

Date: August 30, 2007 Code: TECHNICAL LETTER  
HR/Salary 2007-18

To: Human Resources Directors  
Payroll Managers

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

Subject: 2007/08 Salary Programs for Police Officers (Unit 8)

The current collective bargaining agreement between the California State University (CSU) and the State University Police Officers Association covers the period July 18, 2006 through June 30, 2008. Salary program provisions for 2007/2008 fiscal year are provided below.

❖ **Salary Programs:**

- 8.0% General Salary Increase, effective July 1, 2007
- Campus-funded Performance Based Salary Increases are continued
- Campus-funded In-Range Progression Increases are continued
- Special Assignment stipends are continued

Detailed Program Information for Salary Provisions:

❖ **8% General Salary Increases (GSI):**

- Effective July 1, 2007, the State Controller's Office (SCO) will post an 8% GSI to individual salary rates of all bargaining unit members.
- The SCO will post these increases by mass update on the night of September 4, 2007. All employees who were active on July 1, 2007, will receive a GSI retroactive to July 1, 2007. *Employees hired after July 1, 2007, and before the GSI is processed will receive the GSI retroactive to their hire date.*
- The SCO mass update program will process GSIs for active employees whose appointment expiration date has passed. Campus processing instructions to void invalid GEN transactions posted on expired appointments are provided in the SCO's Personnel Letter.
- The step rates of all bargaining unit classes will be increased by 8% effective July 1, 2007.
- The updated salary schedule will be available on the CSU Web site (<http://www.calstate.edu/HRAdm/SalarySchedule/Salary.aspx>) after the mass update has been completed.

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**Distribution:**

CSU Presidents  
Interim Vice Chancellor, Human Resources  
Vice Presidents, Academic Affairs  
Vice Presidents, Administration  
Vice Presidents, Student Affairs  
Vice Presidents, University Advancement

Associate Vice Presidents/Deans of Faculty  
Budget Officers  
HR Professionals

The following processing instruction is provided in Attachment A:  
⇒ Salary Increase Program I – General Salary Increase

❖ **Performance Based Salary Increases (PBSIs):**

While no systemwide PBSI funds are provided, campuses may continue to provide campus funded PBSIs, pursuant to Article 21.

Program information is available on the Human Resources Web site at:

[http://www.calstate.edu/HRAdm/SalaryProgram/Unit8/salprog\\_pbsi.shtml#GenInfo](http://www.calstate.edu/HRAdm/SalaryProgram/Unit8/salprog_pbsi.shtml#GenInfo)

Processing instructions are available on the Human Resources Web site at:

- Base Salary Increase:  
[http://www.calstate.edu/HRAdm/SalaryProgram/Unit8/procinst\\_pbsi.shtml](http://www.calstate.edu/HRAdm/SalaryProgram/Unit8/procinst_pbsi.shtml)
- Bonus:  
[http://www.calstate.edu/HRAdm/SalaryProgram/Unit8/procinst\\_perfbonus.shtml](http://www.calstate.edu/HRAdm/SalaryProgram/Unit8/procinst_perfbonus.shtml)

❖ **In-Range Progression:**

In-range progressions continue to be available. Refer to the In-Range Progression program information and processing instructions available on the Human Resources Web Site at:

[http://www.calstate.edu/HRAdm/SalaryProgram/Unit8/procinst\\_inrange.shtml](http://www.calstate.edu/HRAdm/SalaryProgram/Unit8/procinst_inrange.shtml)

❖ **Special Assignment Stipends:**

Special Assignment Stipends continue to be available. Refer to the program information and processing instructions available on the Human Resources Web Site at:

[http://www.calstate.edu/HRAdm/SalaryProgram/Unit8/procinst\\_specialassign.shtml](http://www.calstate.edu/HRAdm/SalaryProgram/Unit8/procinst_specialassign.shtml)

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.

Please direct questions regarding this technical letter as follows:

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| ➤ PIMS processing instructions         | CSU Audits representative at the SCO             |
| ➤ CMS Baseline processing instructions | CMS liaison for systemwide HR at (562) 951-4418  |
| ➤ Collective bargaining aspects        | Labor Relations at (562) 951-4400                |
| ➤ All other questions                  | 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/gs  
Attachment

**PROCESSING INSTRUCTIONS**

**SALARY INCREASE PROGRAM**

**I – General Salary Increase (GSI)**

<b>PAY SCALES IMPACT:</b>	
Change Summary:	Increase steps by 8.0%.
Class Code(s):	All R08 Classifications
CBID:	R08
Pay Scales Effective Date:	07/01/07
Date in Production:	09/05/07
Pay Letter:	2007-10

<b>EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:</b>	
Processing Responsibility:	The SCO will post increases into PIMS database via mass update.
Processing Date(s):	Beginning the evening of 09/04/07
Effective Date:	07/01/07
PIMS Transaction:	GEN
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	HR/SA 2007-18
Pay Amount:	8.0%
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave:	<ul style="list-style-type: none"> <li>Increases are effective 07/01/07 for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957 = 40) on 07/01/07.</li> <li>Increases to the new step rate for employees on leave (non-pay status) will automatically generate in Base Pay (Item 320) on the return from leave transaction.</li> </ul>
Additional Information:	<ul style="list-style-type: none"> <li>All employees who are active as of 07/01/07 will receive the GSI via GEN Transaction.</li> <li>Employees hired after 07/01/07, and before the mass update is run will have the GSI applied to their salary by processing a correct to the appointment and any subsequent transactions.</li> <li>The SCO mass update program will process GSIs for active employees whose appointment expiration date is prior to 07/01/07. In order to assist campuses in identifying these employees, CIRS Compendium Report H50, Cycle 0709 and tab-delimited file H80, Cycle 0709 will be available September 5, 2007 for campus reference.</li> </ul>
SCO Personnel Letter:	<a href="http://www.sco.ca.gov/ppsd/scoltrs/">http://www.sco.ca.gov/ppsd/scoltrs/</a>

CMS PROCESSING INFORMATION:	
<b>Workforce Administration:</b>	<ul style="list-style-type: none"> <li>• Salary Schedule Load provided by HR-ISA to SOSS on 08/29/07.</li> <li>• Campus L15 file will be available for download on 09/05/07, Cycle 2222. For CMS instructions on processing, refer to the Business Process Guide - "SSI – GSI Prob to Perm Load" posted on the CMS Website @ <a href="http://cms.calstate.edu/T2hr89bp.asp">http://cms.calstate.edu/T2hr89bp.asp</a></li> <li>• Campuses should process the GEN (L15 file) transaction, then use "correction-mode" to manually update all subsequent salary rows.</li> <li>• Action Reason: PAY/GSI (GEN)</li> <li>• Effective Date: 07/01/07</li> <li>• Union Code: R08</li> <li>• Empl History Remarks: HR/SA 2007-18</li> </ul>
<b>Temporary Faculty:</b>	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 CMS bulletin.</li> </ul>