



George Deukmejian, Governor

TO: Personnel Officers
Labor Relations Officers

SUBJECT: PERSONNEL ACTIONS - DOCUMENTATION

REFERENCE CODE : 83-13-1
EFFECTIVE DATE : August 2, 1983
EXPIRATION DATE: Indefinite
DATE OF ISSUE : August 2, 1983

Management Memo 83-27, issued June 30, 1983, expired on August 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. Management Memo 83-32 issued August 1, 1983 has now removed the limitation on certain discretionary personnel actions.

State agencies are reminded that the State Restriction of Appointments (SROA) procedure is fully operational. Management Memo 83-32 also states in part that "...No State appointing authority shall fill any position that was vacant on August 1, 1983, except with a person from the State Restriction of Appointments list or through intra-department transfers..." Commitments to hire in a restricted class requires a proper clearance of the State Restriction of Appointments list. Appointments made without proper clearance are illegal and will be rescinded.

Effective August 2, 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 August 2, 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 August 2, 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 August 15, 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 August 15, 1983.

3. In documenting the alternate range change, 335 action,
 - a. The PAR shall be effective August 2, 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 August 2, 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 department personnel office staff by telephone.

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


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Personnel Services Branch