

THE CALIFORNIA STATE UNIVERSITY
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Date: December 14, 2006

Code: HR 2006-24

To: President Corrigan
San Francisco State University

San Francisco State
University only

Reference: HR 2005-21

From: Jackie R. McClain 
Vice Chancellor
Human Resources

Subject: **New Excluded Head Start Classification – San Francisco State University**

Effective December 1, 2006, classification code 1237 (Non Exempt/Exempt) is established for San Francisco State University Head Start employees identified as Excluded (E99). Classification information follows:

CBID:	E99
Classification Code:	1237
Classification Name:	SFSU Head Start Program Specialist
Salary Range 1 (Non Exempt):	\$1,982- \$5,720
Salary Range 2 (Exempt):	\$3,536 - \$7,280

The campus should reassign affected employees to the new classification effective December 1, 2006, by the close of business on December 19, 2006. Employees in this Excluded classification are eligible for the employer-paid Life and AD&D Insurance administered by The Standard. The new deduction code for an employee in this classification is 250-030 and the premium rate is \$8.35. The change in deduction code must be made by the close of business on December 19, 2006, in order to ensure timely reporting. All other benefit deduction codes for this group of employees remain unchanged. Additional information regarding salary, benefits and leave programs for this group of employees will be addressed in subsequent Technical Letters.

If you have any questions regarding this program, please contact Human Resources Administration at (562) 951-4411. This Human Resources letter is available on the Human Resources Administration's Web page at:
<http://www.calstate.edu/HRAdm/memos.shtml>.

JRMcC/pc

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