



# Administrative Procedure

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**Subject:** COMPENSATION

1.0. PURPOSE:

To establish the policy governing the administration of the University compensation program.

2.0. ORGANIZATIONS AFFECTED:

2.1. All administrative and non-academic staff positions of the University, excluding positions funded by the Foundation or special grants.

2.2. Important: This procedure, or portions thereof, may be superseded by a contract between The California State University and an exclusive employee representative.

When referring to this procedure as it relates to actions affecting represented employees, consult the contract that applies to employees within the represented unit.

3.0. REFERENCES:

3.1. California Administrative Code, Title 5, Section 42803.

3.2. University and Colleges Administrative Manual (UCAM), Sections 6200-6300.

3.3. The California State University Salary Schedule, published by the Office of the Chancellor.

3.4. Office of the Chancellor memoranda, FSA 77-72 and 83-25.

4.0. POLICY:

The California State University Board of Trustees is authorized to establish and adjust the salaries of non-academic and administrative positions based on the level of funding recommended by the Governor and approved by the Legislature. When establishing salaries, consideration is given to maintaining the competitive position of The California State University in recruiting and retaining qualified

**Approved:**

**Date:**

personnel in relation to other educational institutions, private industry, or public jurisdictions that employ personnel having similar duties and responsibilities.

5.0. DEFINITIONS:

- 5.1. Salary Schedule—A schedule of classifications, salary rates and ranges published by the Chancellor's Office each fiscal year.
- 5.2. Pay Period—Consists of a month of employment (21 or 22 workdays) as prescribed by the Department of Finance.
- 5.3. Full-time and Part-time Rates—Unless the Salary Schedule specifically states otherwise, the salary range for each class represents the rate of pay for full-time monthly employment. Where the part-time employment (one-half time or more) is regularly scheduled and is a fixed proportion of the established work week, the employee shall be paid that proportionate part of the monthly rate (e.g., one-half, three-quarter time). Where employment is irregular, the monthly rate shall be converted to the appropriate hourly rate, as indicated in the CSU Salary Schedule, and the employee shall be paid at said hourly rate.
- 5.4. Salary Range—The minimum and maximum rates currently authorized for a class.
  - 5.4.1. Step—A specified increment between salary rates within the salary range.
  - 5.4.2. Rate—Any one of the rates of pay identified within the salary range.
- 5.5. Entrance Rate—The minimum salary rate in the salary range is the entrance rate for each class, unless the individual possesses exceptional qualifications or is moving from a class within the pay range that justifies a salary rate above the minimum in the new class (advanced step appointment, promotion, and reclassification).
- 5.6. Red-Circle Rate—A salary rate authorized in certain situations to reduce the adverse financial impact on an employee who moves to a class with a lower salary range. Unless superceded by contract agreement, the employee, upon movement to the class with the lower salary range, retains the salary currently being paid (or a lesser salary rate up to 5 steps above the maximum salary step of the lower class) and remains at that salary rate until the maximum salary step of the lower class equals or exceeds the red-circle salary rate or until the authorized time period for maintaining the red-circle salary rate expires, whichever occurs first.

- 5.7. 10 – 12 Pay Plan—A ten-month administrative or non-academic employee paid under a 10 – 12 pay plan who completes all service required for the designated ten-month period, shall be paid the regular annual salary for such service, adjusted for changes in salary rates and time base for the periods covered by such adjustments, in twelve consecutive installments payable on state pay days.
- 5.8. Merit Salary Adjustments (MSA)—Each position in the CSU system has a pay range consisting of salary steps. Each salary step in the pay range is approximately 5% higher than the preceding step. Staff members may progress to the next higher step in the salary range for their positions only after specified periods of time.
  - 5.8.1. Individuals employed in classifications shown in “Classes Eligible for Six-Month Increase” (Appendix 8.2.) may move to the second step in the salary range after 6 months of employment. They must then work an additional year for each of the remaining steps.
  - 5.8.2. Individuals employed in classifications not shown in Appendix 8.2. must work one year before they may move to the second step of their salary range and an additional year for each of the remaining steps.
  - 5.8.3. Merit salary adjustments are based on satisfactory performance and require the approval of the individual’s supervisor. (See Cal State L.A. Administrative Procedure, “Merit Salary Adjustment”).
- 5.9. Shift Differential—The shift differential program provides for additional pay for employees in classes eligible for shift differential whose regular work assignment occurs during an evening or night shift. (See Appendix 8.2.).
- 6.0. RESPONSIBILITIES:
  - 6.1. The Office of the Vice President for Administration will make appropriate campus distribution of the Salary Schedule and pay letters.
  - 6.2. Personnel Management and Services will:
    - 6.2.1. Determine the appropriate rate of pay for all personnel actions.
    - 6.2.2. Monitor merit salary adjustments.
    - 6.2.3. Process red circle rate transactions.

6.3. Department Supervisors will:

6.3.1. Prepare Staff Transaction Forms.

6.3.2. Approve or deny merit salary adjustments.

6.3.3. Prepare monthly Attendance Reports.

6.3.4. Inform the Payroll Office by memorandum when an employee is assigned to or removed from the evening and night shifts.

6.4. School and Department Administrators will:

6.4.1. Approve or deny merit salary adjustments.

6.4.2. Determine which positions shall be on the 10-12 pay plan

6.4.3. Recommend the establishment of new classes, or the eligibility for shift differential for a particular class, to Personnel Management and Services.

6.5. The Payroll Office will:

6.5.1. Prepare the required documentation to initiate payroll action on the employment history data base.

6.5.2. Determine the appropriate shift differential rate for employees working the evening and night shifts.

6.5.3. Issue monthly pay warrants.

7.0. PROCEDURES:

7.1. The Board of Trustees is authorized to establish and adjust the salaries and classifications of all academic, nonacademic, and administrative positions.

7.2. The Chancellor's Office will forward the Salary Schedule to the campus. Campus distribution is coordinated by the Office of the Vice President for Administration.

7.3. Personnel Management and Services will:

7.3.1. Determine salary rate and range for new appointments advance step appointments, promotions, demotions, and reclassifications.

- 7.3.2. Forward all approved Staff Transaction Forms affecting an employee's compensation to the Payroll Office for processing.
- 7.3.3. Monitor merit salary adjustments by reviewing approved/denied forms received from departments and notifying the Payroll Office, by memo, of those being denied.

7.4. The Payroll Office will:

- 7.4.1. Process the Staff Transaction Forms received from the Office of Personnel Management and Services by preparing the necessary documentation to initiate action on the State payroll system.
- 7.4.2. Verify the salary rates and ranges of all actions using the Salary Schedule or red circle salary authorizations.
- 7.4.3. Determine shift differential compensation for classes that are eligible by reconciling monthly attendance records.
- 7.4.4. Upon receipt of pay warrants from the State Controller's Office, reconcile and forward the warrants to organizational units for distribution to employees.
  - a. Pay warrants are distributed once a month on the first day of the pay period for time worked the previous month.
  - b. Shift differential pay warrants are distributed once a month, in approximately the third week of the month.

8.0. APPENDICES:

- 8.1. Classes Eligible for Six Month Increase.
- 8.2. Classes Eligible for Shift Differential.

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES  
CLASSES ELIGIBLE FOR SIX MONTH INCREASE  
(July 1, 1981)

Class Code	Class Title
1693	Assistant Cashier Clerk
1514	Athletic Equipment Attendant I
6838	Automobile Mechanic Apprentice
1445	Bookkeeping Machine Operator I
1443	Bookkeeping Machine Operator II
2899	Book Repairer
6701	Building Service Engineer Apprentice
6477	Carpenter Apprentice
1125	Clerical Assistant I
1126	Clerical Assistant II
1120	Clerical Trainee
8135	Clinical Aid I
8136	Clinical Aid II
1914	Computer Operator Trainee
2010	Custodian
1927	Data Control Technician
1418	Data Entry Operator
1421	Data Entry Operator Trainee
1070	Department Secretary I
1072	Department Secretary I, Dictating Machine Transcribing
1071	Department Secretary I, Stenography
9692	Dormitory Supervisor
1450	Duplicating Machine Operator I
1467	Duplicating Machine Operator II, Direct Impression
1466	Duplicating Machine Operator II, Offset

Class Code	Class Title
6536	Electrician Apprentice
0638	Farm Laborer
0733	Groundswoker Trainee
0101	Helper/Aid
1577	Industrial Support Assistant I
1733	Intermediate Account Clerk
1553	Inventory Clerk
7888	Laboratory Assistant I
7879	Laboratory Assistant II
2015	Lead Custodian
1287	Legal Stenographer
1505	Mail Clerk
0104	Maintenance and Laborer Trainee
1144	Medical Transcriber
1424	Micrographics Technician
6704	Operating Engineer Apprentice
6527	Painter Apprentice
1111	Payroll and Personnel Transactions Clerk I
6550	Plumber Apprentice
1408	Power Keyboard Operator Trainee
1398	Senior Tabulating Machine Operator
5205	Staff Trainee
1509	Stock Clerk
1518	Technical Assistant I
1521	Technician Trainee
1635	Telephone Operator

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES  
 CLASSES ELIGIBLE FOR SHIFT DIFFERENTIAL  
 (July 1, 1981)

Class Code	Class Title
1693	Assistant Cashier-Clerk
1514	Athletic Equipment Attendant I
1513	Athletic Equipment Attendant II
6838	Automobile Mechanic Apprentice
6393	Automotive Equipment Operator I
6215	Building Maintenance Worker
6702	Building Service Engineer
6701	Building Service Engineer Apprentice
8352	Campus Guard
6477	Carpenter Apprentice
1125	Clerical Assistant I
1126	Clerical Assistant II
1127	Clerical Assistant III
1128	Clerical Assistant IV
1120	Clerical Trainee
8135	Clinical Aid I
8136	Clinical Aid II
7927	Clinical Laboratory Technologist I
7926	Clinical Laboratory Technologist II
1911	Computer Operator
1914	Computer Operator Trainee
6514	Costume Technician I
6515	Costume Technician II
2010	Custodian
1927	Data Control Technician
1418	Data Entry Operator
1421	Data Entry Operator Trainee
1905	Data Processing Supervisor I
1904	Data Processing Supervisor II
1070	Departmental Secretary I
1072	Departmental Secretary I, Dictating Machine Transcribing
1071	Departmental Secretary I, Stenography
1080	Departmental Secretary II



1082 Departmental Secretary II, Dictating Machine Transcribing  
1081 Departmental Secretary II, Stenography  
1090 Departmental Secretary III  
1092 Departmental Secretary III, Dictating Machine Transcribing  
1091 Departmental Secretary III, Stenography  
1466 Duplicating Machine Operator II, Offset

6536 Electrician Apprentice  
6533 Electrician I  
7000 Equipment Maintenance Assistant  
6936 Equipment Technician I\*  
7002 Equipment Technician I, Electro-Mechanical  
7003 Equipment Technician I, Electronic  
7001 Equipment Technician I, Mechanical  
7004 Equipment Technician I, Specialized Equipment  
6935 Equipment Technician II\*  
7012 Equipment Technician II, Electro-Mechanical  
7013 Equipment Technician II, Electronic  
7011 Equipment Technician, Mechanical  
7014 Equipment Technician, Specialized Equipment

1411 Graphics Specialist I\*  
1413 Graphics Specialist I  
1412 Graphics Specialist II\*  
1414 Graphics II, Graphics Art/Technical  
0731 Groundswoker  
0733 Groundswoker Trainee

1577 Instructional Support Assistant I  
1578 Instructional Support Assistant II  
1579 Instructional Support Assistant III  
1615 Instructional Support Technician I  
1617 Instructional Support Technician II  
1733 Intermediate Account Clerk  
1553 Inventory Clerk

6223 Laborer  
2015 Lead Custodian  
1415 Lead Graphics Specialist  
2906 Library Assistant I  
2905 Library Assistant II  
2907 Library Assistant III  
8134 Licensed Vocational Nurse

0104 Maintenance and Laborer Trainee  
1426 Micrographics Technician  
1424 Micrographics Technician Trainee

6703 Operating Engineer  
6704 Operating Engineer Apprentice

6527 Painter Apprentice  
8341 Parking Garage Supervisor  
8351 Parking Officer  
6550 Plumber Apprentice  
1410 Power Keyboard Operator\*  
1409 Power Keyboard Operator  
1408 Power Keyboard Operator Trainee  
8349 Public Safety Dispatcher  
8348 Public Safety Dispatcher, Typing  
8350 Public Safety Officer

7995 Radiologic Technologist I  
7996 Radiologic Technologist II  
6699 Refrigeration Mechanic  
8150 Registered Nurse I-10 Month  
8151 Registered Nurse I-12 Month  
1472 Reproduction Processes Assistant  
1471 Reproduction Processes Supervisor I  
1470 Reproduction Processes Supervisor II

1730 Senior Account Clerk  
1690 Senior Cashier-Clerk  
7924 Senior Clinical Laboratory Technologist  
1910 Senior Computer Operator  
1928 Senior Data Control Technician  
1416 Senior Data Entry Operator  
6212 Skilled Laborer  
6508 Stage Technician I  
6507 Stage Technician II  
1509 Stock Clerk  
1506 Storekeeper I  
1512 Supervising Athletic Equipment Attendant II  
1027 Supervising Clerical Assistant III  
1028 Supervising Clerical Assistant IV  
7928 Supervising Clinical Laboratory Technologist  
2020 Supervising Custodian I  
2021 Supervising Custodian II  
1083 Supervising Departmental Secretary II

- 1093 Supervising Departmental Secretary III
- 6939 Supervising Equipment Technician I\*
- 7032 Supervising Equipment Technician I, Electronic Electro Mechanical
- 7033 Supervising Equipment Technician I, Electronic
- 7031 Supervising Equipment Technician I, Mechanical
- 7034 Supervising Equipment Technician I, Specialized Equipment
- 6938 Supervising Equipment Technician II\*
- 7042 Supervising Equipment Technician II, Electro Mechanical
- 7043 Supervising Equipment Technician II, Electronic
- 7041 Supervising Equipment Technician II, Mechanical
- 7044 Supervising Equipment Technician II, Specialized Equipment
- 1406 Supervising Graphics Specialist II
- 1580 Supervising Instructional Support Assistant III
- 1616 Supervising Instructional Support Technician I
- 1618 Supervising Instructional Support Technician II
- 2894 Supervising Library Assistant I
- 2895 Supervising Library Assistant II
- 2896 Supervising Library Assistant III
- 1428 Supervising Micrographics Technician I
- 1430 Supervising Micrographics Technician II
- 8353 Supervising Parking Officer
- 8354 Supervising Public Safety Officer I
- 6706 Supervising Refrigeration Mechanic
- 1731 Supervising Senior Account Clerk
- 1691 Supervising Senior Cashier-Clerk
- 7925 Supervising Senior Clinical Laboratory Technologist\*
- 1960 Supervising Senior Computer Operator Supervising Senior Data Control Technician
- 1417 Supervising Senior Data Entry Operator
- 6506 Supervising Stage Technician II
- 1628 Supervising Telephone Operator
  
- 1518 Technical Assistant I\*
- 1517 Technical Assistant II\*
- 1521 Technician Trainee
- 1635 Telephone Operator
- 6381 Truck Driver
  
- 1508 Warehouse Worker
- 2013 Window Cleaner
  
- 7990 X-ray Technician\*

\*This class has been superseded, but will be retained along with the new class until conversion to the new class has been effected; however now new appointments or reclassifications may be made to this class.