



George Deukmejian, Governor

TO: PERSONNEL MANAGEMENT LIAISONS

REFERENCE CODE: MM90-10  
EFFECTIVE DATE: November 16, 1990  
EXPIRATION DATE: Indefinite  
DATE OF ISSUE: November 16, 1990

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers  
Labor Relations Officers

SUBJECT: DPA FORM 137

The purpose of this memorandum is to advise you of changes to DPA Form 137.

DPA Form 137 was recently revised. The current form has a revision date of August 1990 (8/90). All previous dated forms should be destroyed. Only the current form will be accepted by the Department of Finance and the Department of Personnel Administration staffs.

SAM Section 6210.5 provides instructions on the use of DPA Form 137. However, the Department of Finance will not be updating the SAM to reflect the 8/90 form revision for several months. Therefore, the following summarizes the most recent changes.

The statement following number 2. on the form has been revised to require that departments provide an estimate of the annualized cost for the current fiscal year in addition to the actual fiscal year cost of the proposal/agreement. For example, if the actual cost is \$10,000 for the last four months of the fiscal year, the annualized cost will be \$30,000.

A statement has been added to the form to notice departments that "By the selection of statement(s) 1-3 above, affected departments/agencies acknowledge that subsequent funding through Budget Change Proposals will not be entertained by the Department of Finance".

Departments should establish a file of DPA Forms 137 by duplicating the attached form. DPA will maintain a small supply of the form in the Classification and Compensation Division.

Questions should be referred to your Classification and Compensation Division analyst.

*Bob Painter*

Robert K. Painter, Section Manager  
Classification and Compensation Division

Attachment

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MEMORANDUM

Date:

To: D-22  
 Department of Personnel Administration  
 Classification and Compensation Division  
 Labor Relations Division  
 Legal Division

From:

Subject: Certification of Conformance with Approved Program and Organization and/or Availability of Funds.

I hereby certify that the attached:

- Classification/Pay Proposal <sup>1/</sup>
- Settlement Agreement

[Check applicable statement(s)]

- 1. Is consistent with approved program and organization, with legislative intent and with the Administration's (Governor's) policy, and does not provide for new, expanded, or exploratory programs in this or any subsequent fiscal year.
- 2. Does not require supplemental funding in the current fiscal year, 19\_\_\_\_, or the next fiscal year. The estimated current fiscal year cost is \$\_\_\_\_\_ and the estimated annualized cost is \$\_\_\_\_\_.
- 3. Cost estimate for the budget year, 19\_\_\_\_, is \$\_\_\_\_\_, and the cumulative cost in the budget year is \$\_\_\_\_\_. This total does not exceed one percent of salaries and wages amounts available in the current fiscal year or \$100,000, whichever is less.
- 4. Proposal does not meet the criteria above. If one or more of three certification statements is not checked, approval of the Department of Finance is required and has been noted on the bottom of this page.

By the selection of statement(s) 1-3 above, affected departments/agencies acknowledge that subsequent funding through Budget Change Proposals will not be entertained by the Department of Finance.

\_\_\_\_\_  
Agency Head or Representative

Approved (Required only when number 4 is checked):

\_\_\_\_\_  
Program Budget Manager, Department of Finance (Signature)

\_\_\_\_\_  
(Date)

1/ Establishment or revision of a classification, pay differential, hiring above minimum, temporary authorization to pay cash compensation for overtime, alternate range criteria or allocation of classes to work week groups which authorize cash payment for overtime. Certification of funding for temporary authorization to pay cash compensation for overtime only needs to cover the period of the authorization.

