


Date: August 30, 2007 Code: TECHNICAL LETTER
HR/Salary 2007-17

To: Human Resources Directors
Payroll Managers

From: Bruce J. Gibson. 
Interim Senior Director
Human Resources Administration

Subject: 2007/08 Salary Program for SETC (Unit 6) Employees

The current collective bargaining agreement between the California State University (CSU) and the State Employees' Trades Council (SETC) covers the period July 1, 2005 through June 30, 2008. Salary program provisions for 2007/2008 fiscal year are provided below.

❖ **Salary Programs:**

- 3.0% General Salary Increase - effective July 1, 2007
- Equity Increase – 1.0% salary increase effective with the July 2007 pay period to be combined with the 3% GSI for a total of 4% for the designated classes in Attachment B.
- Extended Performance Increase (EPI) – 1.0% salary increase effective January 1, 2008. EPI program information will be addressed in a future technical letter.
- \$500 Rural Health Care Stipend – one-time payment for fiscal year 2007/08

Detailed Program Information for Salary Provisions:

❖ **3.0% General Salary Increase (GSI) and 1% Equity Increase:**

- Effective July 1, 2007, the State Controller's Office (SCO) will post a 3.0% GSI to individual salary rates of all bargaining unit members except those in designated classes listed in Attachment B. Employees in the designated classes listed in Attachment B will have an additional 1% equity increase added to the GSI percentage for a total of 4%.
- The SCO will post these increases by mass update on the night of September 4, 2007. All employees who were active on July 1, 2007 will receive the GSI retroactive to July 1, 2007. *Employees hired after July 1, 2007 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.

Distribution:

CSU Presidents
Interim Vice Chancellor, Human Resources
Vice Presidents, Academic Affairs
Vice Presidents, Administration
Vice Presidents, Student Affairs
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Associate Vice Presidents/Deans of Faculty
Plant Directors
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- The salary range minimums of all bargaining unit classes will be increased by 3% effective July 1, 2007. Pursuant to the side letter of agreement regarding equity increases, http://www.calstate.edu/LaborRel/Contracts_HTML/SideLetter2007EquityIncreases.pdf the salary range maximums of all bargaining unit classes will be increased by 5% effective July 1, 2007.

The following processing instructions are provided in Attachment A:

⇒ Salary Increase Programs I – General Salary Increase (GSI)

❖ **Additional Salary Adjustments Pursuant to Side Letter on 2007 Equity Increases:**

- Individuals identified in Attachment A of the side letter of agreement who received a partial equity increase (up to the range maximum) or who did not receive any of the 1% equity increase (because they were at the salary range maximum) effective June 2007 pay period will have their salary increased by the remaining 1% or to the new salary range maximum of their respective classification effective July 2007.
- Human Resources Administration will contact the three (3) campuses to provide processing instructions for affected individuals.

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

- To be eligible for the \$500 Rural Health Care Stipend, the employee must meet the following criteria during the July 2007 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 (HMO). The relevant zip codes are provided in Attachment C "California's Proposed Eligible Rural Subsidy Zip Codes by County effective January 1, 2007."
 - Must be enrolled in a non-HMO health plan.
 - 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 July 2007 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 September 10th, 2007.
- To identify those employees eligible for the stipend, **CIRS Compendium Report A33, Cycle 0709**, will be available the week of September 10th, 2007.
- Campuses are responsible for verifying that the employee is entitled to the stipend payment by verifying the following criteria:

- O Non-HMO health benefit enrollment during the July 2007 pay period
- O Residence in a qualifying zip code during the July 2007 pay period
- O Active or on-leave status during the July 2007 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**

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.

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

Please direct questions regarding this technical letter as follows:

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| ➤ PIMS processing instructions | CSU Audits representative at the SCO |
| ➤ CMS Baseline processing instructions | CMS liaison for systemwide HR at (562) 951-4418 |
| ➤ Collective bargaining aspects | Labor Relations at (562) 951-4400 |
| ➤ All other questions | Human Resources Administration at (562) 951-4411 |

This document is available on the Human Resources Administration's Web site at:
<http://www.calstate.edu/HRAdm/memos.shtml>.

GB/gs
Attachment

PROCESSING INSTRUCTIONS

**SALARY INCREASE PROGRAM
 I – General Salary Increase (GSI)**

PAY SCALES IMPACT:	
Change Summary:	Increase the minimum rates of all classes by 3.0% and the maximum rates of all classes by 5.0%.
Class Code(s):	All R06 Classifications
CBID:	R06
Pay Scales Effective Date:	07/01/07
Date in Production:	09/05/07
Pay Letter:	2007-10

EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:	
Processing Responsibility:	The SCO will post increases into PIMS database via mass update.
Processing Date(s):	Beginning the evening of 09/04/07
Effective Date:	07/01/07
PIMS Transaction:	GEN
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	HR/SA 2007-17
Pay Amount:	3.0% or 4% for employees in classes receiving an equity increase
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave:	<ul style="list-style-type: none"> Increases are effective 07/01/07 for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957 = 40) on 07/01/07. 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.
Additional Information:	<ul style="list-style-type: none"> All employees who are active as of 07/01/07 will receive the GSI via GEN Transaction. Employees hired after 07/01/07, and before the mass update is run will have the GSI applied to their salary by processing a correct to the appointment and any subsequent transactions. The SCO mass update program will process GSIs for active employees whose appointment expiration date is prior to 07/01/07. In order to assist campuses in identifying these employees, CIRS Compendium Report H50, Cycle 0709 and tab-delimited file H80, Cycle 0709 will be available September 5, 2007 for campus reference.
SCO Personnel Letter:	http://www.sco.ca.gov/ppsd/scoltrs/

CMS PROCESSING INFORMATION:	
Workforce Administration:	<ul style="list-style-type: none"> • Salary Schedule Load provided by HR-ISA to SOSS on 08/29/07. • Campus L15 file will be available for download on 09/05/07, Cycle 2222. For CMS instructions on processing, refer to the Business Process Guide - "SSI – GSI Prob to Perm Load" posted on the CMS Website @ http://cms.calstate.edu/T2hr89bp.asp • Campuses should process the GEN (L15 file) transaction, then use "correction-mode" to manually update all subsequent salary rows. • Action Reason: PAY/GSI (GEN) • Effective Date: 07/01/07 • Union Code: R06 • Empl History Remarks: HR/SA 2007-17
Temporary Faculty:	N/A
Benefits:	N/A
Time and Labor:	N/A
Leave Accounting:	N/A
Absence Management:	N/A
Labor Cost Distribution:	N/A
Additional Instructions:	<ul style="list-style-type: none"> • Additional communication to be provided in a CMS bulletin.

BONUS/ADDITIONAL PAY PROGRAMS
II – Rural Health Care 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 09/10/07. • The CIRS Compendium Report A33, Cycle 0709 will be available the week of 09/10/07.
Earnings ID:	GE
Amount:	\$500 or prorated for time base for employees enrolled in a non-HMO health plan during the July 2007 pay period, and who also reside in zip codes provided in Attachment C "California's Proposed Eligible Rural Subsidy Zip Codes by County effective January 1, 2007."
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 July 2007 pay period. • Refer to Article 25 of the collective bargaining agreement.
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CMS PROCESSING INFORMATION:	
Workforce Administration:	N/A
Temporary Faculty:	N/A
Benefits:	N/A
Time and Labor:	<ul style="list-style-type: none"> ○ Earnings ID: <ul style="list-style-type: none"> ○ RS1 (GE) – Process via Additional Pay ○ Amount: \$500 or prorated (as referenced above)
Leave Accounting:	N/A
Absence Management:	N/A
Labor Cost Distribution:	N/A
Additional Instructions:	N/A

R06 Designated Classes Receiving the Equity Increase

Classification	Class Code
Building Service Engineer	(6702)
Carpenter	(6476)
Electrician	(6533)
Facilities Control Specialist	(6260)
Lead Plumber	(6548)
Lead Electrician	(6532)
Lead Carpenter	(6475)
Metal Worker I	(6280)
Metal Worker II	(6281)
Plumber	(6549)
Refrigeration Mechanic	(6699)
Supervising Building Service Engineer	(6700)
Supervising Carpenter	(6474)
Supervising Electrician	(6534)
Supervising Plumber	(6547)

CALIFORNIA'S PROPOSED ELIGIBLE RURAL SUBSIDY ZIP CODES

BY COUNTY

EFFECTIVE JANUARY 1, 2007

(As of June 1, 2006)

COUNTY	ZIP	COUNTY	ZIP	COUNTY	ZIP	COUNTY	ZIP
ALPINE	95646	DEL NORTE	95548	HUMBOLDT	95554	LASSEN	96117
ALPINE	96120	DEL NORTE	95567	HUMBOLDT	95555	LASSEN	96119
AMADOR	95601	EL DORADO	95720	HUMBOLDT	95556	LASSEN	96121
AMADOR	95629	EL DORADO	95721	HUMBOLDT	95558	LASSEN	96123
AMADOR	95642	EL DORADO	95735	HUMBOLDT	95559	LASSEN	96127
AMADOR	95644	EL DORADO	96142	HUMBOLDT	95560	LASSEN	96128
AMADOR	95654	EL DORADO	96150	HUMBOLDT	95562	LASSEN	96130
AMADOR	95665	EL DORADO	96151	HUMBOLDT	95564	LASSEN	96132
AMADOR	95666	EL DORADO	96152	HUMBOLDT	95565	LASSEN	96136
AMADOR	95675	EL DORADO	96153	HUMBOLDT	95569	LASSEN	96137
AMADOR	95685	EL DORADO	96154	HUMBOLDT	95570	MODOC	96006
AMADOR	95689	EL DORADO	96155	HUMBOLDT	95571	MODOC	96015
AMADOR	95699	EL DORADO	96156	HUMBOLDT	95573	MODOC	96054
CALAVERAS	95221	EL DORADO	96157	HUMBOLDT	95589	MODOC	96101
CALAVERAS	95222	EL DORADO	96158	INYO	92328	MODOC	96104
CALAVERAS	95223	HUMBOLDT	95501	INYO	92384	MODOC	96108
CALAVERAS	95224	HUMBOLDT	95502	INYO	92389	MODOC	96110
CALAVERAS	95225	HUMBOLDT	95503	INYO	93513	MODOC	96112
CALAVERAS	95226	HUMBOLDT	95511	INYO	93514	MODOC	96115
CALAVERAS	95228	HUMBOLDT	95514	INYO	93515	MODOC	96116
CALAVERAS	95229	HUMBOLDT	95518	INYO	93522	MONO	93512
CALAVERAS	95232	HUMBOLDT	95519	INYO	93526	MONO	93517
CALAVERAS	95233	HUMBOLDT	95521	INYO	93530	MONO	93529
CALAVERAS	95236	HUMBOLDT	95524	INYO	93542	MONO	93541
CALAVERAS	95245	HUMBOLDT	95525	INYO	93545	MONO	93546
CALAVERAS	95246	HUMBOLDT	95526	INYO	93549	MONO	96107
CALAVERAS	95247	HUMBOLDT	95528	KERN	93516	MONO	96133
CALAVERAS	95248	HUMBOLDT	95534	KERN	93519	MONTEREY	93426
CALAVERAS	95249	HUMBOLDT	95536	KERN	93527	MONTEREY	93451
CALAVERAS	95250	HUMBOLDT	95537	KERN	93528	MONTEREY	93450
CALAVERAS	95251	HUMBOLDT	95540	KERN	93554	MONTEREY	93901
CALAVERAS	95252	HUMBOLDT	95542	KERN	93555	MONTEREY	93902
CALAVERAS	95254	HUMBOLDT	95545	KERN	93556	MONTEREY	93905
CALAVERAS	95255	HUMBOLDT	95546	LASSEN	96009	MONTEREY	93906
CALAVERAS	95257	HUMBOLDT	95547	LASSEN	96056	MONTEREY	93907
DEL NORTE	95531	HUMBOLDT	95549	LASSEN	96068	MONTEREY	93908
DEL NORTE	95532	HUMBOLDT	95550	LASSEN	96109	MONTEREY	93912
DEL NORTE	95538	HUMBOLDT	95551	LASSEN	96113	MONTEREY	93915
DEL NORTE	95543	HUMBOLDT	95553	LASSEN	96114	MONTEREY	93920

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COUNTY	ZIP	COUNTY	ZIP	COUNTY	ZIP	COUNTY	ZIP
MONTEREY	93921	SAN BENITO	95023	SHASTA	96096	TEHAMA	96063
MONTEREY	93922	SAN BENITO	95024	SHASTA	96099	TEHAMA	96074
MONTEREY	93923	SAN BENITO	95043	SISKIYOU	95568	TEHAMA	96075
MONTEREY	93924	SAN BENITO	95045	SISKIYOU	96014	TEHAMA	96078
MONTEREY	93925	SAN BENITO	95075	SISKIYOU	96023	TEHAMA	96080
MONTEREY	93926	SAN BERNARDINO	92242	SISKIYOU	96025	TEHAMA	96090
MONTEREY	93927	SAN BERNARDINO	92267	SISKIYOU	96027	TEHAMA	96092
MONTEREY	93928	SAN BERNARDINO	92280	SISKIYOU	96031	TRINITY	95527
MONTEREY	93930	SAN BERNARDINO	92363	SISKIYOU	96032	TRINITY	95552
MONTEREY	93932	SHASTA	96001	SISKIYOU	96034	TRINITY	95563
MONTEREY	93933	SHASTA	96002	SISKIYOU	96037	TRINITY	95595
MONTEREY	93940	SHASTA	96003	SISKIYOU	96038	TRINITY	96010
MONTEREY	93942	SHASTA	96007	SISKIYOU	96039	TRINITY	96024
MONTEREY	93943	SHASTA	96008	SISKIYOU	96044	TRINITY	96041
MONTEREY	93944	SHASTA	96011	SISKIYOU	96050	TRINITY	96046
MONTEREY	93950	SHASTA	96013	SISKIYOU	96057	TRINITY	96048
MONTEREY	93953	SHASTA	96016	SISKIYOU	96058	TRINITY	96052
MONTEREY	93954	SHASTA	96017	SISKIYOU	96064	TRINITY	96091
MONTEREY	93955	SHASTA	96019	SISKIYOU	96067	TRINITY	96093
MONTEREY	93960	SHASTA	96022	SISKIYOU	96085	TUOLUMNE	95305
MONTEREY	93962	SHASTA	96028	SISKIYOU	96086	TUOLUMNE	95309
MONTEREY	95004	SHASTA	96033	SISKIYOU	96094	TUOLUMNE	95310
MONTEREY	95012	SHASTA	96040	SISKIYOU	96097	TUOLUMNE	95311
MONTEREY	95039	SHASTA	96047	SISKIYOU	96134	TUOLUMNE	95314
MONTEREY	95076	SHASTA	96049	SUTTER	95948	TUOLUMNE	95321
NEVADA	95724	SHASTA	96051	SUTTER	95953	TUOLUMNE	95327
NEVADA	95728	SHASTA	96062	SUTTER	95957	TUOLUMNE	95329
NEVADA	95602	SHASTA	96065	SUTTER	95982	TUOLUMNE	95230
NEVADA	96111	SHASTA	96069	SUTTER	95991	TUOLUMNE	95335
NEVADA	96160	SHASTA	96070	SUTTER	95992	TUOLUMNE	95346
NEVADA	96161	SHASTA	96071	SUTTER	95993	TUOLUMNE	95347
NEVADA	96162	SHASTA	96073	TEHAMA	95963	TUOLUMNE	95364
PLACER	96140	SHASTA	96076	TEHAMA	95973	TUOLUMNE	95370
PLACER	96141	SHASTA	96079	TEHAMA	96021	TUOLUMNE	95372
PLACER	96143	SHASTA	96084	TEHAMA	96029	TUOLUMNE	95373
PLACER	96145	SHASTA	96087	TEHAMA	96035	TUOLUMNE	95375
PLACER	96146	SHASTA	96088	TEHAMA	96055	TUOLUMNE	95379
PLACER	96148	SHASTA	96089	TEHAMA	96059	TUOLUMNE	95383
SAN BENITO	93210	SHASTA	96095	TEHAMA	96061	YUBA	95901

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BY COUNTY

EFFECTIVE JANUARY 1, 2007

(As of June 1, 2006)

COUNTY	ZIP
YUBA	95914
YUBA	95918
YUBA	95919
YUBA	95922
YUBA	95925
YUBA	95935
YUBA	95941
YUBA	95960
YUBA	95962
YUBA	95966
YUBA	95972
YUBA	95977
YUBA	95981