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Preserve and improve
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law.

ADMINISTRATIVE ADVISORY NO. 08-04

DATE: January 22, 2008
TO: Confidential Employees and Executive Staff
FROM: Robert A. Hawley, Deputy Executive Director
SUBJECT: **ADMINISTRATIVE ADVISORY NO. 08-04**
CONFIDENTIAL EMPLOYEE SALARY RANGES FOR 2008

Consistent with the responsibility of the Executive Director to determine the classifications and salary rates of confidential employees under the Rules and Regulations pertaining to the employment of confidential employees (Confidential Employee Rules) Section 10.A [Salary Rates and Classifications], effective January 1, 2008 the rate and salary ranges for confidential employees shall be revised. The attached salary ranges shall replace Appendix B to the Confidential Employee Rules for 2008.

On Anniversary dates in 2008 assuming a "meets requirement" or better overall performance rating on performance appraisals, confidential employees shall move two consecutive half steps in the 2008 salary range.

Employees not receiving any step increase in 2008 because they are at or above the top of the range, shall receive on employee anniversary dates, at an assuming "meets requirement" or better overall performance rating, a one time, lump sum payment equivalent to 5% of their annual wage as of their anniversary date, less all appropriate payroll deductions.

Employees receiving one half step increase in 2008 because they are one half step from the top of the range, shall receive on employee anniversary dates, and assuming "meets requirement" or better overall performance rating, the half step increase in base pay, and a one time, lump sum payment equivalent to 2.5% of their annual wage as of their anniversary date, less all appropriate payroll deductions.

Effective January 1, 2009, the existing step system for confidential employees shall be eliminated for all confidential classifications. The salary ranges shall be adjusted subsequent to January 1, 2009, in the discretion of the Executive Director and upon employee anniversary dates, employee shall receive salary adjustments in the discretion of the Executive Director in consultation with the operational senior executive.

This change effective January 1, 2009 conforms confidential employees to the executive staff compensation model. It remains the goal of the State Bar to maintain confidential employees salary ranges that are competitive and to maintain the differential above the bargaining unit salary ranges. Therefore, the adjustments that will be made in the discretion of the Executive Director seek to maintain the current standard. However, individual employee adjustments will be discretionary and not subject to the step system effective January 1, 2009.

Modifications to Section 10 [Salary Rates and Classifications] of the Confidential Employee Rules reflecting these changes will be effective in 2009 are attached.

(Signed original on file in the Office of the Executive Director)