

Date: October 13, 2009

Code: TECHNICAL LETTER
HR/Salary 2009-09
SFSU Only

To: Lori Gentles
Associate Vice President,
Human Resources, Safety & Risk Management
Wanda Humphrey, Payroll Manager
San Francisco State University

Reference: HR/Salary 2009-06

From: Evelyn Nazario
Assistant Vice Chancellor
Human Resources Management



Subject: 2008/09 Salary Adjustments for SFSU Head Start Program Specialist Employees Appointed in Excluded (E99) Class 1237 and SFSU Employees Appointed in Confidential (C99) Classifications

Overview

Audience: SFSU Associate Vice President, Human Resources, Safety & Risk Management, Payroll Manager, and/or campus designee(s) responsible for payroll processing

Action Item: Process salary adjustments effective June 1, 2009 and July 1, 2009

Affected Employee Groups/Units: SFSU Head Start appointees in Excluded (E99 class code 1237) and Confidential (C99) classifications

Summary

This technical letter provides information regarding salary adjustments for SFSU Head Start Program appointees in E99 (class code 1237) and C99 classifications for fiscal year 2008/09. The adjustments consist of a 3.06% increase effective June 1, 2009 and a 1.84% limited time increase effective July 1, 2009 (which expires July 1, 2010). SFSU Head Start employee compensation is primarily funded from federal Cost of Living Adjustment (COLA) grant monies.

The above-identified audience should review the remainder of this technical letter for more detailed information.

Distribution:

Dr. Robert A. Corrigan, President
Vice President, Administration, SFSU
HR Professionals, SFSU

Vice Chancellor, Human Resources

The 2008/09 salary program for the San Francisco State University (SFSU) Head Start Program Specialist employees and for Confidential employees assigned to the Head Start Program have been approved as follows.

Detailed Program Information for Salary Provisions

- ❖ Excluded (E99) employees in Class 1237 & Confidential (C99) employees appointed to the SFSU Head Start Program

June 1, 2009 3.06% Increase:

- Effective June 1, 2009, the campus will post a 3.06% increase to the individual salary rates of all SFSU Head Start employees appointed to C99 and E99 classifications.
- The salary range minimums and maximums for E99 class code 1237 will be increased by 3.06%, effective June 1, 2009 and will be adjusted to the following:

<u>Class Code</u>	<u>Range</u>	<u>Class Title</u>	<u>Salary Rate</u>
1237	1	SFSU Head Start Program Specialist Non-Exempt	\$2,074 - \$5,984
1237	2	SFSU Head Start Program Specialist Exempt	\$3,699 - \$7,615

July 1, 2009 1.84% Increase:

- Effective July 1, 2009, the campus will post a 1.84% increase to the individual salary rates of all SFSU Head Start employees appointed to C99 and E99 classifications.
- The salary range minimums and maximums for E99 class code 1237 will be increased by 1.84%, effective July 1, 2009 and will be adjusted to the following:

<u>Class Code</u>	<u>Range</u>	<u>Class Title</u>	<u>Salary Rate</u>
1237	1	SFSU Head Start Program Specialist Non-Exempt	\$2,112 - \$6,094
1237	2	SFSU Head Start Program Specialist Exempt	\$3,767 - \$7,755

- Effective July 1, 2010, each employee's individual salary rate in effect as of July 1, 2010 and the minimum and maximum rates of class code 1237 on the Salary Schedule will be reduced by 1.84%.
 - Implementation instructions will be addressed in a future technical letter.

The following processing instructions are provided in Attachment A:
 ⇒ Salary Increase Programs I – Class 1237 Salary Increases

Please direct questions regarding this technical letter as follows:

- PIMS processing instructions
- CMS Baseline processing instructions
- CSU Audits representative at the SCO
- CMS liaison for systemwide HR at (562) 951-4418

- Collective bargaining aspects
- All other questions

Labor Relations at (562) 951-4400
Human Resources Management at (562) 951-4411

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

EN/vk

Attachment

PROCESSING INSTRUCTIONS

SALARY INCREASE PROGRAMS I – Head Start Program Class 1237 & C99 Appointees Salary Increases

PAY SCALES IMPACT:	
Change Summary:	<ul style="list-style-type: none"> • Effective 06/01/09, increase the salary range minimums and maximums by 3.06% • Effective 07/01/09, increase the salary range minimums and maximums by 1.84%
Class Code(s):	1237
CBID:	E99
Pay Scales Effective Date:	06/01/09 and 07/01/09
Date in Production:	10/12/09
Pay Letter:	2009-04

EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:	
Processing Responsibility:	Campus
Processing Date(s):	<ul style="list-style-type: none"> • Beginning 10/12/09 for 06/01/09 3.06% increase • Beginning 10/12/09 for 07/01/09 1.84% increase
Effective Date:	<ul style="list-style-type: none"> • 06/01/09 for 3.06% increase • 07/01/09 for 1.84% increase
PIMS Transaction:	SCR for both increases
Detailed Transaction Code (Item 719)	50
EH Remarks (Item 215)	HR/SA 2009-09
Pay Amount:	<ul style="list-style-type: none"> • 3.06% effective 06/01/09 • 1.84% effective 07/01/09
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave:	<ul style="list-style-type: none"> • Increases are effective 06/01/09 and 07/01/09, respectively, for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957 = 40) on 06/01/09 and 07/01/09, respectively. • Increases for other employees on leave (non-pay status) prior to 06/01/09 and/or 07/01/09 are to be keyed by the campus via SCR Transaction (Item 719=50), effective the date the employee returns to pay status.
Additional Information:	<p>For 3.06% Increase:</p> <ul style="list-style-type: none"> • All employees who are active as of 06/01/09 will receive the 3.06% increase via SCR Transaction (Item 719=50). • For employees hired after 06/01/09 and before the 3.06% increase is implemented, process a correct transaction (e.g., A52C) to their appointment at the higher salary and enter HR/SA 2009-09 in Item 215. • The campus should not process an SCR on appointments that have expired prior to 06/01/09. <p>For 1.84% Increase:</p> <ul style="list-style-type: none"> • All employees who are active as of 07/01/09 will receive the 1.84% increase via SCR Transaction (Item 719=50). • For employees hired after 07/01/09 and before the 1.84% increase is implemented, process a SCR transaction on top of the appointment. This will serve as documentation of the 1.84% increase that will be removed effective 07/01/10. If the employee's salary on the appointment transaction is below the

	<p>minimum amount on the Salary Schedule, send the documents to CSU Audits for processing.</p> <ul style="list-style-type: none"> • The campus should not process an SCR on appointments that have expired prior to 07/01/09. <p>For New Hires:</p> <ul style="list-style-type: none"> • Employees hired into the unit after implementation are to receive the 1.84% limited time increase up through June 2010. • Process an SCR Transaction (Item 719=50) on top of the appointment transaction. This will serve as documentation of the 1.84% increase that will be removed effective 07/01/10. If the employee's salary on the appointment transaction is below the minimum amount on the Salary Schedule, send the documents to CSU Audits for processing.
SCO Personnel Letter:	N/A

CMS PROCESSING INFORMATION:	
Workforce Administration:	<p>For 3.06% Increase:</p> <ul style="list-style-type: none"> • Action/Reason: PAY/MER (SCR, 719 = 50) <ul style="list-style-type: none"> ○ Effective Date: 06/01/09 ○ Comp Rate: Varies <p>Employment History Remarks: HR/SA2009-09</p> <p>For 1.84% Increase:</p> <ul style="list-style-type: none"> • Action/Reason: PAY/MER (SCR, 719 = 50) <ul style="list-style-type: none"> ○ Effective Date: 07/01/09 ○ Comp Rate: Varies <p>Employment History Remarks: HR/SA2009-09</p>
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:	Refer to the Additional Information provided above for instructions on processing corrections, leaves and new hires.