

Sample Letter A: No prior civil service status, but meets the criteria of GC section 18993

Note: This sample letter applies to persons who were appointed to a CEA position under Government Code (GC) section 18990, 18991, or 18992. The letter should be modified for persons who were appointed under GC 18991 as they are not eligible to request a deferred exam.

<DATE>

<NAME>

<ADDRESS>

Dear <MR./MRS.>,

This letter is to officially notify you that your <CEA TITLE/LEVEL> appointment with the <DEPARTMENT NAME> will be terminated, effective <DATE>. Since you have not had a prior permanent civil service appointment, you do not have a right of return to civil service. However, you do have eligibility to take promotional examinations and to request a deferred examination under the provisions of Government Code (GC) section 18993 as outlined below.

GC section 18993 allows former legislative and exempt employees who were appointed to a CEA position pursuant to GC section 18990 or 18992 to compete in promotional examinations and request a deferred examination for any promotional eligible list. You have eligibility to take promotional examinations for this department until <TERMINATION DATE> for any class for which you meet the minimum qualifications. We have the following promotional examinations in process:

<LIST CLASSIFICATION(S) AND FINAL FILING DATE(S)>

You may also request to take a deferred promotional examination for any promotional eligible list for this department currently in existence and for which you meet the minimum qualifications. If you choose to pursue this opportunity, a request must be made within ten calendar days of your CEA termination date of <TERMINATION DATE>. We have the following promotional eligible lists in existence:

<LIST CLASSIFICATION(S)>

Additionally, you have eligibility to take CEA examinations. GC section 18546 permits applicants without current permanent civil service status to apply for CEA examinations.

Within 30 days after receipt of notice of termination of a career executive assignment, the affected employee may appeal to the State Personnel Board upon the grounds that the termination was effected for reasons of age, sex, sexual preference as prohibited by Governor's Executive Order S-6-04, marital status, race, color, national origin, ancestry, disability as defined

in Government Code section 19230, religion, or religious opinions and affiliation, political affiliation, or political opinions. After hearing the appeal, the board may affirm the action of the appointing power, or restore the affected employee to the career executive assignment.

If you have any questions concerning the information provided in this letter, you may contact *<PERSONNEL OFFICER or CHIEF OF ADMINISTRATION>*, at *<PHONE NUMBER>*.

Sincerely,

<EXECUTIVE OFFICER or DEPARTMENT DIRECTOR>