What is Coded Memorandum?

Coded Memoranda

- Consist of HR Policy Memorandums, Technical Letters and Pay Letters

Date: February 26, 2008
To: CSU Presidents
From: Evelyn Nazaro

New Athletic Trainer Classification Series

Overview
Audience: Human Resources Directors, Associate Vice Presidents/Deans of Fiscal Directors, Student Health Services Directors

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

Affected Employee Groups/Units: Employees working as Athletic Trainers

Summary
New Athletic Trainer classificaitons will be implemented in Unit 2 effective March 1, 2008. Instrucitons will be provided in a future technical letter. All campus Athletic Trainer positions hiring March 1, 2008, must be placed in the new classification series.
What is Coded Memorandum?

- **HR Letter**: Communicates the Policy Information
- **Technical Letter**: Describes Implementation Rules
- **Pay Letter**: Describes changes or impact to the Salary Schedule

**Coded Memorandum**
HR Letters & Technical Letters

- **HR Letters** communicate new or updated HR-related policies and are distributed to the Presidents by the Vice Chancellor of Human Resources
  - Principal means of communicating a wide variety of information regarding human resources/personnel program policies and/or policy interpretations to the campuses

- **Technical Letters** are used to communicate detailed information, such as program interpretations, procedures or instructions, directly to the campus manager responsible for taking action on the information
  - Technical letters are grouped together by category for ease of administration and reference
Categories of Technical Letters

- Appointments
- Benefits Administration
- Employment History Database
- Equal Employment Opportunity
- Leaves
- Personnel Records
- Position Classification & Occupational Standards
- Salary Administration