

The California State University
Office of the Chancellor
400 Golden Shore
Long Beach, CA 90802-4275
(310) 985-2744

Date: October 4, 1995

Code: HR 96-15

To: Presidents

From: June M. Cooper
Vice Chancellor
Human Resources and Operations

Subject: Confidential Support Series -- New Classification Standards

Human Resources is pleased to announce the establishment of a new Confidential Support Series located in the C99 classification structure effective October 1, 1996. CSU confidential employees are currently located in either the C99 classification structure or in positions in bargaining units that have been individually designated as confidential. With the introduction of this new series, all CSU confidential employees will now be integrated into the C99 classification structure. Employees in bargaining unit positions that have been designated as confidential need to be moved into the new Confidential Support Series before March 1, 1997.

As a reminder, CSU employees can only be designated Confidential as provided in The Higher Education Employer-Employee Relations Act (HEERA) which defines "confidential employees" as any employee who is required to develop or present management collective bargaining positions with respect to meeting and conferring with the unions or whose duties normally require access to confidential information which contributes significantly to the development of such management collective bargaining positions.

It should be noted that rules and policies that guide the management of personnel issues which impact confidential employees can be found in the Education Code, the California Code of Regulations, Title 5 and various coded memorandums issued by Human Resources. Confidential positions are not covered by any terms or conditions of collective bargaining agreements.

The Confidential Support Series consists of the following classifications:

<i>Class Codes</i>	<i>Classification Title</i>
1170-1172	Confidential Office Support
1173-1175	Confidential Technical Support
1176-1178	Confidential Administrative Support

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Each classification has three broad skill levels that allow the campus to assess the skill and ability level of each incumbent as **Foundation, Career, or Expert**. Employees move through the skill levels based on departmental need **and** individual skill level assessment. All of the confidential support classifications have open salary ranges with sub ranges identified for each skill level.

The following information is attached for your reference:

- The Confidential Support Series Classification Standards and Transmittal Sheet (Attachment A)
- C99 Confidential Classification Structure (Attachment B)
- Processing Instructions (Attachment C)

The salary ranges for the new confidential support classifications incorporate existing salary ranges into a new broad salary structure. Please note that the intent of this new pay structure is to be cost neutral (e.g. lateral reclassifications with no change in salary).

If you have questions regarding the Confidential Support Series or personnel related issues that impact confidential employees, please do not hesitate to contact Ron Hull at (310) 985-2653 or Pamela Chapin at (310) 985-2652.

JC/rh
Attachments

THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
400 Golden Shore
Long Beach, California 90802-4275
(310) 985-2744

Date: December 6, 1996

Code: HR 96-15
Supplement #1

To: Presidents

From: June M. Cooper
Vice Chancellor
Human Resources and Operations

Subject: Confidential Support Classification Series

HR 96-15 established the Confidential Support Classification Series effective October 1, 1996. The new series consists of three broad classifications with three skill levels of Foundation, Career, and Expert within each classification. In order to provide presidents with maximum flexibility to make salary determinations for confidential employees, the following provisions will apply:

- **Performance Increase Program** - Under the Education Code provision §89500 and in accordance with HR 95-14 and HR 95-16, salary increases for confidential employees are based on performance through the performance salary increase program. When funded and approved by the Board of Trustees, performance salary increase dollars will be available from a Management Personnel Plan and Confidential merit increase pool.
- **Red Circle** - HR 92-18 provides the guidelines for establishing red circle rates. The red circle policy is used for these Confidential classifications when an employee's salary is above the salary maximum of the skill level to which the employee is assigned.
- **Salary Adjustments** - The concept of "in-classification progression" will be used for this series. Movement between skill levels in the same classification does not require a reclassification. Movement to a higher skill level is accompanied by a 5% salary increase or movement to the minimum of the new skill level. Additionally, a campus president may provide a salary increase to an employee at any time for movement within skill level, as appropriate. Such increases are paid out of campus funds.

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- **Probationary Periods** - Title 5 provides the criteria for determining probationary periods for "nonacademic" and "administrative" classifications. For the Office Support and Technical Support classifications that are designated "nonacademic," the probationary period is one year (§43588.1). The Administrative Support classification is designated as "administrative" and the probationary period is two years (§43580). Employees who are **currently** serving a one year probationary period and are reclassified to the Administrative Support classification should be grandfathered in under the one year probationary period. The two year period applies to new appointments to the Administrative Support classification. Employees who are currently serving a probationary period should have time in the old classification count towards completion of the probationary period in the new classification.

An employee serves one probationary period within a classification; it can be at any skill level. If an employee moves to a higher skill level within the same classification, no new probationary period is assigned.

- **Layoff** - §89543 and §89550-89557 of the Education Code provide the basis for determining layoff for employees in Confidential classifications with FSA 78-78, Supplement #4 providing the procedures for implementing layoff. Permanent employees who have accrued seniority points in confidential designated positions are to have these points transferred to the new confidential classification if it is considered a lateral reclassification. Seniority is based strictly on time served within the classification. Utilizing skill level and special knowledge criteria are not available at this time in the determination of the order of layoff for confidential employees.

NOTE: The order of layoff of employees within confidential classes may change as a result of movement to this new classification series.

- **Fair Labor Standards Act (FLSA) Designations** - All CSU classifications must comply with the federal Fair Labor Standards Act which governs the payment of overtime pay. All skill levels in the Office Support classification and the foundation levels in the Technical and Administrative classifications are non-exempt and are eligible for overtime pay. The career and expert skill levels in the Technical and Administrative Support classifications are exempt and are not eligible for overtime.
- **Shift Differential** - Consistent with other Confidential classifications, the Confidential Support classifications are ineligible for shift differential.

Employees are to be moved into the new series by February 28, 1997. As stated previously, the intent is that the implementation be cost neutral; however, campuses have discretion to adjust employee salaries to recognize changes in position responsibilities. These salary changes are to be campus funded.

Please contact Ron Hull at (310) 985-2653 or Pamela Chapin (310) 985-2652 in Human Resources if you have any questions.

JMC/pc