

LAYOFF MANUAL

<i>MAJOR AREA</i>	<i>SECTION NUMBER</i>
PRIOR TO STAFFING REDUCTIONS	400

There are several actions that all departments are expected to take regardless of their status as surplus or nonsurplus departments. The completion of these actions is important because should staffing reductions be required, departments normally want to expedite the process. If the following actions are not accomplished, the staff reductions will be delayed because DPA will be forced to return the Layoff Plan (reference Section 700 of this manual) with the seniority computation request for the department to complete them.

POST DATES AND HOURS OF INTERMITTENT EMPLOYMENT, AS REQUIRED, TO EMPLOYEES' HISTORIES

The State Controller's Office (SCO) requires departments to post the dates and hours of intermittent service to employees' work histories when they receive full-time appointments, receive salary adjustments, change classes, or separate from State service.

- A department that requests seniority scores must certify on the Layoff Plan that dates and hours of intermittent employment have been posted through the date to which DPA is computing seniority scores. This date should be obtained from your DPA CCD analyst.
- A department must verify in the data base that all intermittent service has been credited.
- A department may have to contact employees' former employers to request that they submit the data to SCO.
- If an employee's intermittent records have been destroyed, a department must notify DPA of that and provide the time period of the intermittent service. DPA will then determine the appropriate time to credit the employee.
- If a department does not post the intermittent hours of its employees, DPA will be forced to return the Layoff Plan with the seniority computation request.

GATHER PRIOR EXEMPT SERVICE DATA WHEN EMPLOYEES ARE APPOINTED AND SUBMIT THE DATA TO DPA FOR SENIORITY SERVICE COMPUTATION, AND FLAG THE WORK HISTORIES

If a department requests seniority scores, it must survey employees in the areas of layoff to determine if any prior exempt service has not yet been credited to them. DPA Form 004 "Prior Exempt Service Questionnaire" (Attachment 1) should be used for this purpose. If the employee has unverified State service outside the executive branch, use DPA Form 039 "Verification of Exempt Service Outside the Executive Branch" (Attachment 2) to request verification. Once departments receive verification, submit DPA Form 039 and DPA Form 690 "Verification of Total State Service" (Attachment 3) along with any State service discrepancies to DPA's Service and Seniority Unit.

- Prior service data is available at the following sources:

University of California

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Nonstudent employment service prior to October 1, 1961 - contact the Public Employees' Retirement System.

Service from October 1, 1961 - contact the campus payroll office and request the employee's record of earnings.

Contact the campus Registrar's Office to verify prior student status.

California State Universities

Nonstudent employment service prior to September 1, 1961 - microfiche records at DPA.

Nonstudent employment service from September 1, 1961 through 1976 - contact the campus personnel office and request copies of the record cards.

Nonstudent employment service after 1976 - data should be on the PIMS data base.

No student service qualifies for State seniority credit.

Other Prior Employers

Qualifying service may be obtained by contacting the agency's personnel office.

- Departments must enter the appropriate prior history codes in item 450 of Personnel Action Requests for their employees. If a department has not entered prior history flags in its employees' work histories (if appropriate), and does not forward prior service employment data to DPA, the department's request for seniority score computations will be returned.
- A department requesting seniority scores must submit all prior service data to DPA along with the Layoff Plan Request for Preliminary Seniority Scores (DPA Form 009, refer to Section 700), for the calculation of service credits.

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GATHER QUALIFYING PRIOR MILITARY SERVICE DATA WHEN EMPLOYEES ARE APPOINTED AND RETAIN IN FILES

New employees and employees who have not previously been surveyed should be asked to complete DPA Form 190 "Military Service Information" (Attachment 4). The completed forms should be retained permanently in the employees' personnel files. The data gathered by these forms are used to determine if employees are eligible for a maximum of 12 seniority points if a layoff occurs. A worksheet titled "Military Service Qualification Worksheet" (Attachment 5), should be used to determine qualifying service. This worksheet also lists the campaigns and medals used to determine if an employee is a veteran