Date: December 15, 2016
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 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
➢ CMS Baseline processing instructions
➢ Collective bargaining aspects
➢ All other questions

CSU Audits representative at the SCO
CMS liaison for Systemwide HR at (562) 951-4418
Labor Relations at (562) 951-4400
Human Resources Management at (562) 951-4411

This document is available on the Human Resources Management’s CSYou Website at:

EN/LH/lh

Attachments
Classifications Affected by Salary Structure Increase

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

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