

## What is Coded Memorandum?

### ■ Coded Memoranda

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

<b>Date:</b> February 29, 2007	<b>Code:</b> PAY LETTER 2008-03
<b>To:</b> CSU Salary Schedule Holders	
<b>From:</b> Evelyn Nazario Senior Director, Compensation Human Resources Administration	<i>Evelyn Nazario</i>
<b>Subject:</b> CSU Salary Schedule Changes – Payscale Modifications	

Overview

**Audience:** Campus Payroll Managers and/or designee(s) responsible for reviewing the CSU Salary Schedule

**Action Item:** None (information only)

**Affected Employee Group(s)/Unit(s):** Unit 2 – Health Care Support of California State University Employees’ Union (CSUEU)

Summary

This Pay Letter provides information regarding the addition of the new Athletic Trainer Series classifications in Unit 2 to the salary schedule in response to the agreement reached between the California State University (CSU) and the California State University Employees’ Union (CSUEU). The campus payroll manager, or designee(s) responsible for reviewing the CSU Salary Schedule, should review the remainder of this Pay Letter for further information.

<b>Date:</b> February 28, 2008	<b>Code:</b> HR 2008-01
<b>To:</b> CSU Presidents	
<b>From:</b> Gail E. Brooks Interim Vice Chancellor Human Resources	<i>Gail Brooks</i>
<b>Subject:</b> New Athletic Trainer Classification Series	

Overview

**Audience:** Human Resources Directors, Associate Vice Presidents/Deans of Faculty Directors, Student Health Services Directors

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

**Affected Employee Group(s)/Unit(s):** Employees working as Athletic Trainers

Summary

New Athletic Trainer classifications will be implemented in Unit 2 effective March 1, 2008. Imp instructions will be provided in a future technical letter. All campus Athletic Trainer positions hired March 1, 2008, must be placed in the new classification series.

<b>Date:</b> March 17, 2008	<b>Code:</b> TECHNICAL LETTER HR/Salary 2008-05
<b>To:</b> Associate Vice Presidents/Deans of Faculty Human Resources Directors Payroll Managers	<b>Reference:</b> HR 2008-01
<b>From:</b> Evelyn Nazario Senior Director, Compensation Human Resources Administration	<i>Evelyn Nazario</i>
<b>Subject:</b> Implementation of the Athletic Trainer Series	

Overview

**Audience:** HR professionals responsible for hiring and classifying employees

**Action Item:** Implementation of the Athletic Trainer classification series

**Affected Employee Group(s)/Unit(s):** New hires into the Athletic Trainer series and employees in "in-lieu of" classifications in Units 2, 3, 4 or 9

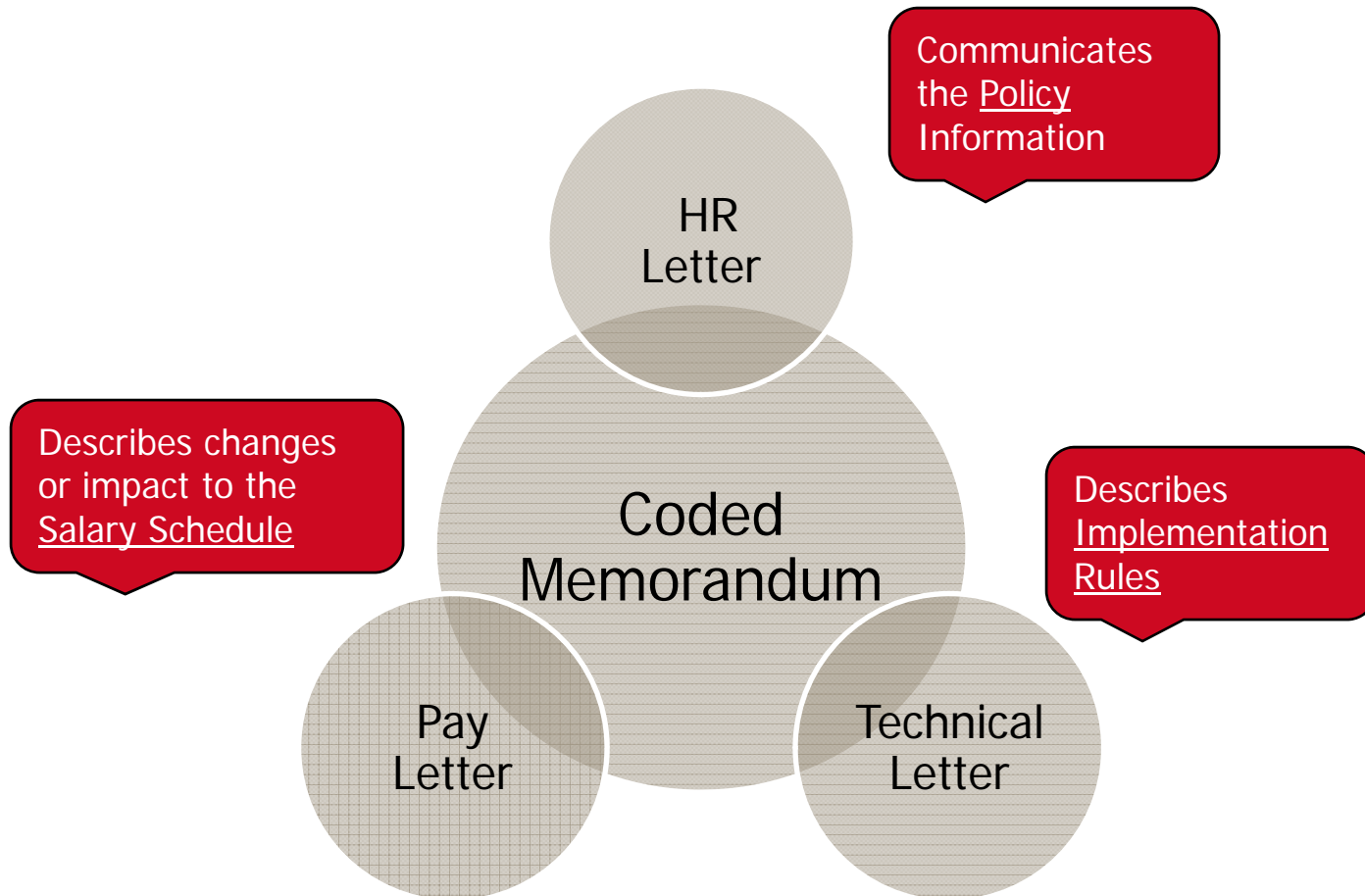
Summary

Agreement has been reached with the California State University Employees’ Union (CSUEU) on the implementation of a new Athletic Trainer classification series and the corresponding salary ranges. Classification standards and ranges are effective March 1, 2008. This technical letter provides the following information:

- [New Classifications and Associated Class Codes](#)
- [Appointments of Newly Hired Athletic Trainers](#)
- [Employee Conversion to New Classifications](#)
- [Temporary Athletic Trainers Converting to the Athletic Trainer Series](#)
- [Processing Instructions](#)

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

## What is 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