

MEMORANDUM

TO: PERSONNEL MANAGEMENT LIAISONS      DATE: June 29, 1998  
REFERENCE CODE: 98-025

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Labor Relations Officers  
Personnel Officers  
SROA Coordinators

FROM: Department of Personnel Administration  
Classification and Compensation Division

SUBJECT: Staffing Reduction Policy and Procedure Manual, Revision #1

CONTACT: Joe Broderick, Assistant Program Manager  
(916) 324-9397, CALNET 454-9397  
FAX: (916) 327-1886  
OFFICE VISION: DPA(JABRODER)  
INTERNET: JABRODER@DPA.CA.GOV

This revision clarifies language in the existing manual, revises forms to make them more usable, and brings portions of the manual into compliance with new law. The staffing reduction process itself remains unchanged.

Please duplicate and distribute the changes to all holders of the Staffing Reductions Policy and Procedure Manual in your department. The revision record should be completed after insertion of the revised pages.

FILING INSTRUCTIONS:

REMOVE

i-v  
5-8  
11-12  
13-16  
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21-24  
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Annex E

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REMOVE

Annex F  
Annex G  
Annex H - Annex H, Page 2  
Annex J  
Attachment to Annex J  
Annex K With Demotion Charts  
Annex M  
Annex O

INSERT

Annex F  
Annex G  
Annex H - Annex H, Page 2  
Annex J  
Attachment to Annex J  
Annex K With Demotion Charts  
Annex M  
Annex O and Directions  
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If you have any questions regarding this revision, please contact Joe Broderick.



Mike Vargas  
Program Manager

Attachments

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POLICY AND PROCEDURE MANUAL  
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- (3) If no change of residence is required, it is recommended that the employee be given a 30-calendar day notice.
- (4) If there are vacancies, no layoff exists, and employees are offered involuntary transfers which are normally based on seniority. An employee who does not wish to accept an involuntary transfer may personally locate a position for a permissive transfer or may resign in lieu of involuntary transfer.
- (5) If the employee does not elect one of the options in (4), the appointing power may separate him/her for failing to report to work in the new location (AWOL). (See Annex S.)
- (6) An employee who is involuntarily transferred to a different geographic location and must move his/her residence is entitled to relocation expenses.

c. Involuntary Demotion in Lieu of Layoff

- (1) An employee may demote to a lower class in the series in which the layoff class is located, if the employee has sufficient seniority to remain in the lower class.
- (2) An employee may demote to a lower class to which the layoff class is closely related, if the employee has sufficient seniority to remain in the lower class.
- (3) An employee may demote to a lower class in a different line of work in which the employee served in a permanent or probationary status under any appointing power, if the current employer uses the class and if the employee has sufficient seniority to remain in the class.
- (4) An employee who is demoted in lieu of layoff to a different geographic location and is required to change residence is entitled to relocation expenses.

II. RESPONSIBILITY FOR STAFFING REDUCTIONS

A. APPOINTING POWER

1. Prior to Staffing Reduction

There are several actions that all departments are expected to take regardless of their status as surplus or nonsurplus departments. The completion of these actions is important because should staffing reductions be required, departments normally want to expedite the process. If the following actions are not accomplished, the staff reductions will be delayed because DPA will be forced to return the seniority computation requests for the departments to complete them.

a. Post Dates and Hours of Intermittent Employment,  
as Required, to Employees' Histories

The State Controller's Office (SCO) requires departments to post the dates and hours of intermittent service to employees' work histories when they receive full-time appointments, receive salary adjustments, change classes, or separate from State service.

- (1) A department which requests seniority scores must certify on the request (Annex D) that dates and hours of intermittent employment have been posted through the date to which DPA is computing seniority scores. This date should be obtained from your DPA Classification and Compensation Division (CCD) analyst.
- (2) A department must verify in the data base that all intermittent service has been credited.
- (3) A department may have to contact employees' former employers to request that they submit the data to SCO.
- (4) If an employee's intermittent records have been destroyed, a department must notify DPA of that and provide the time period of the intermittent service. DPA will then determine the appropriate time to credit the employee.
- (5) If a department does not post the intermittent hours of its employees, the seniority computation request will be returned.

b. Gather Prior Service Data When Employees Are Appointed and Submit the Data to DPA for Seniority Service Computation, and Flag the Work Histories

If a department requests seniority scores, it must survey employees in the areas of layoff to determine if any prior exempt service has not yet been credited to them. Annex G may be used to survey employees.

- (1) Departments must enter the appropriate prior history codes in item 450 of Personnel Action Requests for their employees.
- (2) A department requesting seniority scores must submit all prior service data to DPA along with the seniority request, for the calculation of service credits.
- (3) Prior service data is available at the following sources.
  - (a) University of California
    1. Nonstudent employment service prior to October 1, 1961 - contact the Public Employees' Retirement System.

2. Service from October 1, 1961 - contact the campus payroll office and request the employee's record of earnings.

3. Contact the campus Registrar's Office to verify prior student status.

(b) California State Universities/Colleges

1. Nonstudent employment service prior to September 1, 1961 - microfiche records at DPA.

2. Nonstudent employment service from September 1, 1961 through 1976 - contact the campus personnel office and request copies of the record cards.

3. Nonstudent employment service after 1976 - data should be on the PIMS data base.

4. No student service qualifies for State seniority credit.

(c) Other Prior Employers

Qualifying service may be obtained by contacting the agency's personnel office.

(4) If a department has not entered prior history flags in its employees' work histories (if appropriate), and does not forward prior service employment data to DPA, the department's request for seniority score computations will be returned.

(5) Prior service data and potential State service discrepancies shall be submitted to DPA utilizing Annex U.

c. Gather Qualifying Prior Military Service Data When Employees Are Appointed and Retain in Files

New employees and employees who have not previously been surveyed should be asked to complete DPA Form 190 (7/93), Military Service Information (Annex F). The completed forms should be retained permanently in the employees' personnel files. The data gathered by these forms are used to determine if employees are eligible for a maximum of 12 seniority points if a layoff occurs. Annex H, Worksheet to Determine if Military Service Qualifies for Seniority Credit, should be used to determine qualifying service. Annex H also lists the campaigns and medals used to determine if an employee is a veteran.

2. Identifies Need for Staffing Reduction

When the appointing power knows that a budget reduction is necessary, it may first determine if the reduction can be accomplished by eliminating items, such as new construction or major renovations, and research or training funds, that would not require a reduction in staff size. If that isn't feasible or does not accomplish the entire savings, it will be necessary to reduce staffing. Limited-term appointments should be used until the scope of the reduction is identified.

3. Explores Methods of Reducing Staff Size and Determines Need for Layoff

The appointing power determines how many positions must be reduced, and determines if there are sufficient vacancies that can be left vacant to accomplish the requisite savings.

- a. The appointing power may consider the feasibility of terminating any emergency, temporary, training and development, retired annuitant, or limited-term appointments in the department to accomplish the necessary savings.
- b. The appointing power can also explore the entire spectrum of voluntary methods of reducing staff that are described in Section III of this Manual.
- c. If the methods in this paragraph do not accomplish the entire savings, the appointing power will have to initiate the layoff process.

4. Identifies the Area of Layoff (GC Section 19997.6)

a. Classes of Layoff and Demotional Patterns

The first component of identifying the area of layoff is determining the classes in which positions are to be abolished, and the classes that are to be included in the primary (including personal) and secondary demotional patterns for employees in these classes. **Refer to Annex K for examples of layoffs and demotional charts.** The significance of designation as a primary or secondary pattern is that different reemployment list eligibility accrues. An employee may receive general, departmental and subdivisional reemployment list eligibility for a primary class and only departmental and subdivisional reemployment list eligibility for a secondary class.

- (1) Every employee who MAY be laid off or demoted in lieu of layoff should be identified so that all impacted classes or those that could be impacted are included in the area of layoff. This must be done so that personal patterns can be developed.
- (2) Classes established to meet goals of special employment and training programs are included in demotional patterns unless precluded by funding sources.

or classes of layoff. Restricting a layoff to a geographic or other subdivision can result in an employee in that subdivision being laid off while a less senior employee in another area is not laid off.

(3) Organizational or Functional Subdivisional Layoff

Functional or subdivisional layoffs are very rare. They are appropriate if the subdivision is a function or project that is clearly distinct from other department operations; and/or the employees in the function or project were hired with the clear understanding that they would be employed only for the duration of the function or project.

5. Initiates Contact With DPA for Approval of Area of Layoff and SROA/Surplus Classes, and Computation of Preliminary Seniority Scores

a. Submit a Request for Preliminary Seniority Scores Form (Annex D) to DPA.

(1) This form will contain the class or classes of layoff, the number of positions to be abolished in each class, and whether the layoff is to be statewide or subdivisional.

(2) Demotional charts must be attached.

(3) A list of classes to be designated as SROA or surplus or an explanation of why neither of these categories is desired must be attached.

(4) The requesting department must certify on the form that dates and hours of permanent intermittent employment have been posted to employees' work histories; and that prior exempt service data has been gathered and submitted to DPA; and that prior history flags have been entered in employees' work histories.

b. The form (Annex D) and attachments (demotional charts and list of SROA/surplus classes) should be sent to the CCD analyst at DPA for approval. The CCD analyst will then route one copy of the approved form and demotional charts to DPA's Service and Seniority Unit, which will request the preliminary seniority scores from SCO; and send a second copy to SPB. The CCD analyst will route the approved request for SROA/surplus designation to DPA's SROA Unit.

c. SROA lists become flooded with the names of senior employees whose jobs are not in jeopardy, unless a limit is placed on the number of names that may be designated for SROA. Normally, therefore, three employees per position to be abolished in the class of layoff may have their names placed on the SROA list. The SROA Program Policy and Procedure Manual describes the SROA Program in detail.

6. May Request Red Circle Salary Rates

Red circle salary rates are not appropriate if they are necessitated by demotions that result from funding reductions. If, however, the demotion that caused the employee to move to a class with a lower salary rate was caused by a management-initiated decision to correct a misallocated position or effect a reorganization, the appointing power may request that DPA approve a red circle salary rate, if the employee meets the criteria.

7. Notifies Employee Organizations of Impending Layoff

- a. Employee Organizations must be notified by the appointing power in writing 60 days prior to the effective date of the layoff. The notice (Annex E) should include at a minimum the reason for the layoff, the area of layoff, the anticipated classes affected, the total number of employees in each affected class, the estimated number of surplus employees in each affected class, the proposed effective date of the layoff, and a statement that the employee organization may request, within three weeks of the date the notice was mailed, to meet and confer regarding the impact of the layoff. The meet and confer session should not include any issues that were negotiated and/or included in the MOU. For example, if the MOU defers the determination of areas of layoff to GC Section 1997.2, the issue should not be readdressed.
- b. If a department meets and confers with an employee organization and signs an agreement in regard to the impact of the layoff, include a statement that the provisions of the agreement remain in effect until all actions caused by the layoff are permanently resolved, including the completion of probationary periods by employees who transfer to avoid layoff or lessen the impact of layoff. The statement should further provide that should such an employee be rejected on probation and subsequent layoffs become necessary as a direct result, the rejected employee would be reinstated and the employee to be laid off and the union would receive 30-day notices.

8. Advises SPB of Impending Layoff

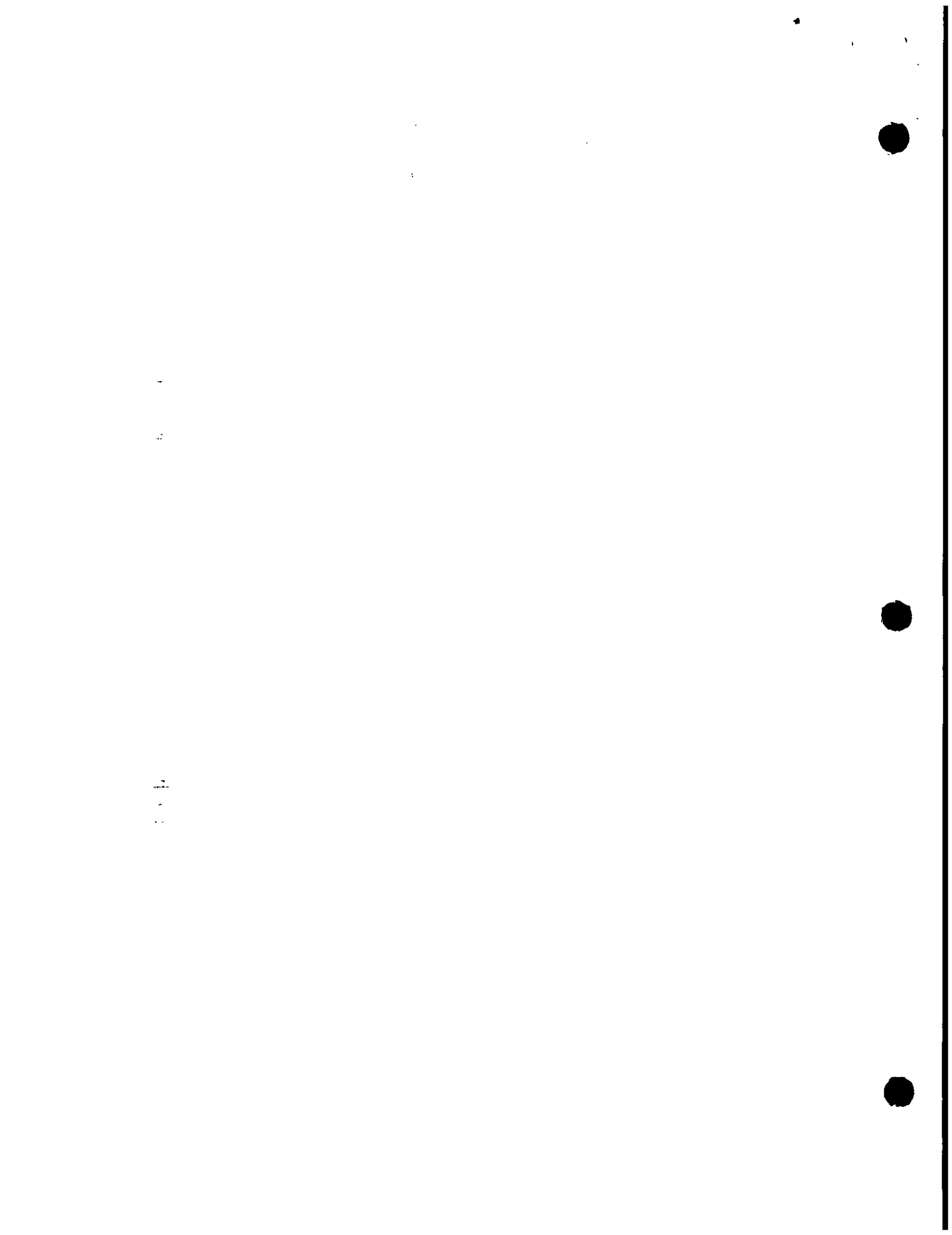
The appointing power should send SPB a copy of the Area of Layoff request that it sends to DPA. The appointing power should begin to review data to show whether or not discriminatory hiring practices have occurred in the classes of layoff. If there is no indication of discriminatory hiring practice, the composition of the affected work force before and after the layoff will be a nonissue. If you feel there is no indication of past discrimination, discuss with SPB whether a census to determine the composition of the work force before and after the layoff, in accordance with GC Section 19798 (AB 3001), is necessary.

9. Distributes Employee Ethnic/Sex/Disability Designation Form (SPB Form 3001) to Employees in Area of Layoff

If SPB determines it is necessary, distribute SPB Form 3001 to all employees in the area of layoff.

10. Surveys Employees to Determine if Prior Exempt Service Has Been Credited (If not done at time of hire.)

State employees receive seniority credit for prior service with the University of California; the California State Universities/Colleges; the Legislature; exempt service in the Executive Branch of State Government; and for time worked in another government agency, prior to that agency's function being transferred to the State. Appointing powers should obtain prior service data **when employees are hired**; submit the data to DPA for calculation of seniority credit; and then insert prior history flags in the employees' records by means of Personnel Action Requests (PARs). If the data was not gathered at time of hire, it should be gathered for the classes of layoff at this time. Annex G (Prior Exempt Service Questionnaire) may be distributed to employees in the classes of layoff to verify that they have received credit for prior service. Data gathered at the time of



time of layoff should be submitted to DPA so that credit can be calculated. The appointing power's request for seniority scores (Annex D) must contain a certification that prior service data has been provided to DPA. Section II.A.1.b. provides information as to how to obtain these data.

11. Enters Employees' Intermittent Dates and Hours of Employment in Their Work Histories (If not done prior to staffing reduction.)

Seniority score computations are often delayed because appointing powers have not posted intermittent dates and hours of employment prior to requesting seniority scores from DPA. Appointing powers requesting seniority scores must certify on the request (Annex D) that intermittent dates and hours of employment have been posted through the date that DPA is using to compute scores. This date should be obtained from your CCD analyst at DPA. If records have been destroyed, notify DPA of the time period of intermittent employment and DPA shall determine the credit. Refer to Section II.A.1.a. for more detail.

12. Distributes SROA Scanner Form (Annex L) to SROA - Eligible Employees

Normally three employees per position to be abolished are eligible to have their names placed on SROA lists. Participation is voluntary, and initial list placement is for 120 days. Detailed information regarding the SROA Process is contained in the current SROA Policy and Procedure Manual, which should be reviewed in depth whenever it is determined that staffing reductions are necessary.

13. Surveys Employees to Identify Those With Qualifying Prior Military Service (If not done prior to staffing reduction.)

Most departments survey employees at time of hire to determine whether or not they possess military service that qualifies them for a maximum of 12 seniority points. DPA Form 190, Survey of Qualifying Military Service (Annex F), may be used to conduct the survey. Annex H, Worksheet to Determine if Military Service Qualifies for Seniority Credit, should be used to distinguish which service is qualifying. Annex H also lists the campaigns and medals used to determine if an employee is a veteran.

14. Determines if Any Employees Qualify for Seniority Credit for Internment During World War II

An employee who had a break in service due to internment orders issued by the Commanding Officer of the Western Defense Command in March 1942 shall be entitled to seniority credit for layoff purposes if the employee:

- Was in State service on March 5, 1942; and
- Returned to State service on or before December 31, 1949; and
- Furnishes written proof of the dates of internment and release.

An employee who meets these criteria shall receive seniority credits as though he/she had not left his/her classification

until the date of release from internment. Only the period from March 5, 1942 to the date of release from internment can be credited for seniority points.

15. Distributes Reports of Performance to Supervisors/Managers for Completion for Professional, Scientific, Administrative, Management, and Executive Employees

Reports of Performance **must be** completed for employees in these categories in all classes of layoff. The reports should normally be consistent with the most recent performance appraisals, and should reflect performance since the last performance appraisal or during the last 12-month period. If the reports are not consistent with the most recent performance appraisals, supporting documentation, that has been shared with the employees, must exist. Employees must receive copies of the reports prior to the issuance of seniority lists. The reports should be made on DPA Form 040, Report of Current Performance (Annex I).

a. Changes to Seniority Scores

If the Report of Performance is a "Satisfactory" rating, no change is made to the employee's seniority score. If the rating is "Improvement Needed," 12 points are deducted from the seniority score. If the rating is "Unsatisfactory," 36 points are deducted.

b. Demotion to Lower Classes

The 12 or 36 points are only deducted from an employee's seniority score in his/her current class. The points are added back to the employee's score to determine his/her seniority in lower classes once he/she has been demoted from the current class.

c. Appeals

An employee who has had points deducted may appeal the rating to DPA on the basis that the rating was not made in good faith, or was otherwise improper. The appeal must be filed within 10 days of receipt of the rating. Filing an appeal does not delay the effective date of the layoff.

16. Updates Preliminary Seniority Scores Received From DPA by Adding Points for Qualifying Prior Military Service and Subtracting Points for Performance Ratings of Less Than Satisfactory

Prepares final seniority scores to determine which employees are subject to layoff or demotion in lieu of layoff. These scores are also used to determine order of placement on reemployment lists.

17. Notices Affected Employees in Writing

- a. Layoff; Demotion in Lieu of Layoff; or Transfer, Without a Change of Residence, in Lieu of Layoff

An employee to be laid off; demoted in lieu of layoff; or transferred in lieu of layoff, where no change of residence is required, should be notified in writing at least 30 days prior to the effective date of the action. The notice should contain the reason for the layoff; the employee's final seniority score; the area of layoff; the right to appeal within 30 days of receipt of the layoff notice, based on improper process, bad faith, or other alleged impropriety; a copy of DPA Form 015 (Annex N); and alternatives to layoff (if any). Refer to Annex M for a sample notice of layoff. Additional information may be included if appropriate. This includes entitlement to relocation expenses; sick leave and vacation balances; compensating time off balance; probationary status; and rescinding of a leave.

- b. Transfer in Lieu of Layoff When a Change of Residence is Required

An employee to be transferred in lieu of layoff to a position in the same or different class must be notified at least 60 days in advance of the transfer. The notice should contain the same data as described in the preceding paragraph (17.a.).

- c. Relocation Expenses

An employee being involuntarily transferred in lieu of layoff or demoted in lieu of layoff, who must change his/her residence, is entitled to relocation expenses.

18. Transmits Final Seniority Scores to DPA With Request to Establish Reemployment Lists, and Submits PARs to SCO to Document the Transaction (Layoff, Demotion, or Transfer)

- a. The appointing power submits DPA Form 016 (Establishing Reemployment Lists) directly to SPB's Certification Unit.
- b. The appointing power submits the final seniority scores to DPA.

19. Makes Final Seniority Lists Available to Affected Employees in Central Locations

It is not necessary to provide each employee with a list, but copies should be reasonably available so that all affected employees may have an opportunity to review the list.

B. DPA

1. CCD Analyst Provides Staffing Reduction Consultation to Department and Approves the Area of Layoff

Each department is required to submit a Request for Preliminary Seniority Scores (Annex D), which includes the classes in which layoffs will occur, the total number of positions in each class of layoff, and the number of positions to be abolished in each class of layoff. These determinations are made by the appointing power that is reducing staff, based on its decision as to what programs or functions may be reduced.

- a. The request must also contain justification for a statewide or subdivisional scope of layoff. Statewide layoffs are appropriate for classes for which recruitment, testing, and hiring are done on a statewide basis; and in which movement between geographic areas routinely occurs. An example would be the class of Staff Services Analyst, as it is used in some departments. The most typical subdivisional layoff is one in which the geographic scope is less than statewide. This is appropriate in situations where recruitment, testing, and hiring are done on a local basis, and where employees rarely move between geographic areas. An example would be the class of Office Assistant. Statewide layoffs are more disruptive and expensive than those of a subdivisional nature, because employees may "bump" others throughout the State, and relocation expenses will be accrued. Therefore, another consideration is the cost of a statewide layoff, which might necessitate additional layoffs. The disadvantage of subdivisional layoffs is that restricting a layoff to one geographic region may result in the layoff of an employee in that region who is senior to an employee, in the same class, in a region not impacted by the layoff.
- b. The requesting department must also certify on the Request for Preliminary Seniority Scores that (1) it has posted intermittent hours and dates of employment to employees' work histories; (2) it has forwarded employees' prior exempt service information to the Seniority and Service Unit at DPA; (3) demotional charts are enclosed with the Request; and (4) a list of SROA/surplus classes is enclosed with the Request.

2. CCD Analyst Approves the Designation of Classes as SROA or Surplus

These will be the classes in which layoffs are to occur. Normally three names per position to be abolished may be placed on a SROA list. The purpose for this limitation is to restrict placement on SROA lists to those employees who are truly in jeopardy of being laid off. This should

eliminate senior employees from using the SROA process as a personal job searching tool in attempts to find the "perfect" jobs. This has occurred in the past and serves to frustrate hiring departments which offer employment to these senior employees and are turned down. In the event that one or more of the classes of layoff is a department-specific class, the CCD analyst should assist the layoff department in selecting a SROA list for an "appropriate" class on which to place the names. The SROA Program Policy and Procedure Manual contains more detail on the SROA Process.

3. CCD Analyst Sends Copies of the Approved Area of Layoff to the Departmental Services Division at SPB

SPB considers this to be a merit-related issue, and reviews CCD's decisions.

4. SROA Unit Approves the Placement of Specific Employees on SROA Lists

The Unit is available for consultation, and promulgates lists of SROA and surplus classes. The SROA Program Policy and Procedure Manual contains more detail on the role of the SROA Unit.

5. Labor Relations Officer Available to Assist Departments Meet and Confer With Employee Organizations



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6. DPA's Personnel Services Branch Approves Reemployment List Requests From Layoff Departments and Forwards to SPB's Affirmative Action and Exam Services Division (Exam Services Support Unit)

C. SPB

1. The Affirmative Action and Exam Services Division (Exam Services Support Unit) Establishes, Maintains, and Certifies SROA and Reemployment Lists of Eligibles
2. The Departmental Services Division Oversees the Review of the Potential Adverse Impact of the Seniority-Based Layoffs

If an adverse impact occurs, the division determines if past discriminatory hiring practices existed. If both these factors are identified, a hearing is scheduled before the five-Member SPB for the purpose of modifying the seniority-based layoff. More detail is provided in SPB's Personnel Management Policy and Procedures Manual Section 441.

III. VOLUNTARY METHODS OF STAFFING REDUCTIONS

A. TRANSFER OR DEMOTION WITHIN APPOINTING POWER OR AGENCY

1. If there are sufficient vacancies within the appointing power, but outside the area of layoff, in the class in which positions are to be reduced, the appointing power is not in a layoff situation. Employees may be encouraged to voluntarily transfer to positions in the same class. These transfers may or may not entail a change of residence. Normally, voluntary transfers do not entitle transferees to receive relocation expenses; however, to encourage voluntary transfers, some departments provide partial reimbursement as a part of the meet and confer process.
2. Employees could also voluntarily transfer to other classes or demote if vacancies exist. In 1992, the Department of Corrections utilized voluntary transfers and demotions to avoid large numbers of layoffs in the Parole and Community Services Division.
3. Employees who voluntarily transfer or demote, thereby assisting management in its goal of reducing staffing, may be placed on reemployment lists.

B. HIRING FREEZE

A hiring freeze may be utilized to create vacancies to which employees may be transferred or demoted (either voluntarily or involuntarily) in order to avoid a layoff. This approach is very effective in classes where turnover occurs. Some departments have combined hiring freezes with the creation of Departmental Restriction of Appointments (DROA) processes, where hiring supervisors and managers with positions outside the areas of layoff are directed to make appointments of

surplus employees from within their departments. The mechanics of the DROA may vary from requiring that priority consideration be given to surplus employees to assigning specific surplus employees to be appointed to specific positions, with no option.

C. TRANSFER OR DEMOTION WITHIN THE APPOINTING POWER'S AGENCY

One option that is nearly always overlooked is the layoff department's agency (if any) taking an active role in correcting overstaffing. The agency secretary could implement an agencywide hiring freeze and restriction of appointments process, similar to those that are initiated by individual departments, in order to facilitate the placement of surplus employees within the agency.

D. REDUCED WORKTIME

Various voluntary options, such as reduced work hours, job sharing, partial service retirement, and unpaid leave exist. These are described in sufficient detail in Section I.C. of this Manual.

E. SROA PROGRAM

DPA is authorized by GC Section 19998.1 to temporarily restrict the methods of appointment that are available to appointing powers, in order to assist surplus employees in finding jobs. Appointing powers must request that DPA approve their participation in the SROA Program. This is normally accomplished when DPA is approving the areas of layoff. The SROA Policy and Procedure Manual describes the SROA Program in depth; however, there are several key points that should be reiterated.

1. Three names per position to be abolished may normally be placed on a SROA list. The purpose of limiting the names is to restrict list placement to those employees who are least senior, whose jobs are in jeopardy, and who will seriously seek new employment.
2. A surplus employee may express interest in a position in any class to which he/she is eligible to be appointed and be treated the same as though he/she were on the SROA list for that class.
3. Placement on a SROA list is for 120 days, and, under special circumstances, a 120-day extension may be granted. If an employee on a SROA list does not respond to a written or telephone contact, does not appear for an interview, or does not report to a job he/she has accepted, his/her name should be removed from the SROA list by the potential hiring department. If an employee on a SROA list waives three times (turns down job offer, does not make himself/herself available for an interview in a reasonable time, does not respond to a job offer in two working days) his/her name should be removed from the SROA list and the employee must petition DPA to return his/her name to the list.

4. A surplus employee who is in a department-specific class may be placed on the SROA list for a servicewide class.
5. If a represented surplus or SROA employee has received a layoff notice prior to an appointing power making a hiring commitment, the appointing power MUST pay all relocation costs if a change of residence is required to accept the job. If a nonrepresented SROA or surplus employee has received a layoff notice prior to an appointing power making a hiring commitment, the appointing power MAY offer to pay all or partial relocation costs if a change of residence is required to accept the job.

F. PLACEMENT WITH OTHER STATE, GOVERNMENT, OR PRIVATE EMPLOYERS

The appointing power should gather various job announcements and make them available to surplus employees. Announcements are made on the vacancy data base system (VPOS), and should be made available to surplus employees. An active department could function as a personnel placement office for surplus employees. Specific employees could be routed job announcements for specific positions for which they qualify.

G. RETIREMENT

Employees who retire may ease the overstaffing problem.

H. EARLY RETIREMENT PROGRAM

Departments that feel that an Early Retirement Program is fiscally viable and would alleviate their overstaffing may request that the Department of Finance and DPA approve their participation in an Early Retirement Program. Such departments must first be able to demonstrate to the Department of Finance that they can afford the program, and to DPA that it will alleviate the overstaffing problem.

IV. INVOLUNTARY METHODS OF STAFFING REDUCTIONS

A. LAYOFF

An appointing power is in a layoff mode when there are no vacant positions that surplus employees will voluntarily transfer or demote to, and all other voluntary methods of reducing staff have been exhausted, and it is still necessary to reduce staffing levels. Earlier sections of this Manual dealt with planning for staffing reductions, finding alternatives to layoffs, and the roles of the various parties. This section deals with the mechanics of layoffs and various situations that may arise during the course of a layoff.

1. Scope of Layoffs

A layoff is limited to the appointing power that is reducing staff, and the "bumping" rights of employees are limited to that appointing power. In other words, an

employee who is laid off by Department A cannot "bump" a less senior employee in Department B, even if the employee once worked there.

2. Preliminary Seniority Scores

An employee receives one point of seniority credit for each complete month of full-time State service, regardless of when, and in what classes, such service occurred.

(EXCEPTION: The Bargaining Unit 6 MOU provides that seniority in Unit 6 classes consists only of time served in Unit 6 classes. If a layoff in a Unit 6 class results in an employee being demoted to a non-Unit 6 class, that employee's seniority must then be recomputed based on total State service, in order to determine if he/she will "stick" in that non-Unit 6 class.)

- a. Less Than Full-Time Employees -- Credit for less than full-time employment is calculated by the Service and Seniority Unit at DPA.
- b. Time served in all types of State appointments other than emergency appointments not immediately followed by a qualifying appointment is counted toward seniority.
- c. Prior exempt service is computed by the Service and Seniority Unit from data obtained and provided by the appointing power.
- d. Credit for intermittent time is computed by the Service and Seniority Unit from data posted to employment histories by the appointing power.

3. Final Seniority Scores

DPA forwards the preliminary seniority scores to the appointing power, which finalizes the scores by adding any qualifying prior military service (maximum of 12 points) and by making any deletions (12 or 36 points) for performance shortcomings in professional, scientific, administrative, management, and executive classes.

4. Time Base

Normally, layoffs are in seniority order regardless of time base; that is, the least senior employees, regardless of whether they are part time, intermittent, or full time, are laid off first. An appointing power may request that DPA approve the layoff of employees in any one of these three time bases before the others (DPA Rule 599.847). APPLICATION OF THIS RULE IS THE EXCEPTION TO THE NORM and alternatives shall be explored prior to approval of its application. Application of Rule 599.847 may be appropriate in situations such as the following.

- a. An appointing power wishes to eliminate intermittent positions in which there has been little time worked, or there is no longer a need for intermittent employment. These situations could be resolved more easily by reducing the number of intermittent hours or by totally eliminating them; however, if this approach is followed, the employees will still hold intermittent appointments. The layoff process, on the other hand, will result in the total separation of the employees, and will give them reemployment list eligibility. Another alternative would be to separate those intermittent employees who have not been called to work in over a year (SPB Rule 448).
  - b. An appointing power wishes to eliminate part-time positions that are held as additional appointments by employees with other full-time appointments.
  - c. An appointing power no longer needs full-time positions in a class or needs to reduce the number of full-time positions and convert them to part-time or intermittent, and there are already some part-time and/or intermittent positions.
5. Conversion of Employees From Full-Time to Part-Time or Intermittent Time Bases

Unless the employees are willing to make the changes voluntarily, it is necessary to use the layoff process to effect time base reductions.

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6. Offering Full-Time Position to Eligible Part-Time or Intermittent Employee

If a part-time or intermittent employee is offered a full-time position because no part-time or intermittent positions are available, he/she has the options of accepting the position, resigning, or finding another position.

7. Limited-Term or Temporary Employees Must Be Laid Off Before State Civil Service Employees in the Same Class in the Area of Layoff (DPA Rule 599.843)

8. Leave of Absence

If an employee on a leave of absence is in a class of layoff, in the area of layoff, his/her seniority score is computed along with those of all other employees in the class/area of layoff. The seniority score of the employee on the leave of absence is computed through the effective date of the leave of absence, while the other employees' seniority scores are computed through the effective date of the layoff.

a. If the employee's seniority score is HIGH ENOUGH for the employee to retain employment, the employee may remain on leave; however, his/her return at the end of the leave may cause the layoff of another employee (GC Section 19142).

b. If the employee's seniority score is NOT HIGH ENOUGH for the employee to retain employment, the employee is legally entitled to a 15-day notice of the leave termination and a 30-day notice of layoff (or demotion in lieu of layoff). The employee is reinstated from the leave of absence and laid off on the same date; therefore, the leave termination notice should be included in the Notice of Layoff.

If the employee is to be involuntarily transferred to a different geographic location, she/he is legally entitled to a 60-day notice. The date of the transfer and leave termination should be the same. Once again, both dates may be included in the same notice.

(Note: If the employee is on a military leave of absence, he/she will receive credit for the time on military leave upon his/her mandatory reinstatement.)

9. Employees in Classes/Area of Layoff Who Are on Industrial Disability Leave (IDL)

Employees on IDL are treated in a manner similar to how employees on leaves of absence are treated. That is, their seniority scores are computed along with those of everyone else in the class/area of layoff. If their seniority scores are high enough to retain employment, they will retain the rights to return to their jobs. If, however, their seniority scores are not high enough to retain their jobs, they will be laid off, demoted in lieu of layoff, or transferred. The seniority score of an employee on IDL, unlike that of an employee on a leave of absence, is projected through the length of the IDL, since IDL is not a break in service. IDL benefits continue.

10. Employees on a Limited-Term (LT) or Training and Development (T&D) Assignment to an Area Outside the Area of Layoff

a. T&D Assignment

An employee on a T&D assignment from the area of layoff to another part of the department or to another department must be included in the seniority computations for the layoff. If her/his seniority score is high enough to continue in the class of layoff, the T&D may continue. If she/he is to be demoted, the appropriateness of the T&D must be reevaluated following the demotion. If she/he is to be transferred but remains in the same class, the T&D may continue. If she/he is to be laid off the T&D must be terminated.

b. LT Appointment to Another Department

Such an employee is legally an employee of the "to" department; therefore, the layoff, or "from," department cannot cancel the LT appointment.

11. Reemployment List Eligibility

An employee's name is placed on the general, departmental, and subdivisional (if any) reemployment lists for each class of layoff in the primary pattern; and is placed on the departmental and subdivisional (if any) reemployment lists for each class of layoff in the secondary pattern. IN ADDITION, IF an employee is laid off from a department-specific class in which the chance of reemployment is virtually nonexistent, the appointing power may request that DPA place the employee's name on a general reemployment list for a similar class.

12. Process to Break Seniority Score Ties

a. Professional, Scientific, Administrative, Management, or Executive Classes

Tie seniority scores between employees in these classes are broken first by current performance evaluations. If such a distinction cannot be made, the preferences applied to employees in other classes are used.

b. Other Classes

The following tie breakers are used: (1) veteran; (2) greatest amount of service in class of layoff, or in a class at substantially the same or higher salary level as the class of layoff; (3) employee in (2) who has served in the class that has the highest maximum salary rate; (4) earliest appointment date for service credit under the provisions of GC Section 19997.3; (5) highest total State service (DPA Rule 599.739); (6) earliest appointment date under provisions of DPA Rule 599.739; and (7) lottery.

c. **Example:**

- (1) If two employees in the Staff Services Manager (SSM) I class in the area of layoff have the same score and one of them is a veteran, the veteran is considered the most senior.
- (2) If neither is a veteran or both are veterans, the employee with the most total service in the SSM I class and other classes at the same or higher salary level as the SSM I is considered the most senior.
- (3) If both employees have the same total service in the SSM I and other classes at the same or higher salary level as the SSM I, the employee who has served in the highest salaried class is considered the most senior.
- (4) If both employees have served in the same highest salaried class, the employee with the earliest date of appointment to any class is considered the most senior.
- (5) If both employees have the same initial date of appointment to any class, the employee who has the highest State service score is considered the most senior. Employees who were employed prior to 1969 could have service scores higher than their seniority scores.
- (6) Due to changes in law regarding breaks in service, this tie breaker results in the same date as tie breaker (4).
- (7) If the scores are still tied, some type of lottery system should be used to break the tie. Whatever system is used, it should be agreeable to all parties and safeguards employed so the system cannot be manipulated to favor one of the employees. (Example: Each employee could write his or her name on a slip of paper and place it in a container. An impartial person could then draw the name of the person to be considered most senior.)

13. Retirement

An employee who has received a notice of layoff may elect to retire in lieu of layoff, and his/her name may be placed on the reemployment lists for the class of layoff, if requested.

14. Additional Factors

- a. Unemployment Insurance (UI) -- Employees who are laid off are entitled to UI benefits and may file on the date of their separations.

- b. Nonindustrial Disability Insurance benefits cease on the effective date of layoff.
- c. Employee Assistance Program (EAP) -- Employees should be advised of EAP benefits, including stress management.
- d. Retirement Funds -- PERS contributions may be left on deposit or withdrawn at time of layoff.
- e. Health, Dental and Vision Benefits -- These benefits may be continued by laid off employees for themselves and eligible dependents by assuming the cost of premiums under COBRA.
- f. Deferred Compensation -- Funds may be withdrawn or left on deposit until a later date.

15. Layoffs in a Department That is Being Abolished

Layoffs in a department being abolished or "sunsetting" that is laying off all its employees are conducted the same as in other situations where staffing reductions are required; however, special attention should be given at the time of layoff to employees of the "sunsetting" department who are on limited-term assignments, probationary appointments, CEA appointments, or exempt appointments in other departments and have return rights to the "sunsetting" department. These employees should receive layoff notices along with the current employees of the "sunsetting" department and their names should be placed on reemployment lists as of the effective layoff date. These employees, therefore, will have been laid off from the "sunsetting" department but can continue working in positions in other departments. Should the appointments in the other departments be terminated at a later date, the employees would have no return rights."

B. DEMOTION IN LIEU OF LAYOFF

1. Primary Demotional Patterns

These include classes at lower salary levels in the same series as the class of layoff, and classes in which specific employees formerly served in probationary or permanent appointments.

- a. An employee has primary demotional rights to lower classes in his/her class of layoff, whether or not he/she served in the classes. He/she must, of course, have sufficient seniority to "stick" in one of the classes.

b. An employee has primary personal demotional rights to classes in other series in which he/she served (in any department) in probationary or permanent appointments, IF the layoff department uses the classes in the area of layoff, AND the employee has sufficient seniority to "stick".

(1) When seniority scores are requested from DPA, it is critical that personal demotional rights are identified and scores are requested for those employees' personal demotional classes. If you are unaware of an employee's personal demotional rights and the employee later notifies you that he/she wishes to demote to a former class, you would have to then obtain seniority scores for that class to see if he/she has sufficient seniority to "stick" in the class, and what the impacts will be. This could delay the layoff process.

(2) Personal demotional rights may be elected to any former class that is within transfer range of the class of layoff and is used in the area of layoff.

c. An employee is eligible to be placed on general, departmental, and subdivisional reemployment lists for each class in a primary pattern through which he/she demotes.

## 2. Secondary Demotional Patterns

The appointing power that is reducing staff may identify classes that are related to the layoff class and request that DPA approve them as secondary demotional classes. These may be any classes in which the similarity in duties and minimum qualifications to the layoff class indicates that employees in the layoff class will be able to perform the duties of the secondary demotional classes.

a. The identification of secondary demotional pattern is based on the requirements of the class of layoff not on any special qualifications of individual employees in the class of layoff.

b. An employee is eligible to be placed on departmental and subdivisional reemployment lists for each class in a secondary demotional pattern through which he/she demotes.

## 3. How Is It Determined Whether an Employee Is Demoted Through the Primary or Secondary Pattern

An employee has the option to select demotion in either the primary (including personal) or secondary pattern in accordance with GC Section 19997.8, even if one pattern has vacancies and the other doesn't.

## 4. Performance Evaluations

The deduction of 12 (Improvement Needed) or 36 (Unsatisfactory) points for performance only applies to the class of layoff. For example, presume that the class of layoff is SSM II (Supervisory) and one incumbent, who has a seniority



- (1) Canvas the Sacramento employees to determine if any are willing to transfer to Los Angeles or San Francisco.
- (2) If none are willing to transfer, and seniority is the criterion to be used to determine who will be transferred, give the four least senior employees in Sacramento the opportunity to select either Los Angeles or San Francisco.
- (3) As in the preceding example, use seniority to make decisions.
- (4) If any employees do not wish to transfer, their only options would be to find other positions or resign. If the employee elects none of these options and does not transfer, the appointing power may separate the employee due to absence without leave (AWOL) in accordance with PML 94-55 (Annex S).

6. Examples of the Use of Transfers WHEN NO VACANCIES EXIST

- a. An appointing power has 20 positions in the class of Staff Counsel, a class that has been recruited for on a statewide basis. Ten of the positions are in Sacramento, six are in Los Angeles, and four are in San Francisco. The San Francisco Office is to be closed and the four positions are to be abolished. The four least senior employees are located in San Francisco (2) and Los Angeles (2). These four employees would be laid off, and the two positions in Los Angeles, in which the layoffs occurred, would be filled by two employees from either Sacramento or San Francisco. The remaining San Francisco employees would have to be transferred to either Sacramento or Los Angeles.
  - (1) Canvas the two employees in San Francisco who have enough seniority to "stick" in the class to see if they would be interested in transferring to Los Angeles. This would be the least disruptive resolution of the layoff situation, but, since it is a statewide layoff, the San Francisco employees cannot be forced to transfer to Los Angeles, if they are senior to some of the employees in Sacramento.
  - (2) If the San Francisco employees do not wish to transfer to Los Angeles, canvas the 10 employees in Sacramento to see if any would be interested in transferring to Los Angeles.
  - (3) If none of the Sacramento employees are interested in transferring voluntarily to Los Angeles, the two least senior employees of the 10 in Sacramento would be offered involuntary transfers to Los Angeles, and the two San Francisco employees would be transferred to Sacramento in-lieu-of layoff.

- (4) If the employees do not wish to transfer, their options would be to find other positions, resign, or be separated by AWOL.
- b. An appointing power has 20 positions in the class of Staff Counsel, a class that has been recruited for on a statewide basis. Ten of the positions are in Sacramento, six are in Los Angeles, and four are in San Francisco. The Sacramento Office is to be reduced by four positions, but the four least senior employees are in San Francisco (2) and Los Angeles (2).
    - (1) Canvas the ten employees in Sacramento to see if any are interested in transfers to Los Angeles or San Francisco.
    - (2) If none are interested, offer the four least senior employees in Sacramento (beginning with the most senior of the four) his/her choice of a position in Los Angeles or San Francisco, until the four excess Sacramento positions are vacated.
    - (3) If the employees do not wish to transfer, their options would be to find other positions, resign, or be separated for AWOL.

7. Additional Factors

- a. An employee need be offered only one position to which to transfer.
- b. An employee who has been offered a transfer may not elect to demote to another class and cause the layoff of another employee.

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(Date)

(Employee Organization)  
(Address)

Dear (\_\_\_\_\_):

Subject: Notification of Staffing Reductions

In conformance with the collective bargaining agreement between the State of California and (Employee Organization), this is official notification that (Department) is planning possible staffing reductions that may impact employees in Bargaining Unit (number).

The reductions are necessary due to (describe reason). The layoff will be effective (insert date of layoff).

The area of layoff, should staffing reductions be necessary, will be (describe area of layoff - statewide or geographic, organizational or functional subdivision; anticipated classes affected; total employees in affected classes; surplus employees in affected classes; and proposed effective date).

If you wish to meet and confer over the impact of the possible reductions, please respond by (insert a date at least three weeks from when this notice is mailed). If no response is received by (insert same date), we will proceed with the staffing reductions in a manner consistent with law, Department of Personnel Administration rules, and the collective bargaining agreement.

If you have any questions about this notice or require additional information, please call (insert name and telephone number of contact).

Sincerely,

(Signed by Department Director or Designee)

(Type Name)  
(Title)

cc: Department of Personnel Administration  
Classification and Compensation Division

**[NOTE: Departments should contact the appropriate Labor Relations Officer at DPA prior to scheduling a meet and confer session with an employee organization over the impact of staffing reductions.]**



To:

Date:

From: Personnel Office

Subject: Military Service Information

Some military service in the armed forces of the United States of America qualifies State employees for certain benefits during their careers with the State of California. In order for us to determine if you will qualify for any benefits, please complete, sign, and return this form immediately.

1. Did you serve on active duty in the armed forces of the United States of America?  
 Yes  No

**IF YOUR ANSWER TO #1 IS "YES," PLEASE COMPLETE THE REMAINDER OF THE FORM AND SUBMIT A COPY OF YOUR DD-214 (DISCHARGE DOCUMENT) WITH THIS FORM.**

**IF YOUR ANSWER TO #1 IS "NO," PLEASE SIGN, DATE, AND RETURN THE FORM.**

2. List your active duty.

Branch of Armed Forces	Entry Date	Release Date	Type of Release		
			Honorable	Dishonorable	Other
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. List any campaign medals that you received.

\_\_\_\_\_

I hereby certify that, to the best of my knowledge, the information on this form is true and correct.

Signature \_\_\_\_\_

Date \_\_\_\_\_



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To: \_\_\_\_\_ Date: \_\_\_\_\_

From: Personnel Office

Subject: Prior Exempt Service

Prior exempt service includes employment in the University of California System, the California State University/College (CSU/C) System, or a function of a local or Federal government agency that was transferred to the State of California. It is important to you to receive credit for this prior service, because it may entitle you to some benefits. For example, the credit you receive for it is included in the total of State service that determines your accrual rate of vacation credit.

Please complete and sign this form, and attach verification\* from your prior employer. The form and verification should be returned to the Personnel Office within one month of the date of this letter. Attach copies of any documentation that verifies the dates and hours of employment. The Personnel Office will send the data to the Department of Personnel Administration (DPA), in order for them to determine the amount of service to be credited.

I have no prior exempt service.       I have prior exempt service as described below.

EMPLOYER	TITLE	DATES	NUMBER HOURS PER MONTH

Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*REQUIRED VERIFICATION:**

**University of California Service**

Written verification of your student or nonstudent status at the time of employment from the University's Registrar and copies of your "Record of Earnings" obtained from the University's Payroll Office.

**CSU/C Service**

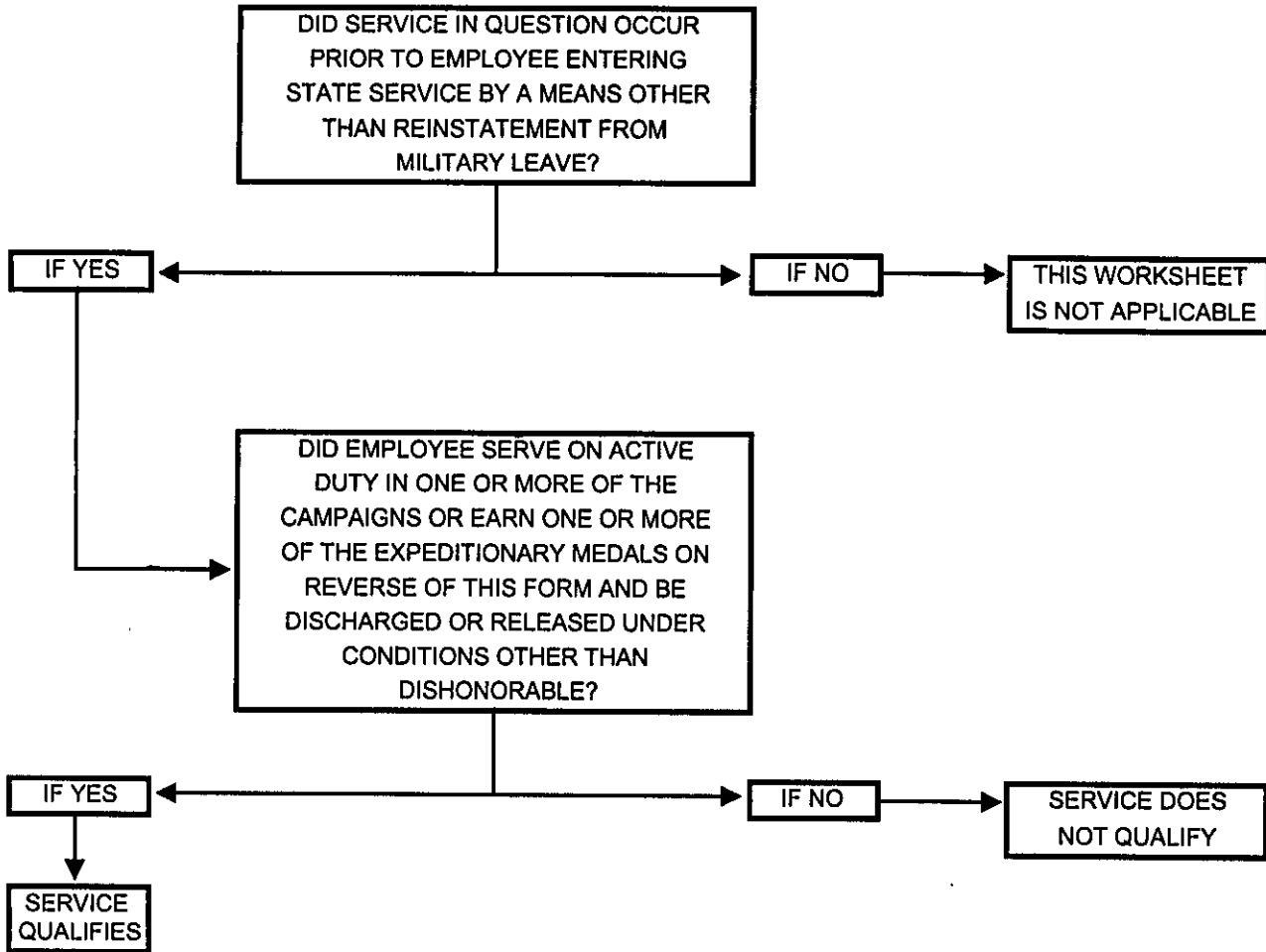
For nonstudent service from June 1, 1961 through December 31, 1976. A copy of your "Employee Record Card," which may be obtained from the Campus Personnel Office, is required.

For nonstudent service before June 1, 1961 and after December 31, 1976. Data is available to DPA; therefore, no verification is required.

No student service in the CSU/C System qualifies for State seniority credit.



**WORKSHEET TO DETERMINE IF PRIOR  
MILITARY SERVICE QUALIFIES  
FOR SENIORITY CREDIT  
(MAXIMUM ONE YEAR)**



\*If SPB or DPA determines that the time limits imposed are unreasonable, a max. 3-yr. extension may be granted. Exceptions are rare and are limited to such circumstances as the person being a prisoner of war or being hospitalized due to related injuries.

**CAMPAIGNS OR MEDALS USED TO ESTABLISH WHETHER  
AN EMPLOYEE IS A VETERAN FOR PURPOSES OF  
DETERMINING ELIGIBILITY FOR SENIORITY  
CREDIT FOR PRIOR MILITARY SERVICE**

<u>Campaign or Medal</u>	<u>Dates</u>
World War II	December 7, 1941 through December 31, 1946
Korean Conflict	June 27, 1950 through January 31, 1955
Vietnam Era	February 28, 1961 through May 7, 1975
Operations Desert Shield/Storm	August 2, 1990 through (Still open)
*Army of Occupation of Berlin	May 9, 1945 through (Still open)
*China Service Medal (Extended)	September 2, 1945 through April 1, 1957
*Armed Forces Expeditionary Medal:	
Lebanon	July 1, 1958 through November 1, 1958
Vietnam	July 1, 1958 through July 3, 1965
Quemoy and Matsu Islands	August 23, 1958 through June 1, 1963
Taiwan Straits	August 23, 1958 through January 1, 1959
Congo	July 14, 1960 through September 1, 1962
Laos	April 19, 1961 through October 7, 1962
Berlin	August 14, 1961 through June 1, 1963
Cuba	October 24, 1962 through June 1, 1963
Dominican Republic	April 27, 1965 through September 21, 1966
Korea	October 1, 1966 through June 30, 1974
Cambodia	April 11, 1975 through April 13, 1975
Vietnam	April 29, 1975 through April 30, 1975
Vietnam Service Medal	July 4, 1965 through March 28, 1973
Mayaguez	May 15, 1975
Iranian, Yemen Indian Ocean	December 6, 1978 through June 6, 1979
- Grenada	October 23, 1983 through November 21, 1983
- Libya Operation (El Dorado Canyon)	January 20, 1986 through June 30, 1986
- Operation Just Cause (Panama)	December 20, 1989 through January 31, 1990
- Somalia	December 5, 1992 through (Still open)

\*Requires service in specified zones or on specified vessels.

\*\*Includes support staff - will be noted on DD-214.

## SAMPLE SENIORITY INFORMATION LETTER

TO:

FROM: Personnel Office

SUBJECT: Seniority Information

The Department is reducing staff in an area that affects your class of \_\_\_\_\_.  
The following data is provided for your information.

1. Your seniority score is \_\_\_\_\_, which is based on:
  - a. \_\_\_\_\_ points for State service from \_\_\_\_\_ to \_\_\_\_\_.
    - (1) Includes prior exempt service in the University of California or State College/University system.  YES  NO
    - (2) Includes service in a local or Federal government agency that was transferred to the State.  YES  NO
  - b. + \_\_\_\_\_ points for military service prior to your State service.
  - c. - \_\_\_\_\_ points for a current performance report with a rating of "Unsatisfactory" or "Improvement Needed."
2. Your seniority score was computed through \_\_\_\_\_. As of that date, there were \_\_\_\_\_ employees in your class, and your score ranks you # \_\_\_\_\_ from the top. (NOTE: #1 is the employee with the most seniority.)
  - a. Your ranking can change, for example, if an employee senior to you leaves the department; an error in someone's score is discovered; the effective date of the staff reduction is extended and someone has a nonqualifying pay period; or someone senior to you demotes or transfers into the class.
  - b. If you are on a Training and Development Assignment (T&D) or limited-term appointment (LT), your ranking is in your official ("from") class, not the T&D or LT ("to") class. In other words, during a staffing reduction employees on T&D assignments or LT appointments are considered to be in their official ("from") classes.
3. The current staffing reduction plan calls for eliminating \_\_\_\_\_ positions in your official class. It is impossible to determine at this time if you will be impacted by the reduction, since that depends to a great extent on further budget reductions (if any); the decisions of other employees; or other factors not foreseen at this time.

4. If you have any questions, complete the appropriate sections of the attachment and return it to \_\_\_\_\_ in Personnel, no later than \_\_\_\_\_. If you do not respond by that date, we will presume that you agree with our computation of your seniority score.
  
5. You also have 30 days from the date of receipt of this notice to appeal to the Department of Personnel Administration (DPA) in accordance with DPA Rule 599.904.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Attachment \_\_\_\_\_

**[NOTE: Proof of service should be completed. See Annex T.]**

ATTACHMENT TO ANNEX J

TO: Personnel Office

FROM: \_\_\_\_\_  
(Name) (Class)

SUBJECT: Questions About My Seniority Score

1. I have checked below those areas that show why I believe my seniority score is inaccurate.
  - a.  The dates of my State service are inaccurate. I actually began work for the State in the Department of \_\_\_\_\_ on the date of \_\_\_\_\_. My last name at that time (if different from now) was \_\_\_\_\_.
  - b.  I should have received extra credit for prior military service from \_\_\_\_\_ to \_\_\_\_\_.
  - c.  I should have received credit for prior service at the following university \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.
  - d.  Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
2. I understand that I have 30 days from the date I received the notice of my seniority score to appeal it to the Department of Personnel Administration (DPA) in accordance with DPA Rule 599.904.

Signature \_\_\_\_\_

Date \_\_\_\_\_



## SAMPLE DEMOTIONAL SCENARIO AND CHART 1

SCENARIO: Department Y must abolish two of its four Staff Services Manager (SSM) III positions, and they are all filled. The Department has two SSM II (Managerial) and eight SSM II (Supervisory) positions, all of which are filled. The Department, however, has two vacancies in the SSM I class; therefore, the area of layoff only includes the SSM II (Managerial), SSM II (Supervisory) and SSM III classes, and those are the only classes for which seniority scores will be needed.

## Seniority Scores:

SSM III - 300; 240; 230; 180  
SSM II (M) - 325; 238  
SSM II (S) - 260; 239; 235; 235; 232; 230; 229; 210

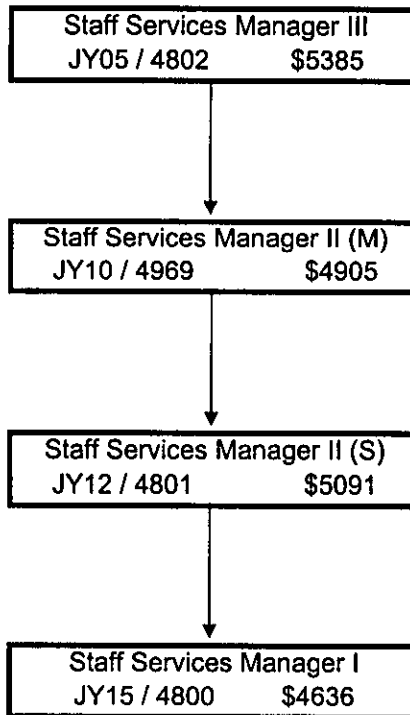
SSM III Level. The SSM III with a score of 240 has received a performance evaluation of "Improvement Needed" and has 12 points deducted from his score, leaving a score of 228. Therefore, this employee and the one with a score of 180 will be demoted, and the ones with scores of 300 and 230 will remain in the SSM III class.

## SSM II Level

1. The employee with the score of 228 has the 12 points returned to his score when he demotes to the SSM II (Managerial) class. Therefore, he has enough seniority (240 points) to "bump" the employee with a score of 238 points, and that employee will be demoted to the SSM II (S) class.
2. The employee with a score of 180 does not have enough seniority to "bump" anyone in the SSM II (Managerial) class; therefore, he would be demoted to the SSM I class.

# DEMOTION CHART

Department Y  
Class: Staff Services Manager III  
April 1994



(—>) = Primary Demotional Path

Approved:

CCD Analyst \_\_\_\_\_

Date \_\_\_\_\_

SAMPLE DEMOTIONAL SCENARIO AND CHART 2

SCENARIO: Department W is abolishing five positions in four classes and there are no vacancies in the classes. One of four Staff Services Manager (SSM) I; one of five Associate Personnel Analyst (APA); one of five Associate Governmental Program Analyst (AGPA); and two of five Associate Budget Analyst (ABA) positions will be abolished. There are no vacancies in the lower Staff Services Analyst (SSA) class. One of the ABAs who is in jeopardy has prior service in the class of Associate Space Planner (ASP), a class used by Department W. Department W has no positions in the classes of Junior and Assistant Space Planner.

Seniority Scores:

SSM I	-	264; 240; 120; 110
APA	-	180; 120; 100; 94; 72
AGPA	-	196; 164; 110; 86; 75
ABA	-	185; 140; 108; 92; 65
ASP	-	174; 121; 90; 62
SSA	-	220; 120; 88; 33; 31

SSM I LEVEL. The SSM I could elect to demote to any one of the APA, AGPA, or ABA classes; however, in this scenario, she elects the ABA class.

APA; AGPA; ABA LEVEL

1. The APA with a score of 72, the AGPA with a score of 75, and the ABAs with scores of 92 and 65 will demote. In addition, since the SSM I has elected to demote to the ABA class, the ABA with a score of 108 will also demote.
2. The SSM I will "stick" in the ABA class.
3. The ABA with a score of 65 had prior service in the ASP class and elects to demote to it. The ASP with a score of 62 will be laid off since there are no positions for the incumbent to demote to, and the employee will be placed on reemployment lists for the ASP, and the Assistant and Junior Space Planner classes.
4. The APA (72), AGPA (75), and ABAs (108 and 92) will demote to SSA. Only the two ABAs have scores high enough to "stick" in the SSA class; therefore, the APA (72), AGPA (75), and two SSAs (33 and 31) will be laid off.

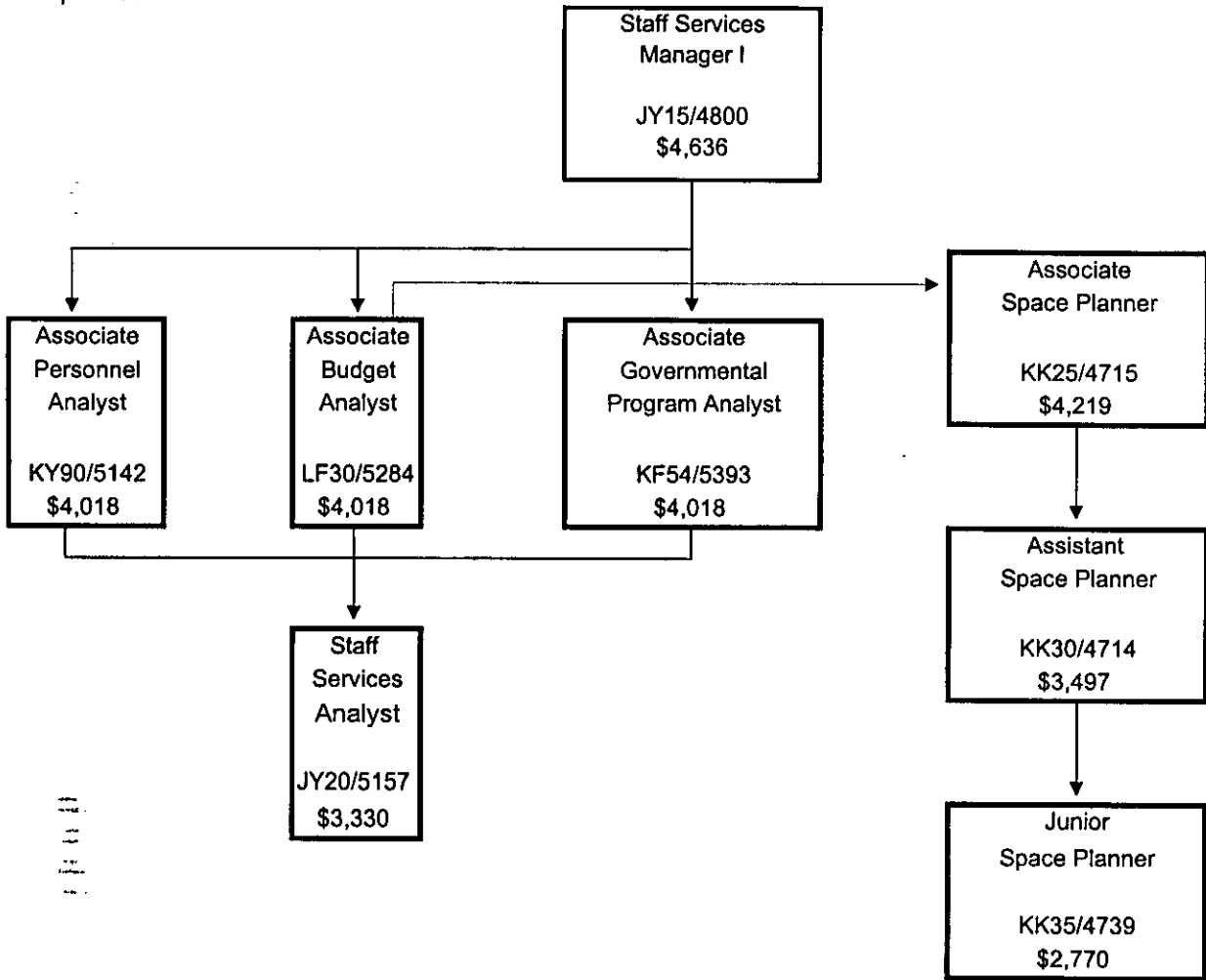
DEMOTION CHART

Department W

Classes:

- Staff Services Manager I
- Associate Personnel Analyst
- Associate Governmental Program Analyst
- Associate Budget Analyst

April 1994



(→) = Primary Demotional Path  
 (→) = Personal Demotional Path

Approved:

CCD Analyst \_\_\_\_\_

Date \_\_\_\_\_

SAMPLE DEMOTIONAL SCENARIO AND CHART 3

SCENARIO: Department X is abolishing one of its two Supervising Governmental Auditor I positions. There are no vacancies in the class or in any of the classes in the primary or secondary demotional patterns, and none of the incumbents has any personal demotional rights to other classes used in Department X.

Seniority Scores:

Supervising Governmental Auditor I	-	264; 216
Governmental Auditor III	-	300; 196; 193; 181
Senior Accounting Officer (Supervisor)	-	210
Governmental Auditor II	-	225; 188; 165; 142
Accounting Officer (Supervisor)	-	198; 172
Auditor I	-	18; 13; 11; 8
Accountant Trainee	-	21; 16; 11

SUPERVISING GOVERNMENTAL AUDITOR I. The incumbent with a score of 216 has the option of demoting to the primary demotional class of Governmental Auditor III or the secondary demotional class of Senior Accounting Officer (Supervisor) and has enough seniority to "stick" in either of the classes.

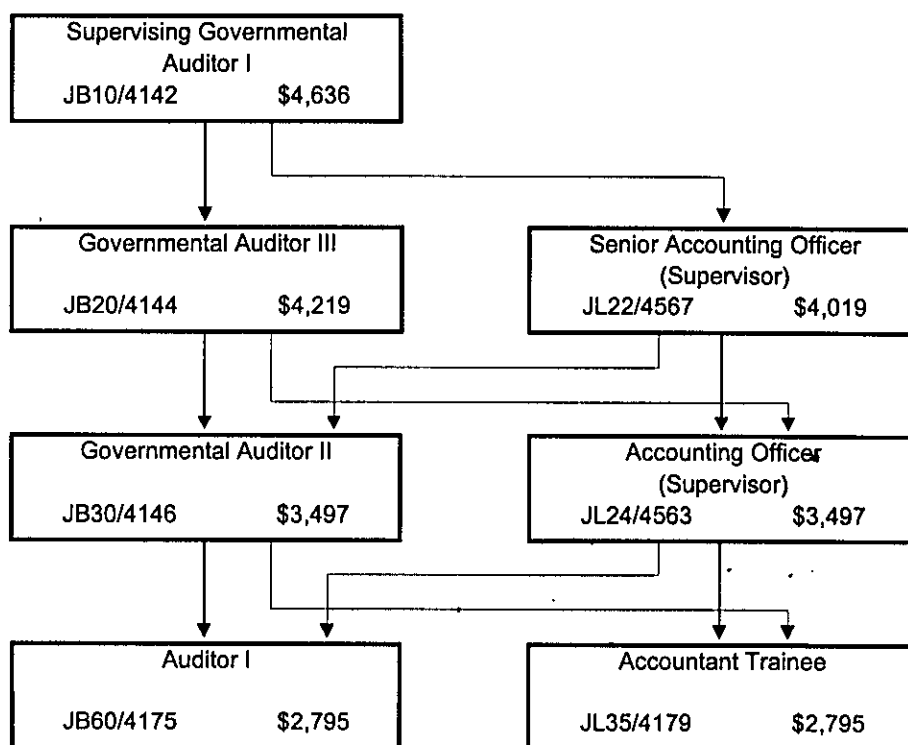
GOVERNMENTAL AUDITOR III. If the Supervising Governmental Auditor I demotes to this class, the incumbent with a score of 181 will be "bumped," and has the option of demoting to the Governmental Auditor II or the Senior Accounting Officer (Supervisor), and has enough seniority to "stick" in either of the two classes. If Governmental Auditor II is selected, the Governmental Auditor II with a score of 142 will be "bumped" and has the option of demoting to the Auditor I or Accountant Trainee and "bumping" the incumbent with the lowest seniority in either class, and that person will be laid off. If Accounting Officer (Supervisor) is selected, the Accounting Officer (Supervisor) with a score of 172 will be "bumped" and has the option of demoting to the primary demotional class of Accountant Trainee or the secondary demotional class of Auditor I and "bumping" the incumbent with the lowest seniority in either class, and that person will be laid off.

SENIOR ACCOUNTING OFFICER (SUPERVISOR). If the Supervising Governmental Auditor I demotes to this class, the sole incumbent, who has a score of 210, will be "bumped," and has the option of demoting to the primary class of Accounting Officer (Supervisor) or the secondary class of Governmental Auditor II, and has enough seniority to "stick" in either class. If Accounting Officer (Supervisor) is selected, the Accounting Officer (Supervisor) with a score of 172 will be "bumped" and has the option of demoting to the primary demotional class of Accountant Trainee or the secondary demotional class of Auditor I and "bumping" the incumbent in either class with the lowest seniority score, and that person will be laid off. If Governmental

Auditor II is selected, the Governmental Auditor II with a seniority score of 142 will be "bumped" and has an option of demoting to the primary demotional class of Auditor I or the secondary demotional class of Accountant Trainee and "bumping" the incumbent in either class with the lowest seniority score, and that person will be laid off.

## DEMOTION CHART

Department X  
 Class: Supervising Governmental Auditor I  
 April 1994



(—>) = Primary Demotional Path  
 (- ->) = Secondary Demotional Path

Approved:

CCD Analyst \_\_\_\_\_

Date \_\_\_\_\_



**ADDITIONAL DEMOTIONAL CHARTS**

Senior Information Systems Analyst (Supervisor)  
Senior Information Systems Analyst (Specialist)

Office Services Supervisor II (General)



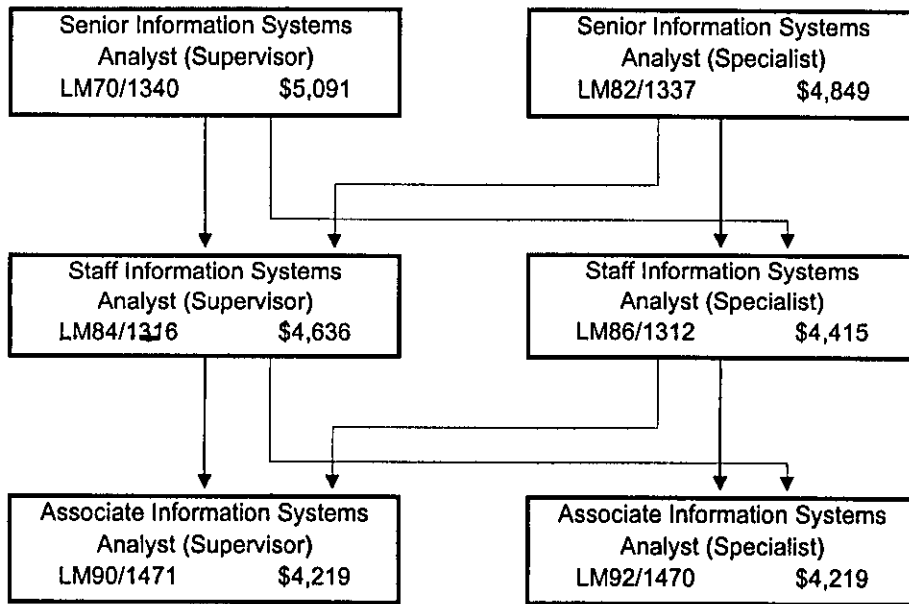
# DEMOTION CHART

Department Z

Classes:

Senior Information Systems Analyst (Supervisor)

Senior Information Systems Analyst (Specialist)



(—>) = Primary Demotional Path

(- ->) = Secondary Demotional Path

Approved:

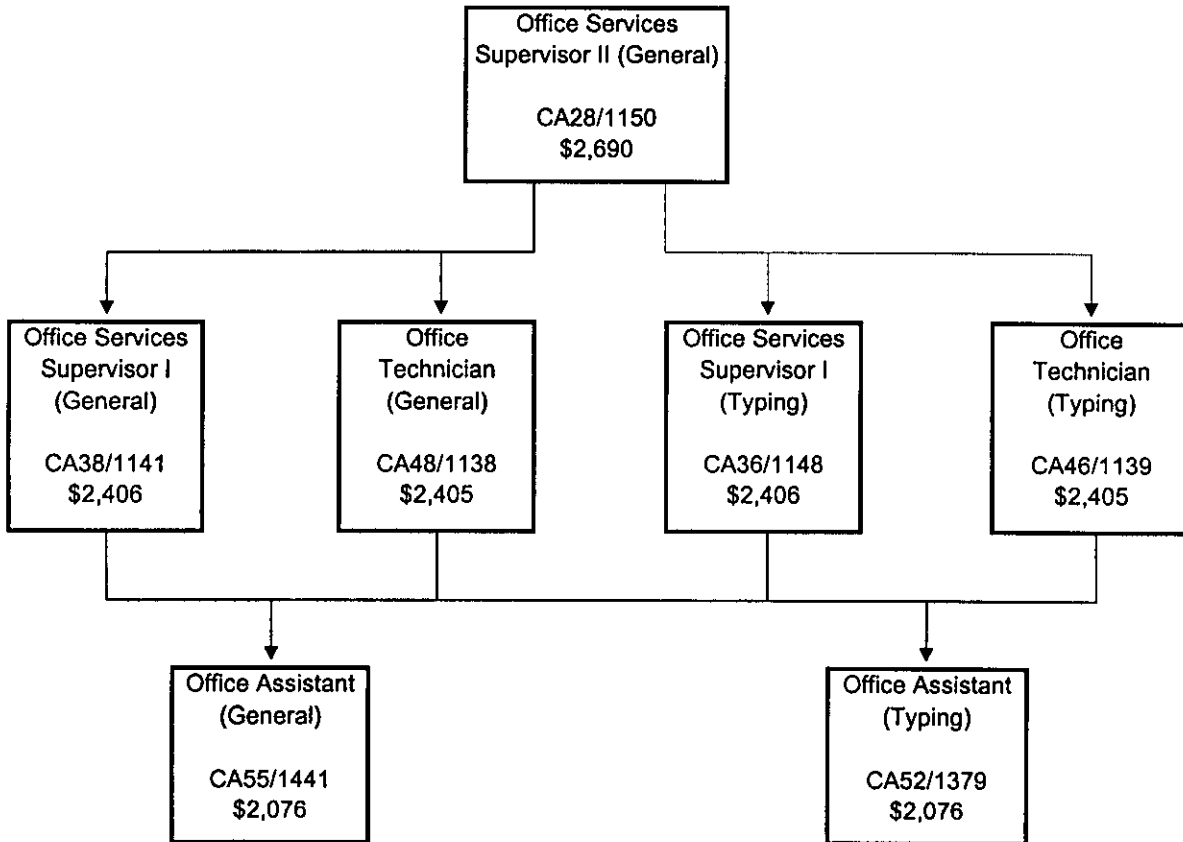
CCD Analyst \_\_\_\_\_

Date \_\_\_\_\_

# DEMOTION CHART

Department ZZ

Class: Office Services Supervisor II (General)



(—>) = Primary Demotion Path

(- ->) = Secondary Demotion Path

Approved:

CCD Analyst \_\_\_\_\_

Date \_\_\_\_\_

**SAMPLE NOTICE 1  
(NO OPTIONS TO LAYOFF)**

State of California

## MEMORANDUM

TO: John B. Goode  
Tapestry Historian

Date: May 2, 1995

FROM: Personnel Office  
Department of Tapestry

SUBJECT: Notice of Layoff

The Department of Tapestry and other General Fund departments have been directed to reduce their numbers of positions by 15% for the 1995-96 Fiscal Year.

We have exhausted all options to layoffs, including abolishing vacant positions, participating in the Governor's Early Retirement Program, and placing employees on State Restriction of Appointment lists. Unfortunately, we have only eliminated 9% of our positions, and will have to layoff the incumbents of an additional 20 positions to meet the 15% goal.

Four employees will be laid off from your class of Tapestry Historian, effective July 1, 1995. There are 10 incumbents of the class and all 10 positions are located in Sacramento. There are no classes in the demotional path of the Tapestry Historian for incumbents to demote to, nor are there vacant Tapestry Historian positions to transfer to. Your seniority score through May 2, 1995 is 27, which ranks ninth among the 10 incumbents of the Tapestry Historian class. You have no personal demotional rights; therefore, it will be necessary to lay you off, effective July 1, 1995. You have the right to see the entire seniority list that is on file in the Personnel Office (625 Sunrise Boulevard, Room 1225, Rancho Cordova) during normal business hours (8 a.m. to 5 p.m., Monday through Friday).

Attached to this Notice is Department of Personnel Administration Form DPA-015. You should not complete Parts I and II of the form, because there are no demotions in-lieu-of layoff or transfers in-lieu-of layoff that are available to you. You should complete Parts III and IV. In Part III, you should indicate whether you intend to be laid off effective July 1, 1995, or have identified another personal option, such as retirement. In Part IV, you should indicate the type of appointments, time bases and locations you would be interested in once your name is placed on a reemployment list. Names are retained on reemployment lists for five years. In Part IV, you may also indicate that you wish to be placed on the inactive reemployment list if you are not going to be interested in employment immediately after the layoff. You may change that status at any time by writing to the State Personnel Board. You should then sign the form, insert your current mailing address and telephone number, and return the original of the form to the Personnel Office no later than May 12, 1995. You should retain a copy of the form for your records and use.

Once you are laid off, you are eligible for Unemployment Insurance. You should take this Notice and a copy of the Form DPA-015 with you to your local Employment Development Department (EDD) Office. If you intend to choose an earlier layoff date (Part III of the Form DPA-015), contact the EDD Office BEFORE YOU MAKE THE DECISION to see if it will impact your benefits.

You will receive a check for unused vacation or annual leave and compensating time off to which you are entitled when you are laid off. Any sick leave will remain and be credited to you if you return to State service while you are still on a reemployment list.

You have a right to appeal this layoff with the Department of Personnel Administration, 1515 "S" Street, North Building, Suite 400, Sacramento, CA 95814-7243, within 30 calendar days of receipt of this notice. The possible grounds for appeal are that the correct layoff procedure was not followed; or the layoff was not conducted in good faith; or the layoff was otherwise improper.

If you have any questions, please contact \_\_\_\_\_ at telephone number ( ) \_\_\_\_\_.

---

(Signature) (Title) (Date)

Attachment

NOTES: SEND THIS NOTICE TO THE EMPLOYEE VIA CERTIFIED MAIL WITH RETURN RECEIPT REQUESTED.

PROOF OF SERVICE SHOULD BE COMPLETED. SEE ANNEX T.

5  
-  
-  
-

**SAMPLE NOTICE 2  
(LAYOFF OR DEMOTION IN-LIEU-OF LAYOFF)**

State of California

MEMORANDUM

TO:           Howard Stone  
              Senior Lapidarist

Date: May 1, 1995

FROM:       Personnel Office  
              Department of Gemology

SUBJECT:    Notice of Layoff or Demotion In Lieu-Of Layoff

The Department of Gemology has been directed to reduce its budget for the 1995-96 Fiscal Year by 15%.

The Department has kept positions vacant for salary savings, participated in the Governor's Early Retirement Program, placed employees on State Restriction of Appointment lists, eliminated several new construction projects, reduced research projects, and increased industry funding. Unfortunately, through these efforts, we have only been able to reduce the budget by 10%, and are forced to layoff 15 employees.

One of the two employees in your class of Senior Lapidarist must be laid off, effective July 1, 1995. Both positions are located in Sacramento, and there are no vacant positions in the class. Your seniority score through May 1, 1995 is 240, which is lower than that of the other incumbent (385). The primary demotional path for the class is to Associate Lapidarist and then to Lapidarist. In addition, you have personal demotional rights to the class of Staff Services Manager I, based on your prior service in that class. There are no vacancies in either the Associate Lapidarist or Staff Services Manager I class; however, your seniority score is high enough to allow you to demote to either class and remain in either class in the Sacramento area, by "bumping" someone else. You have the right to see the seniority list for the Senior Lapidarist class that is on file in the Personnel Office (1111 Rock Road, Room 142, West Sacramento) during normal business hours (8 a.m. to 5 p.m., Monday through Friday).

Attached to this Notice is Department of Personnel Administration Form DPA-015. On Part I of the form, you should indicate which, is either, of the demotional options you wish to exercise. You do not need to complete Part II of the form, because you have no options to transfer. Complete Part III only if you do not wish to exercise your right to demote. Complete Part IV, because your name will be placed on the reemployment list for the Senior Lapidarist whether you demote or elect one of the other options in Part III. Your name will remain on the list for five years. In Part IV, you should indicate the types of appointment, time base, and location in which you are interested. You may also elect to have your name placed on the inactive reemployment list if you elect to be laid off, and are not immediately interested in reemployment. You may change the inactive status at any time by writing to the State

Personnel Board. You should sign the form, insert your current mailing address and telephone number, and return the original of the form to the Personnel Office no later than May 12, 1995. You should retain a copy of the form for your records and use.

If you elect to be laid off, you are eligible for Unemployment Insurance. You should take this Notice and a copy of the Form DPA-015 with you to your local Employment Development Department office, prior to making your decision, in order to verify the benefits that you will receive.

If you elect to be laid off, the Department of Gemology will issue you a check for unused vacation or annual leave and compensating time off to which you are entitled. Any sick leave will remain in your records and be credited to you if you return to State service while you are still on a reemployment list.

You have a right to appeal this action to the Department of Personnel Administration, 1515 "S" Street, North Building, Suite 400, Sacramento, CA 95814-7243, within 30 calendar days of receipt of this notice. The possible grounds for appeal are that the correct layoff procedure was not followed; or the layoff was not conducted in good faith; or the layoff was otherwise improper.

If you have any question, please contact \_\_\_\_\_ at telephone number ( ) \_\_\_\_\_.

---

(Signature) (Title) (Date)

Attachment

NOTES: SEND THIS NOTICE TO THE EMPLOYEE VIA CERTIFIED MAIL WITH RETURN RECEIPTS REQUESTED.

PROOF OF SERVICE SHOULD BE COMPLETED. SEE ANNEX T.

**SAMPLE NOTICE 3  
(LAYOFF OR TRANSFER IN-LIEU-OF LAYOFF)**

State of California

MEMORANDUM

TO:           Ralph Cramden  
              Space Shuttle Driver

Date: March 5, 1994

FROM:       Personnel Office  
              Department of Celestial Motorvation

SUBJECT:    Notice of Layoff or Transfer In-Lieu-Of Layoff

The Department of Celestial Motorvation is required to reduce its staffing for the 1995-96 Fiscal Year. All options to layoff, including transfers to vacant positions, the Early Retirement Program, and the use of the State Restrictions of Appointments process, have been explored, and it is still necessary to abolish 45 filled positions.

Five positions in the class of Space Shuttle Driver must be abolished, and five employees must be laid off, because there are no vacancies and no demotional paths. The positions to be abolished are all in Barstow. The layoff is, however, being conducted on a statewide basis, and the five employees in the class with the least seniority are located in San Diego (2), El Centro (2), and Riverside (1). The five least-senior employees in Barstow, of which you are one, will be offered the opportunity to involuntarily transfer to San Diego, El Centro, or Riverside. The entire statewide seniority list is available for viewing during normal work hours (8 a.m. to 5 p.m., Monday through Friday) in the Business Office, Department of Celestial Motorvation, 2001 Milky Way, Barstow, CA.

Attached to this Notice is Department of Personnel Administration Form DPA-015. Part I of the form does not apply to you, because there are no demotional paths available. In Part II, indicate which, if any, of the transfers you are interested in, and, if more than one, prioritize your choices. The decision of which position is offered to each of the five Space Shuttle Drivers in Barstow will be based on seniority. For example, if three employees select Riverside as their top priority, the employee with the highest seniority score will be offered the position. If you do not wish to be transferred, please indicate in Part III which alternative you select. Complete Part IV to assist us in placing you on a reemployment list. Reemployment list eligibility is for five years. In Part IV, please indicate the types of appointment and time base and locations in which you are interested. If you elect to be laid off and are not interested in immediate reemployment, you may elect to have your name placed on an inactive reemployment list. You may reactivate your name by writing to the State Personnel Board. Please sign the Form

DPA-015, insert your current telephone number and mailing address, and return original of the Form to the Personnel Office no later than March 15, 1994. You should retain a copy of the Form for your records and use.

If you elect to be laid off, you are eligible for Unemployment Insurance. You should take this Notice and a copy of the Form DPA-015 to your local Employment Development Department Office, prior to making your decision, to verify the benefits you will receive.

If you do elect layoff, the Department of Celestial Motorvation will issue you a check for unused vacation or annual leave and compensating time off to which you are entitled. Any sick leave will remain in your records and be credited to you if you return to State service from the reemployment list.

You have the right to appeal this action to the Department of Personnel Administration, 1515 "S" Street, North Building, Suite 400, Sacramento, CA 95814-7243, within 30 calendar days of receipt of this notice. The possible grounds for appeal are that the correct layoff procedure was not followed; or the layoff was not conducted in good faith; or the layoff was otherwise improper.

If you have any questions, please contact \_\_\_\_\_ at Telephone number ( ) \_\_\_\_\_.

---

(Signature)

(Title)

(Date)

Attachment

NOTES: SEND THIS NOTICE TO THE EMPLOYEE VIA CERTIFIED MAIL WITH RETURN RECEIPT REQUESTED.

PROOF OF SERVICE SHOULD BE COMPLETED. SEE ANNEX T.

STATE OF CALIFORNIA  
 DEPARTMENT OF PERSONNEL ADMINISTRATION  
**ESTABLISHING REEMPLOYMENT LISTS**  
 PA-016 (REVISED 3/98)

DATE: \_\_\_\_\_

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

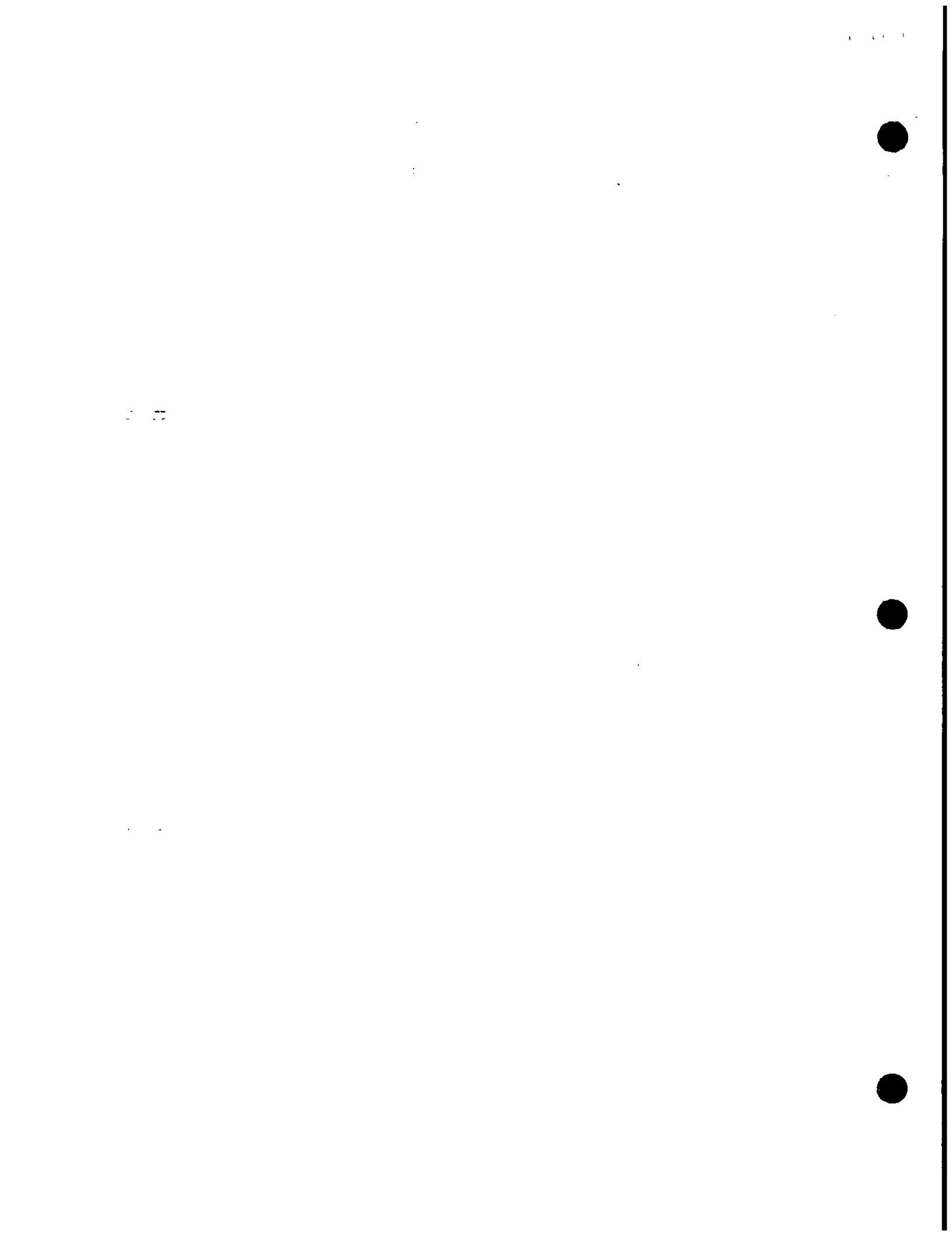
- PERMANENT     FULL TIME     INTERMITTENT
- TEMPORARY     PART TIME     INACTIVE

9. LOCATION(S) \_\_\_\_\_

(SPB use) CERTIFICATION

SIGNATURE OF ORIGINATOR \_\_\_\_\_

DATE SENT TO SPB \_\_\_\_\_



COMPLETION OF FORM DPA-016  
ESTABLISHING REEMPLOYMENT LISTS

1. From:

Name: Originator of Form  
Dept: Complete  
Tele: Of Originator

2. Employee To Be Placed On List

Employee Name, SSA #, Mailing Address, and Telephone #.

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 the next employee, etc.

4. Type Of Reemployment Lists

SRL - Subdivisional reemployment List (Rule of 1)  
DRL - Departmental Reemployment List (Rule of 1)  
GRL - General Reemployment List (Rule of 3)

5. Effective Date If Reemployment List 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 Employee's Request

6. Reemployment List Time Base Eligibility

Enter the maximum time base which the employee'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(s)

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

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, Attention: 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.

Annex O should be duplicated and kept on file for use in establishing reemployment eligibility.

## ESTABLISHMENT OF REEMPLOYMENT LISTS

### 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>A. LAYOFF SITUATIONS</p> <p>1. TERMINATION OF A PERMANENT OR PROBATIONARY EMPLOYEE G.C. 1997.11. (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. 1997.8 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

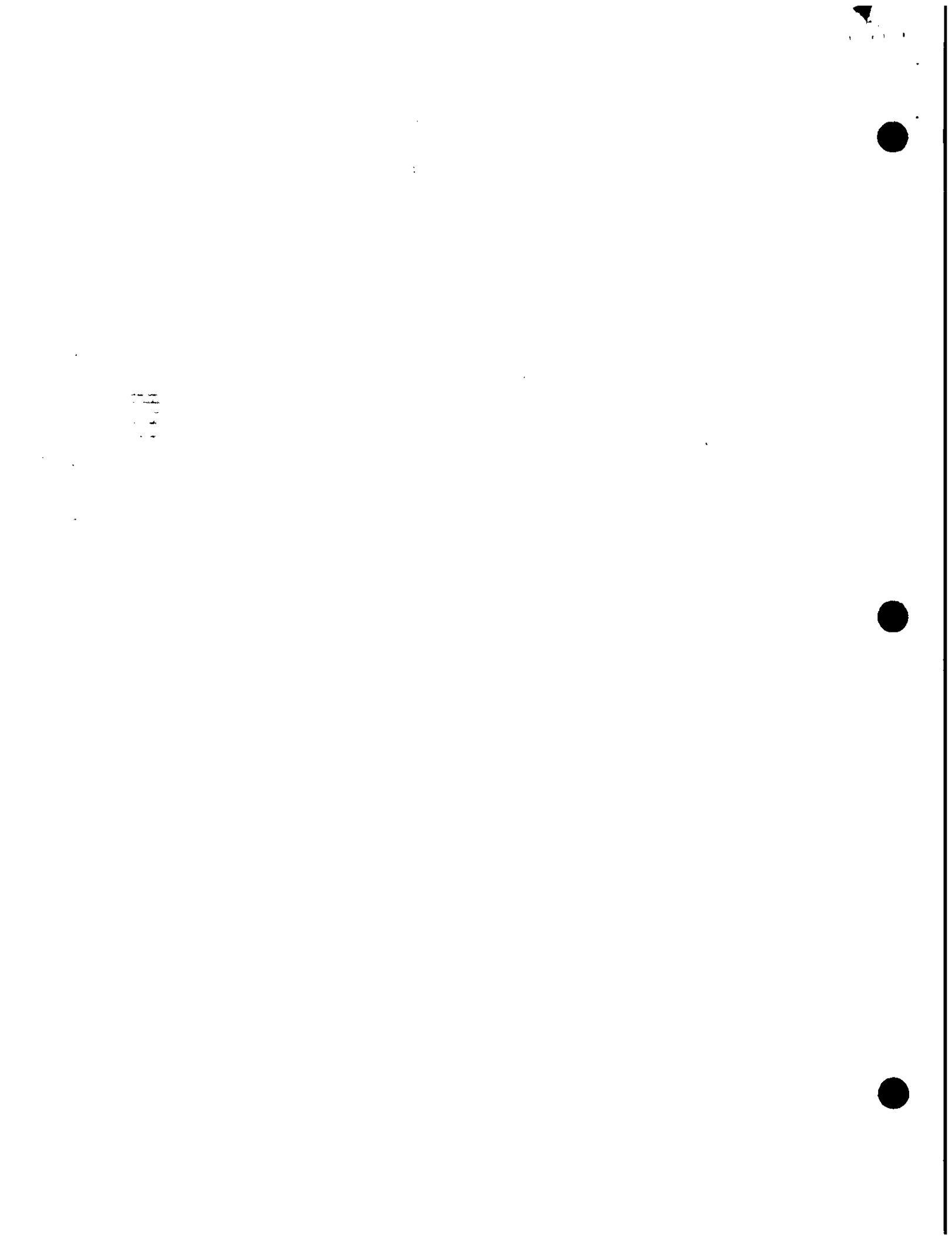
LEGEND: S = SUBDIVISIONAL REEMPLOYMENT LIST  
D = DEPARTMENTAL REEMPLOYMENT LIST  
G = GENERAL REEMPLOYMENT LIST

# 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>C. TERMINATION OF EXEMPT APPOINTMENT FOR REASONS COVERED IN G.C. 19997 (S05)</p> <p>1. IF EXEMPT EMPLOYEE IS TERMINATED FOR REASONS COVERED IN 19997 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>D. TERMINATION OF CEA APPOINTMENT (A03)</p> <p>1. IF EMPLOYEE HAS REINSTATEMENT PURSUANT TO 2 CCR 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 2 CCR 548.153.</p>	<p>D G</p>

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



PROOF OF SERVICE BY MAIL  
California Code of Civil Procedure Section 1013(a)

***[Title of Document, e.g. Notice of Layoff]***

I, **[Name of person mailing the letter]**, declare:

I am over age 18, not a party to this action, and am employed in Sacramento County at the Department of Personnel Administration, 1515 "S" Street, North Building, Suite 400, Sacramento, California 95814. On **[date]**, I deposited in the United States mail at Sacramento, California, a copy of the attached **[Title of Document being mailed]**, in a sealed envelope, with postage fully prepaid, addressed to:

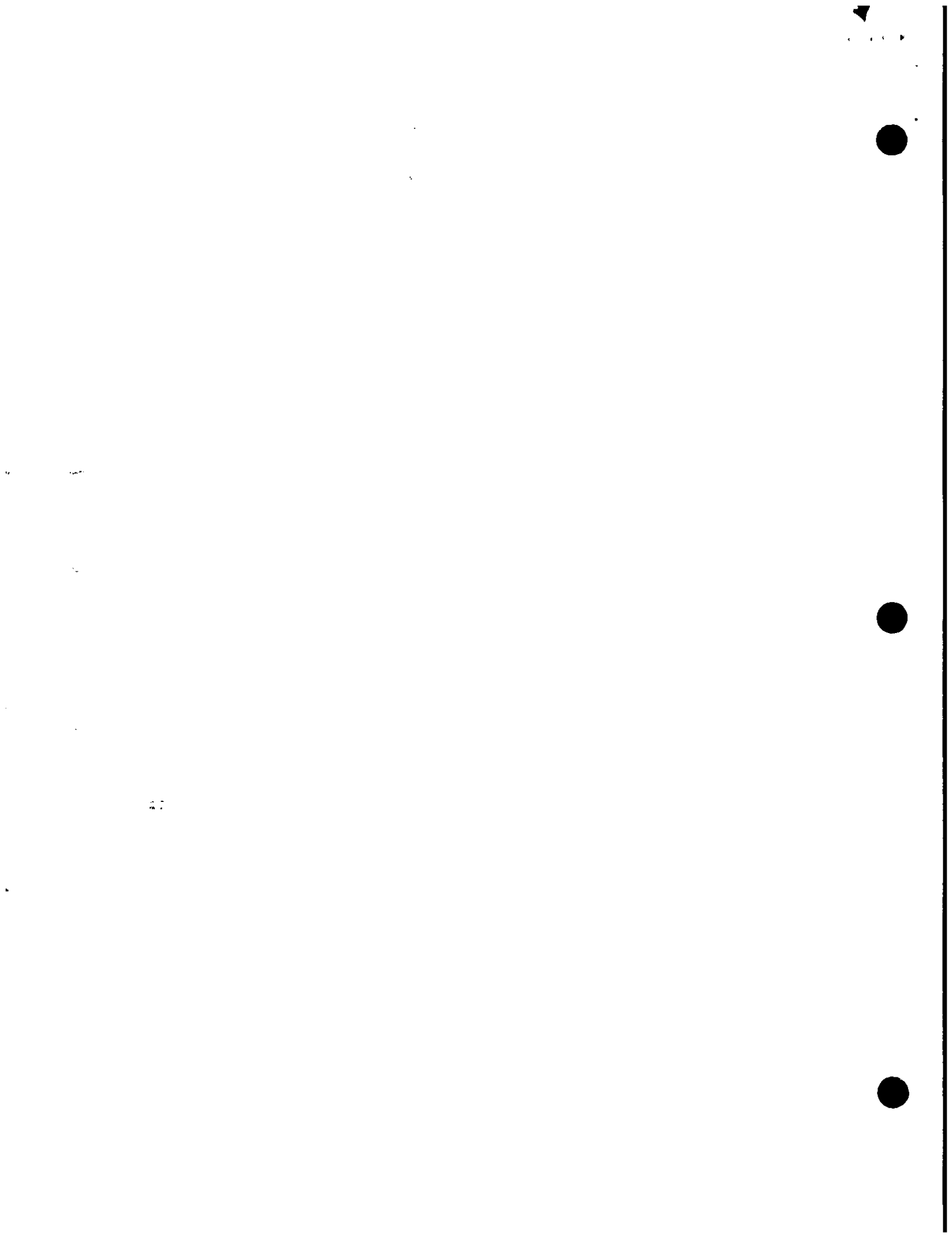
**[List anyone being mailed to]**

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed at Sacramento, California, this **[date]**.

**[Signature of person mailing the document]**

**[Type name of person mailing document]**





# Request for Verification of State Service

[Department of Personnel Administration (DPA) Rule 599.739]  
**COMPLETE AND SUBMIT TO DPA**

The following service appears to have been omitted from said employee's total State service.

Dates of Employment			Name of Agency, Department, Office, Board, or University Where Employed	Class/Title	Time* Base
Appointed	Separated				
Mo. Day Yr.	Mo. Day Yr.	Mo. Day Yr.			

\* Time Base - show full time, part time, fractional, intermittent (hourly or daily), or indeterminate.

\_\_\_\_\_  
 Employee's Signature and Date

\_\_\_\_\_  
 Typed or Printed Name\*\*

\_\_\_\_\_  
 Social Security Number

\*\* List all other names under which you have worked for the State and the approximate date used below:

\_\_\_\_\_

\_\_\_\_\_

To be completed by Personnel Office of department in which employee is now working:

Reason for request:

- |  |   |                                     |
|--|---|-------------------------------------|
| <input type="radio"/> Vacation Allowance | <input type="radio"/> 25-Yr. Service Award  | <input type="radio"/> Reinstatement |
| <input type="radio"/> Retirement         | <input type="radio"/> <b>SECOND REQUEST</b> | <input type="radio"/> Other _____   |

Department has no record of above service.

Attached is evidence of above service.

Please enter the requesting department's IMS code and address here:

\_\_\_\_\_  
 Department Representative's Signature and Date

