

State of California

MEMORANDUM

Date: November 8, 1991

Reference Code: 91-72

To: PERSONNEL MANAGEMENT LIAISONS

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Labor Relations and Personnel Officers

From: Department of Personnel Administration
Personnel Services Branch

Subject: Establishing Reemployment Lists

This is to remind departments who are involved in a layoff of the need and process for establishing reemployment lists for employees who are laid off or demoted in lieu of layoff.

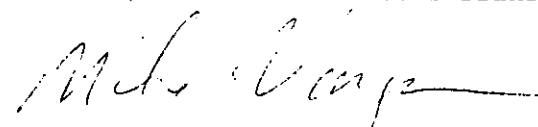
To help facilitate the reemployment of laid-off employees, it is essential that reemployment lists be established on a timely basis. Departments are required to submit the reemployment list form, DPA-016, to the Personnel Services Branch of the Department of Personnel Administration (DPA) as soon as an employee is given their 30-day notice of layoff or demotion in lieu of layoff. The DPA-016s should be submitted along with the updated and certified preliminary seniority lists, as placement on the reemployment list is determined by seniority score. Any delay can jeopardize employees' opportunities for job placement.

DPA is responsible for the auditing of the reemployment list forms for final documentation and certification by the State Personnel Board. To assist us in reviewing and processing the DPA-016 forms, departments are reminded to:

- (a) Submit PAR documents to Controller's to document the layoff or demotion transactions as soon as possible.
- (b) Notify DPA immediately if, after submitting a DPA-016, a notice of termination or demotion is rescinded or amended.

We hope that this information will assist you in our mutual efforts to see that affected employees are placed on the appropriate reemployment lists with the least amount of delay. Your continued assistance and support in establishing these lists is appreciated.

If you have any questions regarding reemployment lists, contact Olivia Hawkins, Personnel Services Branch, at (916) 324-9414 or ATSS 454-9414.


Mike A. Vargas
Layoff Coordinator

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