

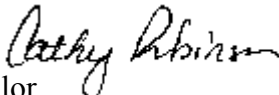
THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
401 Golden Shore
Long Beach, CA 90802-4210
(562) 951-4411

Date: June 27, 2005

Code: **TECHNICAL LETTER**
HR/Salary 2005-10

To: Human Resources Directors
Associate Vice Presidents/Deans of Faculty Affairs
Payroll Managers

Processing Deadline: August 23, 2005

From: Cathy Robinson 
Assistant Vice Chancellor
Human Resources Administration

Cordelia Ontiveros 
Senior Director
Academic Human Resources

Subject: **Graduate Assistant Timebase Change**

As a result of a negotiated side-letter agreement between the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW), AFL-CIO and its Local Union 4123 and the California State University (CSU), "full-time" and "part-time" fraction coding values for Graduate Assistant's timebase will be amended for employees appointed to a Graduate Assistant classification (class codes 2325, 2326 and 2355). This technical letter provides campuses with implementation instructions for this side agreement.

Summary:

Currently, CSU policy limits Graduate Assistant employment to 20 hours per week while enrolled in courses. Effective August 2, 2005, a Graduate Assistant normally working 20 hours per week with a full-time timebase (FTE = 1.0) will be converted to a half-time timebase (FTE = 0.5). In addition, the prior minimums and maximums in the Salary Schedule will be doubled. This change does not alter CSU's policy on the 20 hour per week work limit while the Graduate Assistant is enrolled in courses. For additional background information and PIMS employment history database impact, refer to technical letter HR/EHDB 2005-02.

Campus Impact and Responsibilities:

IMPORTANT: Campuses are responsible for processing these changes beginning August 2, 2005, and no later than the August 2005 pay period cutoff, August 23, 2005.

Distribution:

CSU Presidents
Vice Chancellor, Human Resources
Vice Presidents, Administration
Vice Presidents, Student Affairs

Vice Presidents, Academic Affairs
Budget Officers
Director, CMS/SOSS

Active Graduate Assistants during August 2005:

- Effective August 2, 2005, the base salary and timebase of each active Graduate Assistant must be proportionately adjusted to reflect the changes in the minimum and maximum salary rates. The base salary must be doubled and the timebase must be reduced in half.
- The actual pay for the employee should not change as a result of this side letter agreement.
- Pursuant to CSU policy, effective August 2, 2005, Graduate Assistant appointments should not have a timebase fraction greater than half-time (FTE = .5) while enrolled in courses.

Example Changes to the Employee Record:

July 2005 Pay Period (Before Change)	August 2005 Pay Period (After Change)
Hours per week: 20	Hours per week: 20
Base Pay/Assigned Salary Rate: \$1000	Base Pay/Assigned Salary Rate: \$2000
Timebase: Full-time (FTE = 1.0)	Timebase: Half-time (FTE = 0.5)
Actual Salary Rate: \$1000	Actual Salary Rate: \$1000

Graduate Assistants hired on or after August 2, 2005:

- Appointments should be made based on the new Salary Schedule. Graduate Assistant appointments should not have a timebase greater than half-time (FTE = 0.5) while enrolled in courses.

Processing Instructions:

- Processing instructions for the PIMS employment history database are provided in Attachment A.
- Processing instructions for the CMS baseline system are provided in Attachment B.
- The negotiated side agreement is provided in Attachment C.

Questions regarding the CMS baseline system should be directed to the CMS Help Desk at (562) 951-4357. Other questions regarding this technical letter should be directed to Human Resources Administration at (562) 951-4411.

This technical letter is available on Human Resources' Web page at:
<http://www.calstate.edu/HRAdm/memos.shtml>.

CR/CO/gc

**TECHNICAL LETTER
HR/Salary 2005-10
ATTACHMENT A**

<p>PROCESSING INSTRUCTIONS PIMS Employment History System</p>
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Graduate Assistant Timebase / Base Salary Change

PAY SCALES IMPACT:	
Change Summary:	Doubling pay rates for all Graduate Assistant classifications
Class Code(s):	2355, 2325, 2326
CBID:	R11
Pay Scales Effective Date:	08/02/05
Date in Production:	07/29/05
Pay Letter:	2005-03

EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:	
Processing Responsibility:	Campus
Processing Date(s):	Campus must process no later than August payroll cutoff of 08/23/05
Effective Date:	08/02/05
PIMS Transaction:	405 (Timebase)
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	HR/SA 2005-10
Pay Amount:	N/A
Pay Form:	N/A
Lump Sum Earnings ID:	N/A
Employees on Leave: Temporary Appointees:	N/A
Additional Information:	<p>1) Reduce Timebase (Item 405) in half to reflect the concept that 20 hrs/week equals a half-time timebase. For example: 40 hours per week = FT Timebase 20 hours per week = ½ Timebase 10 hours per week = ¼ Timebase</p> <p>2) Double the salary on Assigned Salary Rate (Item 820)</p> <p>Due to CSU policy on GA employment, Timebase (Item 405) cannot exceed ½ timebase while enrolled in courses.</p>
SCO Personnel Letter:	N/A

**TECHNICAL LETTER
HR/Salary 2005-10
ATTACHMENT B**

<p>PROCESSING INSTRUCTIONS Common Management Systems (CMS) Baseline</p>

Graduate Assistant Timebase / Base Salary Change

DETAILED INSTRUCTIONS	
Pay Scales Impact:	Salary Schedule Load will be provided by 07/22/05.
GSI/SSI Load Impact:	N/A
Position Management	If the positions defined for class codes: 2325, 2326 and 2355 do not already have a work period of 'W' (weekly), please change the value to 'W'. Be sure the effective date of the change coincides with the effective date of the incumbent records.
Action Reason needed in CMS for time base change	Pay Rate Change / Time Base Change
Effective date of change	08/02/05
Work period	Be sure to change the work period to now reflect 'W' for weekly.
FTE	If the FTE did not automatically alter with the change in the work period, change it on each specific appointment to reflect the equivalent FTE based on the number of standard hours.
Rate Code and Comp Rate	CSUMTH can still be used, but the Comp Rate (base rate) should reflect the new 1.0 equivalent base rate published for the individual appointment.
Additional CMS Changes	Based on additional changes resulting from negotiations there will be an update to the R11 Campus Implementation Guide posted on the CMS website (CMS R11 Implementation Guide Link). A bulletin will be sent when these updates in the document are available. We expect these updates to be made on or about June 30, 2005.

Graduate Assistant Salary Side-letter

Upon ratification of the Unit 11 Agreement by the CSU Board of Trustees on June 24, 2005, and effective August 2, 2005, the CSU Salary Schedule for Graduate Assistant classifications will be changed as indicated on Attachment A. The base salary and time-base of each Graduate Assistant on active payroll status will be proportionately adjusted to reflect the changes in the minimum and maximum salary rates, as described below. This change will be effective upon the date of appointment for all Graduate Assistants hired on or after August 2, 2005.

The changes provided by this side-letter do not represent a substantive change in individual Graduate Assistant salaries or the Salary Schedule for Graduate Assistant classifications. Previously, the Graduate Assistant Salary Schedule and individual Graduate Assistant salaries reflected the concept that a Graduate Assistant normally working 20 hours per week was considered "full-time," designated as a 1.0 FTE time-base. The revised Salary Schedule for Graduate Assistant classifications will reflect the concept that a Graduate Assistant normally working 20 hours per week is now being considered "half-time," designated as a 0.5 FTE time-base. In order to reflect this change, the prior minimums and maximums on the salary schedule will be doubled.

The actual pay rate for an individual Graduate Assistant will not be impacted by this change in the Salary Schedule. However, the time-base of each Graduate Assistant on active payroll status on the effective date of this change will be halved; at the same time his/her base salary rate will be doubled. For example, a 1.0 FTE time-base Graduate Assistant earning \$1,000 per month on the effective date will be converted to a 0.5 FTE time-base at the same time that his/her base salary rate will be doubled from \$1,000 to 2,000. In such case, the actual pay rate of \$1,000 per month will stay the same.

This side-letter does not alter current CSU policy which limits Graduate Assistant employment to no more than 20 hours per week. CSU policies will be amended to reflect the provisions of this side-letter.

TECHNICAL LETTER
HR/Salary 2005-10
Attachment C

Jed Block
California State University

Mike Miller / RO
United Auto Workers

6/21/05
Date

6/20/05
Date

TECHNICAL LETTER
HR/Salary 2005-10
ATTACHMENT C

Graduate Assistant Salary Side-Letter

Effective August 2, 2005

Class Code	Range Code	Class Title	Salary Range	
			Minimum	Maximum
2355		Graduate Assistant		
	1	Range A – ACAD YR-SEM	\$1,600.00	\$2,268.00
	2	Range B – ACAD SEM	\$1,600.00	\$2,268.00
	3	Range C – ACAD QTR	\$1,780.00	\$2,516.00
	4	Range D – ACAD YR-QTR	\$1,780.00	\$2,516.00
2325		Graduate Assistant Monthly	\$1,600.00	\$2,516.00
2326		Graduate Assistant, On- Campus Work-Study	\$1,600.00	\$2,516.00