

Date: August 10, 2007

Code: TECHNICAL LETTER  
HR/Salary 2007-12  
SFSU Only

To: Associate Vice President, Human Resources, Safety & Risk Management  
Wanda Humphrey, Payroll Manager  
San Francisco State University

From: Bruce J. Gibson   
Interim Senior Director  
Human Resources Administration

Subject: 2007/08 Salary Program for SFSU Head Start (Unit 12) Employees

Pursuant to the Side Agreement reached between The California State University (CSU) and the Service Employees International Union (SEIU) Local 790 (the exclusive bargaining representative for Unit 12 San Francisco State University (SFSU) Head Start Program employees); the following salary information is provided for fiscal year 2007/2008:

❖ **Salary Programs:**

- 1.5% General Salary Increase - effective May 31, 2007

Detailed Program Information for Salary Provisions:

❖ **General Salary Increase (GSI):**

- Effective May 31, 2007, the campus will post a 1.5% GSI to the individual salary rates of all bargaining unit employees. *Employees hired after May 31, 2007, and before the GSI is processed will receive the GSI retroactive to their hire date.* The campus may begin keying these increases beginning August 11, 2007.
- The salary range minimums and maximums will be increased by 1.5%, effective May 31, 2007.

The following processing instructions are provided in Attachment A:

⇒ Salary Increase Programs I – General Salary Increase

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

BG/aj

Attachment

---

**Distribution:**

President Corrigan  
Interim Vice Chancellor, Human Resources  
Vice President, Administration  
Budget Officer

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

**SALARY INCREASE PROGRAMS**  
 I - General Salary Increase

PAY SCALES IMPACT:	
Change Summary:	Increase the salary range minimums and maximums by 1.5%.
Class Code(s):	1238
CBID:	R12
Pay Scales Effective Date:	05/31/07
Date in Production:	08/11/07
Pay Letter:	2007-08

EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:	
Processing Responsibility:	Campus
Processing Date(s):	Beginning 0811/07
Effective Date:	05/31/07
PIMS Transaction:	GEN
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	HR/SA 2007-12
Pay Amount:	1.5%
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave:	<ul style="list-style-type: none"> <li>• Increases are effective 05/31/07 for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957 = 40) on 05/31/07.</li> <li>• Increases for other employees on leave (non-pay status) prior to 05/31/07 are to be keyed by the campus via GEN Transaction, effective the date the employee returns to pay status.</li> </ul>
Additional Information:	<ul style="list-style-type: none"> <li>• All employees who are active as of 05/31/07 will receive the GSI via GEN Transaction.</li> <li>• For employees hired after 05/31/07, process a correct to their appointment at the higher salary.</li> <li>• The campus should not process a GSI on appointments that have expired prior to 5/31/2007.</li> </ul>
SCO Personnel Letter:	N/A

CMS PROCESSING INFORMATION:	
Workforce Administration:	<ul style="list-style-type: none"> <li>• Salary Schedule Load provided by HR-ISA to SOSS on 08/10/07.</li> <li>• Campuses should process the GEN (L15 file) transaction, then use "correction-mode" to manually update all subsequent salary rows. (Refer to Additional Information provided above.)</li> <li>• Action Reason:               <ul style="list-style-type: none"> <li>○ PAY/GSI (GEN)</li> </ul> </li> <li>• Effective Date: 05/31/07</li> <li>• Job Code: 1238</li> <li>• Empl History Remarks: HR/SA 2007-12</li> </ul>
Temporary Faculty:	N/A

<b>Benefits:</b>	N/A
<b>Time and Labor:</b>	N/A
<b>Leave Accounting:</b>	N/A
<b>Absence Management:</b>	N/A
<b>Labor Cost Distribution:</b>	N/A
<b>Additional Instructions:</b>	<ul style="list-style-type: none"><li>• Additional communication to be provided in a future CMS bulletin.</li></ul>