



George Deukmejian, Governor

TO: PERSONNEL OFFICERS
LABOR RELATIONS OFFICERS

REFERENCE CODE : 85-06-1
EFFECTIVE DATE : March 22, 1985
EXPIRATION DATE: May 20, 1985
DATE OF ISSUE : March 27, 1985

SUBJECT: Application for Approval to Participate in
Early Retirement Program Under Executive
Order D-44-85 and Chapter 1258/83 (Government
Code Section 20816 and Education Code 22731)

The Governor issued Executive Order D-44-85 on March 22, 1985 to implement Chapter 1258/83 (SB 922) which allows an early retirement program for employees in State agencies anticipating a staff reduction as a result of changes in funding levels and methods of providing services to achieve program efficiencies.

Proposals are limited to staff reductions anticipated in Fiscal Years 1984-85 and 1985-86.

For State agencies eligible to participate in this program, the early retirement period authorized by Executive Order D-44-85 is March 22, 1985 through May 20, 1985.

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 85-5.

State agencies are encouraged to participate in the early retirement program to the broadest extent that will alleviate the impact of staff reductions. However, 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 staff reduction is occurring. By this means, departments may provide for early retirement in constricting program areas without encouraging early retirements in growth programs.

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
Sacramento, CA 95814

Attention: Bob Rutherford, Manager
Employee Salary and Service Program

DEPARTMENT OF PERSONNEL ADMINISTRATION
Management Memorandum

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 should then be submitted to:

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

Attention: Michael Carter
Collective Bargaining Unit

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



David J. Tirapelle, Chief
Programs and Policy Division