


THE CALIFORNIA STATE UNIVERSITY
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Date: August 28, 2006 **Code:** **TECHNICAL LETTER**
HR/Salary 2006-14

To: Human Resources Directors **Reference:** **HR 2006-19**
Payroll Managers

From: Gail Brooks 
Associate Vice Chancellor
Human Resources Administration

Subject: **Implementation of Interpreter Series, Realtime Captioner Series, and Computer-Aided Transcribers**

As communicated in HR 2006-19, the California State University (CSU) reached agreement with the California State University Employees' Union (CSUEU) on the implementation of new and revised classification standards and corresponding salary ranges which are effective August 2, 2006. This technical letter provides the following information:

- New and Revised Classification Standard Titles and Class Codes
- Employee Conversion to New Classifications in 12/12, 10/12 or 11/12 Pay Plans
- Implementation of New Salary Ranges for Existing Classifications (7170, 7169, 7168)
- Conversion from Academic Year (AY) to 8/12 Pay Plan
- Employee Conversion to 8/12 Pay Plan Classifications
- New Hourly Rate Classification (Per Diem Class 7931 will be abolished as a result of the implementation of the new hourly rate classification).

New and Revised Classification Standard Titles and Class Codes:

NEW UNIT 9 CLASSIFICATIONS		REVISED UNIT 9 CLASSIFICATION STANDARDS	
Class Code	Class Title/Series	Class Code	Class Title/Series
7200	Interpreter I - 8/12 Replaces: Interpreter/Transliterater I – AY (code 7165)	7170	Interpreter I Previous title: Interpreter/Transliterater I

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7201	Interpreter II - 8/12 Replaces: Interpreter/Transliterator II – AY (code 7166)	7169	Interpreter II Previous title: Interpreter/Transliterator II
7202	Lead Interpreter - 8/12 Replaces: Interpreter/Transliterator Lead – AY (code 7167)	7168	Lead Interpreter Previous title: Interpreter/Transliterator Lead
7180	Computer-Aided Transcriber		
7210	Computer-Aided Transcriber – 8/12		
7191	Realtime Captioner		
7192	Lead Realtime Captioner		
7220	Realtime Captioner – 8/12		
7221	Lead Realtime Captioner – 8/12		
7193	Hourly Interpreter/Realtime Captioner/Computer-Aided Transcriber		

Employee Conversion to New Classifications in 12/12, 10/12 or 11/12 Pay Plans:

Conversion Effective Date:	<ul style="list-style-type: none"> • Employees with a timebase who are in “in lieu of” classifications and who have been identified as Realtime Captioners (7191), Lead Realtime Captioners (7192), or Computer Aided Transcribers (7180) are to be converted to the appropriate new classification effective <u>August 2, 2006</u> (excluding 8/12 classifications). • Campuses are required to process the August 2, 2006 effective date by no later than COB September 21, 2006.
Salary Increase:	<ul style="list-style-type: none"> • Any employee whose base salary is below the new salary range minimum must be moved to the applicable new salary range minimum. • Pursuant to 9.23, a minimum 5% salary increase may be due if the salary range maximum of the “in lieu of” classification is 2.5% less than the salary range maximum of the new classification. • The conversion from Interpreter II, Range A to the Realtime Captioner classification, Range A is considered a lateral transfer. The conversion from Interpreter II, Range B to the Realtime Captioner classification, Range B is considered a lateral transfer. In these instances, salary increases are not awarded upon conversion. However, pursuant to Article 20 of the Agreement, campus management may elect to provide an in-range progression.

Employment Status:	<ul style="list-style-type: none"> • Employees in an “in-lieu of” classification who transfer into one of the new classifications will maintain their probationary, permanent or temporary status. • Employees serving a probationary period in an “in-lieu of” classification will continue serving the remainder of the probationary period in the new classification. • Employees who are otherwise reclassified or promoted to a new classification are subject to the probationary period provisions outlined in Article 9.
Seniority:	<ul style="list-style-type: none"> • For employees in an “in-lieu of” classification, seniority points will transfer to the new classification. • For employees reclassified/promoted into new classifications, seniority points are subject to Article 24.
Adverse Impact:	<p>If the “in-lieu of” classification has a higher SSI Maximum or Salary Range Maximum, the employee may be grandfathered in the in-lieu of classification. However, the employee may voluntarily elect to be reclassified. The employee’s decision to be reclassified must be made within 60 days of the employee’s notice of eligibility to be reclassified. Campuses are responsible for notifying affected employees.</p>
Processing Instructions:	<p>Refer to Attachment A: I. Employee Conversion to a New Classification</p>

Implementation of New Salary Ranges for Existing Classifications (7170, 7169, and 7168):

Effective Date:	August 2, 2006.
Salary Increase:	None, except any employee whose base salary is below the new salary range minimum must be moved to the applicable new salary range minimum. Campuses will have to move affected employees to the new salary range minimum by COB September 21, 2006
Employment Status:	Implementation will not result in any adverse impact to incumbent employees and will not impact employment status (probationary, permanent, temporary), anniversary date or seniority points. See processing instructions for additional information on anniversary dates.
Processing Instructions:	Refer to Attachment A: II. New Salary Ranges for Existing Classes – Employee Impact

Conversion from Academic Year (AY) to 8/12 Pay Plan

A new 8/12 pay plan is being created to accommodate the unique nature of interpreting, realtime captioning and computer-aided transcribing work where employee work schedules are based on the instructional schedule of a given campus' academic calendar. Key components of the 8/12 pay plan include:

- The annual pay for employees in 8/12 classifications is based on 8 months of work, paid in 12 equal installments, adjusted for periods of non-compensable absences, as appropriate.
- The 8 months of work encompasses a work schedule span of approximately 9 months for semester campuses, adjusted for academic breaks between terms when work is not scheduled. For example, the employee may work from September to May (9 month span for academic year) but does not work over the approximate 1 month break between the fall and spring terms. As such, the employee is paid for 8 months of work.
- 8/12 pay plan employees are paid during academic breaks. Employees are not placed on an unpaid leave of absence, or inactive payroll status.
- For continuity of pay and benefits, employees in 8/12 classifications are appointed on an annual basis via probationary (PIMS A50) or temporary (PIMS A52) appointment. In the event the timebase is later reduced, layoff provisions in Article 24 shall not apply. For semester campuses, appointments begin at the beginning of the state pay period for the fall term (e.g., September). For quarter system year-round campuses, appointments are made on an annual basis, are closely aligned with the academic year calendar cycle, but do not have to commence with the fall term.
- Timebase is reflective of the hours to be worked. For part-time employees, all hours worked in excess of the designated timebase are compensable at the 12-month straight-time rate. These classifications are non-exempt; as such, any hours worked in excess of 40 in a workweek are subject to overtime.
- A separate hourly/intermittent position in the equivalent 12-month classification is established to pay employees for any hours worked in excess of their timebase. This hourly position also may be used to accommodate time worked outside the standard state pay period (e.g., for hours worked in the August pay period due to the 8/12 appointment starting in the September pay period).
- 8/12 pay plan employees do not accrue vacation but are eligible for all other leave benefits, as outlined in Articles 15 and 16 of the Agreement. Pursuant to Article 21 and the Government Code, employees in these classifications are eligible for core and supplemental benefit plans if appointed half-time or more for at least 6 months and 1 day.
- Documents requesting settlement pay must be sent to CSU Audits for processing.

Employee Conversion to 8/12 Pay Plan Classifications

<p>Conversion Effective Date:</p>	<ul style="list-style-type: none"> • Current employees in Interpreter AY classifications (class codes 7165, 7166, and 7167) will be converted to the 8/12 pay plan effective at the beginning of the state pay period for the fall term for semester campuses. For quarter year-round campuses, appointments are closely aligned with the academic year calendar but do not have to commence with the fall term. • Campuses are required to process affected employees by COB September 21, 2006.
<p>Salary Increase:</p>	<ul style="list-style-type: none"> • This conversion is considered a lateral transfer and employees' salary rates shall not be reduced. • Any employee whose base salary is below the new salary range minimum must be moved to the applicable new salary range minimum. • Pursuant to 9.23, salary increases are not awarded upon conversion; however, pursuant to Article 20, campus management may elect to provide an in-range progression.
<p>Employment Status:</p>	<ul style="list-style-type: none"> • Employees in AY Interpreter classifications who transfer into one of the new 8/12 classifications will maintain their probationary, permanent or temporary status. • Employees serving a probationary period in AY Interpreter classifications will continue serving the remainder of the probationary period in the new classification.
<p>Seniority:</p>	<ul style="list-style-type: none"> • Seniority points will be transferred to the new 8/12 pay plan classification.
<p>Adverse Impact:</p>	<p>None.</p>
<p>Processing Instructions:</p>	<p>Refer to Attachment A: I. Employee Conversion to a New Classifications Refer to Attachment B for processing examples.</p>

If campus management determines the business need to convert an existing AY employee to a 10/12 or 11/12 pay plan and has sufficient funding, campus management may elect to convert the AY employee to the 10/12 or 11/12 pay plan. The above provisions regarding seniority points, anniversary dates, and status (probationary, permanent, or temporary) shall apply.

New Hourly Rate Classification

Effective August 2, 2006, the Hourly Interpreter/Realtime Captioner/Computer-Aided Transcriber (Hourly INT/RTC/CAT) (class code 7193) is available for campus use. Employees are to be converted to the new Hourly INT/RTC/CAT pursuant to the following information:

Conversion Effective Date:	<ul style="list-style-type: none"> • All hourly/intermittent employees in the following classes are to be converted to the Hourly INT/RTC/CAT classification (class code 7193) effective August 2, 2006: <ul style="list-style-type: none"> ○ Interpreter I (7170) ○ Interpreter II (7169) ○ Computer-Aided Transcriber (“in-lieu of” class) ○ Realtime Captioner (“in-lieu of” class) ○ Per Diem – Technical (7931) • Campuses are required to process the August 2, 2006 effective date for affected employees by COB September 21, 2006.
Salary Increase:	<ul style="list-style-type: none"> • This conversion is considered a lateral transfer and employees’ salary rates shall not be reduced. • Any employee whose base salary is below the new salary range minimum must be moved to the applicable new salary range minimum. • Pursuant to 9.23, salary increases are not awarded upon conversion, however, pursuant to Article 20, campus management may elect to provide an in-range progression.
Employment Status:	<ul style="list-style-type: none"> • Employees in this classification are not subject to the Per Diem terms of Article 2.12(f).
Seniority:	<ul style="list-style-type: none"> • Ineligible
Adverse Impact:	None.
Processing Instructions:	Refer to Attachment A: I. Employee Conversion to a New Classification

The AY Interpreter/Transliterator and Per Diem – Technical classifications will be abolished effective as of 11/1/2006. No new appointments can be made into these classifications.

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

GB/pc

Attachments

PROCESSING INSTRUCTIONS

I. EMPLOYEE CONVERSION TO A NEW CLASSIFICATION

PAY SCALES IMPACT:	
Change Summary:	NEW Classification Conversion
Class Code(s):	7180, 7191, 7192, 7193, 7200, 7201, 7202, 7210, 7220, 7221
CBID:	R09
Pay Scales Effective Date:	08/02/06
Date in Production:	08/29/06
Pay Letter:	2006-07
EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:	
Processing Responsibility:	Campus
Effective Date(s)	<ul style="list-style-type: none"> • August 2, 2006: Realtime Captioners , Lead Realtime Captioners , Computer Aided Transcribers , Hourly Interpreter/Realtime Captioner/Computer Aided Transcriber • September 1, 2006: 8/12 pay plan classifications beginning Fall semester.
Processing Date(s):	<ul style="list-style-type: none"> • No later than COB September 21, 2006: • Realtime Captioners, Lead Realtime Captioners, Computer Aided Transcribers, Hourly Interpreter/Realtime Captioner/Computer Aided Transcriber; employees moving to 8/12 pay plan classifications beginning Fall semester
PIMS Transaction:	CRO
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215):	HR/SA 2006-14
Pay Amount:	N/A, except Employees whose base salary is below the salary range minimum of the new classification must be moved to the applicable new salary range minimum.
Pay Form:	N/A
Lump Sum Earnings ID:	N/A
Employees on Leave (non-pay status):	<p>Affected employees in “in lieu of” classifications must be converted to the new appropriate class by the processing dates outlined above. Process as follows:</p> <ol style="list-style-type: none"> 1. Return from Leave: Effective as outlined above. 2. Conversion: CRO same effective date as return. 3. Return to Leave: Original leave transaction effective same as CRO.
Additional Information:	Anniversary Dates for employees in Interpreter AY classifications converting to 8/12 pay plan classifications who meet the following criteria will be set to September 2006:

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	<ul style="list-style-type: none"> • If, immediately prior to the conversion, the employee's base salary is at or above the old SSI Maximum (before any 2006/07 GSI) in the academic year class; and, • If, on conversion to the new 8/12 classification effective September 2006 pay period, the employee's base salary is below the new SSI maximum. <p>Anniversary Dates (Item 330) are set pursuant to provision 20.26. Anniversary Date is reset only if 1) the employee moves to a higher skill level or classification, <u>and</u> 2) receives at least a 5% increase.</p>
SCO Personnel Letter:	N/A

COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS:	
Pay Scales Impact:	Salary Schedule Load provided by HR-ISA to SOSS on 08/28/06.
GSI/SSI Load Impact:	N/A
Action/Reason:	Must map to PIMS CRO Transaction

**II. NEW SALARY RANGES FOR EXISTING CLASSES – EMPLOYEE
IMPACT**

PAY SCALES IMPACT:	
Change Summary:	Salary range changes
Class Code(s):	7170, 7169, 7168
CBID:	R09
Pay Scales Effective Date:	08/02/06
Date in Production:	08/29/06
Pay Letter:	2006-07

EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:	
Processing Responsibility:	Campus
Effective Date:	August 2, 2006
Processing Date:	No later than COB September 21,2006
PIMS Transaction:	CRO
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215):	HR/SA 2006-14
Pay Amount:	None, except an employee whose base salary is below the new salary range minimum must be moved to the applicable new salary range minimum.
Pay Form:	N/A
Lump Sum Earnings ID:	N/A
Employees on Leave (non pay status):	<ul style="list-style-type: none"> • For employees who are below the new minimum, make adjustments to new minimum on return from leave transaction. Enter HR/SA 2006-14 in Item 215. • Employees who need an anniversary date established upon return from leave, and that would otherwise meet the August 2006 anniversary date criteria, set the anniversary date as the first qualifying pay period upon return from leave. • For employees on IDL/TD, post a CRO transaction with an effective date of 08/02/2006 to adjust salary and/or anniversary date.
Additional Information:	<p>Anniversary Dates for employees who meet the following criteria will be set to August 2006:</p> <ul style="list-style-type: none"> • If, as of August 1, 2006, had a base salary at or above the old SSI Maximum Rate. • If, on August 2, 2006, has a base salary below the new SSI maximum rate of the salary range effective for their classification.
SCO Personnel Letter:	N/A

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COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS:	
Pay Scales Impact:	Salary Schedule Load provided by HR-ISA to SOSS on 08/28/06.
GSI/SSI Load Impact:	N/A
Action/Reason:	Must map to PIMS CRO Transaction

8/12 Pay Plan Appointment Examples

1. Conversion from AY to 8/12

An employee previously appointed in the Interpreter/Transliterater I – AY classification (code 7165) will be converted to the new Interpreter 8/12 classification (code 7200) Fall semester. The employee was paid an actual monthly salary rate of \$2,500 in the prior AY class. Pursuant to the Side Letter of Agreement, the conversion will be considered a lateral transfer, and the employees’ pay shall not be reduced as a result of the conversion. The SSI max in the new class (code 7200) is \$3,078. In this instance, the campus will process the appointment in class code 7200 with the following key factors:

Transaction Code:	CRO	
Effective Date:	September 1, 2006	
Appointment End Date	If via A52, then 8/30/07	If via A50, then n/a
Base Monthly Salary:	\$5,000.00	
Timebase (Item 405)	Half-time (.5)	
Anniversary Date (Item 330)	September	

The campus needs the employee to work in excess of the established half-time timebase on an occasional basis, but not enough to warrant an increase in timebase over the course of the appointment period. Pursuant to the Side Letter of Agreement, a separate hourly/intermittent position in the equivalent 12-month classification will be established in order to pay employees for any hours worked in excess of their timebase. The campus established a concurrent hourly appointment as follows:

Transaction Code:	A52	
Class Code:	7193	Hourly INT/RTC/CAT
Effective Date:	November 1, 2006	
Appointment End Date	8/30/07	
Timebase (Item 405)	INT	
Hourly Rate	\$28.85/hr	[2,500 @ .5 = \$5,000 @ FT] [\$5,000 x 12 = \$60,000/yr.] [\$60,000/ 52 weeks = \$1,153.85] [\$1,153.85/40 hrs = \$28.85/hr], OR, [\$60,000/2,080 hrs = \$28.85/hr.]

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2. Change from 12-Month to 8/12:

An employee appointed in the Interpreter II classification (code 7169) will change to the 8/12 pay plan effective Fall semester at the same full time timebase. Effective August 2, 2006, the employee's base monthly salary was \$5,000. The campus will process the change with the following key factors:

Transaction Code:	A60	
Effective Date:	September 1, 2006	
Appointment End Date	If via A52, then 8/30/07	If via A50, then n/a
Base Monthly Salary:	\$3,333	
Timebase (Item 405)	FT	
Anniversary Date (Item 330)	September. In this instance, the anniversary date must change to coincide with the annual appointment period for the 8/12 class.	

8/12 Appointment Cycles at Quarter System Year Round (QSYRO) Campuses:

Pursuant to the Side Letter of Agreement, for QSYRO campuses, appointments are made on an annual basis, are closely aligned with the academic year calendar cycle, but do not have to commence with the fall term. 8/12 annual cycles could include the following:

- Fall-Winter-Spring: If fall term starts in September 2006, the 8/12 appointment period is October 1, 2006 through September 30, 2007. Time worked prior to October 2006 or after June 2007, or in excess of the assigned timebase during the appointment period would be paid in an additional concurrent position.
- Winter-Spring-Summer: If winter term starts in January 2007, the 8/12 appointment period is January 31, 2007 (February pay period) through January 30, 2008.
- Spring- Summer – Fall: If spring term starts in March 2007, the 8/12 appointment period is April 1, 2007 through March 31, 2008.
- Summer – Fall – Winter: If summer term starts in June 2007, the 8/12 appointment period is July 1, 2007 through June 30, 2008.