. • The SCO will not process a CRO for active employees whose appointment expiration date has passed.
SCO Personnel Letter:	N/A

CMS PROCESSING INFORMATION:	
Workforce Administration:	<ul style="list-style-type: none"> • Campus L15 file will be available for download on 06/11/07. (The current baseline "SSI – GSI Prob to Perm Load", will NOT automatically process the L15 file with a CRO transaction. Since the L15 file available on 06/11/07 will contain a CRO transaction, campuses will need to update the employee's job record(s) manually.) • Action/Reason: PAY/MOU (CRO) <ul style="list-style-type: none"> ○ Effective Date: 05/31/07 ○ Job code(s): Refer to Attachment B ○ Amount: The 1% equity (up to the salary range maximum) should be applied to the base rate and carried forward to each subsequent salary row using "correction mode". ○ Empl History Remarks: HR/SA 2007- 11
Temporary Faculty:	N/A
Benefits:	N/A
Time and Labor:	N/A
Leave Accounting:	N/A
Absence Management:	N/A
Labor Cost Distribution:	N/A
Additional Instructions:	N/A

R06 Designated Classes Receiving the Equity Increase

Building Service Engineer	(6702)
Carpenter	(6476)
Electrician	(6533)
Facilities Control Specialist	(6260)
Lead Plumber	(6548)
Lead Electrician	(6532)
Lead Carpenter	(6475)
Metal Worker I	(6280)
Metal Worker II	(6281)
Plumber	(6549)
Refrigeration Mechanic	(6699)
Supervising Building Service Engineer	(6700)
Supervising Carpenter	(6474)
Supervising Electrician	(6534)
Supervising Plumber	(6547)