



George Deukmejian, Governor

TO: Personnel Officers
Labor Relations Officers

SUBJECT: PERSONNEL ACTIONS - DOCUMENTATION

REFERENCE CODE : 83-11-1
EFFECTIVE DATE : July 1, 1983
EXPIRATION DATE: Indefinite
DATE OF ISSUE : July 1, 1983

Management Memo 83-2, issued January 3, 1983, expired on July 1, 1983. It was issued in response to the Governor's Freeze on various personnel actions. Included in the Freeze was the limitation of movement of employees by transfer, allowing only transfers within a department when there was no increase in salary. It also prevented the movement of incumbents to a higher alternate range within the same class, as this would warrant an increase in salary.

Effective July 1, 1983, the above-mentioned transactions may be updated under the following guidelines:

1. In documenting the salary increase, SAL action, delayed because the transfer movement occurred during the period when the Governor's Freeze was in effect, the effective date of the Personnel Action Request (PAR) shall be July 1, 1983.
2. In documenting the anniversary date for the SAL action update,
 - a. The anniversary date shall be established based on the SAL action date of July 1, 1983;
 - b. Item 215 must show the following remarks: "GOV FRZ DLAY SAL CHG". This is interpreted to say, "The Governor's Freeze caused a delay in documenting the salary increase applicable to the transfer action which occurred during the FREEZE period";
 - c. PARs submitted by the departmental personnel office staff after July 13, 1983, must have item 215 completed as required under 2.b. The Controller's Office staff will add the remark on the PARs received by that office on or before July 13, 1983.
3. In documenting the alternate range change, 335 action,
 - a. The PAR shall be effective July 1, 1983;

- b. The anniversary date for the alternate range change action (335 code) shall be established as follows: When the Alternate Range Criteria state that movement between alternate ranges is to be under the conditions of:
- (1) Rule 98.9 -- the anniversary date shall be retained.
 - (2) Rule 98.3 -- a new anniversary date shall be established based on the July 1, 1983, effective date.
 - (3) Rule 98.9 applies when the Alternate Range Criteria do not mention a rule for movement between ranges. The anniversary date shall be retained.
- c. No statement will be required in item 215 when documenting alternate range changes delayed because of the Governor's Freeze.

The Controller's Office staff will be processing the PARs under the above guidelines. If additional information is required, they will contact the departmental personnel office staff by telephone.

Any questions applicable to this memorandum should be directed to Judy O'Day at (916) 324-0439, ATSS 454-0439.


R. L. RUTHERFORD, Chief
Personnel Services Branch