

State of California

MEMORANDUM

Date: December 9, 1992

Reference Code: 92-124

To: PERSONNEL MANAGEMENT LIAISONS

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers
SROA Coordinators

From: Department of Personnel Administration
Classification and Compensation Division

Subject: Layoff Status

The purpose of this memorandum is to advise all departments that there are still State employees who are in danger of being laid off or being demoted or transferred in-lieu-of layoff and to request the continued assistance of hiring departments in placing these and future surplus employees in nonsurplus positions.

There were over 10,000 employees' names on State Restriction of Appointment (SROA) lists at the peak of the fiscal crisis in 1991. Of these, only 160 employees have actually been laid off because over 3,800 employees have been placed in positions in nonsurplus departments through the SROA process. This effort was aided by the Early Retirement Plan that was implemented in the summer of 1992. Over 1,300 employees remain on SROA lists; however, this downward trend is not expected to continue. There are still 24 departments that anticipate layoffs of about 1,000 employees, and this projection is expected to increase.

State revenues to date for FY 92/93 are below the projections used to develop the Governor's Budget; therefore, we anticipate that departments will be exploring ways to reduce their budgets even further in 1993, and increased layoffs will be one of the alternatives. The demands placed upon the SROA process may exceed those in 1991; therefore, it is essential that both surplus and nonsurplus departments cooperate fully to ensure that the SROA process is able to handle the workload.

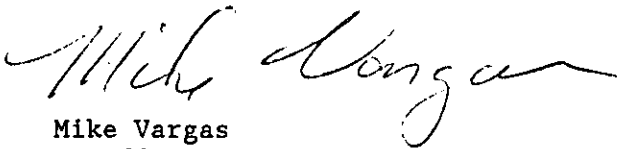
Surplus departments should initiate planning activities as soon as possible, by identifying necessary staffing reductions, areas and classes of layoff, and demotional paths. You should contact your Classification and Compensation Division (CCD) analysts at the Department of Personnel Administration (DPA) as soon as possible to discuss these issues and the need to place employees on SROA lists. It is critical, however, that the SROA lists not be flooded with

names of senior employees who are not in jeopardy of layoff or demotion in-lieu-of layoff. Past experience has shown that many senior employees use the SROA process to conduct searches for the perfect jobs and turn down numerous offers. This behavior is very frustrating to hiring departments that make valid job offers, and makes them less-willing participants in the SROA process. List placement should be limited, therefore, to employees who truly need to be placed in nonsurplus positions. The normal rule is to place names of the three least senior employees per position being abolished.

Nonsurplus departments that are in hiring modes should widely advertise vacancies and take every opportunity to place surplus employees in nonsurplus positions. Hiring supervisors and managers should be advised that requests for exceptions to the SROA process must be kept to a minimum and will be critically analyzed. It is clear that the budget crisis is not over yet and your continued cooperation is essential to avoid layoffs of State employees.

DPA distributed the new SROA Policy and Procedure Manual to all Personnel Management Liaisons (PML) by means of PML Memorandum 92-110 on November 16, 1992. The Policy and Procedure Manual was developed with assistance of staff members of both surplus and nonsurplus departments, and it addresses the SROA Program from both points of view. This Manual contains all the current criteria and provisions of the SROA Program, and should be referred to for guidance. Questions regarding the SROA Program may be addressed to the SROA Unit at DPA at (916) 324-0439, and general layoff questions should be directed to your CCD analysts at DPA.

Thank you for your continued cooperation and assistance.

A handwritten signature in cursive script, appearing to read "Mike Vargas".

Mike Vargas
Layoff Coordinator

