

State of California

MEMORANDUM

Date: June 8, 1992  
Reference Code: 92-69

To: PERSONNEL MANAGEMENT LIAISONS

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

PERSONNEL OFFICERS  
SROA COORDINATORS  
TRANSACTIONS MANAGERS

From: Department of Personnel Administration  
Classification and Compensation Division

Subject: Modification of the Seniority Computation Process For Staff  
Reduction Purposes

The impact of impending budget reductions has not yet been identified by many departments; however, it is anticipated that relatively large staff reductions will occur in several departments. Best estimates are that these reductions could result in requests for 30,000 or more seniority score computations. It is also apparent that these requests will be received in a short span of time, and that departments will request short turn-around times. The Department of Personnel Administration (DPA) does not have the staff to allow short response times. History during the past year shows that seniority score computations for a department, depending on the numbers and complexity, can require four to six months to complete.

Many questions and concerns have arisen regarding the amount of time that has been required for seniority score computations.

1. Major Causes of Delays

- a. Intermittent Hours. The most time-consuming problem connected with seniority score computations has involved intermittent time that has not been posted to employees' work histories that are maintained by the State Controller's Office (SCO). Employing departments are supposed to enter the dates and hours of intermittent service into employees' work histories when the employees receive full-time appointments, receive salary adjustments, change classes, or separate from State service. This is frequently not done; therefore, it becomes an issue when seniority scores are requested. DPA must call the departments to obtain the information, or calculate the information from payroll records. If intermittent time was posted as it should be, approximately 25 to 30% of the time currently required for seniority score computations would be eliminated.
- b. Prior Service Credit. State employees receive seniority credit for prior service with the University of California; the California State Universities/Colleges; the Legislature; exempt service in the

Executive Branch of State Government; and for time worked in another government entity prior to their function being transferred to the State. Employing departments are supposed to obtain prior service credit information for employees when hired, and then to insert prior history flags in the employees' records by means of Personnel Action Requests (PAR). Often departments do not request prior service credit, and it becomes an issue when seniority scores are requested. In addition, if the information is requested and a department does not flag the employees' records, incorrect seniority scores will be issued.

2. Modification of the Seniority Score Computation Process. Effective June 15, 1992, the following procedure will be applicable to requests for seniority scores:
  - a. Intermittent Hours. Departments shall ensure that all dates and hours of intermittent service are entered in employees' work histories, by means of PARs, prior to submitting requests to DPA for seniority score computations. Time should be posted through the date that DPA is computing seniority scores at the time a department's request is submitted. This date should be obtained from the Classification and Compensation Division (CCD) analysts at DPA.
    - (1) Departments must verify in the data base that all intermittent service has been credited.
    - (2) Departments may, in some cases, have to contact employees' former departments to request that they submit the dates and hours to SCO.
    - (3) Departments must notify DPA in cases where records of intermittent hours for an employee have been destroyed, and provide the time period of the intermittent employment when requesting seniority scores. DPA will then determine the hours to credit the employee.
    - (4) Department seniority score requests shall include verification that intermittent hours have been entered in work histories as appropriate. DPA's CCD analysts shall return seniority score requests if intermittent hours have not been entered in employees' work histories.
  - b. Prior Service Credit
    - (1) Departments must survey employees in the classes and areas of layoff to determine if any claimed prior service has not yet been credited to them.

(2) Departments may collect the data from prior employers in the following ways.

(a) University of California

- For service prior to October 1, 1961, contact the Public Employees' Retirement System.
- For service after October 1, 1961, contact the payroll office at the employing campus and request the employee's record of earnings.
- The Registrar's Office at the employing campus can verify prior student status.

(b) California State Universities/Colleges

- For student employment service prior to June 1, 1961, and for employment service of nonstudents prior to September 1, 1961, the data is available on microfiche records at DPA (Service and Seniority Unit).
- For service from June 1, 1961/September 1, 1961, through 1976, contact the employing campus' personnel office and request a copy of the employee record cards.
- For service after 1976, the data should be on the PIMS data base.

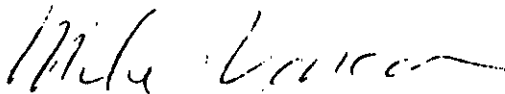
(c) Other Prior Employers. Contact the personnel office of the agency in question.

(3) Departments should then submit the employment data to DPA who will calculate the seniority scores.

(4) Departments must then enter prior history flags in the employees' work histories.

Departments are asked to only request seniority computations that are truly required to conduct the necessary staff reductions. Additionally, when it is determined that layoffs will not be needed, departments are asked to withdraw seniority computation requests. These actions will help to expedite necessary seniority computations.

Thank you for your attention to these issues. Please contact Leslie Ferguson at (916) 324-0447 if you have any questions.



Mike Vargas  
Layoff Coordinator

