



George Deukmejian, Governor

PERSONNEL MANAGEMENT LIAISONS

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THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

PERSONNEL OFFICERS  
EMPLOYEE RELATIONS OFFICERS

SUBJECT: Salary Loss Upon Transfer to Deep Class  
(Supersedes Management Memo 87-09)


The Department of Personnel Administration (DPA) has recently received a number of requests for exceptions to the application of DPA Rules 599.674 and 599.676 upon transfer to a deep class when an employee incurs a reduction in salary. Management Memo 87-09, issued July 7, 1987, allowed for exceptions upon transfer to the class of Staff Services Analyst when a salary loss occurred. The DPA is extending this exception to include transfer to any deep class.

An example of this situation is a transfer of an Office Technician, Range Number 16.8 to Personnel Assistant I, Range A, Range Number 15.7. Incumbents at the fifth step of the Office Technician class would incur a salary decrease upon movement to Personnel Assistant I, Range A, as the salary rate at the fifth step of the class is above the maximum rate of Personnel Assistant I, Range A.

To prevent a loss in salary upon transfer to a deep class, DPA is recommending that incumbents be placed in an approved Training and Development assignment for a period of time sufficient to meet the higher alternate range criteria. Upon completion of the Training and Development assignment, departments may then request an exception to DPA Rule 599.674 or 599.676. The granting of an exception would then allow transfer of the incumbent to the transferable range and immediate movement to the next higher alternate range with no loss in salary.

Departments may submit exception requests to the DPA (Personnel Services Branch); however, it must be noted that approval will only be given for those incumbents who would actually incur a loss in salary without application of the exception criteria. All requests for exception must be made and approval secured, prior to the effective date of the appointment to the deep class. No retroactive exceptions will be granted.

Questions concerning the exception criteria may be referred to Jan Sale at (916) 324-0439, ATSS 454-0439.

  
R. L. Rutherford, Manager  
Personnel Services Branch

DEPARTMENT OF PERSONNEL ADMINISTRATION  
Management Memorandum

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