

*State of California*

**M E M O R A N D U M**

**TO:** PERSONNEL MANAGEMENT LIAISONS      **DATE:** September 29, 2004  
**REFERENCE CODE:** 2004-051

**THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:**

Personnel Officers  
Labor Relations Officers

**FROM:** Department of Personnel Administration  
Policy and Operations Division

**SUBJECT:** SROA and Layoff Programs

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The purpose of this memorandum is to provide departments clarification regarding the following two State Restriction of Appointments (SROA) and layoff processes.

**ELIGIBILITY FOR SROA AND SURPLUS STATUS**

Placement on SROA lists is limited by the Department of Personnel Administration (DPA) Rule 599.854.1 to those employees who may actually be subject to layoff or demotion in-lieu-of layoff. In general, for each class designated as surplus, three employees per at-risk position will be placed on SROA and surplus status. Exceptions may be made if it appears the anticipated layoff will be very severe or some other unusual circumstance warrants it.

**PRIMARY AND SECONDARY DEMOTIONAL PATTERNS**

In lieu of being laid off, an employee may elect demotion. Demotional patterns are established for this purpose. After DPA and the appointing power agree on the class(es) of layoff, the appointing power will draft demotional charts for each layoff class. The demotional charts will consist of primary and, if applicable, secondary demotional patterns for each class subject to layoff. The demotional charts must be included with the Layoff Plan departments submit to DPA for approval.

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Instructions for developing primary and secondary demotional patterns can be found in the California Civil Service Layoff Manual located at DPA's public Web site at the following link:

<http://www.dpa.ca.gov/general/Publications.shtm>

If you have any questions regarding this memorandum, please have your designated personnel office staff contact the DPA Personnel Services Branch (PSB) at (916) 323-3343 or e-mail [psb@dpa.ca.gov](mailto:psb@dpa.ca.gov).

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