

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Professional Development Day (PDD) – Bargaining Units 1, 2, 3, 4, 6, 7, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, and 21; and Excluded and Exempt Employees	REFERENCE NUMBER: 2012-010
DATE ISSUED: 05/04/12	SUPERSEDES: 2010-037 and 2011-005

This memorandum should be forwarded to:

**Personnel Officers
Employee Relations Officers**

FROM: Department of Personnel Administration
Labor Relations Division

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The State is providing to all employees Professional Development Days (PDD) 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 PROVISIONS

- Bargaining Units 1, 3, 4, 11, 12, 14, 15, 16, 17, 18, 19, 20, 21, and excluded and exempt employees: Employees receive 2 PDDs each fiscal year beginning November 2, 2010.
- Bargaining Unit 2: Because the provision is converting the use of three existing Professional Development Activities (PDA) days to the fiscal year rather than the calendar year, the following transition schedule and effective/expiration dates apply:
 - Effective January 1, 2011, employees receive three PDA days which expire on June 30, 2012.
 - Effective April 1, 2011, employees receive two PDDs which expire on June 30, 2011.
 - Effective July 1, 2011, employees receive two new PDDs which expire on June 30, 2012.

- Effective July 1, 2012 and each July 1st thereafter, employees will receive five PDDs that must be used prior to the end of each fiscal year in which they are accrued.
- Bargaining Unit 6: On January 1, 2012, for the 2011 and 2012 calendar years, employees receive four PDDs which will coincide with the employees' annual leave bidding process; and on January 1, 2013, employees receive two PDDs for the 2013 calendar year.
- Bargaining Units 7, 9, 10, and 13: Employees receive 2 PDDs each fiscal year beginning April 1, 2011.

PDD HOURS/DAYS

Full-Time Employees

Full-time employees receive PDDs as outlined above.

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 over	8

PDD hours should be credited prior to holiday hours.

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.

PDD USAGE

- PDD may be used before other leave types. Exception: Bargaining Unit 6 Posted Positions are to utilize PDDs before any other leave types.
- PDD must be used in whole day increments for employees in Bargaining Units 2, 6, 7, 12, 16, 18, 19, and for Excluded and Exempt employees.
- PDD can be used in hourly increments by employees in Bargaining Units 1, 3, 4, 9, 10, 11, 13, 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 or calendar year (refer to the Bargaining Unit language) it is granted and not accumulated or cashed out.
- PDD cannot be donated or transferred to other leave types.
- PDD may be used to supplement SDI, NDI, TD, 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.
- The following Seasonal classes:

<u>Bargaining Unit</u>	<u>Class Code</u>	<u>Class Title</u>
3	3082	Substitute Academic Teacher (Correctional Facility)
4	1242	Office Occupations Trainee
12	0987	Maintenance Aide (Seasonal)
12	0989	Maintenance Aide (Seasonal) (Angel Island)
12	0996	Senior Maintenance Aide (Seasonal)
12	0997	Senior Maintenance Aide (Seasonal) (Angel Island)
15	9992	Maintenance and Service Occupational Trainee
17	8140	Pre-Registered Nurse
17	8170	Pre-Registered Nurse, Departments of Mental Health and Development
20	8434	Self-Help Sponsor (Part Time)

- CBID E-Designated 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 is appointed to a position under SPB Rule 302.3 Acting Assignment, the employee remains not eligible for PDD.
- New hires receive PDD on the date of hire. There is no waiting period.
- All new Bargaining Unit 2 employees hired effective 1/1/2012 through 6/30/2012 will receive two PDDs on the effective date of hire (not 5) which will expire on 6/30/2012. On or after 7/1/2012, all Bargaining Unit 2 employees (including new hires) will receive five PDDs per fiscal year.
- Employees in E-25 classes – refer to the contract agreement.

For questions related to this PML, state department personnel office designated liaisons should contact DPA's Personnel Services Branch by emailing questions to PSB@dpa.ca.gov or calling (916) 323-3343.

/s/Mary Sue Paul

Mary Sue Paul
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