





Date: December 15, 2016

Code: TECHNICAL LETTER
HR/Salary 2016-24

To: Human Resources Officers
Payroll Managers

From: Evelyn Nazario 
Associate Vice Chancellor
Human Resources Management

Lety Hernandez 
Senior Manager, Compensation
Human Resources Management

Subject: January 1, 2017 Salary Range Adjustments for Increase to New Minimum Wage

Summary:

Effective January 1, 2017, the California minimum wage will increase to \$10.50 per hour. This technical letter provides information regarding the increase in salary rate and range minimums of affected California State University (CSU) classification codes which are currently below \$10.50 per hour or \$1,820 per month (based upon a full-time equivalency.)

Campus Human Resources Officers, Payroll Managers, and/or designees responsible for processing employee pay, should review the remainder of this technical letter for more information.

Action Item:

Implementation of minimum wage increase.

Affected Employee Groups/Units:

Employees earning below \$10.50 per hour, if paid on an hourly basis, or \$1,820 per month, if paid on a monthly basis.

Details:

Effective January 1, 2017, the California minimum wage will increase to \$10.50 per hour. Consistent with these changes, the CSU will be increasing the minimum salary rates of affected classifications as follows:

Salary Structure Change Effective January 1, 2017

Salary range minimums will be increased to \$10.50 per hour for hourly rate classes and to \$1,820 per month for monthly classes (see Attachment A). Pay plans (e.g., 10/12, 11/12, and 12-month salary range minimums) will be adjusted accordingly to incorporate minimum wage requirements. Pay plan salary range minimum adjustments will have no effect on individual pay rates unless an employee will be paid below the new salary range minimum effective January 1, 2017. An employee may not have a pay rate lower than the new range minimum. Campuses are responsible for adjusting the employee's assigned salary rate, as appropriate.

CIRS compendium data file X95, Cycle 1702, and CIRS Report L16, via the F-1 Express Function, will be available to campuses on February 6, 2017. These reports identify potential employees paid below the new minimum. Campuses are responsible for adjusting individual student rates (e.g., classes 1870, 1871) that fall below the new hourly salary rate minimum.

The CSU salary schedule will be updated to reflect the new salary range/rate minimums in February 2017, however, campuses should begin making the adjustments beginning January 3, 2017.

Distribution:

CSU East Bay President
Executive Vice Chancellor and CFO
Vice Chancellor, Human Resources

All Campus Vice Presidents
Associate Vice Presidents/Deans of Faculty
Budget Officers

The following processing instructions are provided in Attachment B:

➤ **Salary Structure Change – Assigned Salary Rate Below the New Salary Range Minimum**

Please direct questions regarding this technical letter as follows:

- | | |
|--|---|
| ➤ PIMS processing instructions | CSU Audits representative at the SCO |
| ➤ CMS Baseline processing instructions | CMS liaison for Systemwide HR at (562) 951-4418 |
| ➤ Collective bargaining aspects | Labor Relations at (562) 951-4400 |
| ➤ All other questions | Human Resources Management at (562) 951-4411 |

This document is available on the Human Resources Management's CSYou Website at:
<https://csyou.calstate.edu/Policies/HRPolicies/Forms/Default.aspx>.

EN/LH/h

Attachments

Classifications Affected by Salary Structure Increase

Hourly Classes – New Minimum of \$10.50/Hour Effective January 1, 2017

<u>CBID</u>	<u>Class Code</u>	<u>Classification Title</u>	<u>Min Rate – Max Rate</u>
E99	0100	Youth Summer Aid	\$10.50 - \$12.43
E99	1800	Casual Worker	\$10.50 - \$134.00
E99	1868	Student – Nonresident Alien Tax Status	\$10.50 - \$17.78
E99	1870	Student Assistant	\$10.50 - \$17.78
E99	1871	Student Trainee, On-Campus Work Study	\$10.50 - \$17.78
E99	1872	Student Trainee, Off-Campus Work Study	\$10.50 - \$17.78
E99	1874	Bridge Student Assistant	\$10.50 - \$17.78
E99	1875	Bridge Student Trainee, On-Campus Work Study	\$10.50 - \$17.78
E99	1876	Bridge Student Trainee, Off-Campus Work Study	\$10.50 - \$17.78
E99	2363	Instructional Faculty, Extension Non-Credit – Range 2	\$10.50 - \$240.00
E99	2563	Instructional Faculty, Extension Non-Credit – ACA – Range 2	\$10.50 - \$240.00
E99	7171	Notetaker	\$10.50 - \$17.78
E99	7172	Reader	\$10.50 - \$17.78