

State of California

MEMORANDUM

To: PERSONNEL MANAGEMENT LIAISONS

Date: DECEMBER 20, 1988
REFERENCE CODE: 88-109

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers
Employee Relations Officers

From: Department of Personnel Administration

Subject: Orientation Workshops - New Salary Schedule

During 1988 the Department of Personnel Administration (DPA) reached agreement with the exclusive representatives of rank and file employees to re-define the amount of a salary step as a true five percent. In addition, the DPA regulation defining a salary step for nonrepresented employees will be revised to reflect this change.

As a result of the definition change the existing multiple salary schedules will be eliminated and a new schedule, with every full dollar rate included, will be established. The new salary schedule will be implemented at the beginning of the March 1989 pay period.

In order to familiarize department personnel and employee relations staff with the changes required by the new salary step definition, a series of orientation workshops will be conducted by the DPA in cooperation with the State Personnel Board and the Office of the State Controller. Each session will last approximately two hours.

In those locations where more than one orientation session is scheduled, departments sending more than two people should divide attendance equally between the available sessions. Registration in advance is required. No drop-ins please as sufficient handout material must be prepared and space is limited in most locations. If available, each attendee should bring a hand calculator to the session.

Please call Jan Sale in the Personnel Services Branch to schedule attendees and/or if you have questions, Jan can be reached at (916) 324-0439, ATSS 454-0439.


R. L. Rutherford, Manager
Personnel Services Branch

TRAINING SCHEDULE
NEW SALARY STEP DEFINITION

<u>Location</u>	<u>Address</u>	<u>Date</u>	<u>Time</u>
Sacramento	EDD West Building	1/9/89 (M)	9:30 a.m.
	West Auditorium	1/9/89 (M)	1:30 p.m.
	800 Capitol Mall	1/11/89 (W)	1:30 p.m.
Galt	Richard A. McGee	1/18/89 (W)	10:00 a.m.
	Training Center	1/18/89 (W)	1:30 p.m.
	9850 Twin Cities Road	1/19/89 (Th)	10:00 a.m.
	Folsom Classroom	1/19/89 (Th)	1:30 p.m.
San Francisco	State Building Auditorium	1/25/89 (W)	9:30 a.m.
	350 McAllister Room 1194	1/25/89 (W)	1:30 p.m.
Los Angeles	State Building	2/7/89 (Tu)	9:30 a.m.
	107 South Broadway Room 1138	2/7/89 (Tu)	1:30 p.m.
San Diego	State Building 1350 Front Street Room B-109	2/8/89 (W)	1:30 p.m.
Avenal	California State Prison #1 Kings Way Avenue IST Classroom	2/15/89 (W)	1:30 p.m.
Fresno	CALTRANS	2/16/89 (Th)	9:30 a.m.
	Right-of-Way Building 4491 West Shaw Avenue Conference Room	2/16/89 (Th)	1:30 p.m.
Redding	CALTRANS Building 1657 Riverside Drive Conference Room 24	2/22/89 (W)	9:30 a.m.