


Date: December 7, 2015

Code: TECHNICAL LETTER
HR/Salary 2015-26

To: Human Resources Officers
Payroll Managers

From: Evelyn Nazario 
Associate Vice Chancellor
Human Resources Management

Lety Hernandez 
Senior Manager, Compensation
Human Resources Management

Subject: January 1, 2016 Salary Range Adjustments for Increase to New Minimum Wage

Colleagues:

We are pleased to provide you with processing information on the minimum wage increase effective January 1, 2016. Please note, campuses are responsible for adjusting salary rates of employees paid below \$10 per hour or \$1,734 per month. Technical Letter [HR/Salary 2015-26](#) is attached for your reference and provides additional information.

We encourage the appropriate staff on your campus to review the attached information.

As always, please let us know if you have any questions or concerns.

Warm regards,


Evelyn and Lety

Date: December 7, 2015

Code: TECHNICAL LETTER
HR/Salary 2015-26

To: Human Resources Officers
Payroll Managers

Reference: HR/Salary 2013-22

From: Evelyn Nazario 
Associate Vice Chancellor
Human Resources Management

Lety Hernandez 
Senior Manager, Compensation
Human Resources Management

Subject: January 1, 2016 Salary Range Adjustments for Increase to New Minimum Wage

Summary:

Effective January 1, 2016, the California minimum wage will increase to \$10.00 per hour. This technical letter provides information regarding the increase in salary rate and range minimums of affected California State University (CSU) classification codes which are currently below \$10.00 per hour or \$1,734 per month.

Campus Human Resources Officers, Payroll Managers, and/or designees responsible for processing employee pay increases, should review the remainder of this technical letter for more information.

Action Item:

Implementation of minimum wage increase.

Affected Employee Groups/Units:

Employees earning below \$10.00 per hour, if paid on an hourly basis, or \$1,734 per month, if paid on a monthly basis.

Details:

Effective January 1, 2016, the California minimum wage will increase to \$10.00 per hour. Consistent with these changes, the CSU will be increasing the minimum salary rates of affected classifications as follows:

Salary Structure Change Effective January 1, 2016

Salary range minimums will be increased to \$10.00 per hour for hourly rate classes and to \$1,734 per month (based upon a full-time equivalency) 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.

CIRS compendium data file **X95**, Cycle **1512**, will be available to campuses on January 4, 2016, via the F1 Express Function. This report includes potential employees and students paid below the new minimum.

The following processing instructions are provided in Attachment B:

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

Distribution:

CSU East Bay President
CSU Maritime Academy President
Executive Vice Chancellor and CFO
Vice Chancellor, Human Resources

All Campus Vice Presidents
Associate Vice Presidents/Deans of Faculty
Budget Officers

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 (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 Website at:

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

EN/LH/rc

Attachments

Classifications Affected by Salary Structure Increase

Hourly Classes – New Minimum of \$10.00/Hour Effective January 1, 2016

<u>CBID</u>	<u>Class Code</u>	<u>Classification Title</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	7171	Notetaker
E99	7172	Reader
E99	2363	Instructional Faculty, Extension, Non-Credit – Range 2
E99	2563	Instructional Faculty, Extension, Non-Credit – ACA – Range 2
R03	2365	Music Studio Instructional Faculty
R03	2465	Music Studio Instructional Faculty – ACA
R03	2456	Substitute Instructional Faculty – ACA
R03	2523	Instructional Faculty, Extension, For Credit – ACA – G Rate
R03	2662	Demonstration Instructional Faculty – ACA

Monthly Classes – New Minimum of \$1,734/Month Effective January 1, 2016

<u>CBID</u>	<u>Class Code</u>	<u>Classification Title</u>
C99	1170	Confidential Office Support – 12 Month – Range 1
C99	1171	Confidential Office Support – 11/12 – Range 1
C99	1172	Confidential Office Support – 10/12 – Range 1
C99	1293	Management Intern
E99	1972	Early Childhood Associate Teacher
E99	1973	Early Childhood Assistant Teacher
E99	0101	Helper/Aid
R03	0350	CMA Continuing Education Instructor
R05	0104	Maintenance and Laborer Trainee
R07	1421	Data Entry Operator Trainee
R09	7170	Interpreter I
R09	7200	Interpreter I – 8/12
R09	1521	Technician Trainee

Note: Pay plans are adjusted to incorporate minimum wage requirements.

PROCESSING INSTRUCTIONS

SALARY STRUCTURE CHANGE

I – Assigned Salary Rate Below the New Salary Range Minimum

PAY SCALES IMPACT:	
Change Summary:	Implement new minimum wage
Class Code(s):	Per Attachment A
CBID:	Per Attachment A
Pay Scales Effective Date:	01/01/2016
Date in Production:	12/29/2015
Pay Letter:	2016-01

EMPLOYMENT HISTORY/PAYROLL IMPACT:	
Processing Responsibility:	Campus
Processing Date(s):	Beginning 01/05/2016
Effective Date:	01/01/2016
PIMS Transaction:	CRO
EH Remarks (Item 215):	HR/Salary 2015-26
Pay Amount:	Assigned Salary Rate (Item 820) = New Minimum
Pay Form:	<ul style="list-style-type: none"> • Rostered Appointments: Base salary increase • Positive Paid Appointments: PIP at or above new minimum wage rate
Additional Information:	PIMS: Campuses are responsible for adjusting CD048s and other positive pay documents prior to submission to the SCO.
SCO Personnel Letter:	N/A

CMS PROCESSING INFORMATION:	
Workforce Administration:	<ul style="list-style-type: none"> • Salary Schedule Load provided by HR Data Operations to CMS on 12/07/2015. • Action Reason: PAY/MOU (CRO) <ul style="list-style-type: none"> ○ Effective Date: 01/01/2016 ○ Comp Rate: Update to New Minimum ○ Empl History Remarks: HR/Salary 2015-26
Temporary Faculty:	N/A
Benefits:	N/A
Time and Labor:	N/A
Absence Management:	N/A
Labor Cost Distribution:	N/A
Additional Instructions:	Job data changes can be processed via Oracle/PeopleSoft the Mass Update process. Instructions will be provided to campuses on a future HR User Group Workforce Administration teleconference call.