



stationary, and the employee is unable to return to his/her regular job.\* The names may remain on the SROA list for up to one year. These employees will be given hiring preference over everyone except mandatory reinstatements. When a certification is ordered, the IDR employees' names will appear at the top of the SROA list and will be flagged. The participants in this program will not have the option of waiving job offers. If a job offer is not accepted, the IDR benefits will be terminated effective the date the job offer is made. It is anticipated that there will be approximately 20 employees in this program annually.

## INJURED STATE WORKER PLACEMENT

### *All State Departments*

The ISWAP program is intended to identify employees who are injured and need to be placed. An employee's name may be placed on a SROA list for up to one year. *The injured employee's name will be placed on as many SROA lists as deemed appropriate when it is determined that the medical condition is permanent and stationary, and the employee is unable to return to his/her regular job.\** When a certification is ordered to fill a position, the ISWAP employees will appear along with the SROA and IDR names. The ISWAP employees will not receive preferential hiring consideration. Appointing powers should, however, give consideration to them when making appointments. ISWAP names will appear at the bottom of the SROA list.

## HOW TO PLACE NAMES ON SROA LISTS

When your department has an employee who is to be included in either the IDR or ISWAP programs, you must submit the following information:

- Name
- Social Security Number
- Home Address
- Telephone Number
- Primary Class
- *Appropriate Lists*

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\*State Compensation Insurance Fund counselors will be able to assist with assessment testing then your personnel staff should identify appropriate lists upon which to place participants' names.

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Identify the employee as IDR. Incomplete information will result in processing delays. This should be sent to DPA's *Workers' Compensation and Safety Program* Division (attention: Sondra Cooper).

*For ISWAP, send the list with same information to Vickie Cooley, Classification and Compensation Division.*

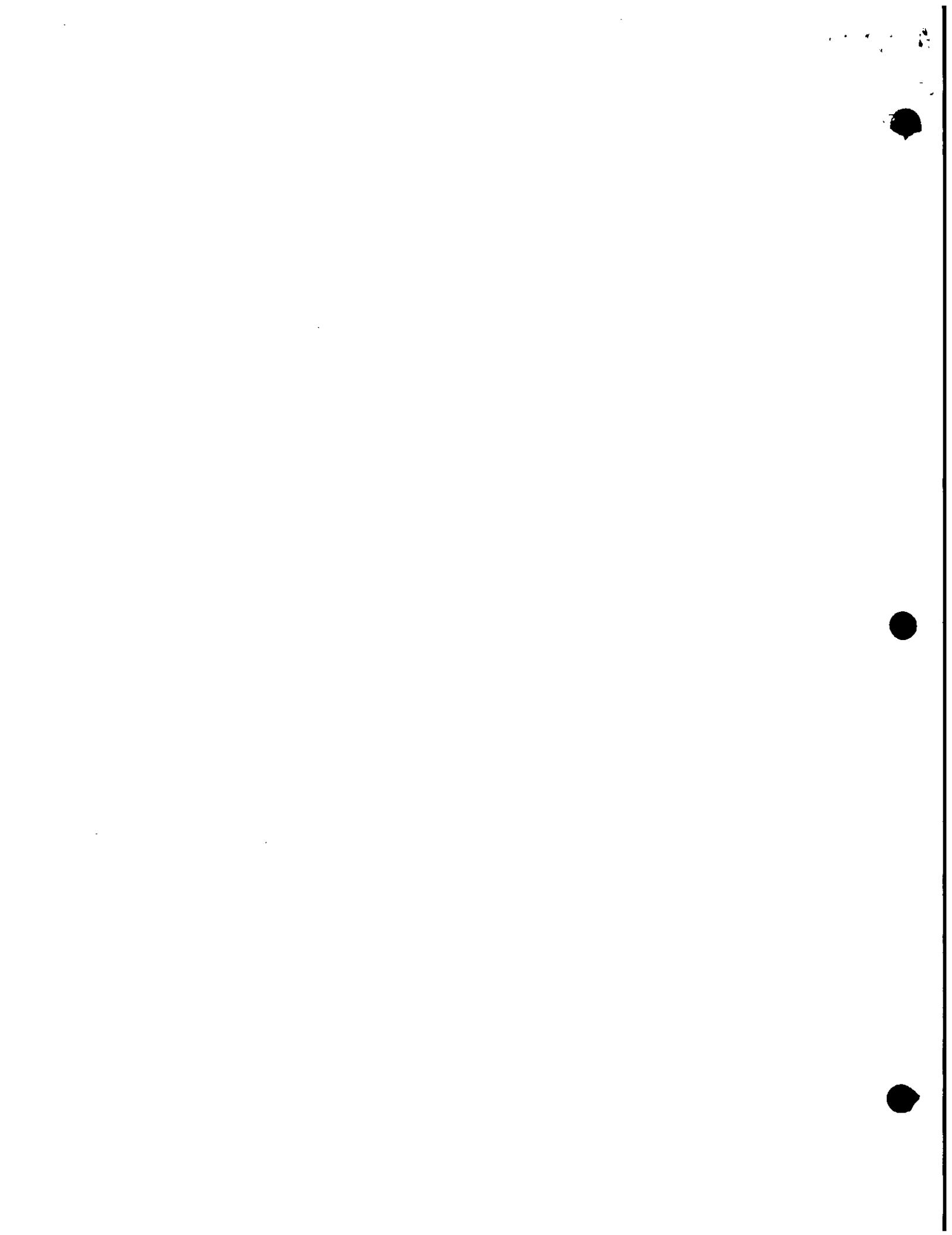
**EFFECTIVE DATE**

This system was effective December 1, 1994.

If you have any questions concerning placement of names on SROA lists, please call Vickie Cooley at (916) 324-0450. If you have questions concerning the IDR or ISWAP programs, please call Sondra Cooper at (916) 327-1839.



Mike Vargas  
SROA Unit Manager



**MEMORANDUM**

**TO:** PERSONNEL MANAGEMENT LIAISONS

**DATE:** December 16, 1994

**REFERENCE CODE:** 94-66

**THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:**

Personnel Officers  
SROA Coordinators  
Workers' Compensation and Return to Work Coordinators

**FROM:** Department of Personnel Administration  
Classification and Compensation Division

**SUBJECT:** State Restriction of Appointments (SROA) Process to Facilitate Placing Industrial Disability Retirement (IDR) and Injured State Workers' Assistance Program (ISWAP) Employees

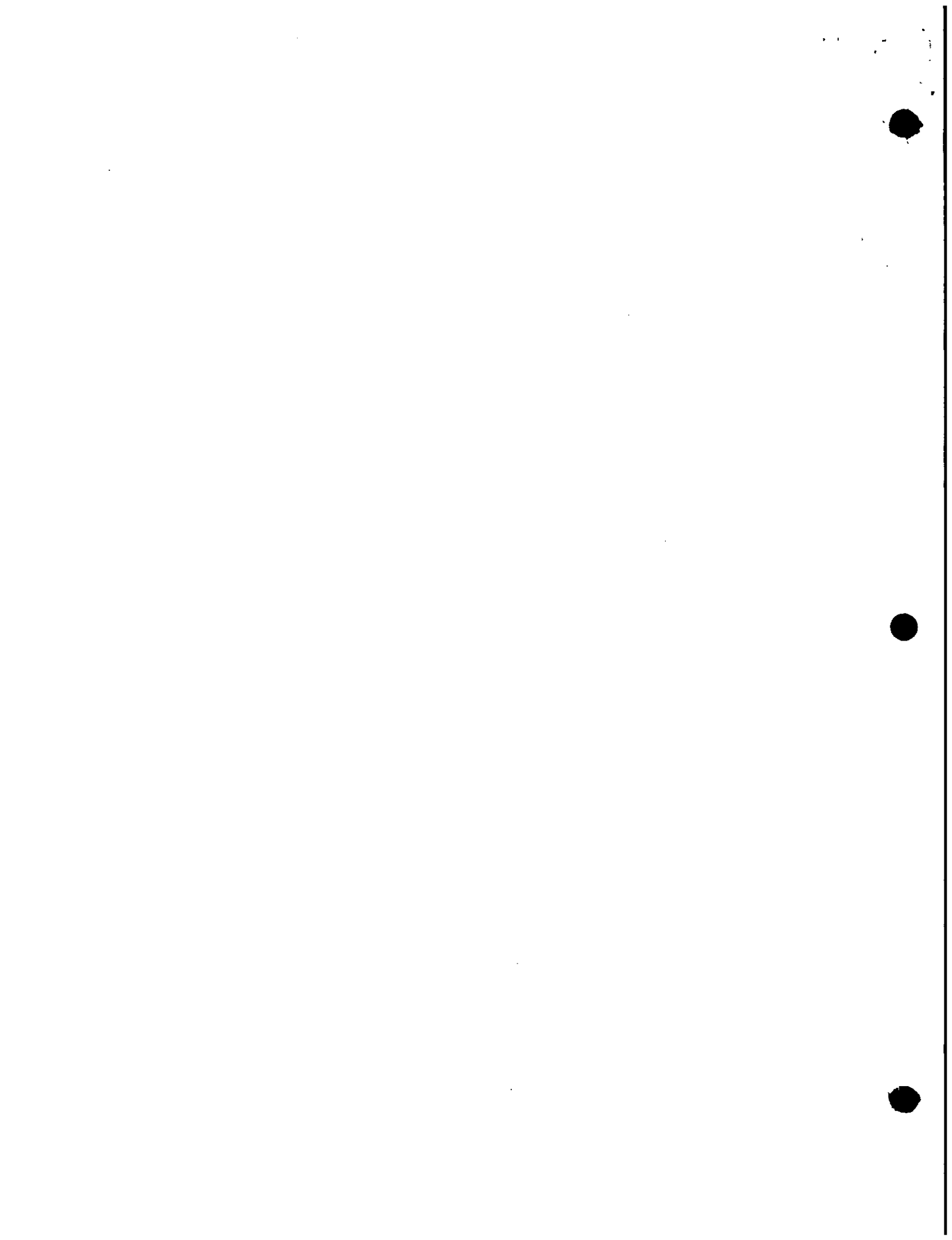
It is the Department of Personnel Administration's (DPA) policy to do everything possible to assist qualified injured workers in returning to meaningful work. The use of the SROA mechanism already in place will accomplish this and will enable us to avoid the creation of yet another new system for departments to deal with. There are two distinct programs for injured State workers that are addressed in this memorandum: IDR and ISWAP.

**INDUSTRIAL DISABILITY RETIREMENT**

The IDR rules are fully explained in PML 94-15, and apply to employees in Bargaining Units 1, 4, 15, 18 and 20 only. Pursuant to Government Code Sections 19876.5, 20038.5, 21021.5, 21020.6, 21292.4 and Labor Code Section 139.5(g), an employee who suffers a qualifying industrial injury or illness and who is permanently unable to perform the duties of his/her current position is eligible to participate in this program. The injured employee's name will be placed on as many SROA lists as deemed appropriate when it is determined that the medical condition is permanent and stationary, and the employee is unable to return to his/her regular job.\* The names may remain on the SROA list for up to one year. These employees will be given hiring preference over everyone except mandatory reinstatements. When a certification is ordered, the IDR employees' names will appear at the top of the SROA list and will be flagged. The participants in this program will not have the option of waiving job

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\*State Compensation Insurance Fund counselors will be able to assist with assessment testing then your personnel staff should identify appropriate lists upon which to place participants' names.



offers. If a job offer is not accepted, the IDR benefits will be terminated effective the date the job offer is made. It is anticipated that there will be approximately 20 employees in this program annually.

#### **INJURED STATE WORKER PLACEMENT**

The ISWAP program is intended to identify employees who are injured and need to be placed. An employee's name may be placed on a SROA list for up to one year. When a certification is ordered to fill a position, the ISWAP employees will appear along with the SROA and IDR names. The ISWAP employees will not receive preferential hiring consideration. Appointing powers should, however, give consideration to them when making appointments. ISWAP names will appear at the bottom of the SROA list.

#### **HOW TO PLACE NAMES ON SROA LISTS**

When your department has an employee who is to be included in either the IDR or ISWAP programs, you must submit the following information:

- Name
- Social Security Number
- Home Address
- Telephone Number
- Primary Class
- List II Classes

Identify the employee as IDR or ISWAP. Incomplete information will result in processing delays. This should be sent to DPA's Pay and Benefit Division (attention: Sondra Cooper).

#### **EFFECTIVE DATE**

This system was effective December 1, 1994.

If you have any questions concerning placement of names on SROA lists, please call Vickie Cooley at (916) 324-0450. If you have questions concerning the IDR or ISWAP programs, please call Sondra Cooper at (916) 327-1839.

  
Mike Vargas  
SROA Unit Manager

