

RTS Exempt Consultation Portal - Request Type Glossary

Ask Exempt Unit a Question – General question related to Exempt classifications, compensation, appointments, and return rights, including CEA return rights.

CEA/Exempt Return Rights Review – Request Exempt Unit's review of an employee's CEA and/or Exempt return rights upon termination.

Documents Required: CalHR 769 – CEA Return Rights Worksheet and/or CalHR 770 – Exempt Return Rights Worksheet

Consultation Request – Request to set up a meeting with an Exempt Program Consultant to discuss a matter that is either complex or time sensitive.

Required Documents: Any applicable documents related to the topic of discussion.

Dual Compensation – Request related to dual compensation in accordance with [Government Code section 18000.5](#).

Required Documents: Statement of Compensation for services rendered to the nonprofit corporation in the fiscal year.

Emergency Pay – Request related to Exempt Pay Differential 1.7 - Emergency Response and Recovery Differential Pay.

Documents Required: Copy of the Executive Order or Proclamation of a State of Emergency and spreadsheet with employee information, time period assigned to emergency, and hours worked for each time period.

Exempt OOC Assignment – Request for an employee to serve on an OOC assignment to an Exempt position.

Documents Required: Refer to [HR Manual 1303](#)

Lump Sum – Lump sum request for an employee who is appointed to a position earning a statutory salary where leave credits are not earned or used.

Documents Required: Refer to [HR Manual 1302](#)

New or Revised Pay Differential – Requests to establish or revise an Exempt pay differential.

Documents Required: Proposed draft of the pay differential and any data necessary to support the request, such as vacancy data, turnover data, salary surveys or external market data, and/or exit interviews (if applicable).

RA 180-Day Exception – Request for an exemption to the 180-day requirement when hiring a retired annuitant to perform Exempt duties, or to request an extension.

Documents Required: Refer to [HR Manual 1206](#)

Special Consultant – Request to use the Special Consultant classification for an individual pending the availability of an Exempt entitlement.

Documents Required: Refer to [HR Manual 1210](#)