

Date: February 28, 2008

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To: CSU Presidents

From: Gail E. Brooks 
Interim Vice Chancellor
Human Resources

Subject: New Athletic Trainer Classification Series

Overview

Audience: Human Resources Directors, Associate Vice Presidents/Deans of Faculty, Athletic Directors, Student Health Services Directors

Action Items: Notice of new Athletic Trainer classification series effective March 1, 2008

Affected Employee Groups/Units: Employees working as Athletic Trainers

Summary

New Athletic Trainer classifications will be implemented in Unit 2 effective March 1, 2008. Implementation instructions will be provided in a future technical letter. All campus Athletic Trainer positions hired on or after March 1, 2008, must be placed in the new classification series.

Human Resources is pleased to announce implementation of a new Athletic Trainer classification series. Final Classification and Qualification Standards are provided in Attachment A and incorporate feedback from campus management and employees during the systemwide review process.

Pursuant to the Side Letter of Agreement (Attachment B) reached between the California State University (CSU) and the California State University Employees Union (CSUEU), the new classifications are listed below and are effective March 1, 2008.

- Athletic Trainer I (8180)
- Athletic Trainer I – Academic Year (8181)
- Athletic Trainer II (8185)
- Athletic Trainer II – Academic Year (8186)
- Head Athletic Trainer (8190)
- Head Athletic Trainer – Academic Year (8191)

Distribution:

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Student Health Services Directors
Athletic Directors

IMPORTANT NOTE: All campus Athletic Trainer positions hired on or after March 1, 2008, must be placed in the new classification series. Salary ranges for the Athletic Trainer classification series are provided as an attachment to the Side Letter of Agreement (Attachment B) and are effective March 1, 2008.

Detailed implementation instructions, including impact to current Athletic Trainers in "in lieu of" classifications, will be provided to campuses in a forthcoming technical letter. New salary schedule information will be announced in a forthcoming pay letter, and changes to the salary schedule will be implemented in the near future.

Questions may be directed to Human Resources Administration at (562) 951-4411. This HR memorandum is also available on the Human Resources Administration's Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

Attachments

GEB/gc

Classification and Qualification

STANDARDS

Athletic Trainer Series

Classification Title	Class Code	Date Established
Athletic Trainer I	8180/8181	03-01-08
Athletic Trainer II	8185/8186	03-01-08
Head Athletic Trainer	8190/8191	03-01-08

OVERVIEW:

The Athletic Trainer classification series is comprised of three classifications, each requiring progressive levels of expertise in providing clinical athletic training services. Athletic Trainers are responsible for administering a sports medicine program, working to prevent athletic injuries by evaluating a student athlete’s physical condition and establishing a proper conditioning program. When injuries do occur, the Athletic Trainer serves as the first responder by recognizing and evaluating the injuries, and subsequently developing treatment and rehabilitation programs, incorporating the appropriate therapeutic modalities and use of rehabilitation and exercise equipment. In their role, Athletic Trainers work under the general supervision of the designated sports medicine physician and must coordinate and liaison with physicians, students, athletes, coaching staff, parents, and other allied health professionals on the status of and treatment for injuries. Athletic Trainers also work to counsel students, athletes, and staff regarding proper conditioning, athletic training, and injury rehabilitation.

Classifications within this series are distinguished based on their level of expertise and the scope of responsibility for the sports medicine program.

Athletic Trainer I – Incumbents in this classification typically work under general supervision and follow established guidelines and procedures, as they are less experienced. They perform the full range of clinical athletic training functions, but typically are not involved in program coordination or management.

Athletic Trainer II – Incumbents work independently in performing the full range of athletic trainer functions. Typically, they are more involved in program coordination and assist in program development, especially in the absence of a Head Athletic Trainer. Incumbents often provide training and direction to less experienced Athletic Trainers.

Head Athletic Trainer – In addition to performing the full range of athletic training functions, incumbents typically have responsibility for developing and coordinating the sports medicine program; providing the full range of work direction to other Athletic Trainers, including assigning, monitoring and evaluating work; developing and monitoring the program budget, including the training room and equipment and supplies; and maintaining and monitoring the medical records and progress of all student athletes.

Athletic Trainers are distinguished from Physical Therapists in that incumbents primarily are concerned with the prevention, immediate first responder care, and treatment of athletic injuries.

ATHLETIC TRAINER I

Under general supervision, Athletic Trainer I performs the full range of clinical athletic training functions, which involves the planning, organization, and delivery of daily athletic training services to students involved in athletics. The following examples of typical work activities are meant to illustrate the general range of work functions performed by the Athletic Trainer I; they are not meant to be all-inclusive or restrictive. Work assignments may involve related activities.

- ◆ Prevent, recognize, and assess athletic injuries. Implement preventive and rehabilitation programs to treat athletic injuries using the appropriate therapeutic modalities and treatments.
- ◆ Consult with more senior Athletic Trainers, physicians, and other health professionals on injuries and treatment plans and coordinate with the coaching staff. Inform coaching staff and other health professionals on the status of injuries and treatment plans.
- ◆ Use a variety of therapeutic modalities in accordance with physician orders including, but not limited to, heat, cold, light, sound, electricity and rehabilitation and exercise equipment, and apply bandages, tapes, and braces to prevent and treat injuries.
- ◆ Advise students on how to prevent injuries and maintain their physical condition. Regularly evaluate the physical condition of student athletes.
- ◆ Counsel athletes and staff regarding conditioning, athletic training, and rehabilitation. Assist in designing conditioning programs to prevent injuries.
- ◆ May attend practices and athletic events and provide medical emergency coverage to student athletes. Travel with sports teams to away games as needed.
- ◆ May provide access to over-the-counter medication for student athletes in accordance with physician directions, applicable university policy, and legal guidelines, and ensuring required documentation.
- ◆ Maintain equipment and cleanliness of the athletic training and rehabilitation facilities.
- ◆ Maintain appropriate medical records of injuries, treatment plans, and progress.
- ◆ May assist in monitoring the work of student interns/trainers.

TYPICAL QUALIFICATIONS:

Knowledge:

Incumbents must possess a general knowledge of the principles and practices of Athletic Training including conditioning and injury prevention, as well as injury assessment and rehabilitation; the full range of therapeutic modalities and their practical use and physiological basis; other therapeutic preventions and treatments such as taping, bracing, and massage; effective use of rehabilitation and exercise equipment; rules, regulations and guidelines established by the campuses' governing national collegiate athletic association (e.g., National Collegiate Athletics Association or National Association of Intercollegiate Athletics) pertaining to student athletes, their training, sports medicine care, and health and safety; Occupational Health and Safety Administration (OSHA) standards for handling Blood Born Pathogens; maintaining medical records, including Health Insurance Portability and Accountability Act (HIPAA) standards; and following insurance procedures.

Abilities:

Incumbents must be able to effectively assess and evaluate injuries and their severity; develop conditioning and rehabilitation programs and manage and treat injuries; use the full range of appropriate therapeutic modalities and treatments and rehabilitation and exercise equipment to treat and prevent injuries; determine the appropriate referrals for athletes to other health care professionals; recognize life threatening situations and administer the appropriate emergency aid; use a computer to perform medical, insurance and other recordkeeping functions; and work in an environment with competing priorities. In addition, incumbents must possess strong interpersonal and communications skills to develop effective working relationships with athletes and to serve as a liaison among athletes, coaching staff, parents, physicians and other health professionals.

Education and Experience:

A bachelor's degree in athletic training, physical education, kinesiology or related field of study is required. Course work must include completion of The Board of Certification (BOC) curriculum requirements and some course work in sport psychology is preferred. Some previous experience providing athletic training at the high school or college level as an intern or certified Athletic Trainer is preferred.

License/Certification Requirements:

Incumbents must possess and maintain BOC certification. In addition, incumbents are required to possess and maintain certification in CPR/AED (cardio pulmonary resuscitation and automated external defibrillation) for the Professional Rescuer and first aid. Some positions may require a valid California driver's license.

ATHLETIC TRAINER II

Working more independently, Athletic Trainer II performs the full range of athletic training functions. Incumbents are expected to have greater expertise in making clinical judgments regarding injuries and treatment, and are more involved in the development and organization of the sports medicine program, especially in the absence of a Head Athletic Trainer. The following examples of typical work activities are meant to illustrate the general range of work functions performed by the Athletic Trainer II; they are not meant to be all-inclusive or restrictive. Work assignments may involve related activities.

In addition to the typical work activities identified above for the Athletic Trainer I, the Athletic Trainer II may perform several or all of the following functions.

- ◆ Develop and administer rehabilitation programs for athletic injuries, including assisting in scheduling and assigning students for therapy.
- ◆ Coordinate athletic training programs and assist in program development, including coordinating training room operations.
- ◆ Coordinate or assign other Athletic Trainers and provide direction and training to less experienced Athletic Trainers or student trainers/interns.
- ◆ Coordinate drug prevention programs and applicable drug testing requirements for student athletes.
- ◆ Assist coaches in designing and implementing conditioning programs.
- ◆ Assist in maintaining insurance records and monitoring and verifying insurance billings.
- ◆ Assist in developing and monitoring the program budget.

TYPICAL QUALIFICATIONS:**Knowledge:**

Incumbents must demonstrate a more comprehensive and in-depth knowledge of the requirements outlined for the Athletic Trainer I.

Abilities:

Incumbents must demonstrate full-to-advanced proficiency in the skills and abilities outlined for the Athletic Trainer I. In addition, incumbents must demonstrate the leadership, organizational, and administrative skills involved in coordinating an athletic training and sports medicine program.

Education and Experience:

The Athletic Trainer II must be more experienced to be able to perform the coordination and administrative duties often assigned. Typically, two years of experience as a certified Athletic Trainer in a high school or college environment is required. Additionally, a master's degree in athletic training or related field of study is preferred.

License/Certification Requirements:

Certification requirements are the same as those established for Athletic Trainer I.

HEAD ATHLETIC TRAINER

The Head Athletic Trainer typically has ongoing responsibility for the development, organization, and administration of the sports medicine program, including providing work direction to other Athletic Trainers. The following examples of typical work activities are meant to illustrate the general range of work functions performed by Head Athletic Trainers; they are not meant to be all-inclusive or restrictive. Work assignments may involve related activities.

In addition to the full range of typical activities noted above for the Athletic Trainer II, the Head Athletic Trainer typically performs the following:

- ◆ Provide work direction to other Athletic Trainers including assisting in employee selection, scheduling and assigning work, reviewing work of other Athletic Trainers, and providing input to performance evaluations.
- ◆ Assign Athletic Trainers to students, athletes, and/or sports programs, and ensure needed coverage for practices, home events, and team travel.
- ◆ Develop and recommend program policies and procedures to the athletic administration for implementation, ensuring compliance with provisions of the applicable national collegiate athletic association, OSHA and HIPPA.
- ◆ Monitor all injury reports and rehabilitation plans and progress. Advise and consult athletic administration on all major injuries and treatment not covered by student-athlete's insurance.
- ◆ Oversee the maintenance of athletic training facilities and equipment.
- ◆ Develop and monitor athletic training program budget including equipment and supplies for the athletic training facility.
- ◆ Monitor, review and verify injury reports and medical records and take appropriate action as required. Ensure proper maintenance and confidentiality of all medical records and follow insurance processing and procedures.

TYPICAL QUALIFICATIONS:

Knowledge:

Incumbents must possess a comprehensive and in-depth knowledge of the requirements outlined for Athletic Trainer II. In addition, Head Athletic Trainers must possess a demonstrated knowledge of effective lead techniques and practices; working knowledge of campus human resource practices and payroll procedures; and working knowledge of campus budget and related administrative processes and procedures.

Abilities:

Incumbents must demonstrate full mastery of the skills and abilities outlined above for the Athletic Trainer II. In addition, incumbents must exhibit the organizational and administrative abilities necessary to develop and coordinate a sports medicine program and must be skilled in establishing program priorities; providing work direction and training to other Athletic Trainers; promoting teamwork to optimize effectiveness; developing and implementing policies and procedures to ensure compliance with applicable regulating agencies; developing and monitoring the program budget; ensuring rehabilitation objectives are achieved and medical records are secured as confidential, accurate, and complete; and ensuring accurate maintenance of insurance records and billings.

Education and Experience:

The Head Athletic Trainer must demonstrate sufficient experience to be able to oversee athletic training operations for intercollegiate athletics and provide work direction to other professionals. Typically, incumbents must possess three to four years of experience as a certified Athletic Trainer with progressive responsibility, including at least one year of experience in a lead capacity with some responsibility for program administration. Some experience must have been at the college level. Additionally, a master's degree in athletic training or related field of study is preferred.

License/Certification Requirements:

Certification requirements are the same as those established for Athletic Trainer I.

**Side Letter of Agreement
Athletic Trainer Series Implementation
Effective March 1, 2008**

This Memorandum of Understanding constitutes the entire agreement between the California State University (CSU) and the California State University Employees Union (CSUEU) relating to the implementation and impact of the Athletic Trainer Series which includes new Athletic Trainer I (class codes 8180, 8181), Athletic Trainer II (class codes 8185, 8186) and the new Head Athletic Trainer (class codes 8190, 8191) classifications. Twelve-month (with 10/12 and 11/12 ranges), and Academic Year classifications will be established. This agreement satisfies the meet-and-confer and all other bargaining obligations pursuant to HEERA and Article 17 of the parties Collective Bargaining Agreement (Agreement) on this issue. CSU provided copies of these new classification standards to the CSUEU as the basis for discussions between the parties pursuant to provision 17.14 of the Agreement. All articles mentioned below reference the CSUEU/CSU Agreement.

In accordance with the foregoing, the parties hereby agree as follows:

1. The Athletic Trainer Series, which includes the classifications noted above, will be implemented in Unit 2 effective the March 2008 pay period.
2. The salary ranges effective on the implementation date for the above classifications are attached. If the salary ranges of classifications deemed comparable to Athletic Trainers (as noted on the Salary Range proposal) are increased due to the revision of their classification standards, the parties agree to meet to discuss adjustments to the comparable Athletic Trainer classification.
3. Classifications designated as AY are on an Academic Year Pay Plan. The term "academic year pay plan" as used in this Agreement refers to employees who are hired in an academic year classification. A year of service in an academic year classification is two (2) consecutive semesters or three (3) consecutive quarters of employment within the academic year designated by the respective campus at a timebase of fifty percent (.5) or greater. At a quarter system year-round operation (QSYRO), however, a year of service is any three (3) consecutive quarters in a period of four (4) consecutive quarters within the academic year designated by the respective QSYRO campus at a timebase of fifty percent (.5) or greater.
4. Effective March 1, 2008, all newly hired 12-month Athletic Trainers shall be placed directly into the appropriate Unit 2 Athletic Trainer classification and will follow the existing provisions of the CSUEU Agreement. Since AY appointments have been made for the 2007/2008 academic year, newly hired AY Athletic Trainers shall be placed directly into the appropriate Unit 2 Athletic Trainer classification beginning with the 2008/09 academic year. Athletic Trainer appointments into an academic year class may

begin with the 2008/09 academic year. Future academic year appointments must be effective at the beginning of the academic year.

5. Those employees performing the work of the above three classifications, who currently occupy in-lieu classifications in non-Unit 2 bargaining units (e.g., Unit 3, 4 and 9) as of the effective date of this agreement, will not be automatically reclassified into the Athletic Trainer Series. These employees will be grandfathered in their existing classification unless the individual employee voluntarily elects to be reclassified into the appropriate Unit 2 Athletic Trainer classification. This voluntary election must be made in writing and submitted to the employee's Human Resources Office no later than sixty (60) days after the implementation date. The reclassification for existing 12-month employees will be effective the first day of the following pay period after the written notice is received in the Human Resources Office. The reclassification effective date for AY employees will be the beginning of the next academic term.
6. The CSU shall consider an employee's job duties, experience, and educational background for both his/her placement in the appropriate Athletic Trainer classification as well as the appropriate salary rate within the salary range of that classification.
7. Those employees who voluntarily elect to be reclassified into Unit 2 shall not suffer any loss of base salary, pursuant to article 20. However, the employee's base salary shall be within the salary range of the appropriate Athletic Trainer classification and shall not exceed the salary range maximum. At the president's discretion, the base salary may be red-circled if the employee prefers to move into Unit 2, pursuant to the Red Circle Rate provisions in Article 20. However, it should be noted that CalPERS does not include pay above the salary range maximum for purposes of retirement calculation.
8. Reclassification provisions as outlined in Article 9 and Anniversary Date provisions outlined in Article 20 of the Agreement will apply for employees reclassified to one of the new classifications from an in-lieu classification with a lower salary range. For in-lieu classifications, a higher salary range is defined when the salary range maximum of the new classification is 2.5% higher than the salary range maximum for the in-lieu classification.
9. An employee who elects to be reclassified to the new Athletic Trainer Series whose base salary is below the new salary range minimum after any reclass increase granted under Article 9, will be automatically moved to the appropriate salary range minimum for the classification. Campuses may elect to pay an Athletic Trainer higher than the range minimum.
10. Those incumbents in in-lieu of classifications in bargaining units 2, 4, 5, 7 or 9 who, as a result of this agreement, are voluntarily reclassified into a new Athletic Trainer classification will not have any change to their probationary or permanent status. Incumbents who are serving a probationary period in an in-lieu of classification will continue serving the remainder of the probationary period in the new Athletic Trainer

classification. The probationary period provisions outlined in Article 9 will apply to employees who are otherwise reclassified or promoted to this classification.

11. Temporary Athletic Trainers who are in bargaining units other than 2, 5, 7, or 9 and are voluntarily reclassified and have had a timebase of .5 or greater for four (4) or more consecutive years in an Athletic Trainer capacity will serve a six (6) months probationary period in the Unit 2 athletic trainer classification. Temporary Athletic Trainers who are in bargaining units 2, 5, 7 or 9 will receive permanency in accordance with provisions 9.52 through 9.55.
12. Temporary Athletic Trainers who have had a timebase of .5 or greater for less than four (4) consecutive years:
 - a. If they are in bargaining units other than 2, 5, 7, or 9 and are voluntarily reclassified,
 - i. Shall serve one (1) year from the date of reclassification in a temporary position before being granted permanency in accordance with Article 9 if they have three (3) or more consecutive years in an Athletic Trainer capacity.
 - ii. Shall be required to meet the provisions in Article 9 before permanency is granted if they have less than three (3) consecutive years in an Athletic Trainer classification.
 - b. Will receive permanency in accordance with provisions 9.52 through 9.55 if they are in bargaining units 2, 5, 7, or 9.
 - c. At the discretion of the President, time worked in the in-lieu Athletic Trainer classification may count toward the service requirements. A temporary Athletic Trainer shall remain temporary, unless the employee meets the timebase or service requirements above or the campus converts the position to probationary.
13. Notwithstanding provision 12 above, the President may waive probation and grant permanent status to any Athletic Trainer who is voluntarily reclassified and has had a timebase of fifty percent (.5) or greater for more than two consecutive years in an Athletic Trainer capacity.
14. Employees who voluntarily elect to be reclassified into a Unit 2 Athletic Trainer position will be granted seniority points according to the CSUEU Agreement. Time worked performing Athletic Trainer duties will count for seniority purposes, regardless of the prior classification or bargaining unit.
15. It is understood that benefit packages vary by employee group and collective bargaining agreement. If an employee voluntarily elects to be reclassified into Unit 2, that employee will be covered by the CSUEU benefits package effective the date of reclassification. Benefit changes cannot be made retroactively.

16. If and when any Athletic Trainer performs any classroom instruction, that individual will receive a separate lecturer appointment.

17. If the employee elects to remain in an in-lieu classification, the position shall be filled with the appropriate Athletic Trainer classification in Unit 2 once the position is vacated.

For CSU:

For CSUEU:

1s/ Sharyn Abernatha 2/07/08
Sharyn Abernatha Date

1s/ Teven Laxer 2/7/08
Teven Laxer Date

CSU PROPOSAL #4 (2nd Revision)
 Unit 2 - Athletic Trainer Series Classification Implementation
 January 30 2008

Athletic Trainers	Comparable CSU Classes and Ranges Effective 1/1/07				CSU Proposal: Effective March 1, 2008				Comparable Salary Range
	Current Salary Range Minimum	Current Salary Range Maximum	Current SSI Max	Current Range Spread	Proposed Salary Range Minimum	Proposed SSI Max	Proposed Salary Range Maximum	Proposed Range Spread	
Athletic Trainer I - 12 mo (class code 8180)	42,288	63,432	57,660	50%	42,288	60,816	67,656	60%	Comparable to Nutritionist (c/c 8130)
<i>monthly</i>	3,524	5,286	4,805	50%	3,524.00	5,068.00	5,638.00	60%	
10/12 range					35,244	50,676	56,376	60%	
<i>monthly</i>					2,937.00	4,223.00	4,698.00	60%	
11/12 range					38,760	55,752	62,016	60%	
<i>monthly</i>					3,230.00	4,646.00	5,168.00	60%	
Athletic Trainer II - 12 mo (class code 8185)	46,020	69,036	62,736	50%	46,020	66,180	73,932	61%	Comparable to Physical Therapist I (c/c 7980)
<i>monthly</i>	3,835	5,753	5,228	50%	3,835.00	5,515.00	6,161.00	61%	
10/12 range					38,352	55,152	61,608	61%	
<i>monthly</i>					3,196.00	4,596.00	5,134.00	61%	
11/12 range					42,180	60,660	67,776	61%	
<i>monthly</i>					3,515.00	5,055.00	5,648.00	61%	
Head Athletic Trainer - 12 mo (class code 8190)	n/a	n/a	n/a	n/a	53,844	77,436	86,160	60%	Comparable to Physical Therapist II but range for this position is not competitive. Recommend 10% differential between AT II and Head AT.
<i>monthly</i>					4,487.00	6,453.00	7,180.00	60%	
10/12 range					44,868	64,536	71,796	60%	
<i>monthly</i>					3,739.00	5,378.00	5,983.00	60%	
11/12 range					49,356	70,980	78,984	60%	
<i>monthly</i>					4,113.00	5,915.00	6,582.00	60%	
Athletic Trainer I - AY (class code 8181)	n/a	n/a	n/a	n/a	36,768	52,884	58,836	60%	
<i>monthly</i>					3,064.00	4,407.00	4,903.00	60%	
Athletic Trainer II - AY (class code 8186)	n/a	n/a	n/a	n/a	40,020	57,552	64,284	61%	
<i>monthly</i>					3,335.00	4,796.00	5,357.00	61%	
Head Athletic Trainer - AY (class code 8191)	n/a	n/a	n/a	n/a	46,824	67,332	74,916	60%	
<i>monthly</i>					3,902.00	5,611.00	6,243.00	60%	

NOTES:
 1) 10/12 and 11/12 are computed from the 12 month range.
 2) Proposed AY ranges are 15% less than the 12 month ranges (12 month rate/1.15). After implementation, AY classes will be adjusted by any future GSI percentage.