



THE CALIFORNIA STATE UNIVERSITY  
Office of the Chancellor  
401 Golden Shore, 4<sup>th</sup> Floor  
Long Beach, California 90802-4210  
(562) 951-4411

**Date:** July 15, 2002 **Code:** TECHNICAL LETTER  
HR/Salary 2002-09

**To:** Associate Vice Presidents/Deans of Faculty Affairs  
Human Resources Directors  
Payroll Managers

**From:**  Cathy Robinson   
Senior Director Senior Director  
Human Resources Administration Academic Human Resources

**Subject:** 2002/03 Salary Range Adjustments for Excluded Classifications

The 2002/03 salary program for Excluded (E99) classifications has been approved and a summary follows:

❖ **Salary Structure Changes effective July 1, 2002:**

- Excluded salary ranges have been adjusted and are provided in Attachment A.
- Minimum salary rates have been increased to \$6.75 per hour or higher for hourly classes or \$1170 for monthly classes. These range adjustments will have no effect on an individual pay rate unless an employee is currently paid below the new salary range minimum. An employee may not have a pay rate lower than the range minimum. Campuses are responsible for adjusting the assigned salary rate, as appropriate. Most maximum pay rates have been increased.

The following processing instructions are provided in Attachment B:

- ⇒ Salary Structure Changes: I - Employee is Not Receiving a Salary Increase and Is Moving to New Minimum
- ⇒ Salary Structure Changes: II - Employee is Not Receiving a Salary Increase and is No Longer at Range Maximum

❖ **Salary Increase Program for 2002/03:**

- Campuses may adjust employee pay rates within the new salary ranges.

---

**Distribution:**

CSU Presidents  
Vice Chancellor, Human Resources  
Vice Presidents, Administration  
Vice Presidents, Academic Affairs  
Vice Presidents, Student Affairs

Budget Officers  
Employee Relations Designees  
Director, SOSS

The following processing instruction is provided in Attachment B:

⇒ Salary Increase Program: I - Salary Increase

Please note the employees on Military Leave receiving Military Difference in Pay CSU salary supplement should have the difference between the CSU salary and the military pay recalculated based on the employee's new salary rate, pursuant to CSU policy.

If you have any questions regarding excluded academic classifications, please contact Cordelia Ontiveros at (562) 951-4503. Questions regarding staff compensation may be directed to Gina Caywood at (562) 951-4416 or Pamela Chapin at (562) 951-4414. This technical letter is available on the Human Resources Administration's web site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

CR/CO/gc

**TECHNICAL LETTER**  
**HR/Salary 2002-09**  
**ATTACHMENT A**

**Excluded Salary Ranges**

**Effective: July 1, 2002**

<u>Class Code</u>	<u>Classification Title</u>	<u>Salary Rate</u>
1874	Bridge Student Assistants	\$6.75 - \$14.81 per hour
1876	Bridge Student Trainee, Off-Campus Work Study	\$6.75 - \$14.81 per hour
1875	Bridge Student Trainee, On-Campus Work Study	\$6.75 - \$14.81 per hour
1800	Casual Worker	\$6.75 - \$94.00 per hour
1973	Early Childhood Assistant Teacher	\$1,170 - \$1,768 per month
1972	Early Childhood Associate Teacher	\$1,430 - \$2,298 per month
1970	Early Childhood Master Teacher	\$1,993 - \$4,304 per month
1971	Early Childhood Teacher	\$1,690 - \$3,889 per month
2355	Graduate Assistant - AY	Ranges A & B: \$800 - \$1,134 per month Ranges C & D: \$890 - \$1,258 per month
2325	Graduate Assistant - Monthly	\$800 - \$1,258 per month
0101	Helper/Aid	\$1,170 - \$2,409 per month
2363	Instructional Faculty, Extension Non-Credit	\$100 to \$12,000 per session \$6.75 to \$200.00 per hour
2944	Legislative/Executive Fellow	\$1,622 - \$2,599 per month
7171	Notetaker	\$6.75 - \$14.81 per hour
8346	Police Officer Cadet - Non-Represented	\$2,943 per month
8347	Police Officer - Intermittent/Non-Represented	\$18.90 - \$32.13 per hour
7172	Reader	\$6.75 - \$14.81 per hour
1869	Resident Assistant	Range A: \$0 - \$7,850 per AY Range B: \$0 - \$8,125 per AY Range C: \$0 - \$8,402 per AY

**TECHNICAL LETTER**  
**HR/Salary 2002-09**  
**ATTACHMENT A**

<u>Class Code</u>	<u>Classification Title</u>	<u>Salary Rate</u>
4660	Special Consultant	\$54 - \$1,042 daily rate
1870	Student Assistant	\$6.75 - \$14.81 per hour
5799	Student Legal Assistant	Range A: \$1,953 - \$2,755 per month Range B: \$2,302 - \$3,260 per month Range C: \$3,024 - \$4,299 per month
1872	Student Trainee, Off- Campus Work Study	\$6.75 - \$14.81 per hour
1871	Student Trainee, On-Campus Work Study	\$6.75- \$14.81 per hour
2354	Teaching Associate - AY	Range Code 1: \$1,674 - \$3,934 per month Range Code 2: \$1,981 - \$4,958 per month
2353	Teaching Associate - 12 Month	Range Code 1: \$1,897 - \$4,517 per month Range Code 2: \$2,265 - \$5,706 per month
0100	Youth Summer Aid	\$6.75 - \$10.36 per hour

**TECHNICAL LETTER  
HR/Salary 2002-09  
ATTACHMENT B**

<b>PROCESSING INSTRUCTIONS</b>
--------------------------------

**SALARY STRUCTURE CHANGES**

**I - Employee is Not Receiving a Salary Increase and is Moving to New Minimum**

<b>PAY SCALES IMPACT:</b>	
Change Summary:	Adjust salary ranges per Attachment A
Class Code(s):	All Excluded Classifications
CBID:	E99
Pay Scales Effective Date:	07/01/02
Date in Production:	07/20/02
Pay Letter:	2002-04

<b>EMPLOYMENT HISTORY (EH) IMPACT:</b>	
Processing Responsibility:	Campus
Processing Date(s):	07/22/02
Effective Date:	07/01/02
PIMS Transaction:	CRO
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	HR/SA 2002-09
Pay Amount:	Assigned Salary Rate (Item 820) = New Minimum
Pay Form:	N/A
Lump Sum Earnings ID:	N/A
Employees on Leave:	N/A
Additional Information:	N/A
SCO Personnel Letter:	N/A

<b>COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS:</b>	
Pay Scales Impact:	Salary Schedule Load provided by HR-ISA to SOSS on 07/15/02.
GSI/SSI Load Impact:	None
Action/Reason:	Pay Rate Change/Classification Conversion (Pay Rt Chg/CCV)
Baseline Instructions:	<a href="http://www.calstate.edu/hrpims/awppm/awppm.htm">http://www.calstate.edu/hrpims/awppm/awppm.htm</a>

**TECHNICAL LETTER  
HR/Salary 2002-09  
ATTACHMENT B**

<b>PROCESSING INSTRUCTIONS</b>
--------------------------------

**SALARY STRUCTURE CHANGES**

**II - Employee is Not Receiving a Salary Increase and is No Longer at Range Maximum**

<b>PAY SCALES IMPACT:</b>	
Change Summary:	Adjust salary ranges per Attachment A
Class Code(s):	All Excluded Classifications
CBID:	E99
Pay Scales Effective Date:	07/01/02
Date in Production:	07/20/02
Pay Letter:	2002-04

<b>EMPLOYMENT HISTORY (EH) IMPACT:</b>	
Processing Responsibility:	Campus
Processing Date(s):	07/22/02
Effective Date:	07/01/02
PIMS Transaction:	CRO
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	HR/SA 2002-09
Pay Amount:	N/A
Pay Form:	N/A
Lump Sum Earnings ID:	N/A
Employees on Leave:	N/A
Additional Information:	Anniversary Date (Item 330) must be changed from "MAX" to "NONE."
SCO Personnel Letter:	N/A

<b>COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS:</b>	
Pay Scales Impact:	Salary Schedule Load provided by HR-ISA to SOSS on 07/15/02.
GSI/SSI Load Impact:	None
Action/Reason:	Data Change/Classification Conversion (Data Chg/CCV)
Baseline Instructions:	<a href="http://www.calstate.edu/hrpims/awppm/awppm.htm">http://www.calstate.edu/hrpims/awppm/awppm.htm</a>

<b>PROCESSING INSTRUCTIONS</b>
--------------------------------

**SALARY INCREASE PROGRAM  
I – Salary Increase**

<b>PAY SCALES IMPACT:</b>	
Change Summary:	N/A
Class Code(s):	N/A
CBID:	N/A
Pay Scales Effective Date:	N/A
Date in Production:	N/A
Pay Letter:	N/A

<b>EMPLOYMENT HISTORY (EH) IMPACT:</b>	
Processing Responsibility:	Campus
Processing Date(s):	At the discretion of the President.
Effective Date:	At the discretion of the President, at the beginning of a pay period.
PIMS Transaction:	SCR
Detailed Transaction Code (Item 719)	50
EH Remarks (Item 215)	N/A
Pay Amount:	At the discretion of the President.
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave:	N/A
Additional Information:	<ul style="list-style-type: none"> <li>• If an employee is receiving salary increase <u>and</u> is below the new minimum, both actions may be combined and posted via SCR Transaction.</li> <li>• If the employee is no longer at the maximum of the range, Anniversary Date (Item 330) must be changed from “MAX” to “NONE.”</li> <li>• Pay rate changes for Graduate Assistants and Academic Year Teaching Associates normally coincide with the beginning of the first pay period of the campus’ academic year. Campuses may determine the timing of rate adjustments for other excluded employees.</li> </ul>
SCO Personnel Letter:	N/A

<b>COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS:</b>	
Pay Scales Impact:	None
GSI/SSI Load Impact:	None
Action/Reason:	Pay Rate Change/Merit/Performance Increase (Pay Rt Chg/MER)
Baseline Instructions:	<a href="http://www.calstate.edu/hrpims/awppm/awppm.htm">http://www.calstate.edu/hrpims/awppm/awppm.htm</a>