


Date: September 30, 2010

Code: TECHNICAL LETTER
HR/Salary 2010-20

To: Human Resources Directors
Payroll Managers

Reference: HR 2010-12

From: Evelyn Nazario 
Assistant Vice Chancellor
Human Resources Management

Subject: Implementation of New Reprographics Specialist Classifications in Unit 7 (Clerical/Administrative Support Services)

Overview

Audience: HR professionals responsible for hiring and classifying employees, campus designees responsible for employee payroll processing, and/or individuals with responsibility for reprographic centers

Action Item: Implementation of new classifications in Unit 7 (Clerical/Administrative Support Services) effective with the October 2010 pay period

Affected Employee Group(s)/Unit(s): Employees engaged in reprographics work in Unit 7 and employees performing this work in "in lieu of" classifications

Summary

As communicated in HR Letter 2010-12, the California State University (CSU) has reached agreement with the California State University Employees' Union (CSUEU) on the implementation of new Reprographics Specialist classification standards and corresponding salary ranges in Unit 7 (Clerical/Administrative Support Services) effective October 2010 pay period. This Technical Letter provides the following information:

- List of New Classifications and Corresponding Class Codes
- Road Map from Old to New Classifications
- Employee Reclassification to New Classifications
- Processing Instructions

Those in the audience listed above should review the remainder of this Technical Letter for more detailed information.

Distribution:

CSU Presidents
Vice Chancellor, Human Resources
Vice Presidents, Administration

Associate Vice Presidents/Deans of Faculty
Budget Officers

❖ **New Classifications and Corresponding Class Codes:**

- Reprographics Specialist I (1480)
- Reprographics Specialist II (1481)
- Reprographics Specialist III (1482)
- Reprographics Specialist IV (1483)

Revised classification standards were provided as an attachment to HR Letter 2010-12 or can be viewed and printed at the Human Resources Classification Standards Web site at: <https://www.calstate.edu/HRAAdm/Classification/index.shtml>

❖ **Road Map from Old to New Classifications**

The CSU and CSUEU will jointly petition the Public Employment Relations Board to delete the old classifications and approve the new classifications as soon as all incumbents have been reclassified. Employees in the (old) Reproduction and Duplicating classifications in Unit 7 will be reclassified to the appropriate new Unit 7, Reprographics Specialist classification as outlined below:

Old Classification	Code		New Classification	Code
Duplicating Machine Operator I	1450	→	Reprographics Specialist I	1480
Duplicating Machine Operator II, Direct Impression	1467	→	Reprographics Specialist II	1481
Duplicating Machine Operator II, Offset	1466	→	Reprographics Specialist II	1481
Reproduction Processes Assistant	1472	→	Reprographics Specialist III	1482
Duplicating Machine Supervisor I	1464	→	Reprographics Specialist III	1482
Reproduction Processes Supervisor I	1471	→	Reprographics Specialist IV	1483

❖ **Employee Reclassification to New Classifications:**

The terms as outlined in the Side Letter of Agreement are in accordance with reclassification provisions in the current CSU/CSUEU collective bargaining agreement.

Effective Date:	<ul style="list-style-type: none"> • Effective with the October 2010 pay period. • Any reclassification resulting from the road map process will be retroactive to the October 2010 pay period. • Any reclassification requested, either by the manager or employee, after the reclassification from the mapping, will be conducted within 120 days rather than 180 days as provided in provision 9.29 of the collective bargaining agreement and is effective per provision 9.28.
Salary Increase:	<ul style="list-style-type: none"> • None, except that any employee whose base salary is below the new salary range minimum will automatically be moved to the applicable salary range minimum of the new classification. • Pursuant to Article 20, campuses may elect to provide employees in-range progression increases above their new minimum salary rates. • Employees in “in-lieu” classifications who are reclassified to one of the new classifications will receive at least a 5% increase up to the salary range maximum if the salary range maximum of the new classification is at least 2.5% above the salary range maximum of the employee’s current

	<p>classification. This is in accordance with the Side Letter of Agreement and Article 9 of the CSU/CSUEU collective bargaining agreement.</p>
Salary Structure:	<ul style="list-style-type: none"> • Twelve month, 11/12, and 10/12 pay plans will be available for the subject classifications.
Anniversary Date:	<ul style="list-style-type: none"> • Anniversary dates for employees who do not currently have anniversary dates and who meet the following criteria will be set to the month of the employee's initial appointment into any CSU classification at the campus combined with the current fiscal year (e.g., 6/10): <ol style="list-style-type: none"> 1. If, as of the date immediately prior to implementation, the employee's base salary is at or above the SSI Maximum and, 2. If on implementation of the new salary ranges effective with the October 2010 pay period, the employee's base salary is below the new SSI Maximum. • Anniversary dates must be reset when an employee is moved to a higher skill level or classification that resulted in at least a five percent (5%) increase in accordance with Article 20 of the CSU/CSUEU collective bargaining agreement.
Employment Status:	<ul style="list-style-type: none"> • Employees who, as a result of this agreement, are reclassified into a Reprographics Specialist classification will not have any change to their probationary or permanent status. • Employees who are serving a probationary period will continue serving the remainder of the probationary period in the new Reprographics Specialist classification. • The probationary period provisions outlined in Article 9 will apply to employees who are otherwise reclassified or promoted to these classifications. • An employee on the Reemployment List in one of the existing reprographics positions due to layoff pursuant to provision 24.28, will be placed on the Reemployment List as if the employee had been reclassified to a new Reprographics Specialist classification pursuant to the road map.
Seniority:	<ul style="list-style-type: none"> • Seniority points for those employees otherwise reclassified/promoted into the new classifications will be handled according to existing provisions in the Agreement.
New Hires:	<ul style="list-style-type: none"> • Effective with the October 2010 pay period, all newly hired employees who are to perform reprographic or duplicating duties as described in the Reprographics Specialist classification standards shall be hired into Unit 7 as a Reprographics Specialist I, II, III or IV, as appropriate.
Adverse Impact:	<ul style="list-style-type: none"> • In cases where an employee is in an "in lieu of" classification with a higher SSI Maximum or Salary Range Maximum than that of the new classification, the employee may be grandfathered in the current classification to ensure no adverse impact; however, an employee may voluntarily elect to be reclassified. The decision by an employee to make such an election pursuant to this paragraph must be made no later than sixty (60) days after the notice of eligibility to be reclassified. • There shall be no demotion of any incumbent as a result of the implementation of this Agreement.
Additional Information:	<p>Refer to the specific side letter of agreement provided in HR 2010-12</p>

❖ Processing Instructions:

For In-Range Progressions, refer to Human Resources Salary Programs Web site at:
https://www.calstate.edu/HRAdm/salaryprogram/csea/salprog_inrange.shtml#GenInfo

The following processing instructions are provided in Attachment A:

⇒ I. Employee Reclassification to a New Classification

For processing instructions and general information on all salary programs, refer to Human Resources Salary Programs Web site at: <https://www.calstate.edu/HRAdm/salaryprogram/>

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 HRM at (562) 951-4418
- Collective bargaining aspects Labor Relations at (562) 951-4400
- All other questions Human Resources Management at (562) 951-4411

This document is available on the Human Resources Management's Web site at:

<https://www.calstate.edu/HRAdm/memos.shtml>

EN/dm

Attachment

PROCESSING INSTRUCTIONS

I. EMPLOYEE CONVERSION TO A NEW CLASSIFICATION

PAY SCALES IMPACT:	
Change Summary:	New Classifications
Class Code(s):	1480, 1481, 1482, 1483
CBID:	R07
Pay Scales Effective Date:	10/01/10
Date in Production:	10/05/10
Pay Letter:	2010-07
EMPLOYMENT HISTORY/PAYROLL IMPACT:	
Processing Responsibility:	Campus
Effective Date(s):	10/01/10
Processing Date(s):	<ul style="list-style-type: none"> • By 10/31/10 for employees in existing reproduction and duplication classifications in Unit 7. • By 02/22/11 for employees in existing reproduction and duplication classifications in Unit 7 who, as a result of the mapping, request and are granted a reclassification. • By 04/21/11 for employees in "in-lieu of" classifications outside of Unit 7.
PIMS Transaction:	A63
Detailed Transaction Code (Item 719):	N/A
EH Remarks (Item 215):	HR/SA 2010-20
Pay Amount:	<ul style="list-style-type: none"> • Employees whose base salary is below the salary range minimum of the new classification must be moved to the applicable new salary range minimum. • Minimum 5% increase for employees moving to a new classification with a salary range maximum of 2.5% or higher than for the "in-lieu of" classification.
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave (non-pay status):	Employees on a full unpaid leave should be reclassified upon their return from leave.
Additional Information:	<ul style="list-style-type: none"> • Anniversary dates for employees who do not currently have anniversary dates and who meet the following criteria will be set to the month of the employee's initial appointment into any CSU classification at the campus combined with the current fiscal year (e.g., 6/10): <ol style="list-style-type: none"> 1. If, as of the date immediately prior to implementation, the employee's base salary is at or above the SSI Maximum and, 2. If on implementation of the new salary ranges effective with the October 2010 pay period, the employee's base salary is below the new SSI maximum. • Anniversary Dates (Item 330) are set pursuant to Article 20. Anniversary date is reset if 1) the employee moves to a higher skill level or classification, and 2) receives at least a 5% increase.

SCO Personnel Letter:	N/A
CMS PROCESSING INFORMATION:	
Workforce Administration:	<ul style="list-style-type: none"> • Action Reason(s): <ul style="list-style-type: none"> ○ JRC/JCC (A63) ○ POS/JRC (A63) • Effective Date: 10/1/10 • Job Code (s): 1480, 1481, 1482, 1483 • Union Code: R07 • FTE: Update as appropriate • Empl History Remarks: HR/SA 2010-20 • Comp Rate: Update as instructed above • Pay Group: Update as appropriate • Employee Type: Update as appropriate • Work Group: Update as appropriate • Anniversary Code: Update as appropriate • Anniversary Date (Item 330): Update as instructed above • Probation Code (Item 430): Update as appropriate • Probation End Date (Item 430): Update as instructed above • Retirement Code: Update as appropriate • Professional Licenses (Item 560): Update as appropriate
Temporary Faculty:	N/A
Benefits:	<ul style="list-style-type: none"> • Benefit Program: STN (Standard)
Time and Labor:	N/A
Leave Accounting:	N/A
Absence Management:	<ul style="list-style-type: none"> • A new AM Pay Group may be created. • Additional communication will be provided via CMS.
Labor Cost Distribution:	<ul style="list-style-type: none"> • Job Function: STF (Staff)
Additional Instructions:	<ul style="list-style-type: none"> • Additional communication to be provided in a future CMS bulletin.