

Memorandum

Date : November 23, 2010

To : All California Department of Corrections and Rehabilitation Employees

Subject: **ADDENDUM TO NOVEMBER 5, 2010, MEMORANDUM AND SUMMARY OF DEPARTMENT OF PERSONNEL ADMINISTRATION PERSONNEL MANAGEMENT LIAISONS 2010-030**

This serves as an addendum to the charts included with the November 5, 2010, memorandum titled, "*Summary of Department of Personnel Administration Personnel Management Liaisons (PML) 2010-27 and 2010-028,*" and summarizes information pursuant to the Department of Personnel Administration (DPA) PML 2010-030 Service Employees International Union (SEIU) Agreement.

ADDENDUM TO CHARTS

Information below was updated in the attached charts to reflect the following:

Excluded and Exempt Employees

- Corrected retirement formula for "current" excluded and exempt employees designated Peace Officer/Firefighter to three percent (3%) at age 50, and Safety employees to 2.5 % at age 55.
- Professional Development Day (PDD) will be used in eight hour increments.

Employees in Bargaining Units 2, 6, 7, 9, 10, & 13

- Added clarification regarding the scheduling of employees subject to furloughs.

Employees in Bargaining Units 12, 16, 18, & 19

- PDD information updated to reflect current provisions for bargaining units (BU) 16 and 19.

All updates to the charts have been bolded, underlined, and italicized for quick reference.

DPA PML #2010-030 SEIU AGREEMENT

Below is a narrative of changes for employees represented in SEIU BUs 1, 3, 4, 11, 14, 15, 17, 20, and 21. Please refer to DPA PML #2010-030 (attached) for further information.

Retirement Contributions and Formulas

Effective November 2, 2010, the retirement contribution rate will increase an additional 3% for all employees (current and new hires).

SEIU represented employees first employed with the State on or after January 15, 2011 with no prior service will be subject to the new retirement formula and method for calculating final compensation.

Retirement contributions are based on bargaining unit agreements; therefore if an employee transfers from one bargaining unit to another, the retirement contributions may change.

Furlough Program

The Temporary Furlough Program that began August 2010, ended on November 1, 2010, for SEIU represented employees.

Personal Leave Program 2010 (PLP 2010)

All SEIU employees, including those previously excluded from the furlough program will be subject to a 12-month personal leave program. Employees will receive PLP 2010 credits on the first day of each pay period for 12 consecutive pay periods. Accrual of the PLP 2010 is effective November 2, 2010. This program will last through the October 2011 pay period.

Full-time employees will have a reduction in pay equal to 4.62 percent and receive eight hours of PLP 2010 credits each month. Part-time employees will be subject to the same conditions as full-time employees, on a pro-rated basis. The pro-rated basis shall be determined based on the employee's time base. Please refer to page 3 of DPA's PML 2010-030 for additional information.

BU 3 employees on a 220-day, 176-day, or a 4/10/10 Academic Year schedule shall have a reduction in pay equal to 4.62% and accrue 6.78 hours of PLP per month.

PLP 2010 credits must be used before any other leave with the exception of furlough and sick leave. Employees may elect to use PLP 2010 credits in lieu of sick leave. PLP 2010 credits shall be requested and used by the employee in the same manner as vacation or annual leave in accordance with departmental policies. All PLP 2010 credits must be used prior to June 30, 2013, and shall have no cash value and may not be cashed out. PLP time shall not be considered as "time worked" for purposes of determining the number of hours worked in a work week.

Holidays

Lincoln's Birthday and Columbus Day are no longer paid State holidays.

Employees will receive premium compensation (one and one half the hourly rate) for working on January 1st, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and December 25th. All other holidays will be compensated at straight-time pay and eight hours of holiday credit in accordance with PML 2009-040 (<http://www.dpa.ca.gov/personnel-policies/pmls/2009/html/2009040.htm>).

Overtime

For employees in BU 1, 3, 4, 11, 14, 15, 17, 20, and 21, leave time will not be used in the calculation of overtime.

Please refer to the ratified contracts for employees in BU 15, 17, and 20 as there are special provisions that address overtime calculations.

Professional Development Day (PDD)

The State shall provide two days per fiscal year 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. Supervisors shall not request documentation for this time.

This time shall be requested and approved in the same manner as vacation or annual leave. The PDDs must be used within the fiscal year they are granted and cannot be accumulated or cashed out. PDDs can be used in one hour increments and will be available for the 2010/2011 fiscal year beginning November 2, 2010.

Special Salary Adjustment

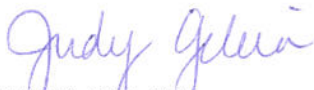
Effective July 1, 2013, all SEIU represented classifications shall be adjusted by increasing the maximum step of the pay range by 3%. Employees at the old maximum salary range for a minimum of 12 qualifying pay periods shall receive a 3% increase. Employees at the old maximum salary rate for less than 12 qualifying pay periods shall receive a new salary anniversary date based on qualifying service. Qualifying service toward the 12 qualifying pay periods shall be in accordance with DPA Rules 599.682(b) and 599.687. All other employees shall retain their salary and merit salary anniversary (MSA) date. Seasonal Clerks and CDCR BU 3 employees are excluded from this provision.

Effective July 1, 2013, 50 cents will be added to each salary rate of the Seasonal Clerk classification.

BU 3 employees who work an academic calendar schedule and have been at step six or higher (at any range) for a minimum of 12 qualifying pay periods or have been at any step higher than seven (at any range), shall receive a 3% salary increase, which will be considered part of the employee's base pay for the purpose of retirement contributions.

Attached is a chart summarizing the changes indicated on DPA's PML 2010-030 SEIU Agreement.

Thank you for your continued hard work and dedication. If you have any questions, please contact your Institutional Personnel Officer or Headquarters Personnel Analyst.



JUDY GELEIN
Deputy Director
Human Resources

Attachments