

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

Date: November 15, 2006 **Code: TECHNICAL LETTER**
HR/Salary 2006-20

To: Human Resources Directors
Payroll Managers

From: Gail Brooks 
Associate Vice Chancellor
Human Resources Administration

Subject: **2006/07 Salary Program for SETC (Unit 6) Employees**

The California State University (CSU) has reached an agreement with the State Employees' Trades Council (SETC) on a successor collective bargaining agreement for fiscal years 2006/07 and 2007/08. The following salary programs are provided in 2006/07:

❖ **Salary Programs:**

- 3.0% General Salary Increase - effective July 1, 2006
- Extended Performance Increase (EPI) – 1.0% or 2.0% salary increase effective January 1, 2007
 - EPI program information will be addressed in a future technical letter
- \$500 Rural Health Care Stipend – one-time payment for fiscal year 2006/07
- Equity Increase – 1.0% salary increase effective with the June 2007 pay period
 - Equity program information will be addressed in a future technical letter.

Detailed Program Information for Salary Provisions:

❖ **General Salary Increase (GSI):**

- Effective July 1, 2006, the State Controller's Office (SCO) will post a 3.0% GSI to individual salary rates of all bargaining unit members. The SCO will post these increases by mass update on the night of November 15, 2006. All employees who were active on July 1, 2006 will receive a GSI retroactive to July 1, 2006. Employees hired after July 1, 2006 and before the GSI is processed will receive the GSI retroactive to their hire date.
- The SCO mass update program will process GSIs for active employees whose appointment expiration date has passed. Campus processing instructions to void invalid GEN transactions posted on expired appointments are provided in the SCO's Personnel Letter. To assist campuses in identifying these employees, **CIRS Compendium Report H50, Cycle 0611**, will be available on November 20, 2006.

Distribution:

CSU Presidents
Vice Chancellor, Human Resources
Vice Presidents, Administration

Budget Officers
Directors, Facilities/Plant
Director, SOSS

- The range minimums and maximums for all classifications *excluding* Salary Groups 3 and 4 will be increased by 3.0%. The range maximums for Salary Groups 3 and 4 will be increased by 3.0%. The minimum salary range for Salary Group 3 will be set to \$4,213 (Annual rate \$50,556), and will be set to \$4,478 (Annual rate \$53,736) for Salary Group 4 (see attached Appendix C).

The following processing instructions are provided in Attachment A:

⇒ Salary Increase Programs I – General Salary Increase

❖ **\$500 Rural Health Care Stipend:**

- To be eligible for the \$500 Rural Health Care Stipend, the employee must meet the following criteria during the October 2006 pay period:
 - Must reside in a zip code determined by CalPERS to be a rural area in which there are no CalPERS board approved Health Maintenance Organizations. The relevant zip codes are provided in Attachment B “California’s Proposed Eligible Rural Subsidy Zip Codes by County effective January 1, 2006.”
 - Must be in an active or on-leave status.
- The stipend amount for each eligible part-time employee will be calculated on a pro-rata basis based on the October 2006 timebase.
- Employees enrolled in FlexCash are not eligible for the Rural Health Care Stipend.
- Employees with Indeterminate or Intermittent appointments are not eligible for the Rural Health Care Stipend since they are not eligible for health care benefits.
- Human Resources Information Support and Analysis (HR-ISA) will generate payroll transactions for eligible employees based on the criteria outlined above. Payments will be generated by the SCO in the week of December 4, 2006.
- To identify those employees eligible for the stipend, **CIRS Compendium Report A33, Cycle 0612**, will be available the week of December 4, 2006.
- Campuses are responsible for verifying that the employee is entitled to the stipend payment by verifying the following criteria:
 - Health benefit enrollment during the October 2006 pay period
 - Residence in a qualifying zip code during the October 2006 pay period
 - Active or on-leave status during the October 2006 pay period
- 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

For complete information and processing instructions for all salary programs, refer to Human Resources Administration's Salary Program Web site at: <http://www.calstate.edu/HRAdm/SalaryProgram/index.shtml>. Additional instructions are provided in the SCO's Personnel Letter.

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>.

GB/aj

Attachments

PROCESSING INSTRUCTIONS

SALARY INCREASE PROGRAM
I - General Salary Increase

PAY SCALES IMPACT:	
Change Summary:	<ul style="list-style-type: none"> Set the minimum range for Salary Group 3 to \$4,213 and for Group 4 to \$4,478 (see Appendix C). Increase the maximum range for Salary Groups 3 and 4 by 3.0% Increase the minimums and maximums of the range by 3.0% for all other bargaining unit classifications.
Class Code(s):	All SETC (Unit 6) classifications
CBID:	R06
Pay Scales Effective Date:	07/01/06
Date in Production:	11/16/06
Pay Letter:	2006-10

EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:	
Processing Responsibility:	SCO will post increases into PIMS database via mass update
Processing Date(s):	Beginning the evening of 11/15/06
Effective Date:	07/01/06
PIMS Transaction:	GEN
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	HR/SA 2006-20
Pay Amount:	3.0%
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave:	<ul style="list-style-type: none"> Increases are effective 07/01/06 for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957 = 40) on 07/01/06. Increases for other employees on leave (non-pay status) <u>prior to 07/01/06</u> in open range classes are to be keyed by the campus via GEN Transaction, effective the date the employee returns to pay status. For employees in apprenticeship step rate classes, the salary is automatically adjusted on the reinstatement transaction.
Additional Information:	<ul style="list-style-type: none"> All employees who are active as of 07/01/06 will receive the GSI via GEN Transaction, including those employees whose appointment expiration date is prior to 07/01/06.
SCO Personnel Letter:	http://www.sco.ca.gov/ppsd/scoltrs/

**TECHNICAL LETTER
HR/Salary 2006-20
ATTACHMENT A**

COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS:	
Pay Scales Impact:	Salary Schedule Load provided by HR-ISA to SOSS on 11/08/06.
GSI/SSI Load Impact:	Yes
Action/Reason:	Must map to PIMS GEN Transaction

TECHNICAL LETTER
HR/Salary 2006-20
ATTACHMENT A

BONUS/ADDITIONAL PAY PROGRAMS
II – Rural Stipend

PIP PROCESSING INFORMATION:	
Processing Responsibility:	<ul style="list-style-type: none"> • HR-ISA will generate a payroll transaction file for the SCO to process. • The campus is responsible for keying stipends for employees whom the campus deems eligible and were not paid by the SCO.
Processing Date(s):	<ul style="list-style-type: none"> • Payments will be generated by the SCO in the week of 12/04/06. • The CIRS Compendium Report A33, Cycle 0612 will be available the week of 12/04/06.
Earnings ID:	GE
Amount:	\$500 or prorated for time base for employees enrolled in a non-HMO health plan during the October 2006 pay period, and who also reside in zip codes provided in Attachment B “California’s Proposed Eligible Rural Subsidy Zip Codes by County”
Subject to Retirement Withholdings:	No
Taxable/Reportable:	Yes
Subject to Medicare/Social Security:	Yes
Included in Calculation for Overtime:	Yes, for the pay period in which the stipend was paid only.
Included in the Calculation for NDI/IDL Payments:	No
Additional Information:	<ul style="list-style-type: none"> • Payments will be issued using the October 2006 pay period. • Refer to Article 25 of the collective bargaining agreement.

TECHNICAL LETTER
HR/Salary 2006-20
ATTACHMENT B

CALIFORNIA'S PROPOSED ELIGIBLE RURAL SUBSIDY ZIP CODES

BY COUNTY

EFFECTIVE JANUARY 1, 2006

(As of June 1, 2005)

COUNTY	ZIP	COUNTY	ZIP	COUNTY	ZIP	COUNTY	ZIP
ALPINE	95646	DEL NORTE	95548	HUMBOLDT	95553	LASSEN	96117
ALPINE	96120	DEL NORTE	95567	HUMBOLDT	95554	LASSEN	96119
AMADOR	95601	EL DORADO	95720	HUMBOLDT	95555	LASSEN	96121
AMADOR	95629	EL DORADO	95721	HUMBOLDT	95556	LASSEN	96123
AMADOR	95642	EL DORADO	95735	HUMBOLDT	95558	LASSEN	96127
AMADOR	95644	EL DORADO	96142	HUMBOLDT	95559	LASSEN	96128
AMADOR	95654	EL DORADO	96150	HUMBOLDT	95560	LASSEN	96130
AMADOR	95665	EL DORADO	96151	HUMBOLDT	95562	LASSEN	96132
AMADOR	95666	EL DORADO	96152	HUMBOLDT	95564	LASSEN	96136
AMADOR	95675	EL DORADO	96153	HUMBOLDT	95565	LASSEN	96137
AMADOR	95685	EL DORADO	96154	HUMBOLDT	95569	MODOC	96006
AMADOR	95689	EL DORADO	96155	HUMBOLDT	95570	MODOC	96015
AMADOR	95699	EL DORADO	96156	HUMBOLDT	95571	MODOC	96054
CALAVERAS	95221	EL DORADO	96157	HUMBOLDT	95573	MODOC	96101
CALAVERAS	95222	EL DORADO	96158	HUMBOLDT	95589	MODOC	96104
CALAVERAS	95223	HUMBOLDT	95501	INYO	92328	MODOC	96108
CALAVERAS	95224	HUMBOLDT	95502	INYO	92384	MODOC	96110
CALAVERAS	95225	HUMBOLDT	95503	INYO	92389	MODOC	96112
CALAVERAS	95226	HUMBOLDT	95511	INYO	93513	MODOC	96115
CALAVERAS	95228	HUMBOLDT	95514	INYO	93514	MODOC	96116
CALAVERAS	95229	HUMBOLDT	95518	INYO	93515	MONO	93512
CALAVERAS	95232	HUMBOLDT	95519	INYO	93522	MONO	93517
CALAVERAS	95233	HUMBOLDT	95521	INYO	93526	MONO	93529
CALAVERAS	95245	HUMBOLDT	95524	INYO	93530	MONO	93541
CALAVERAS	95246	HUMBOLDT	95525	INYO	93542	MONO	93546
CALAVERAS	95247	HUMBOLDT	95526	INYO	93545	MONO	96107
CALAVERAS	95248	HUMBOLDT	95528	INYO	93549	MONO	96133
CALAVERAS	95249	HUMBOLDT	95534	KERN	93527	MONTEREY	93426
CALAVERAS	95250	HUMBOLDT	95536	KERN	93528	MONTEREY	93450
CALAVERAS	95251	HUMBOLDT	95537	KERN	93554	MONTEREY	93901
CALAVERAS	95252	HUMBOLDT	95540	KERN	93555	MONTEREY	93902
CALAVERAS	95254	HUMBOLDT	95542	KERN	93556	MONTEREY	93905
CALAVERAS	95255	HUMBOLDT	95545	LASSEN	96009	MONTEREY	93906
CALAVERAS	95257	HUMBOLDT	95546	LASSEN	96056	MONTEREY	93907
DEL NORTE	95531	HUMBOLDT	95547	LASSEN	96068	MONTEREY	93908
DEL NORTE	95532	HUMBOLDT	95549	LASSEN	96109	MONTEREY	93912
DEL NORTE	95538	HUMBOLDT	95550	LASSEN	96113	MONTEREY	93915
DEL NORTE	95543	HUMBOLDT	95551	LASSEN	96114		

TECHNICAL LETTER
HR/Salary 2006-20
ATTACHMENT B

CALIFORNIA'S PROPOSED ELIGIBLE RURAL SUBSIDY ZIP CODES

BY COUNTY

EFFECTIVE JANUARY 1, 2006

(As of June 1, 2005)

COUNTY	ZIP	COUNTY	ZIP	COUNTY	ZIP	COUNTY	ZIP
MONTEREY	93920	SAN BENITO	95024	SHASTA	96096	TEHAMA	96075
MONTEREY	93921	SAN BENITO	95043	SHASTA	96099	TEHAMA	96078
MONTEREY	93922	SAN BENITO	95045	SISKIYOU	95568	TEHAMA	96080
MONTEREY	93923	SAN BENITO	95075	SISKIYOU	96014	TEHAMA	96090
MONTEREY	93924	SAN BERNARDINO	92242	SISKIYOU	96023	TEHAMA	96092
MONTEREY	93925	SAN BERNARDINO	92267	SISKIYOU	96025	TRINITY	95527
MONTEREY	93926	SAN BERNARDINO	92280	SISKIYOU	96027	TRINITY	95552
MONTEREY	93927	SAN BERNARDINO	92363	SISKIYOU	96031	TRINITY	95563
MONTEREY	93928	SHASTA	96001	SISKIYOU	96032	TRINITY	95595
MONTEREY	93930	SHASTA	96002	SISKIYOU	96034	TRINITY	96010
MONTEREY	93932	SHASTA	96003	SISKIYOU	96037	TRINITY	96024
MONTEREY	93933	SHASTA	96007	SISKIYOU	96038	TRINITY	96041
MONTEREY	93940	SHASTA	96008	SISKIYOU	96039	TRINITY	96046
MONTEREY	93942	SHASTA	96011	SISKIYOU	96044	TRINITY	96048
MONTEREY	93943	SHASTA	96013	SISKIYOU	96050	TRINITY	96052
MONTEREY	93944	SHASTA	96016	SISKIYOU	96057	TRINITY	96091
MONTEREY	93950	SHASTA	96017	SISKIYOU	96058	TRINITY	96093
MONTEREY	93953	SHASTA	96019	SISKIYOU	96064	TUOLUMNE	95305
MONTEREY	93954	SHASTA	96022	SISKIYOU	96067	TUOLUMNE	95309
MONTEREY	93955	SHASTA	96028	SISKIYOU	96085	TUOLUMNE	95310
MONTEREY	93960	SHASTA	96033	SISKIYOU	96086	TUOLUMNE	95314
MONTEREY	93962	SHASTA	96040	SISKIYOU	96094	TUOLUMNE	95321
MONTEREY	95004	SHASTA	96047	SISKIYOU	96097	TUOLUMNE	95327
MONTEREY	95012	SHASTA	96049	SISKIYOU	96134	TUOLUMNE	95335
MONTEREY	95039	SHASTA	96051	SUTTER	95953	TUOLUMNE	95346
NEVADA	95724	SHASTA	96062	SUTTER	95957	TUOLUMNE	95347
NEVADA	95728	SHASTA	96065	SUTTER	95982	TUOLUMNE	95364
NEVADA	96111	SHASTA	96069	SUTTER	95991	TUOLUMNE	95370
NEVADA	96160	SHASTA	96070	SUTTER	95992	TUOLUMNE	95372
NEVADA	96161	SHASTA	96071	SUTTER	95993	TUOLUMNE	95373
NEVADA	96162	SHASTA	96073	TEHAMA	96021	TUOLUMNE	95375
PLACER	96140	SHASTA	96076	TEHAMA	96029	TUOLUMNE	95379
PLACER	96141	SHASTA	96079	TEHAMA	96035	TUOLUMNE	95383
PLACER	96143	SHASTA	96084	TEHAMA	96055	YUBA	95901
PLACER	96145	SHASTA	96087	TEHAMA	96059	YUBA	95918
PLACER	96146	SHASTA	96088	TEHAMA	96061	YUBA	95919
PLACER	96148	SHASTA	96089	TEHAMA	96063	YUBA	95922
SAN BENITO	95023	SHASTA	96095	TEHAMA	96074	YUBA	95925

CALIFORNIA'S PROPOSED ELIGIBLE RURAL SUBSIDY ZIP CODES

BY COUNTY

EFFECTIVE JANUARY 1, 2006

(As of June 1, 2005)

COUNTY	ZIP
YUBA	95935
YUBA	95962
YUBA	95972
YUBA	95977
YUBA	95981

JULY 1, 2006 SALARY STRUCTURE

Class Code	Class Title	Min	Max
Salary Group 1		41,268	50,904
6250	Facilities Worker I		
6837	Mechanics Helper		
Salary Group 2		45,408	55,992
6251	Facilities Worker II		
Salary Group 3		50,556	63,372
6270	Automotive/Equipment Mechanic		
6476	Carpenter		
6526	Painter		
6575	Blacksmith		
6616	Mason		
6642	Locksmith		
6685	Power Plant Operator		
6703	Operating Engineer		
6940	Facilities Maintenance Mechanic		
Salary Group 4		53,736	68,064
6280	Metal Worker I		
6475	Lead Carpenter		
6525	Lead Painter		
6533	Electrician		
6549	Plumber		
6643	Lead Locksmith		
6702	Building Service Engineer		
6852	Lead Automotive/Equipment Mechanic		
6941	Farm Maintenance Mechanic		
Salary Group 5		56,484	70,224
6260	Facilities Control Specialist		
6281	Metal Worker II		
6474	Supervising Carpenter		
6524	Supervising Painter		
6532	Lead Electrician		
6548	Lead Plumber		
6699	Air Conditioning/Refrigeration Mechanic		
Salary Group 6		59,676	74,184
6265	Facilities Project Supervisor		
6534	Supervising Electrician		
6547	Supervising Plumber		
6587	Supervising Metal Worker		
6700	Supervising Building Service Engineer		

*Pay ranges are calculated from the 12 month pay range.