



George Deukmejian, Governor

TO: PERSONNEL OFFICERS
LABOR RELATIONS OFFICERS

REFERENCE CODE : 83-14-1
EFFECTIVE DATE : July 21, 1983
EXPIRATION DATE: November 17, 1983
DATE OF ISSUE : August 15, 1983

SUBJECT: Application for Approval to Participate in
Early Retirement Program Under Executive
Order D-12-83 and Chapter 680/82 (SB 307)

The Governor issued Executive Order D-12-83 May 3, 1983 to implement Chapter 680/82 (SB 307) which allows an early retirement program for employees in State agencies anticipating a layoff as a result of one or more of the following conditions:

1. Legislative reduction to its budget which will precipitate layoffs.
2. Severe program reduction or elimination.
3. Population reduction (enrollment, patients, inmates, wards, etc.).

Proposals are limited to layoffs anticipated in the 1983-84 fiscal year only.

For State agencies eligible to participate in this program, the early retirement period authorized by Executive Order D-12-83 is July 21, 1983 through November 17, 1983.

The Executive Order directs State agencies to submit applications to the Department of Personnel Administration (DPA) in accordance with the information and instructions in Department of Finance Management Memo 83-35. Agencies are reminded that this program is to be viewed as a means to alleviate or minimize the impact of anticipated layoff situation on employees. Therefore, departments may request that the option of early retirement be restricted to those occupational groups of employees in a designated geographical, organizational or functional subdivision of a State agency where the layoff is occurring.

The information required in Part A of the application must be submitted to the DPA before the remainder of the application is completed. The DPA will review and approve this part of the application in writing.

Submit the justification to:

Department of Personnel Administration
1115 - 11th Street, D-22
Sacramento, CA 95814

Attention: Bob Rutherford, Chief
Personnel Services Branch

As soon as the department receives written approval from the DPA, they should develop and complete the pertinent fiscal detail.

The completed application including justification, DPA written approval, and fiscal information may then be submitted to:

Department of Finance
1025 P Street, A-15
Sacramento, CA 95814

Attention: Richard Ray
Collective Bargaining Unit

Please contact Marian Honeycutt or Bob Rutherford on (916) 324-0439 if you have any questions.

Bruce N. Crain
BRUCE N. CRAIN, Chief
Contract Administration Division