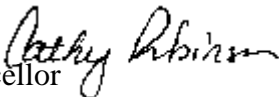


**THE CALIFORNIA STATE UNIVERSITY**  
**Office of the Chancellor**  
**401 Golden Shore**  
**Long Beach, California 90802-4210**  
**(562) 951-4411**

**Date:** December 16, 2005 **Code: TECHNICAL LETTER**  
**HR/Salary 2005-19**  
**To:** Human Resources Directors **Supplement #1**  
Payroll Managers

**From:** Cathy Robinson   
Assistant Vice Chancellor  
Human Resources

**Subject:** **2005/06 Salary Program for CSUEU (Units 2, 5, 7 and 9) Employees**

The California State University (CSU) reached a reopener agreement with the California State University Employees Union (CSUEU) for fiscal year 2005/06. Information regarding the following salary programs are provided in this technical letter:

- Market Equity Increases, effective January 1, 2006
- Lead Custodian Salary Range Adjustment, effective January 1, 2006
- Additional information on Service Salary Increases

**Detailed Program Information:**

❖ **Market Equity Increases:**

- Effective January 1, 2006, 1% to 5% market equity increases will be applied to the minimum, SSI maximum and maximum of the salary ranges and to the individual salary rates of employees in designated classes (Attachment A).
- If an employee has an Anniversary Date of January 2006, the SSI will be posted before the market equity increase amount is posted.

**Lead Custodians (class code 2015)**

- Pursuant to a side letter of agreement, in addition to the market equity increases outlined above, the salary range for the Lead Custodian classification will be adjusted. The range minimum will be increased by \$150 and range maximum by \$400 per month. The SSI Maximum will be the 60% point of the salary range spread. Employee salaries that fall below the new salary range minimum will be increased to the new minimum.
- Subsequent to the market equity increase, campuses must check to see if any Lead Custodian becomes SSI-eligible due to the change of the SSI Maximum.

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**Distribution:**

CSU Presidents	Associate Vice Presidents/Deans of Faculty
Vice Chancellor, Human Resources	Budget Directors
Vice Presidents, Administration	Plant Directors
Vice Presidents, Academic Affairs	Police Chiefs
Vice Presidents, Information Technology	HR Professionals
Vice Presidents, Student Administration	Director, SOSS
Vice Presidents, University Advancement	

If, as a result of the SSI Maximum increase, the Lead Custodian's base pay falls below the SSI Maximum, campuses are responsible for correcting the Anniversary Date on the employee's record. The Anniversary Date month should be set to the month of the employee's initial appointment to the Lead Custodian class, irrespective of timebase or probationary, permanent or temporary status. The Anniversary Date year should be set to "2006." The Anniversary Date is not adjusted for nonqualifying pay periods (breaks in service, leaves of absence, etc.) between the initial Lead Custodian appointment date and January 1, 2006. Campuses are asked to notify Lead Custodians in the event their Anniversary Date has changed.

The following processing instructions are provided in Attachment B:  
⇒ Salary Increase Program – Market Equity Increases

❖ **Service Salary Increase Clarification**

**SCO Reports for Campus:**

In order to assist campuses with identifying employees who have or will be receiving SSIs, the SCO will continue to provide two reports: Prior Pay Period Anniversary Date Report and MSA Register. These are mailed to the Payroll Departments at the beginning of each month.

**Anniversary Date Corrections:**

- As a reminder, for new hires, campuses must establish the Anniversary Date appropriately for 2006/07. Refer to HR/Salary 2004-16 for details.
- In the event a campus corrects an Anniversary Date for an employee and the SCO has already processed SSIs for that month, campuses are responsible for keying the SSI into PIMS and the CMS Baseline system, as appropriate.
- Campuses are asked to notify employees whose Anniversary Date has changed.

**1920 Hours for Intermittent Employees:**

The following is intended to provide clarification on payment types included in the 1920 hour service requirement for hourly/intermittent employees.

- For hourly/intermittent employees, a year of qualifying service is 1920 hours of paid campus employment in the same classification within the preceding three year period at the same campus.
- Payment types that are included in the 1920 hours consist of regular and overtime hours worked. It does not include lump sum payment of vacation and extra hours, which are typically paid when an employee is in a terminated employment status.
- A CIRS report request has been created to assist campuses in identifying intermittent CSUEU employees who have exceeded the 1920 eligibility and who may be eligible for an SSI. Please reference CIRS report request

**FOC5010** that is available in the Common Library in CIRS. Information on how to run the report is available in the Notes section of the report request.

Complete SSI history and processing information can be found on HR Administration's Web site at:

<http://www.calstate.edu/HRAdm/SalaryProgram/index.shtml>

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>.

CR/gc

Attachment

TA

SIDE LETTER OF AGREEMENT

2005-06 Market Equity Increases

*Teven Lora*  
9/21/2005  
*Shay Bennett*  
9/21/05

The parties agree to market increases for the classifications listed below. The minimum, SSI maximum and maximum of the salary ranges and the individual salary rates of the incumbents will be increased by the percentage listed effective January 1, 2006.

Unit 2

<u>Class Code</u>	<u>Class Title</u>	<u>Market Equity %</u>
1140	Health Record Tech	4.0%
7926	Clinical Lab Tech II	4.0%
7927	Clinical Lab Tech I	4.0%
7976	Speech Pathologist	4.0%
7980	Physical Therapist I	4.0%
7981	Physical Therapist II	4.0%
7991	Pharmacist - 10	5.0%
7992	Pharmacist - 12	5.0%
7995	Radiologic Technologist I	4.0%
7996	Radiologic Technologist II	4.0%
7998	Radiologic Pro Spec	4.0%
8005	Sanitarian II	4.0%
8130	Nutritionist	4.0%
8134	Licensed Vocational Nurse	4.0%
8135	Clinical Aid I	4.0%
8136	Clinical Aid II	4.0%
8145	Health Educator Assistant	4.0%
8147	Health Educator	4.0%
8150	RN I - 10 mo	5.0%
8151	RN I - 12 mo	5.0%
8153	RN II - 10 mo	5.0%
8154	RN II - 12 mo	5.0%
8156	RN III - 10 mo.	5.0%
8157	RN III - 12 mo.	5.0%
8165	Nurse Practitioner - 10	4.0%
8166	Nurse Practitioner - 12	4.0%

**TECHNICAL LETTER  
HR/Salary 2005-19  
Supplement #1  
ATTACHMENT A**

**Unit 5**

<u>Class Code</u>	<u>Class Title</u>	<u>Market Equity %</u>
2010	Custodian	1%
2015	Lead Custodian	3%

**Unit 7**

<u>Class Code</u>	<u>Class Title</u>	<u>Market Equity %</u>
0830	Desktop Pub/Graphic Spec 12 mo	3.0%
0831	Desktop Pub/Graphic Spec 11/12	3.0%
0832	Desktop Pub/Graphic Spec 10/12	3.0%
1100	Payroll Tech I	3.0%
1101	Payroll Tech II	3.0%
1102	Payroll Tech III	3.0%
1416	Sr. Data Entry Operator	3.0%
1418	Data Entry Operator	3.0%
1471	Repro Sup I	3.0%
1472	Repro Asst.	3.0%
1549	Prop Clk II	3.0%
1550	Prop Clk I	3.0%
3023	Draft Tech I	3.0%
3024	Draft Tech II	3.0%
4791	Buyer I	3.0%
4792	Buyer II	3.0%
4793	Buyer II – Lead	3.0%
4794	Buyer III	3.0%
4795	Buyer III – Lead	3.0%
8800	Police Dispatcher – 12 Mo	3.0%
8801	Police Dispatcher – 11/12	3.0%
8802	Police Dispatcher – 10/12	3.0%

**Unit 9**

<u>Class Code</u>	<u>Class Title</u>	<u>Market Equity %</u>
1577	Instr Supp Asst I	3.0%
1578	Instr Supp Asst II	3.0%
1579	Instr Supp Asst III	3.0%
1615	Inst Supp Tech I	3.0%
1617	Inst Supp Tech II	3.0%
1619	Inst Supp Tech III	3.0%

**TECHNICAL LETTER  
HR/Salary 2005-19  
Supplement #1  
ATTACHMENT A**

3801	Rad Sfty Off	3.0%
5284	Assoc Budget Analyst	3.0%
5287	Asst Budget Analyst	3.0%
6970	Diving Safety Officer	3.0%
7000	Equip Mtn Asst	3.0%
7001	ET I, Mechanical	3.0%
7002	ET I, Electro-Mechanical	3.0%
7003	ET I, Electronic	3.0%
7004	ET I, Specialized Equipment	3.0%
7011	ET II, Mechanical	3.0%
7012	ET II, Electro-Mechanical	3.0%
7013	ET II, Electronic	3.0%
7014	ET II, Specialized Equipment	3.0%
7021	ET III, Mechanical	3.0%
7022	ET III, Electro-Mechanical	3.0%
7023	ET III, Electronic	3.0%
7024	ET III, Specialized Equipment	3.0%
7165	Interpreter I AY	3.0%
7166	Interpreter II AY	3.0%
7167	Ld Interpreter AY	3.0%
7168	Ld Interpreter	3.0%
7169	Interpreter II	3.0%
7170	Interpreter I	3.0%

**TECHNICAL LETTER**  
**HR/Salary 2005-19**  
**Supplement #1**  
**ATTACHMENT B**

<b>PROCESSING INSTRUCTIONS</b>
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**SALARY INCREASE PROGRAM**  
**Market Equity Increases**

<b>PAY SCALES IMPACT:</b>	
Change Summary:	Up to 5% market equity increases will be applied to the minimum, SSI maximum and maximum of the salary ranges and to the individual salary rates of employees in designated classes (Attachment A).  Lead Custodian (2015): \$150 increase to range minimum. \$400 increase to range maximum. Change to SSI Maximum.
Class Code(s):	Designated CSUEU (Units 2, 5, 7 and 9) classifications
CBID:	R02, R05, R07 and R09
Pay Scales Effective Date:	01/01/06
Date in Production:	01/07/06
Pay Letter:	2006-01

<b>EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:</b>	
Processing Responsibility:	SCO
Processing Date(s):	Beginning 01/09/06
Effective Date:	01/01/06
PIMS Transaction:	CRO
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	HR/SA 2005-19
Pay Amount:	Up to 5%, per the side letter of agreement
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave:	N/A
Additional Information:	<ul style="list-style-type: none"> <li>Lead Custodian salaries that fall below the new salary range minimum will be increased to the new minimum.</li> <li>If the Lead Custodian's base pay is below the new SSI Maximum, campuses must correct the CRO and change the Anniversary Date, as appropriate.</li> <li>Refer to side letter of agreement.</li> <li>The SCO will not process a CRO for active employees whose appointment expiration date has passed.</li> </ul>
SCO Personnel Letter:	N/A

<b>COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS:</b>	
Pay Scales Impact:	Salary Schedule Load provided by HR-ISA to SOSS by 01/04/06
GSI/SSI Load Impact:	Yes
Action/Reason:	Must map to PIMS CRO Transaction