Date: September 5, 1997

To: Personnel Officers
Payroll Officers

From: Cathy Robinson, Senior Director
Human Resources Administration

Ed McAleer, State University Dean
Office of Extended Education

Subject: Changes in Salary Structure for Non-Credit Extension Courses

Effective September 1, 1997, the salary structure for the Instructional Faculty, Extension - NON CREDIT classification (code 2363) was modified to afford campuses greater flexibility in determining per course salary levels. The new compensation structure which is available to the campuses for non-credit extension courses commencing September 1 or later, allows the pay system to fit the actual pattern of hiring for non-credit instructors.

The special schedules for low enrollment levels as well as the fixed salary rates for full time enrollments for semester or quarter units were replaced by “per session” and “per hour” salary ranges:

- **Course instruction and normal preparation:** The per course salary rate range is $100 to $12,000 per session. Campuses must key Timebase Item 405 = Ind, and Salary Per Item 310 = U.

- **Course development and instruction:** The daily salary rate range is $6.00 to $200.00 per hour. Campuses must key Timebase Item 405 = Int, and Salary Per Item 310 = H.

CSU Pay Letter 97-04 announces the salary schedule change for this non-credit extension classification. Please contact Theresa Hines at (562) 985-2674 for CSU salary schedule inquiries. Contact the Office of Extended Education at (562) 985-2817 for additional details pertinent to the use of this classification. Thank you.

CR/EM/dth

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