

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Professional Development Day (PDD) - Bargaining Units 1, 3, 4, 11, 12, 14, 15, 16, 17, 18, 19, 20, 21, Excluded and Exempt Employees	REFERENCE NUMBER: 2010-037
DATE ISSUED: 12/15/10	SUPERSEDES:

This memorandum should be forwarded to:

**Personnel Officers
Employee Relations Officers**

FROM: Department of Personnel Administration
Labor Relations Division

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Effective November 2, 2010, the State is providing to all employees two days per fiscal year for activities such as professional association activities, professional and/or personal development seminars, etc., to promote professional and/or personal growth and to enhance professional and/or personal goals. These activities are at the employee's expense and therefore the choice of activity is at the employee's discretion.

PDD HOURS/DAYS

Full-Time Employees

Full-time employees receive two PDDs each fiscal year.

Part-Time Employees

Part-time employees shall be subject to the same conditions as full-time employees, on a pro-rated basis. The pro-ration shall be determined based on the employee's time base consistent with the following chart.

<u>Time Base</u>	<u>PDD Credit in Hours</u>
1/10	.8
1/8	1
1/5	1.6
1/4	2
3/10	2.4
3/8	3
2/5	3.2
1/2	4
3/5	4.8
5/8	5
7/10	5.6
3/4	6
4/5	6.4
7/8	7
9/10	7.2

A part-time employee may only use up to a maximum of eight hours per PDD, regardless of the number of positions the employee holds within State service.

Permanent Intermittent Employees

Permanent Intermittent employees will be eligible for PDD on a pro-rated basis, based on hours worked during the pay period of usage. The pro-ration shall be based on the chart below:

<u>Hours Worked During Pay Period</u>	<u>PDD in Hours for Each PDD</u>
0 to 10.9	0
11 to 30.9	1
31 to 50.9	2
51 to 70.9	3
71 to 90.9	4
91 to 110.9	5
111 to 130.9	6
131 to 150.9	7
151 or over	8

A Permanent Intermittent employee may only use up to a maximum of eight hours per PDD, regardless of the number of positions the employee holds within State service.

R03 - Teachers

DPA will address R03 Teachers who work on an Academic Calendar Schedule in a separate PML.

PDD USAGE

- PDD may be used before other leave types.
- PDD must be used in whole day increments for employees in Bargaining Units 12, 16, 18, 19, and for Excluded and Exempt employees.
- PDD can be used in hourly increments by employees in SEIU Bargaining Units 1, 3, 4, 11, 14, 15, 17, 20, and 21. WWG E employees shall not charge absences in less than whole day increments.
- The value of the PDD is based on the employee's time base at the time of usage.
- PDD must be used within the fiscal year it is granted and not accumulated or cashed out. PDD for the 2010/2011 fiscal year is available to use as of November 2, 2010.
- PDD cannot be donated or transferred to other leave types.
- PDD may be used to supplement SDI, NDI, and IDL.

REQUESTING AND APPROVING PDD

- PDD time shall be requested and approved in the same manner as vacation/annual leave.
- Supervisors should not request documentation for this time.

WHO IS NOT ELIGIBLE FOR PDD?

- Retired Annuitants appointed under Government Code sections 19144, 21154, 21223, 21224, 21225, and 21227.
- Seasonal Classes

Class

Code Class Title

0032	Agricultural Technician III (Seasonal)
0033	Agricultural Technician II (Seasonal)
0034	Agricultural Technician I (Seasonal)
0051	Processing Fruit and Vegetable Inspector III (Seasonal)
0052	Processing Fruit and Vegetable Inspector II (Seasonal)
0054	Processing Fruit and Vegetable Inspector I (Seasonal)

<u>Class Code</u>	<u>Class Title</u>
0790	Fish and Wildlife Seasonal Aid
0835	Fish and Wildlife Scientific Aid
0987	Maintenance Aide (Seasonal)
0989	Maintenance Aide (Seasonal) (Angel Island)
0996	Senior Maintenance Aide (Seasonal)
0997	Senior Maintenance Aide (Seasonal) (Angel Island)
1023	Archeological Aid -Seasonal-
1242	Office Occupations Trainee
1931	Scientific Aid
3012	Student Engineering Aid
3082	Substitute Academic Teacher (Correctional Facility)
4871	Student Assistant -Engineering and Architectural Sciences-
7872	Animal Technician I
8140	Pre-Registered Nurse
8170	Pre-Registered Nurse, Departments of Mental Health and Development
8434	Self-Help Sponsor (Part Time)
9992	Maintenance and Service Occupational Trainee
9993	Mechanical and Technical Occupational Trainee

- CBID E-Designated Classes
- E-25 Classes
- Statutory exempts who do not earn leave credits are not eligible for PDD.

ADDITIONAL INFORMATION

- PDD does not count as time worked for the purpose of computing cash or compensating time off for overtime.
- When an employee who is eligible for PDD and then moves into a temporary assignment (such as a Training and Development Assignment or an Out-of-Class Assignment) to a position that is not eligible for PDD, the employee remains eligible for PDD.
- When an employee who is eligible for PDD moves to a position that is not eligible for PDD before using the days/hours, the employee will carry over the remaining PDD through the end of the current fiscal year.
- When an employee who is not eligible for PDD and is appointed to a position under SPB Rule 302.3 Acting Assignment, the employee remains not eligible for PDD.
- For Permanent Intermittent employees, PDD hours should be credited prior to holiday hours.

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Personnel staff with questions should contact the Personnel Services Branch at the phone number or email address listed above.

/s/Julie Chapman

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