Date: March 30, 1999

To: Human Resources Directors
    Payroll Managers

From: Cathy Robinson, Sector Director
       Human Resources Administration

Subject: Implementation of New CSEA Administrative Classifications

In response to campus requests for clarification on issues pertinent to HR/SA 99-02, the following guidelines are provided to assist in the new administrative classification implementation process:

▲ Special In-Grade Salary Increase (SISI)
The Administrative Support Assistant classification (position skill levels I and II; class codes 1030-1032) is designated as Special In-Grade Salary Increase (SISI) eligible. The Administrative Support Coordinator and Administrative Analyst/Specialist classifications are ineligible for SISIs. Pursuant to Article 20.24 of the CSU-CSEA Memorandum of Understanding (MOU) and the implementation guidelines, an employee in an old SISI eligible classification with a SISI anniversary date may retain the SISI date into the new Administrative Support Assistant classification at the discretion of the campus. For example, an employee appointed to the Department Secretary I classification at the minimum salary rate prior to the implementation effective date may retain his/her six month SISI date in the new Administrative Support Assistant classification (position skill level II) although the employee’s salary rate is no longer at the minimum of the salary range in the new classification. The SISI adjustment will advance the employee’s anniversary date by 12 months. As a reminder, the SISI increase for FY 98/99 is 1.0%.

Please note that employees in old SISI ineligible classifications do not become eligible for a SISI upon implementation to the Administrative Support Assistant classification.

▲ 1.02% Salary Increase
Employees that meet the April 1, 1999 eligibility criteria for the 1.02% salary increase effective July 1, 1999, and are on inactive pay status July 1, are to receive the 1.02% increase effective upon return to pay status. Processing instructions will be provided at a later date.

Please direct any questions as follows:

Processing Instructions
Salary Administration Issues
Collective Bargaining Issues

Campus CSU Audits Contact at the SCO
Pamela Chapin at 562/985-2652
Ron Hull at 562/985-2653
Chancellor’s Office Employee Relations Contact

CR/pc

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