Date: September 9, 1996

To: Personnel Officers
    Payroll Officers

From: Cathy Robinson, Senior Director
      Human Resources Administration

Subject: Implementation of the Information Technology Series - Unit 9

The purpose of this technical letter is to provide you with information pertinent to the implementation of the new Information Technology Series in Unit 9.

Implementation Date Extension: The deadline for reclassifying employees from one of the data processing classifications scheduled to be abolished into one of the six new Information Technology (IT) classifications has been extended to February 28, 1997. This date coincides with the end of the February pay period. The old data processing classifications will be abolished effective March 1, 1997.

Anniversary Date: Movement to the IT series may impact an employee’s eligibility for a Service-based Salary Increase (SSI). Eligibility for a SSI is subject to the SSI maximum established within the salary subranges for the new classifications and skill levels. Please note that the expert skill levels do not provide for SSIs. The following guidelines are provided to assist you in establishing the anniversary date:

- Employees moved laterally to new classifications and skill levels.
  - If the salary is below the SSI maximum of the new classification subrange, employees retain their current anniversary date.
  - If the salary is below the SSI maximum, but no anniversary date is established because the salary was above the old classification’s SSI maximum, the campus must assign an anniversary date based on the last anniversary date, a prior reclassification/promotion date, or the effective date of implementation.

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• Employees moved to higher level classifications and skill levels than the current classifications.
  △ If the new salary rate is below the SSI maximum of the new classification subrange, the campus will normally assign a new anniversary date consistent with the effective date of the movement into the new IT series.
• Employees moved to classifications and skill levels with salary ranges lower than their current classifications.
  △ If the salary rate is above the Performance-based Salary Increase maximum of the new classification subrange, the current salary is red circled. The anniversary date is set to “max” and the red circle is administered in accordance with red circle language in the contract.

We hope this information is helpful to you. If you have any questions regarding this information, please contact Ron Hull at (310) 985-2653 or Pamela Chapin at (310) 985-2652 in Human Resources Administration.

CR/rh/pc