



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

**Date:** July 17, 2006 **Code: TECHNICAL LETTER**  
**HR/Salary 2006-11**

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

**From:** Gina Caywood  Cordelia Ontiveros   
Interim Senior Director Senior Director  
Human Resources Administration Academic Human Resources

**Subject:** **2006/07 Salary Range Adjustments for Excluded Classifications**

The 2006/07 salary program for Excluded (E99) classifications has been approved and a summary follows:

❖ **Salary Structure Changes effective July 1, 2006:**

- Most salary ranges for Excluded (E99) classifications have been adjusted and are provided in Attachment A.
- Salary range adjustments 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. For fiscal year 2006/07, this only impacts Police Officer Cadets (class code 8346).

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 (Cadets only)

⇒ Salary Structure Changes: II - Employee is Not Receiving a Salary Increase and is No Longer at Range Maximum

❖ **Salary Program for 2006/07:**

- Campuses may adjust employee pay rates within the new salary ranges.
- Important Note: Pay rate increases should not be processed for California State University Los Angeles employees in the Instructional Faculty, Extension Non - Credit (2363) classification who are part of the English Language Program and who are part of the Service Employees International Union (SEIU) (bargaining unit to be established). Any increases awarded must only occur through the

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**Distribution:**

CSU Presidents	Vice Presidents, Student Affairs
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Vice Presidents, Academic Affairs	

collective bargaining process, once employees move to the new bargaining unit. Questions regarding these employees should be directed to the Office of Faculty Affairs at CSU Los Angeles.

The following processing instruction is provided in Attachment B:

⇒ Salary Increase Program: I - Salary Increase

Please note that 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 Human Resources Administration at (562) 951-4411. This technical letter is available on Human Resources Administration's Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

GC/CO

Attachments

## Excluded Salary Ranges

Effective: July 1, 2006

<u>Class Code</u>	<u>Classification Title</u>	<u>Salary Rate</u>
1874	Bridge Student Assistant	\$6.75 - \$16.17 per hour
1876	Bridge Student Trainee, Off-Campus Work Study	\$6.75 - \$16.17 per hour
1875	Bridge Student Trainee, On-Campus Work Study	\$6.75 - \$16.17 per hour
1800	Casual Worker	\$6.75 - \$103.00 per hour
1973	Early Childhood Assistant Teacher	\$1,205 - \$1,930 per month
1972	Early Childhood Associate Teacher	\$1,473 - \$2,509 per month
1970	Early Childhood Master Teacher	\$2,053 - \$4,699 per month
1971	Early Childhood Teacher	\$1,741 - \$4,246 per month
0101	Helper/Aid	\$1,170 - \$2,630 per month
2363	Instructional Faculty, Extension Non-Credit	\$100 to \$13,102 per session \$6.75 to \$218.00 per hour
2944	Legislative/Executive Fellow	\$1,972 - \$2,838 per month
7171	Notetaker	\$6.75 - \$16.17 per hour
8346	Police Officer Cadet - Non-Represented	\$3,275 per month
8347	Police Officer - Intermittent/Non-Represented	\$19.47 - \$35.76 per hour
7172	Reader	\$6.75 - \$16.17 per hour
2351	Research Fellow	\$2,265 - \$15,254 per month
1869	Resident Assistant	Range A: \$0 - \$8,571 per AY Range B: \$0 - \$8,869 per AY Range C: \$0 - \$9,173 per AY

**TECHNICAL LETTER  
HR/Salary 2006-11  
ATTACHMENT A**

<b><u>Class Code</u></b>	<b><u>Classification Title</u></b>	<b><u>Salary Rate</u></b>
4660	Special Consultant	\$91 - \$1,137 daily rate
1868	Student – Nonresident Alien Tax Status	\$6.75 - \$16.17 per hour
1870	Student Assistant	\$6.75 - \$16.17 per hour
5799	Student Legal Assistant	Range A: \$1,953 - \$3,008 per month Range B: \$2,302 - \$3,559 per month Range C: \$3,024 - \$4,694 per month
1872	Student Trainee, Off-Campus Work Study	\$6.75 - \$16.17 per hour
1871	Student Trainee, On-Campus Work Study	\$6.75- \$16.17 per hour
0100	Youth Summer Aid	\$6.75 - \$11.31 per hour

<b>PROCESSING INSTRUCTIONS</b>
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**SALARY STRUCTURE CHANGES**

**I - Employee is Not Receiving a Salary Increase and is Moving to New Minimum  
(Cadets only)**

<b>PAY SCALES IMPACT:</b>	
Change Summary:	Rate increase for Police Officer Cadet class
Class Code(s):	8346
CBID:	E99
Pay Scales Effective Date:	07/01/06
Date in Production:	07/19/06
Pay Letter:	2006-06

<b>EMPLOYMENT HISTORY (EH) IMPACT:</b>	
Processing Responsibility:	Campus
Processing Date(s):	Beginning 07/19/06
Effective Date:	07/01/06
PIMS Transaction:	CRO
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	HR/SA 2006-11
Pay Amount:	Assigned Salary Rate (Item 820) = New Minimum
Pay Form:	N/A
Lump Sum Earnings ID:	N/A
Employees on Leave:	Increases to the new minimum for employees on leave (non-pay status) are to be keyed by the campus via CRO Transaction effective the date the employee returns to pay status.
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 07/17/06.
GSI/SSI Load Impact:	None
Action/Reason:	Must map to PIMS CRO Transaction.

<b>PROCESSING INSTRUCTIONS</b>
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**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:	07/01/06
Date in Production:	07/19/06
Pay Letter:	2006-06

<b>EMPLOYMENT HISTORY (EH) IMPACT:</b>	
Processing Responsibility:	Campus
Processing Date(s):	Beginning 07/19/06
Effective Date:	07/01/06
PIMS Transaction:	CRO
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	HR/SA 2006-11
Pay Amount:	N/A
Pay Form:	N/A
Lump Sum Earnings ID:	N/A
Employees on Leave:	Employees on leave (non-pay status) should have their anniversary date changed on the return from leave transaction.
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 07/17/06.
GSI/SSI Load Impact:	None
Action/Reason:	Must map to PIMS CRO Transaction.

<b>PROCESSING INSTRUCTIONS</b>
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**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> </ul>
SCO Personnel Letter:	N/A

<b>COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS:</b>	
Pay Scales Impact:	None
GSI/SSI Load Impact:	None
Action/Reason:	Must map to PIMS Transaction SCR, Item 719=50