

State of California

MEMORANDUM

TO: PERSONNEL MANAGEMENT LIAISONS      DATE: September 2, 1998  
REFERENCE CODE: 98-040

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers  
Labor Relation's Officers  
Personnel Transactions Supervisors

FROM: Department of Personnel Administration  
Classification and Compensation Division

SUBJECT: Performance Salary Adjustment Program

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In an effort to minimize the workload on departments and yet be assured departments are evaluating and verifying employee's job performance standards prior to granting a Performance Salary Adjustment (PSA), the Department of Personnel Administration (DPA) has agreed to modify the PSA program processing procedures for Managers, Supervisors, C05, C16, C19, E16, E19, R05, R16, and R19 employees.


Effective October 1, 1998, the above designated employees will be included in the monthly State Controller's Office Merit Salary Adjustment (MSA)/PSA mass update. Departments must still certify the performance of those employees eligible for a PSA and may not grant an employee's PSA until the responsible manager or supervisor has certified that the employee's job performance is successful. A Form 609 (Supervisor Certification of Salary Adjustment) or similar certification form must be returned from the employee's supervisor to departmental personnel prior to the cutoff of the pay period in which the PSA is effective. If certification is not returned to departmental personnel staff by the supervisor to justify the PSA prior to cutoff, departments must process an MSA void transaction on or before cutoff. (The MSA transaction is used to document a PSA.)

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An MSA void transaction will be reflected on the employee's employment history until such time as the Form 609 or similar certification form is returned certifying either that the employee's performance is successful or that the employee is not performing successfully. Upon receipt of certification, the department shall then document either an MSA transaction or an MSA denial, effective the date the PSA was originally effective. Certification of performance shall be based on a written evaluation within one year from the effective date of the PSA. Bargaining Agreements for Units 16 and 19 specifies that failure to receive a performance appraisal or other substantive documented performance feedback during the one year period prior to the employee's salary review shall result in the employee receiving the PSA.

The departmental personnel office shall then certify that certification of successful job performance has been received for all employees except those for whom a denial or void transaction has been processed. The Special In-Grade Salary Adjustment/MSA Register or similar certification shall be maintained for this purpose, signed by the appointing power and kept on file for a minimum of three years.

If you have any questions regarding this memorandum, you may contact your department's Personnel Management Technician in the Classification and Compensation Division at DPA.



Mike Vargas  
Program Manager