

M e m o r a n d u m

To : Rank & File Employees in
Bargaining Units 1 and 4

Date : April 12, 2002

From : Don Hayashida, Chief
Personnel Programs
Administrative Services Division
Office of the Attorney General - Sacramento

Subject : Post and Bid Units 1 and 4

The California State Employees Association (CSEA) and the Department of Personnel Administration (DPA), have negotiated a Post and Bid process for filling positions. Fifty percent of these positions will be filled by the Post and Bid method and fifty percent by other hiring methods. The following Unit 1 and Unit 4 classifications are subject to this hiring method:

Management Services Technician (Unit 1)
Office Assistant, General (Unit 4)
Office Assistant, Typing (Unit 4)

Job announcements in the above classifications, advertised on or after May 1, 2002, will be subject to the negotiated Post and Bid process. A description of the Post and Bid process can be found in the Memorandum of Understanding (MOU)s, which can be obtained from CSEA or from the CSEA website at www.calcsea.org/csd.

For the purpose of Post and Bid seniority, your total months of State service, as used for vacation/annual leave purposes, will be as of the March 2002 pay period. Attached for your reference DPA Rule 599.608 which describes the accrual of State service.

Your seniority score has been posted on the following Department of Justice Intranet site: <http://intrepid/doj/personel/labor.htm>. A new list will be calculated each December. You have thirty calendar days to challenge your seniority score. A seniority score challenge received after 5:00 p.m. on May 12, 2002, will not be accepted. It is your responsibility to provide all necessary substantiation to verify your posted seniority score is incorrect. Your challenge to your seniority score must be sent to:

Department of Justice
Post & Bid Challenge, Personnel Programs
Kristine Rodrigues
1300 I Street, 7th Floor
Sacramento, CA 95814

The seniority list, as modified by any successful challenge, will be the sole determinant of seniority for Post and Bid selections until a new list is developed.

If you do not have access to the DOJ intranet, please contact your supervisor who will arrange access. A paper of the attached listing will be available in each Division.

If you have any questions regarding the Post and Bid process, please contact your local CSEA Union Office.

Attachment

DEPARTMENT OF PERSONNEL ADMINISTRATION RULES

Sec. 599.608. Qualifying Monthly Pay Period

Except as provided in Sections 599.609 and 599.776.1(b), in the application of Government Code Sections 19143, 19849.9, 19856.1, 19858.1, 19859, 19861, 19863.1, 19997.4, 599.682, 599.683, 599.685, 599.687, 599.737, 599.738, 599.739, 599.740, 599.746, 599.747, 599.787, 599.791, 599.840 and 599.843, and employee who has 11 or more working days of service in a monthly pay period shall be considered to have a complete month, a month of service, or continuous service. In the application of Government Code Section 19837, an employee shall be considered to have a month of state service if the employee either: (1) has had 11 or more working days of service in a monthly pay period; or (2) would have had 11 or more working days of service in a monthly pay period but was laid off or on a leave of absence for the purpose of lessening the impact of an impending layoff.

Except for absences that are counted under this section, absences from state service resulting from a temporary or permanent separation for more than 11 consecutive working days which fall into two consecutive qualifying pay periods shall disqualify one of the pay periods. Absences from the payroll that may be counted as state service under this section shall be counted only at the request of the employee and shall not exceed 12 months of state service regardless of the number or combinations of absences involved.

Service or credits earned on or after January 1, 1969, shall be accumulated under the provisions of this section. Service or credits prior to that date shall be accumulated under the rules in effect on December 31, 1968, except that in the application of Government Code Section 19997.4 and Sections 599.837 and 599.843 all seniority credit shall be accumulated under the provisions of this section. In either instance, service or credit may be accumulated during appropriate absences, as described in this section, and the amount accumulated will be based on the time the employee would have worked if not absent.

NOTE: Authority cited: Sections 19815.4(d) and 19816, Government Code. Reference: Sections 18538.1 and 19997.4, Government Code.