

Department of Human Resources
Memorandum
TO: Personnel Management Liaisons (PML)

SUBJECT: Additional Appointments	REFERENCE NUMBER: 2013-007
DATE ISSUED: 01/30/13	SUPERSEDES: N/A

This memorandum should be forwarded to:

Personnel Officers
Labor Relations Officers
Personnel Transactions Supervisors

FROM: California Department of Human Resources
Personnel Management Division

CONTACT: Personnel Management Division
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Fax (916) 327-1886

The California Department of Human Resources (CalHR) is in the process of reviewing relevant laws, rules and prior procedures that have been applied to the use of Additional Appointments to date. Effective immediately, departments are no longer authorized to make any new Additional Appointments.

If you have a mission critical need that makes such an appointment necessary, please contact your CalHR Personnel Management Division (PMD) Analyst immediately. CalHR will evaluate and determine whether this Additional Appointment will be permitted.

If your department currently has employees in Additional Appointments, CalHR will be reviewing these appointments and will work with individual departments to determine if they are appropriate.

Any questions regarding this PML should be referred to your CalHR PMD Analyst.

/s/ Julie Chapman
Director