

MEMORANDUM

TO: PERSONNEL MANAGEMENT LIAISONS                      DATE: May 16, 1996  
REFERENCE CODE: 96-018

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

PERSONNEL OFFICERS

FROM: Department of Personnel Administration  
Classification and Compensation Division

SUBJECT: Establishing Reemployment List Eligibility (Revised Form DPA-016)

CONTACT: Olivia Hawkins  
Personnel Services Branch  
(916)324-9414 or Calnet 454-9414  
Office Vision: DPA (OAHAWKIN)  
Internet: OAHAWKIN@SMTP.DPA.CA.GOV

The Department of Personnel Administration (DPA) has revised Form DPA-016, utilized when establishing employee reemployment list eligibility. Effective immediately, departments should submit Form DPA-016 (Establishing Reemployment Lists) directly to the State Personnel Board's Certification Unit. Review of this form by DPA prior to submission to SPB will no longer be required.

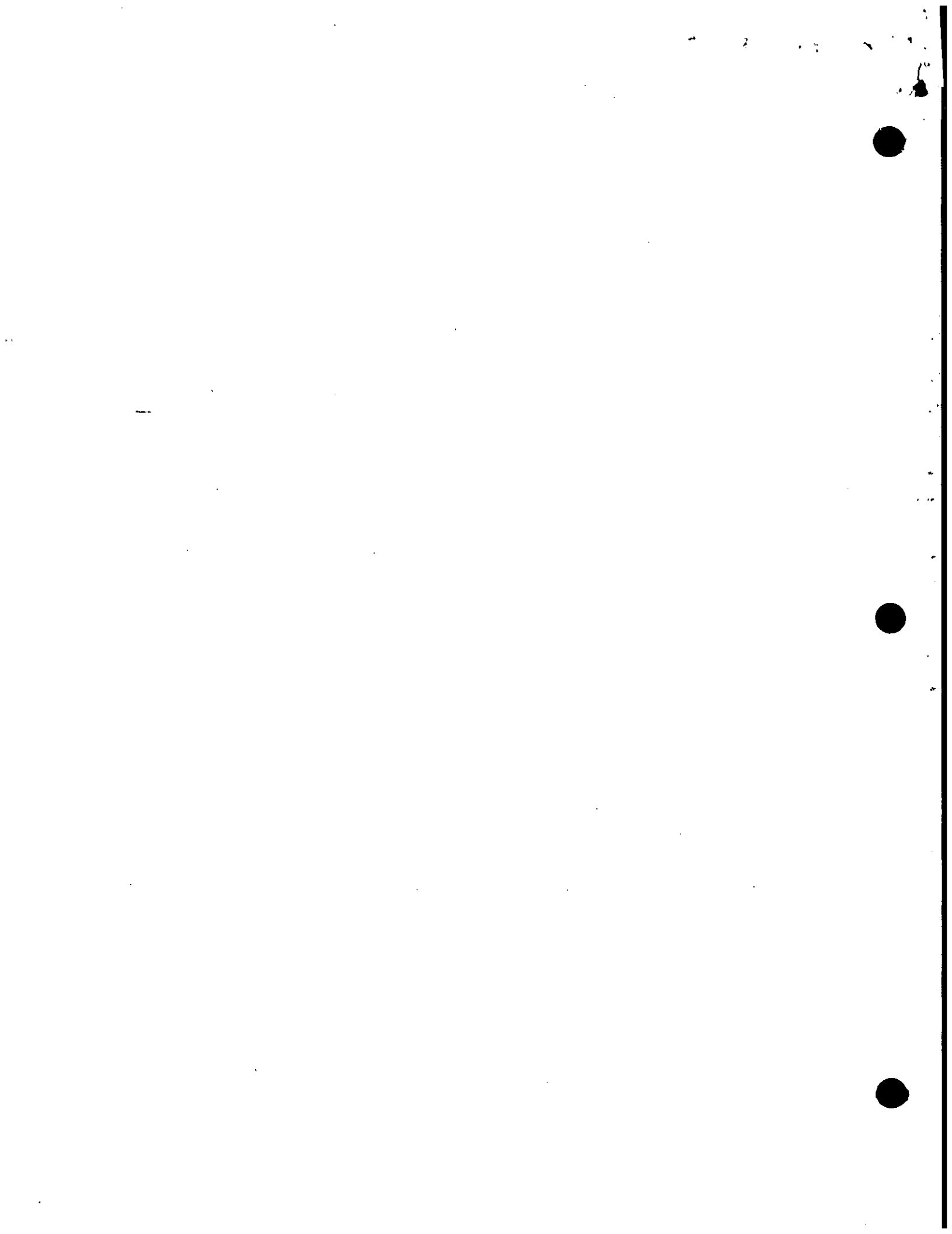
To assist you in this process, the attached instructions for completion of the Form DPA-016 and other attachments should be reviewed and distributed to appropriate staff.

Any questions regarding the completion of the Form DPA-016 should be addressed to your department's Personnel Services Specialist at DPA, (916) 324-0439 or ATSS 454-0439. Questions regarding the layoff process should be addressed to your Classification and Compensation Division analyst at DPA.



Mike Vargas  
Program Manager

Attachments



# ATTACHMENT 1

STATE OF CALIFORNIA

DEPARTMENT OF PERSONNEL ADMINISTRATION

## ESTABLISHING REEMPLOYMENT LISTS

DATE:

PPA-016 (REVISED 4-96)

1. TO: STATE PERSONNEL BOARD  
801 CAPITOL MALL  
SACRAMENTO, CA 94244-2010  
ATTN: CERTIFICATION UNIT

FROM: NAME:

DEPT:

TELE:

2. EMPLOYEE TO BE PLACED ON LIST

NAME:

SSA#:

MAILING ADDRESS:

TELE:

3. CLASS TITLE	CLASS CODE	SENIORITY SCORE	TIE SCORE SEQ.
(CLASS LEAVING ONLY)			

4. TYPE OF REEMPLOYMENT LISTS (CHECK THE APPROPRIATE BOXES)

- (C) SRL (subdivision) \_\_\_\_\_ (department) \_\_\_\_\_
- (F) DRL (department) \_\_\_\_\_
- (H) GRL (all departments)

5. EFFECTIVE DATE IF REEMPLOYMENT LIST ELIGIBILITY \_\_\_\_\_

6. REEMPLOYMENT LIST TIME BASE ELIGIBILITY

- FULL TIME       PART TIME AND INTERMITTENT ONLY

7. TYPE OF ACTION PLACING EMPLOYEE ON LIST

- | <u>MANDATORY PLACEMENT</u>   | <u>PERMISSIVE PLACEMENT</u>                                | <u>SPB PLACEMENT</u>  |
|--|--|---|
| S30 <input type="checkbox"/> TERMINATION (19997.11)                    | S02 <input type="checkbox"/> IN LAYOFF SITUATION           | S02 <input type="checkbox"/> IN LIEU OF INVOLUNTARY TRANSFER <input type="checkbox"/> 19253.5 |
| A10 <input type="checkbox"/> DEMOTION IN LEU OF TERMINATION (19997.11) | S01 <input type="checkbox"/> RESIGNATION (18903-04)        | S70 <input type="checkbox"/> RETIRED IN LIEU OF LAYOFF <input type="checkbox"/> 19050.7       |
| A11 <input type="checkbox"/> INVOLUNTARY REASSIGNMENT (19997.8)        | A02 <input type="checkbox"/> VOLUNTARY DEMOTION (18903-04) | <input type="checkbox"/> 19141  |
| A03 <input type="checkbox"/> CEA (19889.3)                             | A02 <input type="checkbox"/> TRANSFER-SAME CLASS           | <input type="checkbox"/> 19062  |
|  | A02 <input type="checkbox"/> TRANSFER-DIFFERENT CLASS      | <input type="checkbox"/> RULE 548.153   |

8. EMPLOYEE CONDITIONS OF EMPLOYMENT PREFERENCE

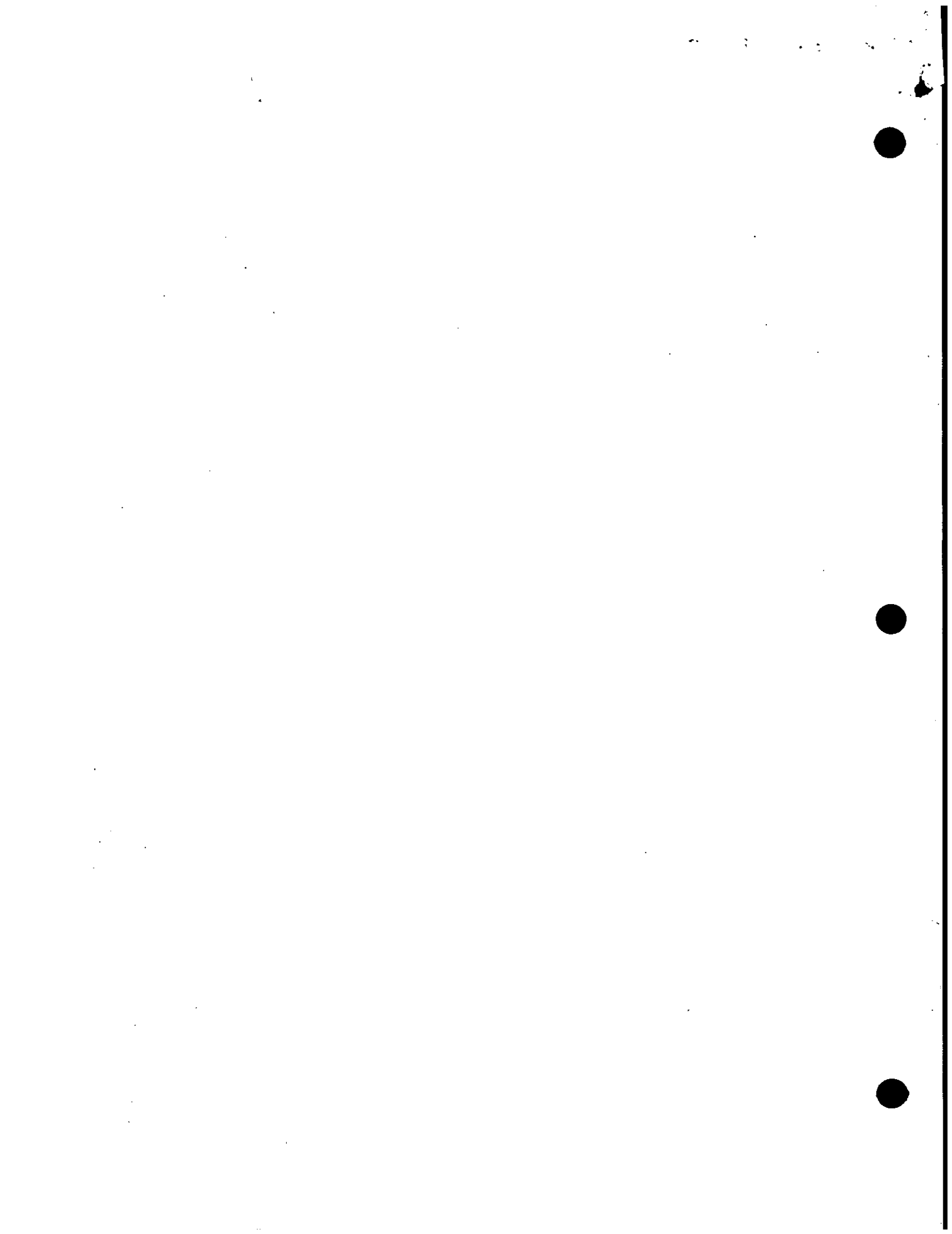
- PERMANENT       FULL TIME       INTERMITTENT
- TEMPORARY       PART TIME       INACTIVE

9. LOCATION(S)

SPB use) CERTIFICATION

SIGNATURE OF ORIGINATOR

DATE SENT TO SPB



COMPLETION OF FORM DPA-016  
ESTABLISHING REEMPLOYMENT LISTS  
(Attachment 2)

1. From:

Name - Originator of Form

Dept - Complete

Phone - Of Originator

2. Employee Name, SS#, Mailing Address, and Phone #

3. Class Title and Class Code - Enter the class title and the class code for which reemployment list eligibility is being given.

Seniority Score - Enter the employee's seniority score from the certified seniority listing, updating if necessary, and Tie Score Seq. (if applicable); i.e., if several employees are in the same rank, break the tie, then enter 1 for the employee with highest score, 2 for next the employee, etc.

4. Type of Reemployment Eligibility

SRL - Subdivisional Reemployment List (Rule of 1)

DRL - Departmental Reemployment List (Rule of 1)

GRL - General Reemployment List (Rule of 3)

5. Effective Date of Reemployment Eligibility

S Transactions - Effective the Next Day

A Transactions - Effective the Same Day as Transaction

SPB Placement for Medical Reasons - As Determined by SPB

Termination of Exempt or CEA - At Employees Request

6. Reemployment List Time Base Eligibility - Enter the maximum time base which the employees's status provides.

7. Type of Action Placing Employee on List - Check the appropriate box for the type of transaction giving the employee reemployment list eligibility. Action indicated must be the same transaction as coded on the PAR.

8. Employee Conditions of Employment Preference - Check the appropriate box/boxes for the type of appointment and time base as indicated by the employee on the DPA-015, Notice of Involuntary Transfer, Demotion or Termination. If the employee is not interested in reemployment at this time, mark the Inactive box.

9. Location - Enter the preferred location, county or region as indicated by the employee on the DPA-015. Convert county or region to codes per SROA Scanner Form: i.e., Los Angeles = 1900, Statewide = 5.

Signature of Originator and Date Sent to SPB.

ADDITIONAL INFORMATION - One form may be used to place an employee's name on reemployment for more than one class provided all information is the same. If a servicewide class has been identified in order to provide an employee demoted or laid off in a department-specific class a better opportunity for reemployment per Memo 92-11, a separate form must be completed. Complete one form for department specific class giving employee departmental reemployment eligibility. Xerox a copy of the form and line through the department specific class in Item 3 and enter the servicewide class in red ink. Mark the GRL box in Item 4.

A copy of the form and the Certified Seniority Listing should be kept on file for audit purposes. The original copy should be forwarded to SPB Certification Unit for final documentation and certification. Do not send forms to SPB until the transaction has been posted to the PAR document.

For situations where a Seniority Listing has not been requested, such as terminated CEA or SPB Placement, please send the completed DPA-016 to the Service and Seniority Unit, DPA, Attn: Leslie Ferguson. A special computation will be done and returned to you for processing.

If an amendment is required after an employee has been placed on reemployment, make amendments on file copy in red ink, write "amended copy" on the top of the form and resubmit to SPB.

Attachment 1 should be duplicated and kept on file for use in establishing reemployment eligibility.

**ESTABLISHMENT OF REEMPLOYMENT LISTS**

**Attachment 3**

**REEMPLOYMENT LIST ELIGIBILITY**

ACTION PLACING NAME ON REEMPLOYMENT LISTS	WHO PLACES EMPLOYEE'S NAME ON LISTS?	IS PLACEMENT ON LISTS MANDATORY OR PERMISSIVE?	IN WHICH CLASSES IS REEMPLOYMENT LIST ELIGIBILITY GAINED?	ON WHICH LISTS IS EMPLOYEE'S NAME PLACED?
<p><b>A. LAYOFF SITUATIONS</b></p> <p>1. TERMINATION OF A PERMANENT OR PROBATIONARY EMPLOYEE GC. 19997.11. (S30)</p>	DEPARTMENT	BY EMPLOYEE RIGHT	<p>CLASS EMPLOYEE LEAVING AND EACH CLASS IN THE PRIMARY SERIES (SAME SERIES).</p> <p>-----AND-----</p> <p>ALL CLASSES IN THE SECONDARY SERIES IN THE DEMOTIONAL PATTERN BELOW THE CLASS LEAVING THROUGH WHICH HE/SHE WOULD HAVE DEMOTED BECAUSE OF INSUFFICIENT SENIORITY BUT ABOVE THE LEVEL AT WHICH SENIORITY WOULD PROVIDE A JOB.</p>	<p>S D G OR D G</p> <p>-----</p> <p>S D G OR D G</p>
<p>2. DEMOTION (A10) OR INVOLUNTARY TRANSFER (A11) IN LIEU OF TERMINATION UNDER G.C. 19997.8 TO A POSITION IN A CLASS IN THE DEMOTIONAL PATTERN OR TO A CLASS IN WHICH THE EMPLOYEE PREVIOUSLY SERVED.</p>	DEPARTMENT	BY EMPLOYEE RIGHT	<p>CLASS EMPLOYEE LEAVING AND EACH CLASS IN THE PRIMARY SERIES (SAME SERIES) ABOVE THE SALARY RANGE LEVEL AT WHICH HIS/HER SENIORITY WOULD PROVIDE A JOB.</p> <p>----- AND -----</p> <p>ALL CLASSES IN THE SECONDARY SERIES IN THE DEMOTIONAL PATTERN BELOW THE CLASS LEAVING THROUGH WHICH HE/SHE WOULD HAVE DEMOTED BECAUSE OF INSUFFICIENT SENIORITY BUT ABOVE THE LEVEL AT WHICH SENIORITY WOULD PROVIDE A JOB.</p>	<p>S D G OR D G</p> <p>-----</p> <p>S D OR D</p>
<p>3. VOLUNTARY DEMOTION TO A VACANT POSITION OUTSIDE THE AREA OF TERMINATION. (A02)</p>	DEPARTMENT	BY APPOINTING POWER DISCRETION	CLASS EMPLOYEE IS LEAVING.	S D G OR D G
<p>4. TRANSFER IN THE SAME CLASS TO A DIFFERENT LOCATION OR DEPARTMENT. (A02)</p>	DEPARTMENT	BY APPOINTING POWER DISCRETION	CLASS EMPLOYEE IS LEAVING.	S D - IF TO DIFFERENT DEPARTMENT S - LOCATION CHANGE/SAME DEPARTMENT
<p>5. TRANSFER TO A DIFFERENT CLASS. (A02)</p>	DEPARTMENT	BY APPOINTING POWER DISCRETION	CLASS EMPLOYEE IS LEAVING.	S D OR D

LEGEND: S = SUBDIVISIONAL REEMPLOYMENT LIST  
D = DEPARTMENTAL REEMPLOYMENT LIST  
G = GENERAL REEMPLOYMENT LIST

**ESTABLISHMENT OF REEMPLOYMENT LISTS**

**REEMPLOYMENT LIST ELIGIBILITY - PAGE 2**

ACTION PLACING NAME ON REEMPLOYMENT LISTS	WHO PLACES EMPLOYEE'S NAME ON LISTS?	IS PLACEMENT ON LISTS MANDATORY OR PERMISSIVE?	IN WHICH CLASSES IS REEMPLOYMENT LIST ELIGIBILITY GAINED?	ON WHICH LISTS IS EMPLOYEE'S NAME PLACED?
6. RESIGNATION (S02) RETIRED IN LIEU OF LAYOFF (S70)	DEPARTMENT (AFTER EVALUATING REASON AND CIRCUMSTANCES OF RESIGNATION.)	BY APPOINTING POWER DISCRETION	CLASS EMPLOYEE IS LEAVING.	S D G OR D G
B. TERMINATION, (S32) DEMOTION, OR TRANSFER (A12) FOR MEDICAL REASONS G.C. 19253.5  1. IF EMPLOYEE REINSTATES TO LOWER CLASS - SAME DEPARTMENT.	DEPARTMENT	BY EMPLOYEE RIGHT	CLASS FROM WHICH TERMINATED. MUST BE PLACED ON REEMPLOYMENT LIST ONLY AFTER MEDICALLY CLEARED BY THE STATE MEDICAL OFFICER TO PERFORM THE DUTIES OF THE CLASS AND THERE IS NO VACANT POSITION TO WHICH THE EMPLOYEE CAN BE RETURNED.	S D
2. IF EMPLOYEE REINSTATES TO COMPARABLE OR LOWER CLASS - ANOTHER DEPARTMENT.	DEPARTMENT	BY EMPLOYEE RIGHT	CLASS FROM WHICH TERMINATED AND LOWER CLASSES IN THE SAME SERIES ABOVE THE SALARY RANGE FOR THE CLASS IN WHICH REINSTATED. MUST BE PLACED ON REEMPLOYMENT LIST ONLY AFTER MEDICALLY CLEARED BY THE STATE MEDICAL OFFICER TO PERFORM THE DUTIES OF THE CLASS AND THERE IS NO VACANT POSITION TO WHICH THE EMPLOYEE CAN BE RETURNED.	D
3. IF NO VACANCY IN STATE SERVICE.	PERSONNEL BOARD	BY EMPLOYEE RIGHT	CLASS FROM WHICH TERMINATED AND LOWER CLASSES IN THE SAME SERIES. MUST BE PLACED ON REEMPLOYMENT LIST ONLY AFTER MEDICALLY CLEARED BY THE STATE MEDICAL OFFICER TO PERFORM THE DUTIES OF THE CLASS AND THERE IS NO VACANT POSITION TO WHICH THE EMPLOYEE CAN BE RETURNED.	S D

LEGEND: S = SUBDIVISIONAL REEMPLOYMENT LIST  
D = DEPARTMENTAL REEMPLOYMENT LIST  
G = GENERAL REEMPLOYMENT LIST

**ESTABLISHMENT OF REEMPLOYMENT LISTS**

**REEMPLOYMENT LIST ELIGIBILITY - PAGE 3**

ACTION PLACING NAME ON REEMPLOYMENT LISTS	WHO PLACES EMPLOYEE'S NAME ON LISTS?	IS PLACEMENT ON LISTS MANDATORY OR PERMISSIVE?	IN WHICH CLASSES IS REEMPLOYMENT LIST ELIGIBILITY GAINED?	ON WHICH LISTS IS EMPLOYEE'S NAME PLACED?
<p><b>C. TERMINATION OF EXEMPT APPOINTMENT FOR REASONS COVERED IN G.C. 1997 (S05)</b></p> <p>1. IF EXEMPT EMPLOYEE IS TERMINATED FOR REASONS COVERED IN 1997 AND HE/SHE PREVIOUSLY HELD A CIVIL SERVICE POSITION AND HE/SHE DOES NOT HAVE A RIGHT TO REINSTATEMENT.</p>	<p>DEPARTMENT (PRIOR EMPLOYER)</p>	<p>BY EMPLOYEE, RIGHT</p>	<p>CLASS OF FORMER CIVIL SERVICE POSITION.</p>	<p>D G</p>
<p><b>D. TERMINATION OF CEA APPOINTMENT (A03)</b></p> <p>1. IF EMPLOYEE HAS REINSTATEMENT PURSUANT TO 2CCR 548.153 AND THERE IS NO VACANT POSITION.</p>	<p>DEPARTMENT WHERE SERVED 3 YEARS CEA</p>	<p>BY EMPLOYEE RIGHT</p>	<p>CIVIL SERVICE CLASSES THAT MEET THE CONDITIONS SPECIFIED IN 2CCR 548.153.</p>	<p>D G</p>

LEGEND: S = SUBDIVISIONAL REEMPLOYMENT LIST  
 D = DEPARTMENTAL REEMPLOYMENT LIST  
 G = GENERAL REEMPLOYMENT LIST

