

State of California

M E M O R A N D U M

TO: PERSONNEL MANAGEMENT LIAISONS **DATE:** October 1, 2003
REFERENCE CODE: 2003-040

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Employee Relations Officers
Personnel Officers
Personnel Management Liaison

FROM: **Marty Morgenstern, Director**
Department of Personnel Administration

SUBJECT: Compensation and Benefits Program for Excluded Employees

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Now that the Legislature has passed and Governor has signed all MOU bills for this year, the compensation and benefits for excluded employees will be made consistent with those negotiated for most bargaining unit employees.

This memorandum describes the 2003-2004 compensation and benefits program for employees who are excluded from collective bargaining under the Ralph C. Dills Act. This includes managerial, supervisory, confidential, other excluded and exempt employees whose salaries are set by the Department of Personnel Administration (DPA).

A. Personal Leave Program

The following actions will be taken to implement the Personal Leave Program (PLP) for excluded employees:

1. Effective October 1, 2003, most excluded employees whose salaries are set by the DPA shall receive an adjustment to their base salaries in the amount of 5.0%. **(The effective date of the salary increase will be July 1, 2003, for determination of final compensation for retirement purposes.)** This program applies to the following collective bargaining identifier (CBID) codes: C01-C21, S01-S21, M01-M21, E48, E58, E59, E67, E68, E77, E78, E79, E97, E98, and E99.

Statutory exempt employees (class type L), within these CBIDs, are not eligible to receive the adjustment. Employees with a CBID of E are also not eligible for this increase.

2. Effective October 1, 2003, each employee identified in 1. above as receiving the increase shall have their base salary reduced by 5% in recognition of the Personal Leave Program.
3. Effective October 1, 2003, each employee identified in 1. above shall be required to participate in the personal leave program. In exchange for the reduction of 5% as indicated in 2. above, an employee will receive 8 hours of personal leave. (Less than full-time employees shall receive a prorated personal leave credit.)
4. The Personal Leave Program for excluded employees will be reconsidered in June 2004 and a determination will be made as to whether the program will be continued.

B. Personal Leave Day

The Personal Leave Day (PLD) program which became effective July 1, 2003, ends with the posting of PLD credits on the first of October. PLD credits accrued during July, August, and September 2003 that have not been used will be renamed PLP credits effective October 1, 2003.

C. Retirement Reduction

Effective October 1, 2003, excluded employees will receive a 5% reduction in their contribution rate for retirement. This reduction will be reconsidered in June 2004 and a determination will be made as to whether the program will be continued after June 30, 2004.

D. Consolidated Benefits

For a complete description of health, dental and vision benefits and the State's contribution, see previously issued PML's 2003-037 and 2003-038.

The Department of Personnel Administration will issue implementation instructions and more details regarding each of these programs shortly.

Marty Morgenstern
Director