
CALIFORNIA CIVIL SERVICE
LAYOFF MANUAL

DEPARTMENT OF
PERSONNEL ADMINISTRATION

JANUARY 2008

LAYOFF MANUAL

<i>MAJOR AREA</i>	<i>SECTION NUMBER</i>
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MAJOR AREA:

SECTION:

INTRODUCTION

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- Purpose of Manual
- Maintenance of Manual

CAUSES OF STAFFING REDUCTIONS

100

- Budget Reductions
- Mandatory Reinstatements of Employees, Such as From Career Executive Assignments (CEA)
- Corrections of Misallocated Positions
- Changes in Time Bases of Positions
- Reorganizations

MEASURES TO MITIGATE STAFFING REDUCTIONS

200

- Hiring Freeze
- Reduction of Intermittent and Non-Permanent Work Force
- Reduced Work Time
- Job Sharing
- Retirement
- Early Retirement
- Partial Service Retirement
- Placement With Other State, Government, or Private Employers
- Supplemental Time Off
- Voluntary Personal Leave
- Leave of Absence
- Departmental Restriction of Appointments (DROA)
- State Restriction of Appointments (SROA)

METHODS OF REDUCING STAFF

300

- Voluntary Methods
 - Transfer or Demotion Within Appointing Power
 - Transfer or Demotion Within The Appointing Power's Agency
- Involuntary Methods
 - Involuntary Transfer in Lieu of Layoff
 - Selection of Employees to be Transferred
 - Transfer to Other Classes
 - Transfer Options if More Than One Employee Must be Transferred and/or More Than One Position is Available to Transfer to
- Examples of the Use of Transfers When Vacancies Exist
- Examples of the Use of Transfers When No Vacancies Exist
- Additional Factors

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- Relocation Expenses
- Layoff

ATTACHMENTS:

- State Personnel Board Pinkie Delegation Memo

PRIOR TO STAFFING REDUCTIONS **400**

- Post Dates and Hours of Intermittent Employment, as Required, to Employees' Histories
- Gather Prior Exempt Service Data When Employees Are Appointed and Submit the Data to DPA for Seniority Service Computation, and Flag the Work Histories
- Gather Qualifying Prior Military Service Data When Employees are Appointed and Retain in Files

ATTACHMENTS:

- DPA 004 – Prior Exempt Service Questionnaire
- DPA 039 – Verification of State Service Outside the Executive Branch
- DPA 690 – Verification of Total State Service
- DPA 190 – Military Service Information
- Military Service Qualification Work Sheet with Recognized Campaigns and Medals for California Seniority Credit

DEMOTIONAL PATTERNS **500**

- Primary Demotional Patterns
- Secondary Demotional Patterns
- How is it Determined Whether an Employee is Demoted Through the Primary and Secondary Pattern
- Bumping Rights

ATTACHMENTS:

- Sample Demotional Scenario and Chart 1
- Sample Demotional Scenario and Chart 2
- Sample Demotional Scenario and Chart 3

SERVICE AND SENIORITY COMPUTATIONS **600**

- Final Seniority Scores
- Process to Break Seniority Score Ties
- Performance Evaluations For Professional, Scientific, Administrative, Management, or Executive Classes

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STEPS OF THE LAYOFF PROCESS

700

Overview Chart

- | | |
|--|------------------|
| • Identify the Area of Layoff | Appointing Power |
| • Identify the Classes and Employees of Layoff | Appointing Power |
| • Identify the Impacted Employees | Appointing Power |
| • Review MOUs | Appointing Power |
| • Establish Primary Demotional Patterns | Appointing Power |
| • Establish Secondary Demotional Patterns | Appointing Power |
| • Develop the Layoff Plan and Submit it to DPA | Appointing Power |
| • Provide Consultation/Approve Layoff Plan | DPA |
| • Request For Preliminary Seniority Scores | Appointing Power |
| • Approve Designation Of Classes as Surplus and/or SROA and Place Surplus Classes on DPA's Web Page | DPA |
| • Distribute SROA Scantron Form to Eligible Employees | Appointing Power |
| • Notice Employee Organizations of Impending Layoff | Appointing Power |
| • Meets and Confers With Unions | DPA |
| • Distribute Reports of Performance to Supervisors/Managers for Completion for Professional, Scientific, Administrative, Management, and Executive Employees | Appointing Power |
| • Compute and Provide Preliminary Scores to Department | DPA |
| • Update Preliminary Seniority Scores Received From DPA to Produce Final Scores | Appointing Power |
| • Make Final Seniority Scores Available to Affected Employees in Central Locations | Appointing Power |
| • Notice Affected Employees in Writing | Appointing Power |
| • Employees Exercise Their Options | Appointing Power |
| • Complete Employee Personal Action Requests (PARs) | Appointing Power |
| • Complete and Submit DPA Form 016 (Establishing Reemployment Lists) to SPB | Appointing Power |
| • Processes Reemployment Eligibility | SPB |
| • Transmit Final Seniority Scores to DPA | Appointing Power |
| • Hear Layoff Appeals | DPA |

ATTACHMENTS:

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- Layoff Plan and Request for Preliminary Seniority Scores/With Instructions and Blank Form
- SROA Scantron Form
- Sample Notice to Unions
- DPA Form 040 Report of Current Performance
- Sample Seniority Information Letter
- Attachment to the Sample Seniority Information Letter
- Proof of Service by Mail
- Sample Notice 1 (No Options to Layoff)
- Sample Notice 2 (Layoff or Demotion-in-Lieu-of Layoff)
- Sample Notice 3 (Layoff or Transfer-in-Lieu-of Layoff)
- DPA Form 015 Notice of Involuntary Transfer, Demotion, or Termination

LAYOFF FACTORS

800

- Time Base
- Conversion of Employees From Full-Time to Part-Time or Intermittent Time Bases
- Offering Full-Time Position to Eligible Part-Time or Intermittent Employee
- Limited-Term, Temporary, or Contract Employees
- Leave of Absence
- Employees in Classes/Area of Layoff Who Are on Industrial Disability Leave (IDL)
- Employees on a Limited-Term (LT) or Training and Development (T&D) Assignment to an Area Outside the Area of Layoff
- Reemployment List Eligibility
- Red Circle Salary Rates
- Layoffs in a Department That is Being Abolished
- Additional Factors

REEMPLOYMENT

900

- What Is Reemployment?
- Establishment of Reemployment Lists
- Other Appointment Eligibility
- Other Related Reemployment Information:
Unemployment Insurance
Retirement Funds
Employee Assistance Program (EAP)

Department of Personnel Administration
Classification and Compensation Division

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Deferred Compensation

Accrued Sick Leave/Vacation/Annual Leave

- Sick Leave
- Vacation and Annual Leave

ATTACHMENTS:

- DPA Form 016 Establishing Reemployment Lists
- Instructions for Completing DPA Form 016 w/Instructions Chart