

THE CALIFORNIA STATE UNIVERSITY  
Office of the Chancellor  
401 Golden Shore  
Long Beach, California 90802-4210  
(562) 951-4411

**Date:** July 16, 2002 **Code:** TECHNICAL LETTER  
HR/Salary 2002-14

**To:** Human Resources Directors  
Payroll Officers

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

**Subject:** 2002/03 Salary Program for CSEA (Units 2, 5, 7 and 9) Employees



The California State University (CSU) reached agreement with the California State Employees' Association (CSEA) on a successor collective bargaining agreement for fiscal years 2002/03 through 2004/05. This technical letter provides salary program updates for fiscal year 2002/03 and the outcome of a Public Employees Relations Board (PERB) Unit Modification Order.

❖ **Salary Programs:**

- 1.5% General Salary Increase (GSI) effective July 1, 2002
- In-Range Progression requires a minimum 3% increase
- Top of Range Performance Bonus no longer has a maximum percentage
- One-time \$500 Rural Health Care Stipend

❖ **Salary Structure Change:**

- Effective July 1, 2002, Visual Resource Specialist classifications will move to Unit 9.

**Detailed Program Information for Salary Provisions:**

To help campuses process actions, processing instructions are provided in Attachment A and include information on pay scales, employment history (PIMS) and payroll impact, as appropriate, and CMS PeopleSoft baseline impact for Administer Workforce. For campus convenience, program information and processing instructions for new and on-going salary provisions are provided on Human Resources web site at: <http://www.calstate.edu/HRAdm/SalaryProgram/index.shtml>. Information for new salary provisions is provided below:

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**Distribution:**

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

Associate Vice Presidents/Deans of Faculty Affairs  
Employee Relations Designees  
Director, SOSS  
Budget Officers

❖ **General Salary Increase (GSI) Program:**

- Effective July 1, 2002, the State Controller's Office (SCO) will post a 1.5% GSI to individual salary rates of all bargaining unit members and salary range minimums and maximums of all bargaining unit classifications. The GSI mass update program will run on July 19, 2002.
- The mass update program automatically posts GSIs for active employees whose appointment expiration date has passed. In order to assist campuses in identifying these employees, **CIRS Compendium Report H50, Cycle 0207**, will be available for campus reference on July 25, 2002.

The following processing instructions are provided in Attachment A:

⇒ Salary Increase Programs I – General Salary Increase

❖ **In-Range Progression:**

- An in-range progression is a salary increase within the existing classification and range or skill level. In-range progressions continue to be available to CSEA employees, at the discretion of the President; however, the minimum salary increase has been increased to 3.0% of the employee's base pay.

The following processing instruction is provided in Attachment A:

⇒ Salary Increase Programs II – In-Range Progression

❖ **In-Classification Progression:**

- Terms of the in-classification progression have not changed; however, program information and processing instructions are provided in this technical letter for campus reference.
- An in-classification progression is movement from one skill level to a higher skill level within a classification. In-classification progressions continue to be available to CSEA employees. The minimum salary increase for an in-classification progression is 5.0% of the employee's base pay.
- In-classification progressions are effective no later than the first day of the pay period following the date the request was received in the campus Human Resources Office.

The following processing instruction is provided in Attachment A:

⇒ Salary Increase Programs III – In-Classification Progression

❖ **Top of Range Performance Bonus:**

- Campus-funded bonuses continue to be available to CSEA employees. The Top of Range Performance Bonus may be offered when the employee has reached the top of his/her salary range or sub-range for those classes with skill levels. There is no longer a maximum bonus amount.

The following processing instruction is provided in Attachment A:

⇒ Bonus/Additional Pay Programs I – Top of Range Performance Bonus

❖ **Rural Health Care Stipend:**

- Employees who are enrolled in a CalPERS sponsored health plan in April 2002 and who, on April 30, 2002, reside in a zip code determined by CalPERS to be a rural area in which there are no CalPERS board approved Health Maintenance Organizations are eligible for a single Rural Health Care Stipend of \$500. Further, employees must be in an active or on-leave status at the time the stipend is processed. The relevant zip codes are provided in Attachment B.
- Human Resources Information Support and Analysis (HR-ISA) will generate payroll transactions for eligible employees based on the criteria outlined above. Payments generated by HR-ISA will be issued during the week of August 5, 2002.
- To identify those employees receiving payment, **CIRS Compendium Report X86, Cycle 0207**, will be available on August 5, 2002.
- Campuses are responsible for verifying that the employee is entitled to the stipend payment by verifying the following criteria:
  - Health benefit enrollment as of April 2002
  - Residence in a qualifying zip code as of April 30, 2002
  - Active or on-leave status as of the payment issue date
- If the campus deems the employee ineligible, the campus must return the check to the SCO or reverse the direct deposit, as appropriate.
- In the event a campus deems an employee eligible and no payment was generated by the SCO, the campus must process the payment manually.

The following processing instruction is provided in Attachment A:

⇒ Bonus/Additional Pay Programs II – Rural Health Care Stipend

❖ **Salary Structure Change:**

- Pursuant to a recent PERB Unit Modification Order, the Visual Resource Specialist classifications (class codes 0860-0862) will move from Unit 7 to Unit 9. The SCO will update the employees' record accordingly.

The following processing instruction is provided in Attachment A:

⇒ Salary Structure Change I – Visual Resource Specialist

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.

Questions regarding this technical letter may be directed to Human Resources Administration at (562) 951-4411. This document is available on Human Resources web site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

CR/gc

<b>PROCESSING INSTRUCTIONS</b>
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**SALARY INCREASE PROGRAMS**

**I - General Salary Increase**

<b>PAY SCALES IMPACT:</b>	
Change Summary:	Increase the minimums and maximums of the range by 1.5%.
Class Code(s):	All CSEA (Units 2, 5, 7 and 9) classifications
CBID:	R02, R05, R07 and R09
Pay Scales Effective Date:	07/01/02
Date in Production:	07/20/02
Pay Letter:	2002-04

<b>EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:</b>	
Processing Responsibility:	SCO mass update
Processing Date(s):	07/19/02
Effective Date:	07/01/02
PIMS Transaction:	GEN
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	HR/SA 2002-14
Pay Amount:	1.5%
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave:	<ul style="list-style-type: none"> <li>• Increases are effective 07/01/02 for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957= 40) on 07/01/02.</li> <li>• Increases for other employees on leave (non-pay status) are to be keyed by the campus via GEN Transaction, effective the date the employee returns to pay status.</li> </ul>
Additional Information:	<ul style="list-style-type: none"> <li>• All employees who are active as of 07/01/02 will receive the GSI via GEN Transaction, including those employees whose appointment expiration date is prior to 07/01/02 who have not been separated.</li> </ul>
SCO Personnel Letter:	<a href="http://www.sco.ca.gov/ppsd/scoltrs/">http://www.sco.ca.gov/ppsd/scoltrs/</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:	Yes. Refer to Business Process Guide for instructions.
Action/Reason:	Pay Rate Change/General Salary Increase (Pay Rt Chg/GSI)
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>
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**SALARY INCREASE PROGRAMS  
II – In-Range Progression**

<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)/PAYROLL IMPACT:</b>	
Processing Responsibility:	Campus
Processing Date(s):	At the discretion of the President.
Effective Date:	Can be effective at any time, at the discretion of the President; however, the effective date must be at the beginning of a pay period.
PIMS Transaction:	SCR
Detailed Transaction Code (Item 719)	51
EH Remarks (Item 215)	N/A
Pay Amount:	At the discretion of the President; however, base salary increases must be a minimum of 3.0% of the employees' salary and must not exceed the salary range maximum.
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave:	N/A
Additional Information:	Refer to Article 20 of the collective bargaining agreement.
SCO Personnel Letter:	<a href="http://www.sco.ca.gov/ppsd/scoltrs/">http://www.sco.ca.gov/ppsd/scoltrs/</a>

<b>COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS:</b>	
Pay Scales Impact:	N/A
GSI/SSI Load Impact:	N/A
CMS Action/Reason:	Pay Rate Change/In-Range Progression (Pay Rt Chg/IRP)
CMS 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>
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**SALARY INCREASE PROGRAMS  
III – In-Classification Progression**

<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)/PAYROLL IMPACT:</b>	
Processing Responsibility:	Campus
Processing Date(s):	At the discretion of the President.
Effective Date:	Effective no later than the first day of the pay period following the date the request was received in the campus HR Office.
PIMS Transaction:	A63
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	“Temp In-Class” or “Perm In-Class,” as appropriate.
Pay Amount:	At the discretion of the President; however, base salary increases must be a minimum of 5.0% of the employee’s salary and must not exceed the salary range maximum.
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave:	N/A
Additional Information:	Refer to Article 9 of the collective bargaining agreement.
SCO Personnel Letter:	<a href="http://www.sco.ca.gov/ppsd/scoltrs/">http://www.sco.ca.gov/ppsd/scoltrs/</a>

<b>COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS:</b>	
Pay Scales Impact:	N/A
GSI/SSI Load Impact:	N/A
CMS Action/Reason:	Job Reclassification/In-Classification Progression (Job Reclas/ICP)
CMS 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 2002-14  
ATTACHMENT A**

<b>PROCESSING INSTRUCTIONS</b>
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**BONUS/ADDITIONAL PAY PROGRAMS  
I – Top of Range Performance Bonus**

<b>PIP PROCESSING INFORMATION:</b>	
Processing Responsibility:	Campus
Processing Date(s):	At the discretion of the campus President.
Earnings ID:	“SF” – for non-exempt employees currently paid at the maximum of the salary range or sub-range. “S6” – for exempt employees currently paid at the maximum of the salary range or sub-range.
Amount:	At the discretion of the campus President.
Subject to PERS Withholdings:	Yes
Taxable/Reportable:	Yes
Subject to Medicare/Social Security	Yes
Subject to FLSA Regulations:	Yes
Included in the Calculation for NDI/IDL Payments:	No
Additional Information:	Refer to Article 20 of the collective bargaining agreement.

**BONUS/ADDITIONAL PAY PROGRAMS  
II – Rural Health Care Stipend**

<b>PIP PROCESSING INFORMATION:</b>	
Processing Responsibility:	HR-ISA will generate a payment transaction file for SCO to process.
Processing Date(s):	The week of 08/05/02
Earnings ID:	“GE”
Amount:	\$500.00
Subject to PERS Withholdings:	No
Taxable/Reportable:	Yes
Subject to Medicare/Social Security	Yes
Subject to FLSA Regulations:	Yes, for the pay period in which the stipend was paid only
Included in the Calculation for NDI/IDL Payments:	No
Additional Information:	The campus is responsible for keying stipends for employees whom the campus deems eligible and were not paid by the SCO.

**TECHNICAL LETTER  
HR/Salary 2002-14  
ATTACHMENT A**

<b>PROCESSING INSTRUCTIONS</b>
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**SALARY STRUCTURE CHANGES  
I – Visual Resource Specialist**

<b>PAY SCALES IMPACT:</b>	
Change Summary:	Change CBID from Unit 7 to Unit 9 for Visual Resource Specialist classifications.
Class Code(s):	0860, 0861, 0862
CBID:	From R07 to R09
Pay Scales Effective Date:	07/01/02
Date in Production:	07/20/02
Pay Letter:	2002-04

<b>EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:</b>	
Processing Responsibility:	SCO will key
Processing Date(s):	After 07/22/02
Effective Date:	07/01/02
PIMS Transaction:	126
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	N/A
Pay Amount:	N/A
Pay Form:	N/A
Lump Sum Earnings ID:	N/A
Employees on Leave:	N/A
Additional Information:	N/A
SCO Personnel Letter:	<a href="http://www.sco.ca.gov/ppsd/scoltrs/">http://www.sco.ca.gov/ppsd/scoltrs/</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:	N/A
Action/Reason:	
Baseline Instructions:	

CALIFORNIA'S ELIGIBLE RURAL SUBSIDY ZIP CODES

BY COUNTY

EFFECTIVE JANUARY 1, 2002

ZIP	COUNTY	ZIP	COUNTY	ZIP	COUNTY	ZIP	COUNTY
96120	ALPINE	95720	EL DORADO	95545	HUMBOLDT	95468	MENDOCINO
95601	AMADOR	96142	EL DORADO	95546	HUMBOLDT	95494	MENDOCINO
95642	AMADOR	96150	EL DORADO	95547	HUMBOLDT	95585	MENDOCINO
95644	AMADOR	96151	EL DORADO	95549	HUMBOLDT	95587	MENDOCINO
95646	AMADOR	96152	EL DORADO	95550	HUMBOLDT	95410	MENDOCINO
95654	AMADOR	96153	EL DORADO	95551	HUMBOLDT	95417	MENDOCINO
95665	AMADOR	96154	EL DORADO	95553	HUMBOLDT	95420	MENDOCINO
95666	AMADOR	96155	EL DORADO	95554	HUMBOLDT	95427	MENDOCINO
95675	AMADOR	96156	EL DORADO	95555	HUMBOLDT	95428	MENDOCINO
95685	AMADOR	96157	EL DORADO	95556	HUMBOLDT	95432	MENDOCINO
95689	AMADOR	96158	EL DORADO	95558	HUMBOLDT	95437	MENDOCINO
95699	AMADOR	92328	INYO	95559	HUMBOLDT	95454	MENDOCINO
95221	CALAVERAS	92384	INYO	95560	HUMBOLDT	95456	MENDOCINO
95222	CALAVERAS	92389	INYO	95562	HUMBOLDT	96006	MODOC
95223	CALAVERAS	93513	INYO	95564	HUMBOLDT	96015	MODOC
95224	CALAVERAS	93514	INYO	95565	HUMBOLDT	96054	MODOC
95225	CALAVERAS	93515	INYO	95569	HUMBOLDT	96101	MODOC
95226	CALAVERAS	93522	INYO	95570	HUMBOLDT	96104	MODOC
95228	CALAVERAS	93526	INYO	95571	HUMBOLDT	96108	MODOC
95229	CALAVERAS	93530	INYO	95573	HUMBOLDT	96110	MODOC
95232	CALAVERAS	93542	INYO	95589	HUMBOLDT	96112	MODOC
95233	CALAVERAS	93545	INYO	95589	HUMBOLDT	96115	MODOC
95245	CALAVERAS	93549	INYO	96009	LASSEN	96116	MODOC
95246	CALAVERAS	95501	HUMBOLDT	96068	LASSEN	93512	MONO
95247	CALAVERAS	95502	HUMBOLDT	96109	LASSEN	93517	MONO
95248	CALAVERAS	95503	HUMBOLDT	96113	LASSEN	93529	MONO
95249	CALAVERAS	95511	HUMBOLDT	96114	LASSEN	93541	MONO
95250	CALAVERAS	95514	HUMBOLDT	96117	LASSEN	93546	MONO
95251	CALAVERAS	95518	HUMBOLDT	96119	LASSEN	96107	MONO
95252	CALAVERAS	95519	HUMBOLDT	96121	LASSEN	96133	MONO
95254	CALAVERAS	95521	HUMBOLDT	96123	LASSEN	93426	MONTEREY
95255	CALAVERAS	95521	HUMBOLDT	96127	LASSEN	93450	MONTEREY
95257	CALAVERAS	95524	HUMBOLDT	96128	LASSEN	93901	MONTEREY
95531	DEL NORTE	95525	HUMBOLDT	96130	LASSEN	93902	MONTEREY
95532	DEL NORTE	95526	HUMBOLDT	96132	LASSEN	93905	MONTEREY
95538	DEL NORTE	95528	HUMBOLDT	96136	LASSEN	93906	MONTEREY
95543	DEL NORTE	95534	HUMBOLDT	96137	LASSEN	93907	MONTEREY
95548	DEL NORTE	95536	HUMBOLDT	95488	MENDOCINO	93908	MONTEREY
95567	DEL NORTE	95537	HUMBOLDT	95459	MENDOCINO	93912	MONTEREY
95629	EL DORADO	95540	HUMBOLDT	95460	MENDOCINO	93915	MONTEREY
95656	EL DORADO	95542	HUMBOLDT	95466	MENDOCINO	93920	MONTEREY

\* No New Enrollments

CALIFORNIA'S ELIGIBLE RURAL SUBSIDY ZIP CODES

BY COUNTY

EFFECTIVE JANUARY 1, 2002

ZIP	COUNTY	ZIP	COUNTY	ZIP	COUNTY	ZIP	COUNTY
93921	MONTEREY	95980*	PLUMAS	96071	SHASTA	95953	SUTTER
93922	MONTEREY	95983	PLUMAS	96073	SHASTA	95957	SUTTER
93923	MONTEREY	95984	PLUMAS	96076	SHASTA	95982	SUTTER
93924	MONTEREY	96020	PLUMAS	96079	SHASTA	95991	SUTTER
93925	MONTEREY	96103*	PLUMAS	96084	SHASTA	95992	SUTTER
93926	MONTEREY	96105*	PLUMAS	96087	SHASTA	95993	SUTTER
93927	MONTEREY	96106*	PLUMAS	96088	SHASTA	96021	TEHAMA
93928	MONTEREY	96122*	PLUMAS	96089	SHASTA	96029	TEHAMA
93930	MONTEREY	96129*	PLUMAS	96095	SHASTA	96035	TEHAMA
93932	MONTEREY	96135*	PLUMAS	96096	SHASTA	96055	TEHAMA
93933	MONTEREY	95023	SAN BENITO	96099	SHASTA	96059	TEHAMA
93940	MONTEREY	95024	SAN BENITO	95910*	SIERRA	96061	TEHAMA
93942	MONTEREY	95043	SAN BENITO	96936*	SIERRA	96063	TEHAMA
93943	MONTEREY	95045	SAN BENITO	95944*	SIERRA	96074	TEHAMA
93944	MONTEREY	95075	SAN BENITO	96118*	SIERRA	96075	TEHAMA
93950	MONTEREY	92242	SAN BERNARDINO	96124*	SIERRA	96078	TEHAMA
93953	MONTEREY	93558	SAN BERNARDINO	96125*	SIERRA	96080	TEHAMA
93954	MONTEREY	93562	SAN BERNARDINO	96126*	SIERRA	96090	TEHAMA
93955	MONTEREY	93592	SAN BERNARDINO	96031	SISKIYOU	96092	TEHAMA
93960	MONTEREY	96001	SHASTA	96032	SISKIYOU	95527	TRINITY
93962	MONTEREY	96002	SHASTA	96034	SISKIYOU	95552	TRINITY
95004	MONTEREY	96003	SHASTA	96067	SISKIYOU	95563	TRINITY
95012	MONTEREY	96007	SHASTA	96085	SISKIYOU	95595	TRINITY
95039	MONTEREY	96008	SHASTA	96086	SISKIYOU	96010	TRINITY
95724	NEVADA	96011	SHASTA	96094	SISKIYOU	96024	TRINITY
95728	NEVADA	96013	SHASTA	96097	SISKIYOU	96041	TRINITY
96111	NEVADA	96016	SHASTA	96134	SISKIYOU	96046	TRINITY
96160	NEVADA	96017	SHASTA	96037	SISKIYOU	96048	TRINITY
96161	NEVADA	96019	SHASTA	96038	SISKIYOU	96052	TRINITY
96162	NEVADA	96022	SHASTA	96039	SISKIYOU	96091	TRINITY
96140	PLACER	96028	SHASTA	96044	SISKIYOU	96093	TRINITY
96141	PLACER	96033	SHASTA	96050	SISKIYOU	95305	TUOLUMNE
96143	PLACER	96040	SHASTA	96057	SISKIYOU	95309	TUOLUMNE
96145	PLACER	96047	SHASTA	96058	SISKIYOU	95310	TUOLUMNE
96146	PLACER	96049	SHASTA	96064	SISKIYOU	95314	TUOLUMNE
96148	PLACER	96051	SHASTA	95568	SISKIYOU	95321	TUOLUMNE
95923	PLUMAS	96056	SHASTA	96014	SISKIYOU	95327	TUOLUMNE
95934	PLUMAS	96062	SHASTA	96023	SISKIYOU	95335	TUOLUMNE
95947	PLUMAS	96065	SHASTA	96025	SISKIYOU	95346	TUOLUMNE
95956	PLUMAS	96069	SHASTA	96027	SISKIYOU	95347	TUOLUMNE
95971	PLUMAS	96070	SHASTA	95622	SUTTER	95364	TUOLUMNE

\* No New Enrollments

CALIFORNIA'S ELIGIBLE RURAL SUBSIDY ZIP CODES

BY COUNTY

EFFECTIVE JANUARY 1, 2002

<u>ZIP</u>	<u>COUNTY</u>
95370	TUOLUMNE
95372	TUOLUMNE
95373	TUOLUMNE
95375	TUOLUMNE
95379	TUOLUMNE
95383	TUOLUMNE
95901	YUBA
95918	YUBA
95919	YUBA
95922	YUBA
95925	YUBA
95935	YUBA
95962	YUBA
95972	YUBA
95981	YUBA

\* No New Enrollments