

MEMORANDUM

TO: PERSONNEL MANAGEMENT LIAISONS **DATE:** December 29, 1994
REFERENCE CODE: 94-77

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

PERSONNEL OFFICERS

FROM: Department of Personnel Administration
Classification and Compensation Division

SUBJECT: Exempt Salary Program for January 1, 1995

On behalf of the Governor Wilson, Director of Personnel Administration David J. Tirapelle has announced the exempt salary program for 1995 as follows:

1. All exempt employees who were on the Personal Leave Program (PLP) in 1994 will remain on the program.
2. The official salaries of statutory state officers will increase by 3% in accordance with the applicable statutes. The Governor, however, will ask these appointees to take voluntary salary reductions. Each such state officer will receive information from the Governor's Office regarding his or her respective reduction along with a sample letter to the State Controller requesting that the reduction be made.
3. Exempt state managers (those designated E99 or E79) may receive a Pay for Performance (PFP) increase up to 8% (specifically 5% + 3%, compounded) as approved by their department directors or their board.
4. Exempt state supervisors (those designated E98 or E68) may receive a Pay for Performance (PFP) increase of up to 3% as approved by their department directors or their boards.
5. Exempt state workers (those designated E97) will receive a 3% general salary increase.
6. The Governor's Office is not included in the program above. Instead, junior staff in the Governor's Office will receive increases of up to 5% under the PFP program. Senior staff will not receive increases at this time. Salary increases for departmental employees on assignment to the Governor's Office must be approved by the Governor's Office. The Governor's Personnel Office will notify your department if you have any such qualified employees.

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7. Exempt employees designated R, S or M (Department of Education Special Schools and the California Maritime Academy) will receive increases comparable to civil service as specified in PML 94-70.
8. A chart outlining the program is attached.

Each director or board chairperson has been sent a list of their exempt employees with the current salary and the new maximum which they may use for certification by indicating the amount of the new salary on the line with the employee's name. If for any reason this list is not available, a list of employees with their social security numbers, positions numbers and approved increases may be drawn up and signed by the director or representative of the board (normally the chairperson). Agency Secretaries may require their review and approval of the Pay for Performance increases of employees in departments in their agencies.

Each individual salary increase, except the automatic 3% for the E97 exempt workers, must be key entered onto the employment history database. In order for employees to receive the increase in their January paycheck, it must be keyed by January 23, 1995. An increase keyed after that date may still be effective January 1, 1995 if an individual's performance is certified as meeting or exceeding standards as of that date, but it will not be processed in time for the January payroll. Document the increase as a "SAL" transaction. After keying, the lists should be retained in the Personnel Office for future verification.

Questions on the program may be addressed to me at DPA, telephone: 324-0434, E-Mail: dacombie@smtp.dpa.ca.gov, PROFS: (dpa)dacombie or the P.I.E. as Dave Combies.



David A. Combies
Exempt Program Coordinator
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Attachment

1995 EXEMPT SALARY PROGRAM SUMMARY
Department of Personnel Administration

The Personal Leave Program (PLP) remains in effect on all exempt positions that were not taken off in 1994. In addition, Pay for Performance (PFP) is added as specified below:

CBID	DEFINITION OF GROUP	INCREASE
E99 & E79	DPA Exempt-managers in departments.	PFP: up to 8%
E98 & E68	DPA Exempt-supervisors in departments	PFP: up to 3%
E97	DPA Exempt classes in the departments.	3%
E99	Full-time Statutory exempts whose salaries are set in law. INCUMBENTS WILL BE ASKED TO TAKE VOLUNTARY REDUCTIONS.	3% - Per Govt. Code Formula
E50	Part-time annual salary statutes.	3% - Per Govt. Code Formula
E90	Elected Officials in the Executive Branch. (Set by the CA Citizens's Compensation Commission).	0%
E	Statutory exempts (daily rate board members).	0% (No change)
E	DPA exempt classes with CBID of E (unless otherwise notified).	0% (No change)
E89	Judicial Statutories.	3% - Per Govt. Code Formula
GOVERNOR'S OFFICE STAFF (Did not receive any increase in 1994)		
-	Governor's Senior Staff	0% (No change)
-	Governor's Junior Staff	PFP: up to 5%
NON-EXCLUDED EXEMPTS (Department of Education and the Maritime Academy)		
R03, R21	Various represented Teaching classes at the special schools in Education and the Maritime Academy.	3%
S03	Supervisory classes at the special schools.	PFP: 0 or 3%
M03	Management classes at the special schools.	PFP: 0 or 3%
S21	Supervisory classes at the Maritime Academy.	PFP: 0 or 3%
M21	Management classes at the Maritime Academy.	PFP: 0 or 3%