

M E M O R A N D U M

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TO: PERSONNEL MANAGEMENT LIAISONS REFERENCE CODE: 2001-048

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers
Employee Relations Officers

FROM: Department of Personnel Administration
Classification and Compensation Division

SUBJECT: State Restriction of Appointments (SROA) Program

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With the announcement that departments are to prepare for statewide budget reductions (Executive Order D-48-01 and Management Memo 01-21), the Department of Personnel Administration (DPA) is taking steps to assist departments in the placement of employees who may be subject to layoff. Consequently, we are re-establishing the State Restriction of Appointments (SROA) office in DPA.

The SROA Program is intended to provide job placement assistance to employees who are facing layoff. Since June 1991, the SROA process has moved thousands of employees who would have been laid off to positions with secure funding. The SROA is utilized to coordinate efforts between departments undergoing staff reductions and departments that may be in a position to accept new staff. This memo outlines the methods that departments are to use in this process.

Staffing Reductions

The following list contains some of the steps that should be included in the planning and implementation of staffing reductions:

1. Identify the specific positions that are to be eliminated, and determine if it will be necessary to conduct layoffs. (Are positions vacant or filled? Can transfers be made to other positions? Are employees interested in other mitigating options, as described in PML 2001-050?)



2. Identify the area of layoff. Decisions made regarding the area of layoff are probably the most sensitive, critical ones in the layoff process because they determine (1) which employees will be included in the layoff process; and (2) the rights of employees who are adversely impacted by the layoff. For example, the decision to conduct a layoff on a statewide or geographic basis, and including only certain classes, determines which employees may be adversely impacted. Also, decisions regarding demotional patterns, including personal demotional patterns, greatly impact employees' opportunities and rights to demote in-lieu-of layoff. The area of layoff includes the classes in which layoffs will occur, the number of positions, the primary and secondary demotional patterns (including personal demotional rights), and the geographic area.
3. Prior to submitting requests for seniority scores to the Classification and Compensation Division (CCD), ensure that all dates and hours of intermittent service are entered into affected employees' work histories.
4. Prior to submitting requests for seniority scores, survey all affected employees to determine if prior service has been credited to them.
5. Meet with DPA [CCD analyst and the assigned Labor Relations Officer (LRO)] for approval of the layoff plan, including the area of layoff, the inclusion of appropriate employees on SROA lists, the computation of seniority scores, and steps to be taken to mitigate the effects of the lay off in conformance with the applicable bargaining unit contract. (Refer to Section III of the SROA Manual to determine eligibility for placement on SROA lists and applicable contract sections.)
6. Survey employees, if not done at time of employment, to identify qualifying military service.

SROA Program

The following are reminders for those departments that are reducing staff and those that are accepting new staff regarding the SROA Program.

1. Departments that are reducing staff should remember that only those employees actually in jeopardy of job loss should be placed on SROA lists. (Refer to SROA Manual Section III.B.2. for the formula that is normally used to determine the number of



employees who are to be placed on SROA lists.) This is essential to the success of the SROA Program because it ensures that employees on SROA lists are seriously looking for new employment and are not merely shopping for the "perfect" jobs. Flooding the lists with senior employees, whose jobs are not in danger, frustrates departments that conduct interviews and offer jobs that are repeatedly turned down.

2. Departments that are accepting staff will be required to make every effort to recruit from the SROA list. The SROA exemption process will be very restrictive.

For more detailed information on layoff and the SROA Program, departments that subscribe to the Personnel Information Exchange (P.I.E), available on the DPA Web site, can access the Layoff and SROA Manual using the following links:

<http://www.dpa.ca.gov/pie/procedur/srppm/httoc.htm> (Layoff Manual)
<http://www.dpa.ca.gov/pie/procedur/sroa/httoc.htm> (SROA Manual)

For those departments that do not have P.I.E. access, contact your headquarters personnel office for a copy of the Layoff and SROA manuals or contact the SROA Unit at DPA and we will provide you with a copy.

Questions regarding planning for staffing reductions should be directed to your department's Classification and Compensation Division analyst at DPA and questions specific to SROA should be directed to the SROA Unit at DPA.



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