

Date: September 12, 2007

Code: TECHNICAL LETTER
HR/Salary 2007-21

To: Human Resources Directors
Payroll Managers

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

Subject: 2007/08 Merit Salary Increase Program and Salary Range Adjustments – Management Personnel Plan (M80) and Confidential (C99) Employees

The Management Personnel Plan (MPP) and Confidential employees' merit salary increase program and salary range adjustments have been approved for fiscal year 2007/08. Merit salary increase program information for MPP and Confidential employees was provided to presidents in a separate correspondence dated September 7, 2007. A summary of this year's program follows:

➤ **Salary Program:**

- Merit salary increase program: A 6.75% compensation pool has been approved.
- Salary ranges for MPP and Confidential classifications have been adjusted and are provided in Attachments A and B. Rates for 10/12 and 11/12 class/ranges will be available on September 13th via the online salary schedule at: <http://www.calstate.edu/HRAdm/SalarySchedule/salary.aspx>.

Detailed Program Information for Salary Provisions:

For campus convenience, program information and processing instructions for new and on-going salary provisions are provided on Human Resources Web site at: <http://www.calstate.edu/HRAdm/SalaryProgram/index.shtml>. Information for this year's merit salary increase program is provided below:

➤ **Merit Salary Increase Program:**

- The chancellor has approved a 6.75% merit compensation pool. Please refer to the September 7, 2007 memorandum to the presidents for merit pool information.
- Merit increases for MPP and Confidential employees are to be awarded from a single pool and this pool cannot be augmented with campus funds. Total increases awarded should not exceed an average increase of 6.75% at each campus.
- Merit increases provided to individual MPP and Confidential employees are effective July 1, 2007. Campuses can begin keying increases on September 13, 2007.
- Merit increases are based on meritorious performance as documented by the annual performance evaluation.
- Requests to pay MPP 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 interim 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

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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 (must be effective at the beginning of a pay period).

The following processing instructions are provided in Attachment C:

⇒ Salary Increase Program: I – Merit Salary Increase

➤ **Salary Structure Changes Effective July 1, 2007:**

- Salary range maximums for MPP classifications were increased by 23.75% and the minimums by 6.75%.
- Salary range maximums for Confidentials were increased by 6.75% and the minimums by 6.75%.
- New salary ranges are provided in Attachments A and B.
- Salary range adjustments have no effect on an individual pay rate unless an employee is currently paid below the new salary range minimum. An employee may not have a pay rate lower than the range minimum. Campuses are responsible for adjusting the assigned salary rate, as appropriate.

The following processing instructions are provided in Attachment C:

⇒ Salary Structure Changes: I – Employee is Not Receiving a Merit Increase and is Moving to New Minimum

⇒ Salary Structure Changes: II – Employee is Not Receiving a Merit Increase and is No Longer at Range Maximum or is Still Over the New Salary Range Maximum

Please note that employees on Military Leave receiving a 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 campus reference, comprehensive MPP information can be found on our Policies Web page at: <http://www.calstate.edu/HRAdm/Policies/mpp.shtml>.

If you have questions regarding this technical letter, please contact Human Resources Administration at (562) 951-4411. This technical letter is available on the Human Resources Administration Web page at: <http://www.calstate.edu/HRAdm/memos.shtml>.

BG/cc

Attachments

MPP Salary Ranges

Effective: July 1, 2007

Class Code	Classification Title	Monthly Salary Range
3318	Administrator I – 12 month	\$2,441 - \$8,028
3319	Administrator I – AY	\$2,084 - \$6,937
3312	Administrator II – 12 month	\$3,635 - \$11,624
3313	Administrator II – AY	\$3,154 - \$10,066
3306	Administrator III – 12 month	\$4,948 - \$15,698
3307	Administrator III – AY	\$4,275 - \$13,613
3300	Administrator IV – 12 month	\$7,487 - \$21,514
3301	Administrator IV – AY	\$6,478 - \$18,582
3320/3321	CMA Administrator I – Cruise AY	\$2,441 - \$8,028
3314/3315	CMA Administrator II – Cruise AY	\$3,635 - \$11,624
3308/3309	CMA Administrator III – Cruise AY	\$4,948 - \$15,698
3302/3303	CMA Administrator IV – Cruise AY	\$7,487 - \$21,514

Confidential Salary Ranges

Effective: July 1, 2007

Class Code	Classification Title	Skill Level	Monthly Salary Range
1176	Confidential Administrative Support – 12 Month	I	\$3,430 - \$6,117
		II	\$4,130 - \$8,410
		III	\$4,978 - \$10,011
1170	Confidential Office Support – 12 Month	I	\$1,894 - \$3,606
		II	\$2,277 - \$4,915
		III	\$3,032 - \$5,772
1173	Confidential Technical Support – 12 Month	I	\$2,106 - \$5,630
		II	\$2,408 - \$9,125
		III	\$3,371 - \$10,222
1295	Legal Secretary		\$2,871 - \$5,208
1293	Management Intern		\$2,000 - \$4,933
1297	Paralegal		\$3,188 - \$6,420
1296	Legal Assistant		\$2,867 - \$5,778
1148	Presidential Aide		\$3,575 - \$7,440

PROCESSING INSTRUCTIONS

SALARY INCREASE PROGRAM
 I – Merit Salary Increase

PAY SCALES IMPACT:	
Change Summary:	MPP (M80) Administrator I, II, III and IV: <ul style="list-style-type: none"> Increase minimums by 6.75% and maximums by 23.75%. All Confidential (C99) classes: <ul style="list-style-type: none"> Increase minimums by 6.75% and maximums by 6.75%.
Class Code(s):	All MPP and Confidential classification codes
CBID:	M80 and C99
Pay Scales Effective Date:	07/01/07
Date in Production:	09/13/07
Pay Letter:	2007-11
EMPLOYMENT HISTORY/PAYROLL IMPACT:	
Processing Responsibility	Campus
Processing Date(s):	Beginning 09/13/07
Effective Date:	07/01/07 (State funded) Beginning of a pay period, non state funded
PIMS Transaction:	SCR
Detailed Transaction Code (Item 719):	50
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:	<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 SCR Transaction effective the date the employee returns to pay status.
Additional Information:	<ul style="list-style-type: none"> If employee is receiving a merit increase <u>and</u> is below the new minimum, both actions may be combined and posted via SCR Transaction. For employees no longer at range maximum, Anniversary Date (Item 330) must be changed from "MAX" to "NONE." If the employee has a Plus Salary (Item 815) and is no longer at the new salary range maximum after the increase is applied: <ul style="list-style-type: none"> Delete Item 815 Incorporate entire salary into Assigned Salary Rate (Item 820). Change Anniversary Date (Item 330) to NONE If the employee has a Plus Salary (Item 815) and is still above the new salary range maximum after the increase is applied: <ul style="list-style-type: none"> Increase Assigned Salary Rate (Item 820) up to the salary range maximum. Put remaining amount in Item 815. Ensure that Anniversary Date (Item 330) is at MAX.
SCO Personnel Letter:	N/A

CMS PROCESSING INFORMATION:	
Workforce Administration:	<ul style="list-style-type: none"> • Salary Schedule Load provided by HR-ISA to SOSS on 09/12/2007. • Action/Reason: PAY/MER (SCR, 50) • Effective Date: 07/01/07 Note: campuses should ensure that the new salary is reflected for each subsequent salary row. • Union Code(s): M80, C99 • Anniversary Code (Item 330): set as instructed above • Comp Rate (Items 815/820): update as instructed above
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 information to be provided in a future CMS bulletin.

PROCESSING INSTRUCTIONS

SALARY STRUCTURE CHANGES

I – Employee is Not Receiving a Merit Increase and is Moving to New Minimum

PAY SCALES IMPACT:	
Change Summary:	MPP (M80) Administrator I, II, III and IV: <ul style="list-style-type: none"> Increase minimums by 6.75% and maximums by 23.75%. All Confidential (C99) classes: <ul style="list-style-type: none"> Increase minimums by 6.75% and maximums by 6.75%.
Class Code(s):	All MPP and Confidential class codes
CBID:	M80 and C99
Pay Scales Effective Date:	07/01/07
Date in Production:	09/13/07
Pay Letter:	2007-11
EMPLOYMENT HISTORY/PAYROLL IMPACT:	
Processing Responsibility	Campus
Processing Date(s):	Beginning 09/13/07
Effective Date:	07/01/07
PIMS Transaction:	CRO
Detailed Transaction Code (Item 719):	N/A
EH Remarks (Item 215):	HR/SA 2007-21
Pay Amount:	Assigned Salary Rate (Item 820) = New Minimum
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave:	Increases to the new minimum for employees on leave (non-pay status) are to be keyed by the campus via CRO Transaction effective the date the employee returns to pay status.
Additional Information:	N/A
SCO Personnel Letter:	N/A
CMS PROCESSING INFORMATION:	
Workforce Administration:	<ul style="list-style-type: none"> Action Reason: PAY/MOU (CRO) Effective Date:07/01/07 Note: campuses should ensure that the New Minimum is reflected for each subsequent salary row. Union Code(s): M80, C99 Comp Rate (Item 820): New Minimum Empl History Remarks: HR/SA 2007-21
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:	N/A

PROCESSING INSTRUCTIONS

SALARY STRUCTURE CHANGES

II – Employee is Not Receiving a Merit Increase and is No Longer at Range Maximum or is Still Over the New Salary Range Maximum

PAY SCALES IMPACT:	
Change Summary:	MPP (M80) Administrator I, II, III and IV: <ul style="list-style-type: none"> Increase minimums by 6.75% and maximums by 23.75%. All Confidential (C99) classes: <ul style="list-style-type: none"> Increase minimums by 6.75% and maximums by 6.75%.
Class Code(s):	All MPP and Confidential class codes
CBID:	M80 and C99
Pay Scales Effective Date:	07/01/07
Date in Production:	09/13/07
Pay Letter:	2007-11
EMPLOYMENT HISTORY/PAYROLL IMPACT:	
Processing Responsibility	Campus
Processing Date(s):	Beginning 09/13/07
Effective Date:	07/01/07
PIMS Transaction:	CRO
Detailed Transaction Code (Item 719):	N/A
EH Remarks (Item 215):	HR/SA 2007-21
Pay Amount:	N/A
Pay Form:	N/A
Lump Sum Earnings ID:	N/A
Employees on Leave:	Employees on leave (non-pay status) should have the appropriate information changed on the return from leave transaction.
Additional Information:	For employees below the new range maximum, Anniversary Date must be NONE For employees with a Plus Salary (Item 815) <ul style="list-style-type: none"> If employees total salary is below the new range maximum, <ul style="list-style-type: none"> Delete Item 815 Incorporate entire salary into Assigned Salary Rate (Item 820). Change Anniversary Date to NONE If employees total salary is still above the new range maximum: <ul style="list-style-type: none"> Increase Assigned Salary Rate (Item 820) up to the salary range maximum. Decrease the Item 815 by the same amount in previous step. Ensure that Anniversary Date is at MAX.
SCO Personnel Letter:	N/A

CMS PROCESSING INFORMATION:	
Workforce Administration:	<ul style="list-style-type: none">• Action Reason: DTA/MOU (CRO)• Effective Date: 07/01/07• Union Code(s): M80, C99• Comp Rate (Items 815/820): update as instructed above• Empl History Remarks: HR/SA 2007-21
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:	N/A