

State of California

MEMORANDUM

Date: October 3, 1989

Reference Code: 89-59

To: PERSONNEL MANAGEMENT LIAISONS

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Employee Relations Officers
Personnel Officers

From: Department of Personnel Administration

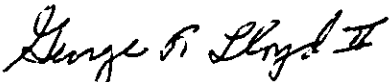
Subject: Transfer of Certain Department of Personnel Administration
Programs within the Classification and Compensation Division

Effective October 16, 1989, all departmental employee relations and/or personnel office staff who have questions concerning the following Classification and Compensation Division (CCD) programs should contact the Department of Personnel Administration staff person(s) as indicated.

☆ All questions or consultations regarding Hiring-Above-Minimum (HAM), Layoff, Red Circle Rates, State Restriction of Appointments Policy and Procedures (SROA), Temporary Work Week Group Reallocations and Fair Labor Standards Act (FLSA) should be directed to your departmental CCD analyst at (916) 324-9381, ATSS 454-9381. These functions had previously been handled by the Personnel Services Branch staff.

☆ All questions or consultations regarding Salary Determinations, Pay Letters, Trade Rate Letters, Pay Scales, Service and Seniority, Reduced Work Time, Early Retirement, Vacation, Holidays and all types of Leaves should continue to be directed to the appropriate Personnel Services Branch staff at (916) 324-0439, ATSS 454-0439.

We appreciate your understanding and cooperation in implementing this transfer of responsibility.



George P. Lloyd II, Chief
Classification and Compensation Division

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