


Date: February 20, 2007 Code: TECHNICAL LETTER
HR/Salary 2007-03
To: Associate Vice President, Human Resources, Safety & Risk Management
Payroll Manager
San Francisco State University Supplement #1
SFSU Only

From: Gail Brooks 
Associate Vice Chancellor
Human Resources

Subject: 2006/07 Salary Program for SFSU Head Start (Unit 12) Employees

Pursuant to the agreement reached between The California State University (CSU) and the Service Employees International Union (SEIU) Local 790 for Head Start Program employees at San Francisco State University (SFSU), the following provides information for the 2006/07 Equity salary program for employees appointed in the "Family Advocate" job title:

❖ **Salary Program:**

- Equity Increase - 4.0% salary increase effective with the February 2007 pay period

Detailed Program Information for Salary Provision:

❖ **Equity Increase:**

- Effective with the February 2007 pay period, the campus will post a 4.0% equity increase to the individual salary rates of employees with a "Family Advocate" job title (currently incorporated in class code 1238, range 1), not to exceed the salary range maximum. All employees classified as "Family Advocates" on or after January 16, 2007, will receive the equity increase effective January 31, 2007, or the employee's hire date, if the hire date is after January 31, 2007, and before the equity increase is processed. The campus may begin keying these increases immediately.

The following processing instructions are provided in Attachment A:

⇒ Salary Increase Program I – Equity Increase

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>.

GB/aj

Attachment

Distribution:

President Corrigan
Vice Chancellor, Human Resources
Vice President, Administration
Budget Officer

PROCESSING INSTRUCTIONS

SALARY INCREASE PROGRAM

I - Equity Increase

PAY SCALES IMPACT:	
Change Summary:	N/A
Class Code(s):	N/A
CBID:	N/A
Pay Scales Effective Date:	N/A
Date in Production:	N/A
Pay Letter:	N/A

EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:	
Processing Responsibility:	Campus
Processing Date(s):	Beginning 02/20/07
Effective Date:	01/31/07
PIMS Transaction:	SCR
Detailed Transaction Code (Item 719)	53
EH Remarks (Item 215)	FMLY ADVOC
Pay Amount:	4.0% , not to exceed salary range maximum
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave:	<ul style="list-style-type: none"> • Increases are effective 01/31/07 for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957 = 40) on 01/31/07. • Increases for other employees on leave (non-pay status) prior to 01/31/07 are to be keyed by the campus via SCR Transaction, effective the date the employee returns to pay status.
Additional Information:	<ul style="list-style-type: none"> • For employees with a "Family Advocate" job title only. • All employees who are classified as "Family Advocates" on or after 01/16/07 will receive the equity increase via SCR Transaction. • For employees hired after 01/31/07, process a correct to their appointment at the higher salary. • The campus should not process an equity increase on appointments that have expired. • The increase cannot exceed the salary range maximum.
SCO Personnel Letter:	N/A

COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS:	
Pay Scales Impact:	N/A
GSI/SSI Load Impact:	N/A
Action/Reason:	Must map to PIMS SCR Transaction, Detail Transaction Code 53