

THE CALIFORNIA STATE UNIVERSITY  
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**Date:** June 18, 2003 **Code:** TECHNICAL LETTER  
HR/Salary 2003-05

**To:** Human Resources Directors  
Payroll Managers

**From:** Cathy Robinson   
Assistant Vice Chancellor  
Human Resources Administration

**Subject:** 2003/04 Salary Program for SETC (Unit 6) Employees

The current collective bargaining agreement between the California State University (CSU) and the State Employees' Trades Council (SETC) covers fiscal years 2002/03 through 2004/05. This technical letter addresses the 2003/04 salary programs as follows:

❖ **Salary Programs:**

- 1.58% General Salary Increase effective July 1, 2003
- 0.5% Extended Performance Increase effective July 1, 2003

**Detailed Program Information for Salary Provisions:**

For complete information and processing instructions for all salary programs, refer to Human Resources Administration's Salary Program Web site at: <http://www.calstate.edu/HRAdm/SalaryProgram/index.shtml>.

❖ **General Salary Increase (GSI):**

- Effective July 1, 2003, the State Controller's Office (SCO) will post a 1.58% GSI to individual salary rates of all bargaining unit members and salary range minimums and maximums of all bargaining unit classifications. The SCO will key these increases during the week of July 7, 2003.
- The SCO will not process GSIs for active employees whose appointment expiration date has passed (campus processing instructions for these employees are provided in the SCO's Personnel Letter). In order to assist campuses in identifying these employees, CIRS Compendium Report F95, Cycle 0306, is available for campus reference.

The following processing instructions are provided in Attachment A:

⇒ Salary Increase Programs I – General Salary Increase

❖ **Extended Performance Increase (EPI):**

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**Distribution:**

CSU Presidents  
Vice Chancellor, Human Resources  
Vice Presidents, Administration

Budget Officers  
Employee Relations Designees  
Director, SOSS

- An EPI is a permanent increase to an employee's base salary.
- Effective July 1, 2003, eligible employees may receive a 0.5% EPI, not to exceed the salary range maximum.
- Campuses are responsible for determining employee eligibility and processing the EPI. Keying can begin on or after July 7, 2003.
- In order to be eligible for an EPI, an employee must meet the following criteria:
  1. Employee's overall performance must be satisfactory for the previous five years;
  2. Employee must not have any disciplinary actions received in the past five (5) years which remain in the personnel file;
  3. Employee must have completed twenty (20) years of qualifying pay periods and qualifying months of service at the CSU as of June 30, 2003.
- A year of required service for a ten (10) month or 10/12 employee is the completion of twelve (12) pay periods and ten (10) qualifying months of service. A year of required service for an eleven (11) month or 11/12 employee is the completion of twelve (12) pay periods and eleven (11) qualifying months of service. A year of required service for a twelve (12) month employee is the completion of twelve (12) pay periods and twelve (12) qualifying months of service.

The following processing instructions are provided in Attachment A:

⇒ Salary Increase Programs II – Extended Performance 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>.

CR/gc

<b>PROCESSING INSTRUCTIONS</b>
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**SALARY INCREASE PROGRAMS**

**I - General Salary Increase**

<b>PAY SCALES IMPACT:</b>	
Change Summary:	Increase the minimums and maximums of the range by 1.58% for all bargaining unit classifications.
Class Code(s):	All Unit 6 classifications
CBID:	R06
Pay Scales Effective Date:	07/01/03
Date in Production:	07/04/03
Pay Letter:	2003-03

<b>EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:</b>	
Processing Responsibility:	SCO will key increases into PIMS database
Processing Date(s):	Week of 07/07/03
Effective Date:	07/01/03
PIMS Transaction:	GEN
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	HR/Salary 2003-05
Pay Amount:	1.58%
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave:	<ul style="list-style-type: none"> <li>• Increases are effective 07/01/03 for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957= 40) on 07/01/03.</li> <li>• Increases for other employees on leave (non-pay status) are to be keyed by the campus via GEN Transaction, effective the date the employee returns to pay status.</li> </ul>
Additional Information:	<ul style="list-style-type: none"> <li>• All employees who are active as of 07/01/03 will receive the GSI via GEN Transaction, with exception to those employees whose appointment expiration date is prior to 07/01/03.</li> </ul>
SCO Personnel Letter:	<a href="http://www.sco.ca.gov/ppsd/scoltrs/">http://www.sco.ca.gov/ppsd/scoltrs/</a>

<b>COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS:</b>	
Pay Scales Impact:	Salary Schedule Load provided by HR-ISA to SOSS on 06/30/03.
GSI/SSI Load Impact:	Yes. Refer to Business Process Guide for instructions.
Action/Reason:	Pay Rate Change/General Salary Increase (Pay Rt Chg/GSI)

<b>PROCESSING INSTRUCTIONS</b>
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**SALARY INCREASE PROGRAMS  
II – Extended Performance Increase**

<b>PAY SCALES IMPACT:</b>	
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

<b>EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:</b>	
Processing Responsibility:	Campus
Processing Date(s):	On or after 07/07/03
Effective Date:	07/01/03
PIMS Transaction:	CRO
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	Ext Perf Incr
Pay Amount:	0.5%
Pay Form:	Base salary increase
Lump Sum Earnings ID:	N/A
Employees on Leave:	<ul style="list-style-type: none"> <li>• Increases are effective 07/01/03 for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957= 40) on 07/01/03.</li> <li>• Increases for other employees on leave (non-pay status) are to be keyed by the campus via CRO Transaction, effective the date the employee returns to pay status.</li> </ul>
Additional Information:	N/A
SCO Personnel Letter:	<a href="http://www.sco.ca.gov/ppsd/scoltrs/">http://www.sco.ca.gov/ppsd/scoltrs/</a>

<b>COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS:</b>	
Pay Scales Impact:	N/A
GSI/SSI Load Impact:	None
Action/Reason:	Pay Rate Change/Classification Conversion (Pay Rt Chg/CCV)