

State of California

MEMORANDUM

TO: PERSONNEL MANAGEMENT LIAISONS DATE: October 26, 1998
REFERENCE CODE: 98-055

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers
Personnel Transaction Supervisors

FROM: Department of Personnel Administration
Policy Development Office

SUBJECT: Assistance for Exempts/CEAs
After Termination of Assignment

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The purpose of this memorandum is to inform you of the availability of special information for Exempts/CEAs provided by the Department of Personnel Administration (DPA) and the State Personnel Board (SPB) designed to help Exempts/CEAs separating from their positions. Several key topics are covered:

- Who can take promotional examinations?
- Right of Return/No right of Return?
- Civil Service Salaries
- CEA Red Circle Rate Criteria
- Payment of Annual Leave/Vacation Balance
- Employee Benefit Information
- Savings Plus Program Information
- Issues for Legislative Exempt Employees

Three different Internet documents are recommended for Exempts/CEAs who may be directly affected by transition to a new administration. We recommend that key department personnel office staff who provide assistance to Exempt/CEA employees become familiar with these documents. The principal access is through the DPA's home page at www.dpa.ca.gov. The information can also be accessed through the State Personnel Board home page

at www.spb.ca.gov. A limited number of hardcopy masters are available for mailing as special requests if the department does not have Internet access. Copies for internal department use should be duplicated on-site or downloaded from the Internet.

Employees who have questions about status or pay issues should always begin by contacting their Personnel Office. The same is true for general/routine benefit issues. Savings Plus issues are addressed directly by the Savings Plus staff. Department Personnel Office staff who require assistance from the DPA or SPB should contact the appropriate office/staff person.

As an additional service, the SPB and DPA staffs have planned three forum presentations in November and early December. Department Personnel Office staff are invited. Departments are also asked to announce these sessions to Exempts/CEAs who may want to attend the appropriate session.

The following sessions are space available and no reservation is required. The format of the sessions will be a brief presentation by staff, and then emphasis will be placed on questions and answers. All sessions will be held in the Water Resources Auditorium, 1416th 9th Street, Sacramento, CA 95814.

Please use the attached information/flyers in communicating to exempts/CEAs the subject matter to be covered.

<u>Date</u>	<u>Time</u>	<u>For Exempt/CEAs With:</u>
November 17, 1998	9:00 am	No right of return
November 17, 1998	1:30 pm	Right of return
December 1, 1998	9:00 am	Right of return


Peter J. Strom, Chief
Policy Development Office

Attachments



ANNOUNCING
INFORMATIONAL FORUM FOR

EXECUTIVE BRANCH EXEMPT & CEA EMPLOYEES
WITHOUT A CIVIL SERVICE RIGHT OF RETURN

November 17th
9:00 am
Water Resources Auditorium
1416th 9th Street
Sacramento, CA 95814

Eligibility to take Promotional
Exams

Marian Rutkauskas
State Personnel Board

Civil Service Appointment Salaries
Following an Executive Branch
Exempt Appointment

Jerri Judd
Dept. of Personnel Administration

Payment of Annual Leave or
Vacation Balances

Dave Combies
Dept. of Personnel Admin.

Employee Benefits

Ann McWherter
Dept. of Personnel Admin.

Savings Plus Program

Marsha Sampson
Dept. of Personnel Admin.



ANNOUNCING
INFORMATIONAL FORUMS FOR

EXECUTIVE BRANCH EXEMPT & CEA EMPLOYEES
WITH A RIGHT OF RETURN TO CIVIL SERVICE

November 17th
1:30 pm

& December 1, 1998
9:00 am

Water Resources Auditorium
1416th 9th Street
Sacramento, CA 95814

Executive Branch Exempt Employees
Eligibility to take Promotional Exams

Marian Rutkauskas
State Personnel Board

CEA Employees with No Prior Permanent
Civil Service Status Eligibility
to take Promotional Exams

Summary of CEA
Right of Return to Civil Service

Summary of Executive Branch Exempt
Employees Right of Return to Civil Service

Civil Service Appointment Salaries
Following an Executive Branch

Jerri Judd
Dept. of Personnel Admin.

Salary following a CEA Appointment
Red Circle Rate Criteria

Payment of Annual Leave or
Vacation Balances

Dave Combies
Dept. of Personnel Admin.

Employee Benefits

Ann McWherter
Dept. of Personnel Admin.

Savings Plus Program

Marsha Sampson
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