

MEMORANDUM

TO: PERSONNEL MANAGEMENT LIAISONS

DATE: May 15, 1996
REFERENCE CODE: 96-019

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Labor Relations Officers
Personnel Officers

FROM: Department of Personnel Administration
Labor Relations Division

SUBJECT: Information Request - CSEA

In the course of bargaining labor contracts, the union makes requests to the State for information related to bargaining proposals. Following is information requested specific to Bargaining Unit 1. This information is only available through individual departments, and therefore, each department is requested to develop a response and submit it to the Department of Personnel Administration by June 30, 1996.

The information requested is:

CELLULAR TELEPHONES

Does the department provide its employees with cellular telephones? If yes, how many Unit 1 employees are provided such telephones?

Please provide a copy of any department policy regarding cellular telephone use.

MAILBOXES AND BULLETIN BOARDS

Article 2, Section 2.4, of the Unit 1 Contract addresses employee mailboxes. Does the department have mailboxes subject to this provision. (Please note that "in-baskets" are not mailboxes.) If yes, please identify the locations of such mailboxes.

Please provide information describing incidents concerning inappropriate use of bulletin boards by the union.

AWOL SEPARATIONS

Please provide the number of Unit 1 employees that experienced AWOL separation during the period July 1, 1992 through April 30, 1996.

PARENTAL AND ADOPTION LEAVE

Please provide the number of Unit 1 employees that have applied for both parental leave and leave under the Family and Medical Leave Act during the period July 1, 1993 to April 30, 1996.

Please provide the number of Unit 1 employees that have applied for both adoption leave and leave under the Family and Medical Leave Act during the period July 1, 1993 to April 30, 1996.

TRAVEL

What is the number of Unit 1 employees who have received relocation expenses by year from July 1, 1992 to April 30, 1996?

UNIFORM ALLOWANCE

Does the department require Unit 1 employees to wear uniforms? If yes, please provide the number by class of full-time employees required to wear uniforms, and the number by class of permanent intermittent employees required to wear uniforms.

Is the uniform allowance pro-rated for permanent intermittent employees? If yes, what is the cost savings to the department from pro-rating the uniform allowance for Unit 1 permanent intermittent employees required to wear uniforms?

If the department has a contract with a vendor to provide uniforms to employees, please provide the names of those vendors.

PERMANENT INTERMITTENT EMPLOYMENT

Does the department have permanent intermittent Unit 1 employees? If yes, does the department use a permanent intermittent pool for scheduling or assignment purposes?

If a pool concept is used, how many permanent intermittent employees are in pools?

Please provide a copy of the department policy that covers scheduling Unit 1 permanent intermittent employees for work.

STATE OWNED HOUSING

Please provide, by classification and location, the number of Unit 1 employees in State owned housing.

What is the fair market value of the facilities at each location?

IDENTIFICATION CARDS

What is the cost of providing identification cards to Unit 1 employees?

COMMUTE PROGRAM

Please provide the number of commute passes sold to Unit 1 employees by month from July 1, 1992 to April 30, 1996.

Please respond to each of the above information requests. If an item does not apply to your department, state that fact. If information pertaining to an item is not tracked by bargaining unit, or nonexistent, so state. If information pertaining to an item is not readily available, please contact me regarding a reasonable time frame for gathering and submitting this information to DPA. Otherwise, the information is due June 30, 1996.

Please submit the requested information to me, James Wheatley, Senior Labor Relations Officer, Department of Personnel Administration, 1515 "S" Street, Suite 400, North Building, Sacramento, CA 95814, or inter-agency mail at D-22.

If you have questions, please contact me at 324-0501.



James Wheatley
Senior Labor Relations Officer

1
2
3

