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B.....	DPA Rules 599.854; 599.854.1; 599.854.2; 599.854.3; and 599.854.4
C.....	State Restriction of Appointments Scanner Form
D	Summary of Transactions Covered and not Covered by SROA and Those Delegated to Departments.
E.....	Injured State Worker List Placement Form



e. Surplus Employees

Employees not on SROA lists who have been designated surplus by DPA have status equal to employees on SROA lists.

Surplus employees may be appointed even if an SROA list exists.

f. Injured State Worker Assistance Program (ISWAP) Lists

Rule of the List applies, but it is not necessary to clear the list. Please see X.D. for more detail.

3. Extension of Certifications

Departments may request an extension of a certification if an appointment has not been made in 60 days. If the SROA names on the original certification were cleared, new SROA names on the extension need not be cleared. New reemployment list names, however, would have to be cleared, prior to using lists other than the SROA lists.

B. UPDATING SROA LISTS

1. The number of names on an SROA list may vary daily, due to the addition or deletion of names.
2. A department need only clear the certification list ordered at the time recruitment began that was used to make a commitment. It is not necessary to clear additional SROA employees added to the original list once a commitment has been made.

C. CONTACTS

All contacts to employees on SROA lists should be made in writing. Telephone contacts may be made if followed up in writing. Contacts are normally valid for 60 days; however, if an SROA certification is extended beyond 60 days, it is not necessary to reissue contact letters to the SROA eligibles.

D. CLEARANCE OF SROA LISTS

1. Employees who do not respond (IDNR) or do not appear for interviews or work (IDNA) should be removed from the SROA lists by the hiring departments. Employees are to be allowed a reasonable time to respond to inquiries as provided for by SPB Rules 258 and 260. For SROA lists only, departments should remove the names of ALL persons who do not respond or appear, not just those down to the name of the person hired from the list; and the names of those who do not respond or appear should be removed even if the list is not used to fill the position. An employee may request that his/her name be restored to the list if there was a valid reason for not responding or appearing. The request must be in writing and include a description and validation of the reason. Examples of acceptable reasons and validations would include an emergency medical condition requiring hospitalization verified by a doctor; and a vacation away from home verified by airline tickets.
2. A name may be cleared from an SROA list if the employee: (1) has been hired by another agency to a nonsurplus position (HS); (2) waives eligibility for appointment (AW); or (3) is hired from this certification (H).
3. A name may be removed from an SROA list after refusal of a job offer if the procedures in Section IV.A.7 of this manual are followed.
4. Special exemptions authorized in this manual may be used to clear a name of an SROA list eligible.
5. Interchangeable Positions (Classes)

The groupings of interchangeable positions (classes) are listed in the State Controller's Office Payroll Procedures Manual. They were approved by the Department of Finance to facilitate the practice of hiring employees at the entry level and later promoting them to the journey level without submission of another Form 607.

contracts can still be developed, because many COD classes are not on SROA and others, such as Office Assistant, that are on SROA have significant turnover rates. Appointing powers and the COD Unit at SPB should consider these factors before finalizing contracts.

2. Initial Hires into COD-Funded Positions in Restricted Classes

COD eligibles may be on SROA lists; therefore, SROA lists must be screened for eligibles. If eligibles are found, they must be hired or cleared before other lists may be used. WIN/COD eligibles will be flagged "9" and COD/REHABILITATION eligibles will be flagged "H" on SROA lists. If an SROA list contains no COD eligibles, it may be bypassed and other lists used.

3. Transitioning COD Employees into Permanent Positions in SROA Classes

After employees in COD-funded positions have served their training periods, they may be transitioned to permanent civil service positions as follows:

- a. COD employees hired to status classes from eligible lists, which were cleared for SROA candidates, may transfer to permanent positions in the same class without clearing SROA (Intra-agency transfers in same class are exempt from SROA).
- b. COD employees hired into TAU classes who must compete in competitive examinations to transition, may be hired into permanent positions only after the SROA lists for the classes of transition have been cleared.

B. LIMITED EXAMINATION APPOINTMENT (LEAP) PROGRAM

Before a LEAP eligible may be initially hired, the SROA list for the class of appointment must be cleared. When a LEAP eligible has successfully completed the training period, he/she may receive a permanent appointment without clearing the SROA list again.

C. STATE EMPLOYEE PLACEMENT PROGRAM (NextSTEP)

NextSTEP applies only to employees in Bargaining Units 1, 4, 15, 18, and 20 who have suffered qualifying industrial injuries and illnesses and who are unable to perform the duties of their current classes. The NextSTEP Program is described in Personnel Management Liaison Memorandum 95-054. NextSTEP employees will be placed on up to six SROA lists, and may remain on the lists for up to 15 months. They have hiring preference over all appointments except mandatory reinstatements and they do not have the option of waiving appropriate job offers. Their names will appear at the tops of SROA lists and will be noted as NextSTEP. The NextSTEP Program is managed in DPA's Workers' Compensation and Safety Program and SROA/NextSTEP application form should be sent to the NextSTEP Coordinator at DPA. The SROA system is used to assist in the placement of these employees so that it is not necessary to develop a separate parallel system.

D. ISWAP

ISWAP is intended to identify employees who are injured and need to be placed in other than their regular jobs.

The SROA process is used as a vehicle to make the names of ISWAP participants known to prospective employers. ISWAP employees receive no preferential hiring rights; that is, their names are published for information only. If, however, an employer wishes to make an appointment of an ISWAP participant, it is not necessary to clear SROA or surplus.

An employee whose medical condition is "permanent and stationary" and is unable to perform his/her normal job may be placed on a maximum of six ISWAP lists and will appear after the names of NextSTEP and SROA employees. ISWAP names may remain on lists for a maximum of one year.

The form included in this manual as Attachment E should be used to place the names of ISWAP employees on SROA lists.

**STATE RESTRICTION OF APPOINTMENTS PROGRAM
POLICY AND PROCEDURE MANUAL**

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SROA/ISWAP

SROA Coordinator: Vickie Cooley

Classification and Compensation Division
 Department of Personnel Administration
 1515 S Street, North Bldg., Suite 400
 Sacramento, CA 95814

Regarding

Name: _____
 SSA#: _____
 Home Address: _____
 Telephone: _____
 Primary Class: _____ Current Salary: _____
 Location Designation: _____

In accordance with PML 95-41, please place the above named State worker on the SROA/ISWAP lists indicated below:

	County	Job Class	Class Code	Meets Legal & Educational Requirements	Within Salary Range	Minimum Salary	Maximum Salary
1							
2							
3							
4							
5							
6							

I have verified that the above named individual meets the legal and educational requirements and the salary range restrictions of each of the classifications listed. Additionally, I have advised this employee that participants' names are included on SROA certs for informational purposes only, no preferential hiring status is gained. Their applications should be coded in the upper right corner, "ISWAP Participant."

Thank you for your assistance in this matter. If you have any questions, I can be reached at () _____ - _____.

Sincerely,

 Return-to-Work Coordinator

 Department/Work Site

Please submit four copies to DPA.

