

State of California

MEMORANDUM

Date: November 25, 1991

Reference Code: 91-78

To: PERSONNEL MANAGEMENT LIAISONS

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Labor Relations and Personnel Officers

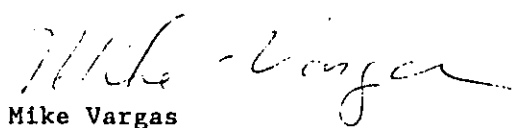
From: Department of Personnel Administration
Personnel Services Branch

Subject: Layoff Notification

The Department of Personnel Administration (DPA) needs to closely monitor layoff activity in affected departments, therefore, effective immediately, DPA is requesting that departments notify DPA when layoff notices are issued to employees. Notification must occur the day notices are issued and must include number of employees by class.

An updated notification must also be provided as of the date of layoff. Again, notification must occur on the effective date of layoff and must include actual number of employees laid off by class.

Please contact Olivia Hawkins at (916) 324-9414 or Profs ID# DPOAH TS1A on the day of each of the above occurrences with this information.


Mike Vargas
Layoff Coordinator

PSB/C08727