

THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
401 Golden Shore, 4th Floor
Long Beach, California 90802-4210
(562) 951-4411

Date: August 1, 2001
To: Human Resources Directors
Payroll Managers
From: Cathy Robinson *Cathy Robinson*
Senior Director
Human Resources Administration
Code: TECHNICAL LETTER
HR/SA 2001-07

Subject: 2001/02 Merit Salary Increase Program and Salary Range Adjustments for Management Personnel Plan and Confidential Employees

The Management Personnel Plan (MPP) and Confidential (C99) employees' merit salary increase program and salary range adjustments have been approved for fiscal year 2001/02. MPP and Confidential Employee Merit Salary Increase Program information was provided to presidents in a separate correspondence dated July 30, 2001. A summary of this year's program follows:

- ❖ **Salary Structure Changes effective July 1, 2001:**
 - Salary range maximums for MPP and Confidential classifications have been increased.
- ❖ **Merit Salary Increase Program for 2001/02:**
 - The approved budget provides a 2% compensation pool and cannot be augmented by campus funds.
 - Merit salary increases are effective July 1, 2001.
 - Special rules for MPP Public Safety employees in lieu of the pending PERS 3% at 50 retirement program are in effect.
- ❖ **Other Salary Provisions for 2001/02:**
 - Confidential employees continue to be eligible for in-range and in-classification progressions.
 - MPP and Confidential Merit Bonus Programs continue to be available at the discretion of the president.

Distribution:

CSU Presidents	(Without Attachments)
Vice Chancellor, Human Resources	"
Vice Presidents, Administration	"
Associate Vice Presidents/Deans of Faculty	"
Director, SOSS	"

Detailed Program Information:

We are pleased to provide a new format for processing instructions this year, created as a tool to help campuses process salary actions. These instructions include information on pay scales, employment history (PIMS) and payroll impact, as appropriate, and CMS PeopleSoft baseline impact for Administer Workforce.

MPP and Confidential program rules and information are provided below:

❖ **Salary Structure Changes effective July 1, 2001:**

- Salary range maximums for MPP and Confidential classifications have been increased as outlined in Attachments A and B.
- Salary range adjustments have no effect on the employee's individual pay rate.
- An employee may not have a pay rate lower than the minimum of the range.

The following processing instruction is provided in Attachment C:

- Salary Structure Changes: I - If the employee is no longer at the range maximum and is not getting a salary increase.

❖ **Salary Programs for 2001/02:**

Merit Salary Increase Program:

- The approved budget provides a 2% compensation pool. Funding for the 2001/02 merit salary increase pool has been included in the final budget allocation for your campus. Please refer to the July 30, 2001 memo to the presidents for pool calculation instructions.
- Merit salary increases for MPP and Confidential employees are to be awarded from a single pool, which cannot be augmented with campus funds. Merit increases provided to individual MPP and Confidential employees are to be awarded based on meritorious performance as documented by the annual performance evaluation.
- Merit salary increases are effective July 1, 2001 and may be provided within a range of 0% to 5%.
- Requests to pay employees above the Administrator I, II, and III range maximums must be approved by the campus president. Requests to pay above the Administrator IV level must be approved by the Vice Chancellor of Human Resources.
- MPP and Confidential salary actions for employees in non-State funded and reimbursed positions should be consistent with the above criteria. Financing issues for non-State funded positions should be addressed to individuals responsible for non-State funded operations on each campus. Processing instructions apply to both general and non-State funded MPP and Confidential employees; however, individuals responsible for non-State funded operations on each campus may set increase effective dates for non-State funded employees.

The following processing instruction is provided in Attachment C:

- Salary Increase Programs: I – Merit Salary Increase.

Special Note on Police Chiefs and other MPP Public Safety Employees:

- At the current time, *average merit salary increases for MPP Public Safety employees (chiefs, lieutenants, etc.) on an individual campus may not exceed more than 1%*. As you are aware, Public Safety employees represented by SUPA have a collective bargaining agreement with the CSU. Part of the agreement includes an enhanced PERS retirement benefit formula of 3% at 50 years, pending legislation. If this retirement benefit is extended to represented public safety employees, the advisability of extending this benefit to MPP Public Safety management employees will be considered. *If the enhanced retirement benefit is extended, the pension improvement for these MPP employees will be paid for by offsetting the benefit cost from their 2001/02 fiscal year merit increase pool. That cost, approximately 1% of the MPP Public Safety employees' merit increase pool, must be held to fund this improvement.* In the event the enhanced retirement benefit is not extended, we will advise you of the next steps.

❖ **Other Salary Provisions for 2001/02:**

In-classification and In-range Progressions:

- These salary increases continue to be available to Confidential employees as outlined in HR Letter 96-15, Supplement 1, and are paid from campus funds.
- An in-classification progression is movement from one skill level (range) to another higher skill level (range) within the same classification. An in-classification progression is accompanied by a minimum 5% increase (or to the minimum of the new range, whichever is higher).
- An in-range progression is a salary increase within the existing classification and range and has no minimum increase percent requirement.

The following processing instructions are provided in Attachment C:

- Salary Increase Programs: II – In-Classification Progression for Confidentials.
- Salary Increase Programs: III – In-Range Progression for Confidentials.

MPP and Confidential Merit Bonus Program:

- Presidents continue to have the discretionary authority to award merit bonuses to MPP and Confidential employees if either of the following occur:
 - An employee meets specific measurable standards that were spelled out at the beginning of an evaluation period that indicate if specific actions are met, a merit bonus pay adjustment will be provided.
 - An employee meets a specific stated objective that is both articulated in advance and is measurable.

TECHNICAL LETTER
HR/SA 2001-07
Page 4

- The total campus-funded MPP and Confidential employee bonus payments may not exceed a one percent (1%) augmentation of the combined annual MPP and Confidential salary base that was used to calculate the combined merit salary pool for 2001/02.
- Refer to HR Letter 2000-04 and HR/SA 2000-02 for more MPP program rules. Refer to HR Letter 2000-15 and HR/SA 2000-19 for Confidential employee rules.

The following processing instruction is provided in Attachment C:

- Bonus/Additional Pay Programs: I – MPP and Confidential Bonus Program

If you have any questions regarding this information, please contact Gina Caywood at (562) 951-4416 or Pamela Chapin at (562) 951-4414. This technical letter is available on Human Resources Administration's web page at:
<http://www.calstate.edu/HRAdm/memos.shtml>.

CR/gc

Attachments (3)

**TECHNICAL LETTER
HR/SA 2001-07
ATTACHMENT A**

**MONTHLY SALARY RANGES
Management Personnel Plan (M80)
Effective: July 1, 2001**

<u>Class Code</u>	<u>Classification Title</u>	<u>Monthly Salary Range</u>
3318	Administrator I - 12 month	\$2,114 - \$5,455
3319	Administrator I - AY	\$1,805 - \$4,714
3312	Administrator II - 12 month	\$3,149 - \$7,897
3313	Administrator II - AY	\$2,732 - \$6,839
3306	Administrator III - 12 month	\$4,286 - \$10,666
3307	Administrator III - AY	\$3,703 - \$9,249
3300	Administrator IV - 12 month	\$5,771 - \$14,618
3301	Administrator IV - AY	\$4,992 - \$12,625
3320/3321	CMA Administrator I - Cruise AY	\$2,114 - \$5,455
3314/3315	CMA Administrator II - Cruise AY	\$3,149 - \$7,897
3308/3309	CMA Administrator III - Cruise AY	\$4,286 - \$10,666
3302/3303	CMA Administrator IV - Cruise AY	\$5,771 - \$14,618

**TECHNICAL LETTER
HR/SA 2001-07
ATTACHMENT B**

**MONTHLY SALARY RANGES
Confidential (C99) Classifications – 12 month
Effective: July 1, 2001**

<u>Class Code</u>	<u>Classification Title</u>	<u>Skill Level</u>	<u>Monthly Salary Range</u>
1176	Conf. Administrative Support - 12 Month	I II III	\$3,213 - \$5,048 \$3,869 - \$6,939 \$4,663 - \$8,261
1170	Conf. Office Support - 12 Month	I II III	\$1,774 - \$2,975 \$2,133 - \$4,055 \$2,840 - \$4,763
1173	Conf. Technical Support - 12 Month	I II III	\$1,916 - \$4,645 \$2,190 - \$7,529 \$3,066 - \$8,435
1295	Legal Secretary		\$2,611 - \$4,298
1293	Management Intern		\$1,819 - \$4,070
1297	Paralegal - Professional		\$2,899 - \$5,298
1296	Paralegal - Technical		\$2,608 - \$4,769
1148	Presidential Aide		\$3,251 - \$6,139

**TECHNICAL LETTER
HR/SA 2001-07
ATTACHMENT C**

**PROCESSING INSTRUCTIONS
Salary Structure Changes
(Pay Scales)**

**I. IF THE EMPLOYEE IS NO LONGER AT THE RANGE MAX AND IS
NOT RECEIVING A SALARY INCREASE:**

FUNDING INFORMATION:

Funding Source:	N/A
Pool Supplemented by Campus:	N/A

PAY SCALES IMPACT:

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

EMPLOYMENT HISTORY (EH) IMPACT:

Processing Responsibility:	Campus
Processing Date(s):	Starting 08/02/01
Effective Date:	07/01/01
PIMS Transaction:	CRO
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	TL HR/SA 2001-07
Pay Amount:	N/A
Pay Form:	N/A
Lump Sum Earnings ID:	N/A
Employees on Leave:	N/A
Additional Information:	Anniversary Date (Item 330) must be changed to "NONE".
SCO Personnel Letter:	N/A

COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS:

Pay Scales Impact:	None.
GSI/SSI Load Impact:	None.
Action/Reason:	Data Change/Classification Conversion (Data Chg/CCV)
Baseline Instructions:	http://www.calstate.edu/hrpims/awppm/awppm.htm

**TECHNICAL LETTER
HR/SA 2001-07
ATTACHMENT C**

<p>PROCESSING INSTRUCTIONS Salary Increase Programs</p> <p>I. MERIT SALARY INCREASE PROGRAM:</p>

FUNDING INFORMATION:	
Funding Source:	Systemwide
Pool Supplemented by Campus:	No

PAY SCALES IMPACT:	
Change Summary:	Salary range maximums are to be increased as outlined in HR/SA 2001-07, Attachments A and B.
Class Code(s):	All MPP and Confidential classifications.
CBID:	M80 and C99
Pay Scales Effective Date:	07/01/01
Date in Production:	08/02/01
Pay Letter:	2001-02 (To be released at a future date)

EMPLOYMENT HISTORY (EH) IMPACT:	
Processing Responsibility:	Campus
Processing Date(s):	Starting 08/02/01
Effective Date:	07/01/01
PIMS Transaction:	SCR
Detailed Transaction Code (Item 719)	50
EH Remarks (Item 215)	N/A
Pay Amount:	0 – 5%
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave:	<ul style="list-style-type: none"> • Increases are effective 07/01/01 for employees on NDI (S49 Transaction, Item 957= 40) supplementing with Catastrophic Leave on 07/01/01. • Increases for other employees on leave (non-pay status) are to be keyed by the campus effective the date of the employee's return to pay status.
Additional Information:	Anniversary date (Item 330) = "NONE"
SCO Personnel Letter:	N/A

COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS:	
Pay Scales Impact:	Salary Schedule Load provided by HR-ISA to SOSS on 08/02/01.
GSI/SSI Load Impact:	None
CMS Action/Reason:	Pay Rate Change/ Merit/Performance Increase (Pay Rt Chg/MER)
CMS Baseline Instructions:	http://www.calstate.edu/hrpims/awppm/awppm.htm

**TECHNICAL LETTER
HR/SA 2001-07
ATTACHMENT C**

**PROCESSING INSTRUCTIONS
Salary Increase Programs**

II. IN-CLASSIFICATION PROGRESSION FOR CONFIDENTIALS:

FUNDING INFORMATION:	
Funding Source:	Campus
Pool Supplemented by Campus:	N/A

PAY SCALES IMPACT:	
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

EMPLOYMENT HISTORY (EH) IMPACT:	
Processing Responsibility:	Campus
Processing Date(s):	At the discretion of the President
Effective Date:	At the discretion of the President; however, must be at the beginning of a pay period.
PIMS Transaction:	A63
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	N/A
Pay Amount:	Minimum 5% or to the minimum of the new skill level, whichever is higher.
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave:	N/A
Additional Information:	Refer to HR Letter 96-15 and Supplement 1
SCO Personnel Letter:	N/A

COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS:	
Pay Scales Impact:	None
GSI/SSI Load Impact:	None
Action/Reason:	Job Reclassification/In-Classification Progression (Job Reclas/ICP)
Baseline Instructions:	http://www.calstate.edu/hrpims/awppm/awppm.htm

**TECHNICAL LETTER
HR/SA 2001-07
ATTACHMENT C**

<p>PROCESSING INSTRUCTIONS Salary Increase Programs</p> <p>III. IN-RANGE PROGRESSION FOR CONFIDENTIALS:</p>
--

FUNDING INFORMATION:	
Funding Source:	Campus
Pool Supplemented by Campus:	N/A

PAY SCALES IMPACT:	
Change Summary:	N/A
Class Code(s):	N/A
CBID:	N/A
Pay Scales Effective Date:	N/A
Date in Production:	08/02/01
Pay Letter:	N/A

EMPLOYMENT HISTORY (EH) IMPACT:	
Processing Responsibility:	Campus
Processing Date(s):	At the discretion of the President.
Effective Date:	At the discretion of the President; however, must be at the beginning of a pay period.
PIMS Transaction:	SCR
Detailed Transaction Code (Item 719)	51
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:	Refer to HR Letter 96-15 and Supplement 1
SCO Personnel Letter:	N/A

COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS:	
Pay Scales Impact:	None.
GSI/SSI Load Impact:	None.
Action/Reason:	Pay Rate Change/ In-Range Progression (Pay Rt Chg/IRP)
Baseline Instructions:	http://www.calstate.edu/hrpims/awppm/awppm.htm

**TECHNICAL LETTER
HR/SA 2001-07
ATTACHMENT C**

PROCESSING INSTRUCTIONS
Bonus/Additional Pay Programs

GENERAL BONUS INSTRUCTIONS:
<ul style="list-style-type: none"> • For non-exempt employees, all bonus awards must be based on a percentage of the annual gross salary (earnings). As this amount may include miscellaneous payments from shift and overtime, the FLSA requirement to factor the bonus into the “regular rate” for overtime calculations will be satisfied. • For exempt employees, bonuses can be expressed as a flat dollar amount or a percentage of income. • Bonuses will be paid via the PIP system using the serial number of the employee’s position or other serial number as designated by the campus. The payment may be requested using the Miscellaneous Payroll/Leave Action Form (STD. 671) or the Time and Attendance Report Form 672. The appropriate Earnings ID and the gross amount of the bonus must be denoted on the form to request payment (refer to PPM section G904 for instructions).

I. MPP AND CONFIDENTIAL MERIT BONUS PROGRAM:

PIP PROCESSING INFORMATION:	
Processing Responsibility:	Campus
Processing Date(s):	At the discretion of the President.
Earnings ID:	“S6” for exempt positions “SF” for non-exempt positions
Amount:	Not to exceed 15% of the annualized base salary for which the bonus is being provided.
Subject to PERS Withholdings:	Yes
Taxable/Reportable:	Yes
Subject to Medicare/Social Security	Yes
Subject to FLSA Regulations:	Yes, for non-exempt employees.
Included in the Calculation for NDI/IDL Payments:	No
Funding Source:	Campus
Pool Supplemented by Campus:	N/A
Additional Information:	<ul style="list-style-type: none"> • MPP: Refer to HR Letter 2000-04 and HR/SA 2000-02. • Confidential: Refer to HR Letter 2000-15 and HR/SA 2000-19.