



George Deukmejian, Governor

TO: PERSONNEL MANAGEMENT LIAISONS

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THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

PERSONNEL OFFICERS
EMPLOYEE RELATIONS OFFICERS


SUBJECT: Intermittent Time Base - Overtime Hours

This memorandum is to remind all appointing powers of the existing guidelines regarding the counting and crediting of overtime hours, worked by intermittent employees, towards qualifying service for certain benefits.

Upon the completion of 160 hours of paid employment in a pay period, an intermittent employee qualifies to receive credit for State service, sick leave, vacation, special-in-grade and merit salary adjustments. Paid employment, for the purpose of accruing these benefits, is the total of the actual hours worked, any paid absences, plus the prorated hours for any holiday in the pay period. It does not include the premium portion of overtime when the time worked is in excess of the hours required for the work week (Personnel Transaction Manual Section 716 et. seq.)

Example: An intermittent employee worked 10 hours of overtime in a regular work week (40 hours); 50 hours (40 hours regular work plus 10 hours overtime) is counted towards the 160 hour accumulation for a qualifying pay period. The premium portion, 5 hours (one-half of 10 hours) is not counted toward the 160 hour accumulation.

Any questions regarding the provisions of this memorandum should be directed to Diane Navarro at (916) 324-0439, ATSS 454-0439.


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DEPARTMENT OF PERSONNEL ADMINISTRATION
Management Memorandum