

Sample Letter B: No prior civil service status

<DATE>

<NAME>

<ADDRESS>

Dear <MR./MRS.>,

This letter is to officially notify you that your <CEA TITLE/LEVEL> appointment with the <DEPARTMENT NAME> will be terminated, effective <DATE>. Since you have not had a prior permanent civil service appointment, you do not have a right of return to civil service. However, you do have eligibility to request a deferred examination under the provisions of Government Code (GC) section 19889.4(c) as outlined below.

GC section 19889.4(c) allows employees who were appointed to a Career Executive Assignment (CEA) position from outside civil service the right to request a deferred examination for any open eligible list. You may request to take a deferred examination for any open eligible list at this department for a class in which you meet the minimum qualifications. If you choose to pursue this opportunity, a request must be made within 10 calendar days of your CEA termination date of <TERMINATION DATE>. We have the following open eligible lists in existence:

<LIST CLASSIFICATION>

Within thirty (30) days after you receive this notice of termination of your CEA position, you may appeal to the State Personnel Board (SPB or Board) in accordance with California Code of Regulations, title 2, sections 52.4 and 548.136. Appeals must be filed in writing with the SPB Appeals Division; filing instructions are available on the SPB website (<https://www.spb.ca.gov/appeals/appeals.aspx>). You may appeal only on the grounds that the termination was based on illegal discrimination prohibited by GC section 12940, subdivision (a), illegal retaliation prohibited by GC section 12940, subdivision (h), or for reasons prohibited in Chapter 10 of Part 2 of the GC beginning with section 19680. After hearing the appeal, the Board may affirm the action of the appointing power or restore you to the CEA position.

If you have any questions concerning the information provided in this letter, you may contact <PERSONNEL OFFICER or CHIEF OF ADMINISTRATION>, at <PHONE NUMBER>.

Sincerely,

<EXECUTIVE OFFICER or DEPARTMENT DIRECTOR>