

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Bargaining Unit 6 – Budget Savings Reduction and Personal Leave Program 2012	REFERENCE NUMBER: 2012-018
DATE ISSUED: 06/28/12	SUPERSEDES:

This memorandum should be forwarded to:

**Personnel Officers
Employee Relations Officers**

FROM: Department of Personnel Administration
Labor Relations Division

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To assist in achieving 2012-2013 Budget Savings, the State reached a side letter labor agreement with the California Correctional Peace Officers Association (CCPOA) representing State employees in Bargaining Unit 6. The agreement provides a Personal Leave Program (PLP) 2012 and an equivalent pay reduction for all Bargaining Unit 6 employees effective July 1, 2012 through June 30, 2013.

PLP 2012

Effective July 1, 2012, all employees will be credited with PLP 2012 on the first day of each pay period for 12 consecutive pay periods in the manner outlined below:

Full-Time Employees

- Full-time employees shall have a reduction in pay equal to 4.62% and eight (8) hours of leave will be credited to the employee's PLP 2012 leave balance.
- Full-time employees in 7K alternate ranges shall have a reduction in pay equal to 4.50% and eight (8) hours of leave will be credited to the employee's PLP 2012 leave balance.
- Full-time employees in the Fire Captain classification, Class Code 9001, Alternate Ranges L and M (192 hour schedule), shall have a reduction in pay equal to 3.85% and eight (8) hours of leave will be credited to the employee's PLP 2012 leave balance.
- Full-time employees in the Fire Captain classification, Class Code 9001, Alternate Ranges N and P (216 hour schedule), shall have a reduction in pay equal to 3.42% and eight (8) hours of leave will be credited to the employee's PLP 2012 leave balance.

Part-Time Employees

Part-time employees shall be subject to the same conditions as full-time employees, on a pro-rated basis. The pro-ration shall be determined based on the employee's time base consistent with the following chart.

Time Base	PLP 2012 Credit
1/10	1
1/8	1
1/5	2
1/4	2
3/10	3
3/8	3
2/5	4
1/2	4
3/5	5
5/8	5
7/10	6
3/4	6
4/5	7
7/8	7
9/10	8

Intermittent Employees

Intermittent employees PLP 2012 credit shall be prorated based upon the number of hours worked in the monthly pay period as stated in the chart below.

Hours Worked During Pay Period	PLP 2012 Credit
0 to 10.9	0
11 to 30.9	1
31 to 50.9	2
51 to 70.9	3
71 to 90.9	4
91 to 110.9	5
111 to 130.9	6
131 to 150.9	7
151 or over	8

ADDITIONAL INFORMATION

- When separations are effective July 1, 2012, and after, lump sum payments shall be based on the employee's unreduced salary.
- PLP 2012 credits shall be requested and used by the employee in the same manner as vacation/annual leave and in accordance with departmental policies.
- PLP 2012 time shall not be included in the calculation of vacation/annual leave balances pursuant to Article 10 (Leaves) in the MOU.
- If an employee has PLP credits when he/she wants to retire, the department will inform the employee of his/her remaining PLP credits. The employee has the option of either extending his/her retirement date or running out his/her PLP credits prior to retiring. If the employee chooses to run out his/her PLP credits prior to retiring, the employee will no longer have to report to work regardless of the need to "fill behind" that employee.
- Time during which an employee is excused from work because of PLP time shall not be considered as "time worked" for purposes of determining the number of hours worked in a work week.
- PLP shall not adversely affect an employee's service anniversary date, create a break in service, or impact the accrual of vacation or any other leave credits, the payment of health, dental, or vision benefits, or the flex-elect cash option.
- Compensation for purposes of retirement, death, and disability benefits shall not be affected by the PLP 2012 and shall be based on the unchanged salary rate.
- PLP 2012 reductions shall not affect transfer determinations between State civil service classifications.
- Employees newly hired on or after July 1, 2012 while the PLP 2012 is in effect will be subject to this program for its duration.
- Employees on NDI, ENDI, IDL, EIDL, or Worker's Compensation for the entire monthly pay period are excluded from the PLP 2012 Program for that pay period. Employees off for a partial month shall receive PLP 2012 credits based on the intermittent chart above.

For questions related to this PML, State department personnel office designated liaisons should contact Department of Personnel Administration's Personnel Services Branch at the phone number or email listed above.

/s/Julie Chapman

Julie Chapman
Acting Director