

**California Department of Human Resources  
Memorandum**

**TO: Personnel Management Liaisons (PML)**

<b>SUBJECT:</b> Student Assistants and Retired Annuitants	<b>REFERENCE NUMBER:</b> 2012-034
<b>DATE ISSUED:</b> 08/24/12	<b>SUPERSEDES:</b> 2012-030

This memorandum should be forwarded to:

**Personnel Officers  
Employee Relations Officers**

**FROM:** California Department of Human Resources  
Labor Relations Division

**CONTACT:** Personnel Services Branch  
(916) 323-3343  
Fax: (916) 327-1886  
Email: [psb@calhr.ca.gov](mailto:psb@calhr.ca.gov)

Side letter labor agreements with the Service Employees International Union (SEIU) representing State employees in Bargaining Units 1, 3, 4, 11, 14, 15, 17, 20, and 21, California Statewide Law Enforcement Association (CSLEA) representing State employees in Bargaining Unit 7, and International Union of Operating Engineers (IUOE) representing State employees in Bargaining Unit 12, include provisions for the elimination of Student Assistants and/or Retired Annuitants as outlined below.

In addition, the Governor's 2012 May Revise of the State's Budget contained language regarding Retired Annuitants and temporary employees which applies to all departments and is incorporated in this document.

**1. STUDENT ASSISTANTS**

SEIU Only

- The State shall discontinue working and separate from state service all non-represented student assistants/student aides/residential aides (here forward referred to as Students), who are performing SEIU bargaining unit work, by September 1, 2012.

Departments are to key a separation transaction on the PAR for these employees.

- No non-represented students, who are to perform SEIU bargaining unit work shall be hired while PLP 2012 is in effect.

For your information, listed below are the non-represented student classifications. Employees in these classifications are **to discontinue working and separate from state service by September 1, 2012.**

Non-Represented (Excluded) Student Classifications	
Classification	Class Code
Graduate Student Assistant	4872
Student Aid	9679
Student Assistant	4870
Youth Aid	9991

For your information, listed below are the student classifications that are represented by SEIU. Employees in these classifications may be **maintained past September 1, 2012.**

Represented Students/Residential Aides/Seasonal Clerks		
Classification	Class Code	CBID
Archeological Aid	1023	R01
Fish and Wildlife Scientific Aid	0835	R11
Fish and Wildlife Seasonal Aid	0790	R11
Scientific Aid	1931	R11
Seasonal Clerk	1120	R04
Student Assistant (Engineering Architectural Sciences)	4871	R11
Student Engineering Aid	3012	R11

Non-Civil Service Students

Departments that employ Student Assistants through University Enterprises, Inc. (UEI) or other contracts that are performing SEIU bargaining unit work shall discontinue working the students by September 1, 2012.

Non-Paid Student Interns and Volunteers

Non-paid student interns and volunteers are not affected by the reduction of temporary workers identified in this PML.

**2. RETIRED ANNUITANTS**

SEIU and CSLEA

- The State shall discontinue working and separate from state service all non-mission critical Retired Annuitants (tenure R, except for retired annuitants hired under Government Code section 21228), who are performing SEIU or CSLEA bargaining unit work, by September 1, 2012.

Departments are to key a separation transaction on the PAR for these employees.

- No retired annuitant (except for retired annuitants hired under Government Code section 21228) shall be hired while the PLP 2012 is in effect unless there is a mission critical need.

SEIU defines "mission critical" as a disruption in normal business which may result in the failure of a business operation.

#### IUOE

- Departments have until September 1, 2012 to evaluate at least 50% of their Retired Annuitants (tenure R – except for retired annuitants hired under Government Code section 21228) to determine those that are non-critical to State operations that are tied to BU 12 represented classes. Those not deemed critical to State operations shall discontinue working and be separated from state service.
- Departments shall have completed their evaluation of all Retired Annuitants by November 1, 2012. Those not deemed critical to State operations shall discontinue working and be separated from state service.

**While this contract provision only addresses 50% of IUOE's retired annuitants the Governor's directive in the 2012 May Revise goes further and requires departments to evaluate all retired annuitants.**

### **3. ALL DEPARTMENTS**

#### Additional Requirements: Retired Annuitants and Temporary Employees

As directed in the Governor's 2012 May Revise of the State's Budget all departments are to review their use of retired annuitants and other temporary employees (not included in the above sections 1 and 2). Only those employees that have been deemed by their department to be critical to the department's core mission will be retained. Departments shall discontinue working and separate from state service non-mission critical retired annuitants and other temporary employees by September 1, 2012.

### **DEPARTMENTAL PROCEDURES**

Departments are to review the duties being performed by every student assistant, retired annuitant and temporary employee.

Departments should review alternatives for completing the work such as utilizing other classifications tied to the duties being performed, hiring limited-term, or permanent intermittent, or part-time employees, and recruiting non-paid student interns and volunteers.

Departments are encouraged to inform the non-represented students of other employment opportunities such as how to search for open exams and job advertisements on the California jobs website: [Jobs.ca.gov](http://Jobs.ca.gov). California Department of Human Resources' (CalHR) will be administering the Office Assistant (General and Typing) and the Office Technician (General and Typing) exams at the end of July or August 2012. Internet exams are also available, for

example, the Information Systems Technician exam is currently being administered on-line at Jobs.ca.gov. Additional information on a Non-Paid Internship Program can be located at: [http://jobs.ca.gov/PDF/Student\\_Internship\\_Program\\_Guide.pdf](http://jobs.ca.gov/PDF/Student_Internship_Program_Guide.pdf)

### **Required Reporting**

- Students
  - No later than July 23, 2012, departments are to provide CalHR with a listing of all students (including those that have discontinued working) to include: department, name of student, classification, CBID, and position number or contract name and number. Please also include the date the student stopped working or an anticipated work conclusion date.
  - Thereafter, all departments are to provide CalHR an up-to-date listing of all students on the first of each month (i.e., August 1<sup>st</sup>, September 1<sup>st</sup>, etc.), until notified otherwise, to include: department, name of student, classification, CBID, and position number or contract name and number. Please also include the date the student stopped working or an anticipated work conclusion date. Note: Since all students shall conclude working by September 1, 2012, the October report should identify the actual date the employee stopped working.
  
- Retired Annuitants
  - No later than July 23, 2012, departments are to provide CalHR with a listing of all retired annuitants to include: department, name of employee, classification, CBID, position number, and identify if the duties performed are mission critical or not and include the date the retired annuitant stopped working or an anticipated work conclusion date.
  - Thereafter, all departments are to provide CalHR an up-to-date listing of all retired annuitants on the first of each month (i.e. August 1<sup>st</sup>, September 1<sup>st</sup>, etc.) until notified otherwise, to include: department, name of employee, classification, CBID, position number, identify if the duties performed continue to be mission critical, and identify the date the retired annuitant stopped working or an anticipated work conclusion date.

Note: Departments are required to submit reports each month. Departments that have no changes to their prior month's report or do not have Students or Retired Annuitants are still required to complete the reports indicating no changes, or no Students, or Retired Annuitants. Also, if your department is responsible for processing personnel transactions for another appointing authority, please indicate the appointing authority on the reports.

[Attached is the spreadsheet departments are to complete and send to CalHR.](#)

Departments are to send the above reports electronically to:  
Jessica Ream at [Jessica.Ream@calhr.ca.gov](mailto:Jessica.Ream@calhr.ca.gov)

PML 2012-034  
August 24, 2012  
Page 5

For questions related to the required reports, please contact Jessica Ream via email at [Jessica.Ream@calhr.ca.gov](mailto:Jessica.Ream@calhr.ca.gov) or by calling (916) 324-9413.

For general questions, State department personnel office designated liaisons should contact CalHR Personnel Services Branch at [psb@calhr.ca.gov](mailto:psb@calhr.ca.gov) or by calling (916) 323-3343.

/s/Julie Chapman

Julie Chapman  
Acting Director

Attachment

