

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Bargaining Unit 18 – Budget Savings Reduction and Personal Leave Program 2012	REFERENCE NUMBER: 2012-020
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 Association of Psychiatric Technicians (CAPT) representing State employees in Bargaining Unit 18. The agreement provides a Personal Leave Program (PLP) 2012 and a 4.62 percent pay reduction for all Bargaining Unit 18 employees effective July 1, 2012 through June 30, 2013.

PLP 2012

Effective July 1, 2012, 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.

Part-Time Employees

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

Time Base	PLP 2012 Credit in Hours
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 in Hours
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

- Each full-time employee shall continue to work his/her assigned work schedule and shall have a reduction in pay equal to one-half day of pay (4 hours) for each semi-monthly pay period the employee is in the PLP 2012.
- Each full-time employee who is paid semi-monthly, shall be credited with four (4) hours of PLP leave on the first day of the semi-monthly pay period. This leave shall be posted once a month to the employee's PLP 2012 leave balance.

- The 4.62 percent reduction shall not affect transfer determinations between State civil service classes.
- An employee may not use any kind of paid leave such as sick leave, vacation, or holiday time to avoid a reduction in pay resulting from the PLP 2012.
- Compensation for the purpose of retirement, death, and disability benefits shall not be affected by this reduction and shall be based on the unchanged salary rate.
- Service calculation for the purpose of retirement allowances shall be based on the amount of service that would have been credited based on the unchanged salary rate.
- PLP 2012 shall have no cash value and may not be cashed out.
- PLP 2012 should be used in the month in which it is earned. In operations where it is not feasible to use PLP 2012 in the month in which it is earned, it shall be banked for use at a later time.
- PLP 2012 must be used before any other leave with the exception of sick leave.
- Employees may request to use PLP 2012 in lieu of approved sick leave.
- PLP 2012 shall be requested and used by the employee in the same manner as vacation/annual leave. Requests for use of PLP 2012 must be submitted in accordance with departmental policies on vacation/annual leave.
- Employees have until separation from State service to use all PLP 2012 time.
- PLP 2012 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.
- Employees on NDI, ENDI, IDL, EIDL, or Worker's Compensation for the entire pay period shall be excluded from the PLP 2012 for that pay period.
- Seasonal employees are not subject to PLP 2012.

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 address listed above.

/s/Julie Chapman

Julie Chapman
Acting Director