

Commonly Used Acronyms

AL	Annual Leave
A/R	Account Receivables
ACA	Affordable Care Act
ACAS	Affordable Care Act System
ADA	Americans With Disability Act
AFSCME	American Federation of State, County and Municipal Employees (BU 19)
AL	Annual Leave
AR	Alternate Range
ARP	Alternate Retirement Program
ATO	Authorized Time Off
ATW	Actual Time Worked
AWOL	Absent Without Leave (unapproved dock)
AWWS	Alternate Work Week Schedule
BAM	Benefits Administration Manual
BU	Bargaining Unit
CAHP	California Association of Highway Patrolmen (BU 5)
CAPS	California Association of Professional Scientists (BU 10)
CAPT	California Association of Psychiatric Technicians (BU 18)
CASE	California Attorneys, Administrative Law Judges and Hearing Officers in State Employment (BU 2)
CBID	Collective Bargaining Identifier
CCPOA	California Correction Peace Officers Association (BU 6)
CCR	California Code of Regulations
CDF Firefighters	Firefighters (BU 8)
CFRA	California Family Rights Act
CLAS	California Leave Accounting System
CoBen	Consolidated Benefits
COBRA	Consolidated Omnibus Budget Reconciliation Act
CSLEA	California Statewide Law Enforcement Association (BU 7)
CSP	Civil Service/Exempt Payscales Inquiry System
CTO	Compensating Time Off
DEV	Dependent Eligibility Verification
DI	Disability Insurance
DOB	Date of Birth
DOH	Date of Hire
DOI	Date of Injury
EAP	Employee Assistance Program
EAR	Employee Action Request
EH	Employment History
EIDL	Enhanced IDL
ENDI	Enhanced Nonindustrial Disability Insurance
FEHA	Fair Employment and Housing Act
FLSA	Fair Labor Standards Act
FMLA	Family Medical Leave Act

Commonly Used Acronyms

GEN	General Salary Increase General Salary Change (See PAM)
HAM	Hire Above Minimum
HC	Holiday Credit
HR	Human Resources
IDL	Industrial Disability Leave
IDL/S	Industrial Disability Leave with Supplementation
IDP	Individual Development Plan
IUOE	International Union of Operating Engineers (BU 12 and 13)
LAS	Leave Accounting System
LC	Labor Code
LEAP	Limited Examination and Appointment Program
LT	Limited Term Appointment
LTD	Long Term Disability Insurance
MISC	Miscellaneous
LWOP	Leave With Out Pay (approved dock)
MIRS	Management Information Retrieval System
MSA	Merit Salary Increase
NDI	Nonindustrial Disability Insurance
NEO	New Employee Orientation
NOPA	Notice of Personnel Action
OE	Open Enrollment
OOA	Out-of-Class Assignment
OPF	Official Personnel File
OT	Overtime
PAM	Personnel Action Manual
PAR	Personnel Action Request
PD	Permanent Disability
PDD	Personal Development Days
PDL	Pregnancy Disability Leave
PECG	Professional Engineers in California Government (BU 9)
PFL	Paid Family Leave
PH	Personal Holiday
PI	Permanent Intermittent
PIMS	Personnel Information Management System
PIP	Payroll Input Process System
PP	Pay Period
PPM	Personnel Procedures Manual (has a Glossary/Acronym list)
PPSD	Personnel/Payroll Services Division
PST	Part-Time, Seasonal, and Temporary Program
PUN	Punitive Action
QPP	Qualifying Pay Period
R&F	Rank and File
RA	Retired Annuitant or Reasonable Accommodation
RTW	Return To Work
SAL	Special Salary Adjustment

Commonly Used Acronyms

SAM	State Administrative Manual
SDI	State Disability Insurance
SEIU	Service Employees International Union (Bus 1, 3, 4, 11, 14, 15, 17, 20 & 21)
SISA	Special In-grade Salary Adjustment
SPP	Savings Plus Program
SROA	State Restriction of Appointments List
STD	Standard
T&D	Training and Development Assignment
TAU	Temporary Authorization
TD	Temporary Disability
UAPD	Union of American Physicians and Dentists (BU 16)
VPLP	Voluntary Personal Leave Program
WC	Workers' Compensation
WWG	Work Week Group

Bargaining Unit Contracts

BU 1	Service Employees International Union (SEIU)
BU 2	California Attorneys, Administrative Law Judges and Hearing Officers in State Employment (CASE)
BU 3	Service Employees International Union (SEIU)
BU 4	Service Employees International Union (SEIU)
BU 5	California Association of Highway Patrolmen (CAHP)
BU 6	California Correctional Peace Officers Association (CCPOA)
BU 7	California Statewide Law Enforcement Association (CSLEA)
BU 8	Firefighters (CDF Firefighters)
BU 9	Professional Engineers In California Government (PECG)
BU 10	California Association of Professional Scientists (CAPS)
BU 11	Service Employees International Union (SEIU)
BU 12	International Union of Operating Engineers (IUOE)
BU 13	International Union of Operating Engineers (IUOE)
BU 14	Service Employees International Union (SEIU)
BU 15	Service Employees International Union (SEIU)
BU 16	Union of American Physicians and Dentists (UAPD)
BU 17	Service Employees International Union (SEIU)
BU 18	California Association of Psychiatric Technicians (CAPT)
BU 19	American Federation of State, County and Municipal Employees (AFSCME)
BU 20	Service Employees International Union (SEIU)
BU 21	Service Employees International Union (SEIU)

Note: Some bargaining units have a Seasonal Employees section. Check your seasonal employees bargaining unit contract as seasonal employees do not always have the same benefits as other employees.