THE CALIFORNIA STATE UNIVERSITY
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Date: July 8, 1999

Code: TECHNICAL LETTER
HR/SA 99-02, Supplement 2
(Reference HR 98-06,
HR/SA 99-02, and
HR/SA 99-02, Sup. 1)

To: Human Resources Directors
Payroll Managers

From: Cathy Robinson, Senior Director
Human Resources Administration

Subject: Administrative Classifications Implementation– 1.02% Increase

Under the terms of the CSU-CSEA MOU outlined in HR/SA 99-02, employees moved into one of the new Administrative classifications as part of the implementation process effective April 1, 1999, are to receive a 1.02% salary increase effective July 1, 1999. Campuses are reminded that funds for the 1.02% increase were included in their Final Budget compensation allocation via coded memo B98-05 dated September 1, 1998. Eligibility criteria are listed as follows:

1) An employee must have moved into one of the new Administrative Support Series or Administrative Analyst/Specialist classifications from one of the soon to be abolished “old” Clerical Assistant I-IV, Department Secretary I-III, Senior Secretary, Administrative Secretary, Executive Secretary or Administrative Operations Analyst I-III classifications effective April 1, 1999, via the CRO transaction, and

2) An employee must be on an “active” or “on-leave” payroll status in one of the new classifications effective the COB June 30, 1999, at any CSU campus.

3) Employees working at a different CSU campus from where their implementation took place are eligible for the salary adjustment at the current campus.

4) Eligible employees who work at more than one campus are eligible for the 1.02% salary increase at each campus where they were affected by the implementation.

5) SBSI eligible employees with July 1999 anniversary dates will have the 1.02% salary increase posted via CRO transaction prior to receiving the GSI and SBSI via MSA transaction, if negotiated for FY 99/00.

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6) Employees are ineligible for the 1.02% increase if they are separated from CSU employment on or before COB June 30, 1999.

7) Employees in classifications external to the implementation that moved into the new Administrative Support series or the Administrative Analyst/Specialist classifications April 1, 1999, or thereafter are ineligible for the 1.02% increase.

Please note:

- For employees whose 1.02% salary increase places them above the SSI maximum, their anniversary date will be changed to 9999.

- For employees eligible for the 1.02% increase but who are on leave, campuses are to process the increase effective upon the employee’s return to pay status.

Payroll Processing Instructions

The State Controller’s Office (SCO) will process the 1.02% salary increase for eligible employees via the mass update program that is scheduled for the weekend of July 10. Additional payroll processing instructions will be provided by the SCO in a Personnel Letter.

The following reports created by HR-ISA will be available July 12 to assist campuses in their review of eligible employees:

- Report Code X66, cycle 9907 – identifies employees receiving the 1.02% via the CRO transaction code.

- Report Code X76, cycle 9907 – identifies employees not receiving the 1.02% increase.

Campuses are to review the list for errors and make adjustments as appropriate.

Retroactive Reclassifications Effective Prior to February 1, 1999

Campuses processing reclassifications with an effective date prior to the moratorium on reclassifications effective February 1, 1999 through May 31, 1999, are to:

1) Process a CRO transaction to move the position from the old classification into the new classification effective April 1, 1999, and

2) Process the 1.02% salary increase via a CRO transaction effective July 1, 1999.

If you have any questions, please call Pamela Chapin at (562) 951-4414 or Theresa Hines at (562) 951-4412.

CR/pc