

Memorandum

Date : February 14, 2011

To : CORRECTIONAL LIEUTENANTS
CORRECTIONAL SERGEANTS

Subject: **SENIORITY DISCREPANCY REQUEST**

On Monday, February 14, 2011 seniority rosters will be available on all facilities. PER the Seniority Assignment (SA) for Correctional Lieutenants and Sergeants, if there are any discrepancies with seniority placement or seniority points, you may file a complaint to the Personnel Assignment Lieutenant.

If unresolved, the Lieutenant or Sergeant may submit to the Appointing Authority for second level of review with the resolution required within fourteen (14) days of the posting of the seniority roster ending on Monday, February 28, 2011.

If you have any questions regarding this process contact the Personnel Assignment Lieutenant, J. Paredes at 909-597-1821 extension 4120.

Original signed by:

J. Paredes
Personnel Assignments Lieutenant
California Institution for Men