

State of California

MEMORANDUM

Date: September 23, 1991

Reference Code: 91-63

To: PERSONNEL MANAGEMENT LIAISONS

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers
Labor Relations Officers

From: Department of Personnel Administration
Classification and Compensation Division

Subject: Employees on Limited-Term and Training and Development Assignments
During a Layoff

The purpose of this memorandum is to clarify how employees are treated during a layoff while on a limited-term or training and development (T&D) assignment to a department or subdivision not subject to layoff.

While on a limited-term appointment, the employee is considered an employee of the "to" department. As such, an employee on a limited-term appointment from a department which has determined a need for a staff reduction is excluded from the area of layoff. When the limited-term appointment expires, the employee is reinstated to the "from" department. If at the time the employee returns, the department is going through a layoff, the employee is treated like other affected employees. If the employee returns following a staff reduction, the employee is reinstated in accordance with Government Code 19140.5. At the discretion of the appointing power, these provisions may apply to an employee on a limited-term appointment outside the area of layoff within a department experiencing a reduction in force.

An employee on a T&D assignment remains an employee of the department from which assigned. Therefore, any employee on a T&D assignment to another department or subdivision must be included by the loaning department in any seniority computations for layoff, demotion or involuntary transfer as if the employee were still occupying the former position. Should the employee on the T&D be demoted, the department must reexamine the appropriateness of the T&D. If the employee's seniority is not high enough to enable the employee to retain employment, the T&D is terminated concurrent with the employee's separation.

If you have any questions regarding this memorandum, please direct all your questions to your personnel office staff. Personnel staff may contact Gabriella Green or Rose Bocanegra at (916) 324-0439.

Jeri Martin

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