California Department of Human Resources
Memorandum

TO: Personnel Management Liaisons (PML)

SUBJECT:	REFERENCE NUMBER:
Bargaining Unit 10 – Budget Savings Reduction and Personal Leave Program 2012	2012-023
DATE ISSUED:	**SUPERSEDES:**
07/02/12	

This memorandum should be forwarded to:

Personnel Officers
Employee Relations Officers

FROM: California Department of Human Resources
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 Professional Scientists (CAPS) representing State employees in Bargaining Unit 10. The agreement provides a Personal Leave Program (PLP) 2012 and a 4.62 percent pay reduction for all Bargaining Unit 10 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 percent 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

- The 4.62 percent reduction shall not affect transfer determinations between State civil service classes.

- 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.

- A State employee shall be entitled to the same level of State employer contributions for health, vision, dental, flex-elect cash option, and enhanced survivor's benefits he or she would have received had the PLP 2012 not occurred.

- PLP 2012 shall not cause a break in State service, a reduction in the employee's accumulation of service credit for the purposes of seniority and retirement, leave accumulation, or a merit salary adjustment.

- PLP shall have no cash value and may not be cashed out.

- PLP 2012 shall be requested, approved by the supervisor, and used by the employee in the same manner as vacation or annual leave.

- PLP 2012 must be used in the pay period in which it is earned. For the July 2012 pay period, departments are encouraged to meet with their employees as soon as possible, to determine when employees will use their PLP 2012 day.

  If an employee has not scheduled their PLP 2012 day by the 20th of the month, their supervisor needs to meet with them to schedule their PLP day prior to the end of each month. If the employee will not participate in choosing a day, the supervisor should schedule the PLP day which coincides with the employee's regular days off.

  Departments should develop a system for using PLP 2012 in the month that it is accrued. For example, for the PLP 2012 earned in the August 2012 pay period, supervisors should meet with their employees by the end of July 2012 to schedule PLP leave for the August 2012 pay period.

- When this is not operationally feasible, PLP 2012 shall carry over and will be used before any other leave, except sick leave.

- 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. Employees off for a partial month shall receive PLP 2012 credits based on the intermittent chart above.

- Employees who work less than their time base (e.g., dock, appointed or separated other than the first day of a pay period), shall have their 2012 hours applied on a prorated basis. To determine the prorated credit for a full-time or part-time employee, convert the employee's time worked in the pay period to hours and credit the employee with PLP 2012 hours based on the intermittent chart above.

- Seasonal and temporary employees are not subject to PLP 2012.

- 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.

- Beginning in August 2012, employees may elect to accelerate the salary reduction and the corresponding unpaid days off by accruing up to three (3) days PLP 2012 per month, with the corresponding salary reduction [i.e. three (3) PLP 2012 days would be a salary reduction of 13.85 percent), not to exceed twelve (12) PLP 2012 days for the 2012-2013 fiscal year. Such an election shall be made no later than August 15, 2012 and is irrevocable. The alternative accrual plan must be conducted within consecutive months and must commence no later than August 1, 2012 pay period.

VOLUNTARY PLP

Employees currently enrolled in the Voluntary Personal Leave Program (VPLP) will have the ability to opt out of VPLP during the month of July 2012.

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

/s/Julie Chapman

Julie Chapman
Acting Director