



George Deukmejian, Governor

TO: PERSONNEL MANAGEMENT LIAISONS

REFERENCE CODE: MM88-04
EFFECTIVE DATE: Existing Policy
EXPIRATION DATE: Indefinite
DATE OF ISSUE: April 4, 1988

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

PERSONNEL OFFICERS
EMPLOYEE RELATIONS OFFICERS

SUBJECT: Temporary Work Week Group Reallocations and Special
Work Week Group Authorizations

This management memorandum supersedes the Department of Personnel Administration (DPA) Management Memorandum 81-3-1 and is being issued to reaffirm the criteria used for temporary Work Week Group (WWG) reallocations and special WWG allocations.

DELEGATED WWG REALLOCATIONS

1. The following criteria are to be used when a department makes a temporary WWG reallocation:
 - a. The work is not of an ongoing nature so that additional positions cannot be authorized.
 - b. The work load cannot be shifted or performed by temporary help.
 - c. The temporary reallocation is for classes up to and including the second supervisory level. Second supervisory level reallocations should be carefully evaluated.
 - d. WWG 4B and 4C shall be reallocated only to WWG 4A.
 - e. If the anticipated duties fall within the normal concept of the class and WWG, a temporary reallocation should not be authorized by the department.
2. Departments are required to ensure that sufficient funds are available to pay for the overtime. Cash compensation is appropriate when, due to large vacation and Compensating Time Off (CTO) balances, it is not possible for the employee to make use of earned time. Cash compensation shall not be granted to an employee with combined vacation and CTO balances totaling less than 120 hours, unless superseded by a memorandum of understanding, or prior approval has been granted by the DPA.
3. The maximum rates of overtime compensation for employees in WWG 4 appear in Pay Letter 88-01, updates appear in subsequent pay letters and in Section 12 of the 44th Edition of the California State Civil Service Pay Scales. Overtime compensation shall not exceed these rates unless prior approval is granted by the DPA.

4. Departments are required to maintain accurate documentation of their temporary WWG reallocations for post audit purposes. Documentation must contain:

- employee's name
- classification
- employee's salary rate/hourly equivalent
- CB/ID
- maximum overtime rate
- normal WWG
- temporary WWG
- vacation and CTO balances
- reallocation period
- reason for overtime
- number of hours overtime worked

DPA APPROVED TEMPORARY WWG REALLOCATIONS

1. Prior DPA approval is required for all temporary reallocations that fall outside the criteria and standards described above.
2. Written requests for temporary WWG reallocations should be directed to the Personnel Standards Analyst at the DPA (IMS D-22). Verbal requests will not be considered.

Requests must contain the following information:

- employee's name
- classification
- employee's salary rate/hourly equivalent
- CB/ID
- maximum overtime rate
- normal WWG
- temporary WWG
- vacation and CTO balances
- reallocation period
- reason for overtime
- estimated number of hours to be worked

SPECIAL WORK WEEK GROUP ALLOCATIONS

1. Special WWG allocations are considered permanent unless revoked by the department, DPA or superseded by a memorandum of understanding.

2. Classes with special WWG allocations are identified in the alphabetical and schematic listings of the California State Civil Service Pay Scales as having dual WWGs.
3. A list of departments who have classes with special WWG allocations appears in Section 12 of the California State Civil Service Pay Scales.
4. Special WWG allocations requests should be sent to the department's Classification and Compensation Analyst at the DPA (IMS D-22) with a copy to the appropriate DPA Labor Relations Officer. Requests must contain the following information:
 - classification(s)
 - normal WWG
 - WWG being requested
 - reason for request
 - number of hours (if applicable)
 - compensation (if applicable)
 - effective date

If you have any questions regarding the application of this criteria please call Diane Hachey at (916) 324-0439, ATSS 454-0439.


R. L. Rutherford, Manager
Personnel Services Branch