



George Deukmejian, Governor

**TO:** PERSONNEL OFFICERS  
EMPLOYEE RELATIONS OFFICERS

**REFERENCE CODE:** 85-07-1  
**EFFECTIVE DATE:** August 30, 1985  
**EXPIRATION DATE:** Indefinite  
**DATE OF ISSUE:** September 3, 1985

**SUBJECT:** Corrections to Discretionary Salary Actions

The purpose of this memo is to update and reiterate the policy guidance for corrections to discretionary salary actions.

Counting prior service towards the appointment rate and/or anniversary date upon appointment, permissive reinstatement, and/or transfer, receiving the range differentials between substantially the same salary ranges are examples of discretionary salary movements.

Personnel Transactions Manual Section 439.3 addresses corrections to discretionary adjustments under Sections 599.674, 599.675, 599.677, 599.678 of the Department of Personnel Administration Regulations; Government Code Section 19836; and under the permissive provisions of Sections 599.682 and 599.687.

The earliest effective date allowed is the first of the pay period in which the correction is requested. The Department of Personnel Administration may make an exception to this policy on a case by case basis. Agencies must meet the following standards prior to submitting their written requests to the Department of Personnel Administration:

- (1) A written policy must be on file with agency which reflects the agency's position on the specific discretionary salary issue; or
- (2) In the absence of a written policy, the agency must provide proof that a set pattern exists within the agency; and
- (3) A salary commitment was made to the employee prior to the effective date; and
- (4) The employee acted upon receipt of the Notice of Personnel Action (NOPA) to rectify error. (Copy of unsigned NOPA is required by the Department of Personnel Administration for verification.)

If you have any questions or wish additional information regarding this policy, please contact Joan Bettati at (916) 324-0439, ATSS 454-0439.

  
Anne Bersinger, Chief  
Personnel Management Division

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DEPARTMENT OF PERSONNEL ADMINISTRATION  
Management Memorandum

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