

Date: September 12, 2007

Code: TECHNICAL LETTER
HR/Salary 2007-20

To: Associate Vice Presidents/Deans of Faculty Affairs
Human Resources Directors
Payroll Managers

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

Subject: 2007/08 Salary Range Adjustments for Excluded (E99) Classifications

The 2007/08 salary program for Excluded (E99) classifications has been approved and a summary follows:

➤ **Salary Structure Changes Effective July 1, 2007:**

- Most salary ranges for Excluded (E99) classifications have been adjusted and are provided in Attachment A.
- Salary range adjustments have no effect on an individual pay rate unless an employee is currently paid below the new salary range minimum or step 1 rate. An employee may not have a pay rate lower than the lowest rate published on the salary schedule. Campuses are responsible for adjusting the assigned salary rate/base pay, as appropriate. For fiscal year 2007/08, this only impacts Police Officer Cadets (class code 8346, step 1 rate).

The following processing instructions are provided in Attachment B:

- ⇒ Salary Structure Changes: I – Employee is Not Receiving a Salary Increase and is Moving to New Step 1 Rate (Cadets only)
- ⇒ Salary Structure Changes: II – Employee is Not Receiving a Salary Increase and is No Longer at Range Maximum

➤ **Salary Program for 2007/08:**

- Campuses may adjust employee pay rates within the new salary ranges.
- Important Note: Pay rate increases should not be processed for California State University Los Angeles employees in the Instructional Faculty, Extension Non-Credit (2363) classification at CSULA who are part of the English Language Program and who are part of the California State University Employees' Union (CSUEU). Salary Range minimums were not adjusted so there is no effect on the pay rate of employee's in the 2363 classification. Any increases awarded must only occur through the collective bargaining process, once employees move to the new bargaining unit

The following processing instructions are provided in Attachment B:

- ⇒ Salary Increase Program: I – Salary Increase

Distribution:

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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.

If you have questions regarding this technical letter, please contact Human Resources Administration at (562) 951-4411. This technical letter is available on the Human Resources Administration Web page at: <http://www.calstate.edu/HRAdm/memos.shtml>.

BG/cc

Attachments

Excluded Salary Ranges

Effective: July 1, 2007

Class Code	Classification Title	Salary Rate
1874	Bridge Student Assistant	\$7.50 - \$17.26 per hour
1876	Bridge Student Trainee, Off-Campus Work Study	\$7.50 - \$17.26 per hour
1875	Bridge Student Trainee, On-Campus Work Study	\$7.50 - \$17.26 per hour
1800	Casual Worker	\$7.50 - \$110 per hour
1973	Early Childhood Assistant Teacher	\$1,300 - \$2,060 per month
1972	Early Childhood Associate Teacher	\$1,473 - \$2,678 per month
1970	Early Childhood Master Teacher	\$2,053 - \$5,016 per month
1971	Early Childhood Teacher	\$1,741 - \$4,533 per month
0101	Helper/Aid	\$1,300 - \$2,808 per month
2363	Instructional Faculty, Extension Non-Credit	\$100 - \$13,986 per session \$7.50 - \$233 per hour
2944	Legislative/Executive Fellow	\$1,972 - \$3,030 per month
7171	Notetaker	\$7.50 - \$17.26 per hour
8346	Police Officer Cadet – Non-Represented	\$3,472 per month
8347	Police Officer Intermittent – Non-Represented	\$19.47 - \$38.17 per hour
7172	Reader	\$7.50 - \$17.26 per hour
2351	Research Fellow	\$2,265 - \$16,284 per month
1869	Resident Assistant	Range A: \$0 - \$9,150 per AY Range B: \$0 - \$9,468 per AY Range C: \$0 - \$9,792 per AY
4660	Special Consultant	\$91 - \$1,214 daily rate

Class Code	Classification Title	Salary Rate
1868	Student – Nonresident Alien Tax Status	\$7.50 - \$17.26 per hour
1870	Student Assistant	\$7.50 - \$17.26 per hour
5799	Student Legal Assistant	Range A: \$1,953 - \$3,211 per month Range B: \$2,302 - \$3,799 per month Range C: \$3,024 - \$5,011 per month
1872	Student Trainee, Off-Campus Work Study	\$7.50 - \$17.26 per hour
1871	Student Trainee, On-Campus Work Study	\$7.50 - \$17.26 per hour
0100	Youth Summer Aid	\$7.50 - \$12.07 per hour

PROCESSING INSTRUCTIONS

SALARY STRUCTURE CHANGES

I – Employee is Not Receiving a Salary Increase and is Moving to New Step 1 Rate (Cadets only)

PAY SCALES IMPACT:	
Change Summary:	Rate increase for Police Officer Cadet classification
Class Code(s):	8346
CBID:	E99
Pay Scales Effective Date:	07/01/07
Date in Production:	09/13/07
Pay Letter:	2007-11
EMPLOYMENT HISTORY/PAYROLL IMPACT:	
Processing Responsibility	Campus
Processing Date(s):	Beginning 09/13/07
Effective Date:	07/01/07
PIMS Transaction:	CRO
Detailed Transaction Code (Item 719):	N/A
EH Remarks (Item 215):	HR/SA 2007-20
Pay Amount:	Step 1 rate
Pay Form:	N/A
Lump Sum Earnings ID:	N/A
Employees on Leave:	Increases to the new step 1 rate for employees on leave (non-pay status) will automatically generate in Base Pay (Item 320) on the return from leave transaction.
Additional Information:	N/A
SCO Personnel Letter:	N/A
CMS PROCESSING INFORMATION:	
Workforce Administration:	<ul style="list-style-type: none"> • Salary Schedule Load provided by HR-ISA to SOSS on 09/12/2007. • Action/Reason: PAY/MOU (CRO) • Effective Date: 07/01/07 Note: campuses should ensure that the New Step 1 Rate is reflected for each subsequent salary row. • Job Code: 8346 • Union Code: E99 • Comp Rate: New Step 1 Rate • Empl History Remarks: HR/SA 2007-20
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:	<ul style="list-style-type: none"> • Additional information to be provided in a future CMS bulletin.

PROCESSING INSTRUCTIONS

SALARY STRUCTURE CHANGES

I – Employee is Not Receiving a Salary Increase and is No Longer at Range Maximum

PAY SCALES IMPACT:	
Change Summary:	Adjust salary ranges per Attachment A
Class Code(s):	Excluded classifications per Attachment A
CBID:	E99
Pay Scales Effective Date:	07/01/07
Date in Production:	09/13/07
Pay Letter:	2007-11
EMPLOYMENT HISTORY/PAYROLL IMPACT:	
Processing Responsibility	Campus
Processing Date(s):	Beginning 09/13/07
Effective Date:	07/01/07
PIMS Transaction:	CRO
Detailed Transaction Code (Item 719):	N/A
EH Remarks (Item 215):	HR/SA 2007-20
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: DTA/MOU (CRO) • Effective Date: 07/01/07 • Union Code: E99 • Anniversary Code (Item 330): NONE • Empl History Remarks: HR/SA 2007-20
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/PAYROLL IMPACT:	
Processing Responsibility	Campus
Processing Date(s):	At the discretion of the President
Effective Date:	At the discretion of the President, at the beginning of a pay period
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:	<ul style="list-style-type: none"> If employee is receiving a salary increase <u>and</u> is below the new minimum, both actions may be combined and posted via SCR Transaction. For employees no longer at range maximum, 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: PAY/MER (SCR, 50) Effective Date: 07/01/07 Note: campuses should ensure that the new salary amount is reflected for each subsequent salary row. Union Code: E99 Anniversary Code (Item 330): set as instructed above Comp Rate: new salary amount
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