

**California Department of Human Resources
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Bargaining Unit 8 – Budget Savings Reduction and Personal Leave Program 2012	REFERENCE NUMBER: 2012-026
DATE ISSUED: 07/03/12	SUPERSEDES:

This memorandum should be forwarded to:

**Personnel Officers
Employee Relations Officers**

FROM: California Department of Human Resources
Labor Relations Division

CONTACT: Personnel Services Branch
(916) 323-3343
Fax: (916) 327-1886
Email: psb@calhr.ca.gov

To assist in achieving 2012-2013 Budget Savings, the State reached a side letter labor agreement with the California Department of Forestry Firefighters (CDFF) representing State employees in Bargaining Unit 8. The agreement provides a Personal Leave Program (PLP) 2012 and a 4.75 percent pay reduction for all Bargaining Unit 8 employees effective July 1, 2012 through June 30, 2013.

PLP 2012

Effective July 1, 2012, employees will receive one PLP 2012 credit on the first day of each pay period for 12 consecutive pay periods in the manner outlined below:

Full-Time Employees

Full-time employees shall continue to work his/her assigned work schedule and shall have a reduction in pay equal to 4.75 percent; and will receive one PLP 2012 credit each pay period of the PLP 2012 program credited to the employee's PLP 2012 leave balance.

Part-Time Employees

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

Time Base	PLP 2012 Credit in Hours
1/10	1
1/8	1
1/5	2
1/4	2
3/10	3
3/8	3
2/5	4
1/2	4
3/5	5
5/8	5
7/10	6
3/4	6
4/5	7
7/8	7
9/10	8

Intermittent Employees

Intermittent employees PLP 2012 credit shall be prorated based upon the number of hours worked in the monthly pay period as stated in the chart below.

Hours Worked During Pay Period	PLP 2012 Credit in Hours
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

Note: CBID R08 employees' PLP credit shall be based upon California Department of Forestry and Fire Protection's conversion chart.

ADDITIONAL INFORMATION

- PLP 2012 leave balances at the time of an employee's retirement or when the employee leaves State service will be included in the employee's lump sum calculation.
- PLP 2012 shall be requested and used by the employee in the same manner as holiday credits. Requests for use of PLP 2012 must be submitted in accordance with departmental policies on holidays. Employees may not be required to use PLP 2012 credits.

- A State employee in the PLP 2012 shall be entitled to the same level of State employer contributions for health, vision, dental, flex-elect cash option, and enhanced survivor's benefits he or she would have received had the PLP 2012 not occurred.
- PLP 2012 shall not cause a break in State service, a reduction in the employee's accumulation of service credit for the purposes of seniority and retirement, leave accumulation, or a merit salary adjustment.
- PLP 2012 shall neither affect the employee's final compensation used in calculating State retirement benefits nor reduce the level of State death or disability benefits the employee would otherwise receive or be entitled to receive nor shall it affect the employee's ability to supplement those benefits with paid leave.
- Employees on NDI, ENDI, IDL, EIDL, or Worker's Compensation for the entire pay period shall be excluded from the PLP 2012 for that pay period. Such occurrence will not extend the 12 pay periods for the employee.
- Employees newly hired on or after July 1, 2012 while the PLP 2012 is in effect will be subject to this program for its duration.

VOLUNTARY PLP

Employees currently enrolled in the Voluntary Personal Leave Program (VPLP) with less than 12 months in the VPLP will have the ability to opt out of VPLP during the period of July 1, 2012 and September 30, 2012. Employees with 12 months of VPLP may opt in or out any time. Opting out is prospective only, not retroactive.

For questions related to this PML, State department personnel office designated liaisons should contact California Department of Human Resources' Personnel Services Branch at the contact information above.

/s/Julie Chapman

Julie Chapman
Acting Director