Date: July 29, 2011

To: Human Resources Officers

From: Evelyn Nazario
Assistant Vice Chancellor
Human Resources Management

Subject: Library Services Specialist Classifications in Unit 9 (Technical Support Services) - Change in Implementation Dates of Side Letter of Agreement Provisions

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<th>Overview</th>
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<td><strong>Audience:</strong></td>
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<td><strong>Action Item:</strong></td>
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<td><strong>Affected Employee Group(s)/Unit(s):</strong></td>
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**Summary**

As communicated in HR/Salary 2011-10, the California State University (CSU) reached agreement with the California State University Employees’ Union (CSUEU) on the implementation of new Library Services Specialist (LSS) classification standards and corresponding salary ranges effective with the July 2011 pay period. This Technical Letter provides information regarding changes to the implementation dates of specific provisions affected by the new Side Letter of Agreement. Those in the audience listed above should review the remainder of this technical letter for more detailed information.

On July 13, 2011, CSU and CSUEU mutually agreed to modify and clarify the Side Letter of Agreement signed on May 5 and 6, 2011. The new Side Letter of Agreement replaces the “execution date” of May 5 and 6, 2011, with an “implementation date” of July 1, 2011, for the following provisions.

- **Provisions affected by the new Side Letter of Agreement**
  The following provisions are affected with the new implementation date of July 1, 2011:
<table>
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<th>Provision:</th>
<th>Incumbent Library Assistants and Lead Library Assistants shall be provided a website link or a copy of the Side Letter of Agreement and the Classification and Qualification Standards for the LSS classification within thirty (30) days of July 1, 2011.</th>
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<td>3</td>
<td>Within three (3) months from July 1, 2011, the CSU shall develop training on the new Library Services Specialist classification series. Training shall be presented to classifiers within six (6) months of July 1, 2011.</td>
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<td>4b</td>
<td>If the position description of an incumbent Library Assistant has not been updated within the twelve (12) months prior to July 1, 2011, the employee and manager shall have ninety (90) days from July 1, 2011, to update the position description and try to reach an agreement on the appropriate classification for the employee.</td>
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<tr>
<td>8</td>
<td>If the position description of an incumbent Library Assistant was completed within the twelve (12) months prior to July 1, 2011, the employee and manager shall have ninety (90) days from July 1, 2011, to review the position description to determine if they are still in agreement that the position description is accurate, and try to reach an agreement on the appropriate classification for the employee.</td>
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<tr>
<td>9</td>
<td>If neither the employee nor the manager submits a request for reclassification to the appropriate Library Services Specialist classification within 365 days from July 1, 2011, Human Resources shall determine the Library Assistant’s appropriate classification in accordance with the Road Map.</td>
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</table>

This technical letter has no impact to the Common Management Systems (CMS) Baseline.

Please direct questions regarding this technical letter as follows:
- 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](https://www.calstate.edu/HRAdm/memos.shtml)

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Attachment
Side Letter of Agreement

Library Services Specialist Implementation

This Memorandum of Understanding is to modify and clarify the Memorandum of Understanding signed by CSUEU and CSU on May 5 and 6, 2011 to implement the Library Services Specialist classifications.

4.b. Within three (3) months of the execution of this agreement, July 1, 2011, the CSU shall develop training on the Library Services Specialist classification series. It shall be presented to classifiers within six (6) months of the execution of this agreement, July 1, 2011.

8. If the position description of an incumbent Library Assistant has not been updated within the previous twelve (12) months prior to July 1, 2011, upon the execution of this agreement the employee and administrator shall have ninety (90) days from July 1, 2011 to update their position descriptions and try to reach agreement on the appropriate classification for the employee.

9. If the position description was completed within the twelve (12) months prior to the date of this Side Letter of Agreement, July 1, 2011, the employee and the administrator shall have ninety (90) days from July 1, 2011 to review the position description to determine if they are still in agreement that the position description is accurate and try to reach agreement on the appropriate classification for the employee.

15. If neither the Library Assistant nor the manager submits a request for reclassification to the appropriate Library Specialist classification within 365 days of the execution of this Agreement, July 1, 2011, Human Resources shall determine the Library Assistant's appropriate Library Specialist classification in accordance with the following Road Map:

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