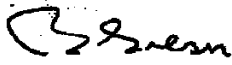


Date: December 20, 2007 Code: TECHNICAL LETTER  
HR/Salary 2007-30  
To: Human Resources Directors  
Payroll Managers Reference: TECHNICAL LETTER  
HR/Salary 2006-23  
From: Bruce J. Gibson  HR/Salary 2006-24  
Interim Senior Director  
Human Resources Administration  
Subject: January 1, 2008 Salary Range Adjustments for Increase to New Minimum Wage

Overview

**Audience:** Human Resources Directors, Payroll Managers, and/or campus designee(s) responsible for processing employee pay increases

**Action Item:** Implementation of minimum wage increase

**Affected Employees Group(s)/Unit(s):** Those employees earning below \$8.00/hr., if paid on an hourly basis, or \$1,387 per month, if paid on a monthly basis (See Attachment A)

Summary

Effective January 1, 2008, the California minimum wage will increase to \$8.00 per hour. This Technical Letter provides information regarding the increase in salary rates and range minimums of affected California State University (CSU) classes which are currently below \$8.00 per hour or \$1,387 per month.

Campus Human Resource Directors, Payroll Managers, and/or designee(s) responsible for processing employee pay increases, should review the remainder of this Technical Letter for more detailed information.

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**Distribution:**

CSU Presidents  
Executive Vice Chancellor and CFO  
Interim Vice Chancellor, Human Resources  
Vice Presidents, Administration  
Vice Presidents, Student Affairs

Vice Presidents, Academic Affairs  
Budget Officers  
Payroll Managers

**Salary Structure Change Effective January 1, 2008**

Salary range minimums will be increased to \$8.00 per hour for hourly rate classes and to \$1,387 per month for monthly classes (see Attachment A). These rate adjustments will have no effect on individual pay rates unless an employee is currently paid below the new salary range minimum. An employee may not have a pay rate lower than the new range minimum. Campuses are responsible for adjusting the employee's assigned salary rate, as appropriate.

**The following processing instructions are provided in Attachment B:**

⇒ Salary Structure Change I – Assigned Salary Rate Below the New Salary Range Minimum

For complete information and processing instructions for all salary programs, refer to Human Resources Administration's Salary Web site at <http://www.calstate.edu/HRAdm/SalaryProgram/index.shtml>.

Please direct questions regarding this technical letter as follows:

- |  |  |
|--|--|
| ➤ PIMS processing instructions         | CSU Audits representative at the SCO             |
| ➤ CMS Baseline processing instructions | CMS liaison for systemwide HR at (526) 951-4418  |
| ➤ Collective bargaining aspects        | Collective Bargaining at (562) 951-4400          |
| ➤ All other questions                  | Human Resources Administration at (562) 951-4411 |

This document is available on the Human Resources Administration's Web site at:  
<http://www.calstate.edu/HRAdm/memos.shtml>.

BJG/aj

Attachments

Classifications Affected by Salary Structure Increase

Hourly Classes – New Minimum of \$8.00/Hour Effective January 1, 2008

<u>CBID</u>	<u>Class Code</u>	<u>Classification</u>
E99	0100	Youth Summer Aid
E99	1800	Casual Worker
E99	1868	Student – Nonresident Alien Tax Status
E99	1870	Student Assistant
E99	1871	Student Trainee, On-Campus Work Study
E99	1872	Student Trainee, Off-Campus Work Study
E99	1874	Bridge Student Assistant
E99	1875	Bridge Student Trainee, On-Campus Work Study
E99	1876	Bridge Student Trainee, Off-Campus Work Study
E99	2363	Instructional Faculty, Extension Non-Credit*
E99	7171	Notetaker
E99	7172	Reader
R03	2365	Music Studio Instructional Faculty

\*Range 2 of the classification

Monthly Classes – New Minimum of \$1,387/Month Effective January 1, 2008

<u>CBID</u>	<u>Class Code</u>	<u>Classification</u>
E99	0101	Helper/Aide
E99	1973	Early Childhood Assistant Teacher
R03	0350	CMA Continuing Education Instructor
R05	0104	Maintenance and Laborer Trainee
R07	1120	Clerical Trainee
R09	1521	Technician Trainee

<b>PROCESSING INSTRUCTIONS</b>
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**SALARY STRUCTURE CHANGE**

I – Assigned Salary Rate Below the New Salary Range Minimum

<b>PAY SCALES IMPACT:</b>	
Change Summary:	Implement new minimum wage
Class Code(s):	Per Attachment A
CBID:	Per Attachment A
Pay Scales Effective Date:	01/01/08
Date in Production:	01/03/08
Pay Letter:	2008-01

<b>EMPLOYMENT HISTORY/PAYROLL IMPACT:</b>	
Processing Responsibility:	Campus
Processing Date(s):	Beginning 01/03/08
Effective Date:	01/01/08
PIMS Transaction:	CRO
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	HR/SA 2007-30
Pay Amount:	Assigned Salary Rate (Item 820) = New Minimum
Pay Form:	N/A
Lump Sum Earnings ID:	N/A
Employees on Leave:	N/A
Additional Information:	Campuses are responsible for adjusting CD048s and other positive pay documents prior to submission to the SCO.
SCO Personnel Letter:	N/A

<b>CMS PROCESSING INFORMATION:</b>	
Workforce Administration:	<ul style="list-style-type: none"> <li>• Salary Schedule Load provided by HR-ISA to SOSS on 12/18/07.</li> <li>• Action Reason: PAY/MOU (CRO)               <ul style="list-style-type: none"> <li>○ Effective Date: 01/01/08</li> <li>○ Comp Rate: Update to New Minimum</li> <li>○ Empl History Remarks: HR/SA 2007-30</li> </ul> </li> </ul>
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:	Additional communication to be provided in a CMS bulletin.