

Human Resources Memorandum

SUBJECT: Special Salary Adjustments	NUMBER: HR 13-009
DISTRIBUTION: All Staff	DATE ISSUED: 7/11/13 EXPIRES: N/A

On July 5, 2013, the California Department of Human Resources (CalHR) issued Pay Letter (PL) 13-09, which outlines the special salary adjustments agreed upon between the State of California and the 21 Bargaining Units. PL 13-09 also includes the special salary adjustments for excluded employees and Career Executive Appointments.

The attached matrix summarizes the pay increases and anniversary date adjustments for Bargaining Units utilized by CDFW: SEIU (BU 1, 4, 11, 14, 15), CASE (BU 2), CSLEA (BU 7), PECG (BU 9), and CAPS (BU 10). Please direct any questions to your assigned Personnel Specialist.

Department of Fish and Wildlife
Summary of Revisions to the Fifty Fourth Edition of the California State Civil Service Pay Scales

CBID	Overall Classification Changes	Employees at Maximum for Minimum of 12 qualifying pay periods	Employees at Maximum for Less Than 12 qualifying pay periods**	Separated employees with Lump Sum Payments	All Other Employees	Temporary Classification
R01 R09 R10 R15	Effective July, 1, 2013, represented classes shall be adjusted by increasing the maximum of the salary range by 3%	Receive a 3% increase	Receive a new salary anniversary date based on qualifying pay periods towards new maximum salary rate	Lump sum payments that extend beyond July 1, 2013 for employees who have been at the old maximum salary rate for a minimum of 12 qualifying pay periods shall receive a 3% increase	Shall retain their salary and salary anniversary date	N/A
R02	Effective July 1, 2013, represented classes / ranges shall be adjusted by increasing the maximum of the salary range by 4%. For the Attorney classification, Range (A), a minimum and maximum salary range shall be created by increasing the current range (the minimum) by 4% to create the maximum range.	Receive a 4% increase	Receive a new salary anniversary date based on qualifying pay periods towards new maximum salary rate	Lump sum payments that extend beyond July 1, 2013 for employees who have been at the old maximum salary rate for a minimum of 12 qualifying pay periods shall receive a 4% increase	Shall retain their salary and salary anniversary date	N/A

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R04	Effective July, 1, 2013, represented classes shall be adjusted by increasing the maximum of the salary range by 3%	Receive a 3% increase	Receive a new salary anniversary date based on qualifying pay periods towards new maximum salary rate	Lump sum payments that extend beyond July 1, 2013 for employees who have been at the old maximum salary rate for a minimum of 12 qualifying pay periods shall receive a 3% increase	Shall retain their salary and salary anniversary date	Seasonal Clerk (1120) Shall receive a 50 cent increase to their currently hourly salary rate
R07 <u>Subject to POFF Retirement</u>	Effective July, 1, 2013, represented classes subject to <u>POFF retirement</u> shall be adjusted by increasing the maximum of the salary range by 2%	Receive a 2% increase	Receive a new salary anniversary date based on qualifying pay periods towards new maximum salary rate	Lump sum payments that extend beyond July 1, 2013 for employees who have been at the old maximum salary rate for a minimum of 12 qualifying pay periods shall receive a 2% increase	Shall retain their salary and salary anniversary date	N/A

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R07 <u>Subject to Safety Retirement</u>	Effective July, 1, 2013, represented classes subject to <u>Safety retirement</u> shall be adjusted by increasing the maximum of the salary range by 3%	Receive a 3% increase	Receive a new salary anniversary date based on qualifying pay periods towards new maximum salary rate	Lump sum payments that extend beyond July 1, 2013 for employees who have been at the old maximum salary rate for a minimum of 12 qualifying pay periods shall receive a 3% increase	Shall retain their salary and salary anniversary date	N/A
R11	Effective July, 1, 2013, represented classes shall be adjusted by increasing the maximum of the salary range by 3%	Receive a 3% increase	Receive a new salary anniversary date based on qualifying pay periods towards new maximum salary rate	Lump sum payments that extend beyond July 1, 2013 for employees who have been at the old maximum salary rate for a minimum of 12 qualifying pay periods shall receive a 3% increase	Shall retain their salary and salary anniversary date	Fish and Wildlife Seasonal Aid (0790) Fish and Wildlife Scientific Aid (0835) Scientific Aid (1931) Creation of additional hourly step at 3% of currently maximum hourly rate

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R14	Effective July 1, 2013, represented classes shall be adjusted by increasing the maximum of the salary range by 3%. If applicable, for classifications with one salary range, a minimum and maximum salary range shall be created by increasing the current range (the minimum) by 3% to create the maximum range.	Receive a 3% increase	Receive a new salary anniversary date based on qualifying pay periods towards new maximum salary rate	Lump sum payments that extend beyond July 1, 2013 for employees who have been at the old maximum salary rate for a minimum of 12 qualifying pay periods shall receive a 3% increase	Shall retain their salary and salary anniversary date	N/A
E Classification: Student Assistant (4870) Graduate Student Assistant (4872)	Effective July 1, 2013, the classifications shall be adjusted by increasing the maximum salary range by 3%.	Receive a 3% increase	Receive a new salary anniversary date based on qualifying pay periods towards new maximum salary rate	Lump sum payments that extend beyond July 1, 2013 for employees who have been at the old maximum salary rate for a minimum of 12 qualifying pay periods shall receive a 3% increase	Shall retain their salary and salary anniversary date	N/A

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Excluded For CEAs, see CEA instructions below	Effective July 1, 2013, the CalHR approved a 3% SPECIAL SALARY ADJUSTMENT for managerial (M01, M02, M03, M04, M06, M07, M09, M10, M11, M12, M14, and M99) classes; supervisory (S01, S02, S03, S04, S06, S07, S09, S10, S11, S12, S13, and S14) classes; E97; E98; E99 classes; supervisory ranges in U01, U02, U04, U07, U09, U10, U12, U15, U16, and U19 classes; and Excluded ranges in R01, R02, R04, R07, R09, R10, R12, and R14 rank-and-file classes.	Managerial, supervisory, C01, C02, C04, C06, C07, C09, C10, C12, C14, E48, E67, E68, E97, E98, E99 employees in the above classes who have been at the old maximum salary rate for a minimum of 12 qualifying pay periods shall receive a 3% increase.	Receive a new salary anniversary date based on qualifying pay periods towards new maximum salary rate	Lump sum payments that extend beyond July 1, 2013 for employees who have been at the old maximum salary rate for a minimum of 12 qualifying pay periods shall receive a 3% increase	Shall retain their salary and salary anniversary date	N/A

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Career Executive Assignment (CEA)	Overall Classification Changes	CEAs at Maximum for Minimum of 12 qualifying pay periods	CEAs not at Maximum and have not received an increase in the last 12 qualifying pay periods	Separated CEAs with Lump Sum Payments	CEAs over maximum in their CEA level	CEAs not at the old Maximum Salary Rate of their CEA Level AND have received an increase in the last 12 qualifying pay periods
Classification: CEA (7500) CalHR approved a SPECIAL SALARY ADJUSTMENT	Effective July 1, 2013, the CEA classification series shall be adjusted by increasing the maximum salary rate of each CEA level by 3%.	Shall receive a 3% increase, if at the old maximum salary rate in their CEA level	May receive a 3% salary increase	Lump sum payments that extend beyond July 1, 2013 for CEAs who have been at the old maximum salary rate for a minimum of 12 qualifying pay periods shall receive a 3% increase	May receive a 3% increase, if have <u>not</u> received an increase in the last 12 qualifying pay periods	Will <u>not</u> receive a 3% increase. Departments may process a salary increase upon the completion of 12 qualifying pay periods

** New Salary Anniversary Date: For example, if an employee is at maximum for 10 qualifying pay periods, a new anniversary date will be 2 months from July 2013; therefore on September 2013 (two months from July 2013), employee shall receive an increase in accordance to his/her CBID

NOTE: No salary change for LEAP candidates and retired annuitants.

