

Date: August 10, 2007

Code: TECHNICAL LETTER
HR/Salary 2007-13
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 Range Adjustment for SFSU Head Start Program Specialist Employees, Excluded (E99)

The 2007/2008 salary program for the San Francisco State University (SFSU) Head Start Program Specialist employees (Excluded [E99] classification) has been approved and a summary follows:

❖ **Salary Structure Change Effective May 31, 2007:**

- The salary ranges for Excluded (E99) classification SFSU Head Start Program Specialist has been adjusted as follows:

<u>Class Code</u>	<u>Range</u>	<u>Classification Title</u>	<u>Salary Rate</u>
1237	1	SFSU Head Start Program Specialist Non-Exempt	\$2,012 - \$5,806
1237	2	SFSU Head Start Program Specialist Exempt	\$3,589 - \$7,389

- 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. The campus is responsible for adjusting the assigned salary rate, as appropriate.

The following processing instructions are provided in Attachment A:

- ⇒ 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 2007/2008:**

- 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

Distribution:

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

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.

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

Attachments

PROCESSING INSTRUCTIONS

SALARY STRUCTURE CHANGES

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

PAY SCALES IMPACT:	
Change Summary:	Adjust salary ranges per HR/Salary 2007-13
Class Code(s):	1237
CBID:	E99
Pay Scales Effective Date:	05/31/07
Date in Production:	08/11/07
Pay Letter:	2007-08

EMPLOYMENT HISTORY (EH) IMPACT:	
Processing Responsibility:	Campus
Processing Date(s):	Beginning 08/11/07
Effective Date:	05/31/07
PIMS Transaction:	CRO
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	HR/SA 2007-13
Pay Amount:	Assigned Salary Rate (Item 820) = New Minimum
Pay Form:	N/A
Lump Sum Earnings ID:	N/A
Employees on Leave:	Increases to the new minimum for employees on leave (non-pay status) are to be keyed by the campus via CRO Transaction effective the date the employee returns to pay status.
Additional Information:	N/A
SCO Personnel Letter:	N/A

CMS PROCESSING INFORMATION:	
Workforce Administration:	<ul style="list-style-type: none"> • Action Reason: <ul style="list-style-type: none"> ○ PAY/MOU (CRO) • Effective Date: 05/31/07 • Job Code: 1237 • Comp Rate (Item 820): New Minimum
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

SALARY STRUCTURE CHANGES

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

PAY SCALES IMPACT:	
Change Summary:	Adjust salary ranges per HR/Salary 2007-13
Class Code(s):	1237
CBID:	E99
Pay Scales Effective Date:	05/31/07
Date in Production:	08/11/07
Pay Letter:	2007-08

EMPLOYMENT HISTORY (EH) IMPACT:	
Processing Responsibility:	Campus
Processing Date(s):	Beginning 08/11/07
Effective Date:	05/31/07
PIMS Transaction:	CRO
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	HR/SA 2007-13
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

CMS PROCESSING INFORMATION:	
Workforce Administration:	<ul style="list-style-type: none"> • Action Reason: <ul style="list-style-type: none"> ○ DTA/MOU (CRO) • Effective Date: 05/31/07 • Anniversary Code (Item 330): NONE
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

PROCESSING INSTRUCTIONS

SALARY INCREASE PROGRAM
 I – Salary Increase

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) IMPACT:	
Processing Responsibility:	Campus
Processing Date(s):	At the discretion of the President.
Effective Date:	05/31/07
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:	N/A
SCO Personnel Letter:	N/A

CMS PROCESSING INFORMATION:	
Workforce Administration:	<ul style="list-style-type: none"> • Action Reason: <ul style="list-style-type: none"> ○ PAY/MER (SCR, 50) • Effective Date: 05/31/07
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