

STATE CONTROLLER'S OFFICE
PERSONNEL AND PAYROLL SERVICES DIVISION
P.O. BOX 942850
SACRAMENTO, CA 94250-5878

DATE: February 12, 2020

PERSONNEL LETTER #20-007
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division

RE: CALHR CUSTODIAN SAFETY AND NON-SAFETY CLASSIFICATION CONSOLIDATION

CalHR approved the consolidation of classifications in the Custodian Safety and Non-Safety Series, effective January 01, 2020. Please refer to CalHR Pay Letter #20-08 for further information regarding the consolidation. This letter can be accessed via the following link: [HRNet login page](#).

DEPARTMENTAL ACTION REQUIRED - EH DOCUMENTATION/PROCESSING INSTRUCTIONS

Departments are responsible for identifying and processing A20 transactions for employees, to change the classification and WWG (if applicable), with the exception of non-permanent employees; see below.

Position Number Evaluations

Departments should review serial numbers prior to processing the reallocation to avoid duplicating position numbers.

Employees Serving a Probationary Period

For employees in designated classifications who are currently serving, and will continue, a probationary period in the new classification, probationary code 3 should be used to identify that the employee "must complete probationary period now serving."

e.g.: If an employee is currently in a classification with a six month probationary period and has served two months at the time of reallocation, the employee will only be obligated to serve four additional months to satisfy their probationary period and gain status in the new classification.

Alternate Range Evaluations

Departments should review each impacted employee's alternate range placement according to the new Alternate Range Criteria. Movement for employees eligible for a same day range change should be processed as follows:

1. An A20 transaction to effect the reallocation.
2. A 335 transaction to place them in the appropriate alternate range.

Employees in Excluded Ranges

For employees in designated classifications who are currently in excluded ranges, movement is subject to SPB Rule 431 and transactions should be processed as follows:

1. A 335 transaction to return incumbents to the appropriate status range for their current classification.
2. An A20 transaction to reallocate incumbents from the status range(s) of existing classifications to the status range(s) of new classification.
3. A 335 transaction to place incumbents in the appropriate excluded alternate range of the new classification and to apply the applicable salary rule based on the range differential between the status range and the excluded range.

Employees in Training and Development Assignments (T&D)

If an employee is currently in a Custodian Safety and Non-Safety classification affected by the reallocation and serving a T&D in a classification not affected by the reallocation, process per PAM Section 5.50:

1. An A20 effective XX/XX/20
2. An A04 to return the employee to T&D assignment.

If an employee is currently in a classification not affected by the reallocation and serving a T&D in a Custodian Safety and Non-Safety classification affected by the reallocation, evaluate that the T&D is still valid. If the T&D is found to be valid, departments should process an A04 transaction.

Nonpermanent Employees

Departments are responsible for identifying and processing an A02 transaction for nonpermanent employees to change the classification and WWG, if applicable, for employees in designated classifications who are in nonpermanent positions. (PMPPM 315.14) Nonpermanent employees include:

- TAU Appointments
- Limited Term Appointments
- Retired Annuitants
- Emergency Appointments

STD. 607 Requirements

Departments are required to submit the STD. 607 form for all positions impacted by the reallocation (filled and vacant) to the State Controller's Office by April 30, 2020 (PPM Sections C310 & C315). Please indicate "Custodian Safety and Non-Safety Classification Consolidation Effective XX/XX/20" in the remarks.

Out-of-Sequence

Per DPA rule 599.689, MSA/SIS transactions must be posted prior to the reallocation, if applicable. If correcting a transaction that was processed prior to the MSA/SIS being posted, enter the GSI Code O (alpha O) in the GSI field on the PAR1 update screen on the correct transaction to denote the old salary rate. Failure to enter the GSI Code O could result in an incorrect base salary rate and/or anniversary date (i.e., overpayment).

Lump Sum

Employees who separated from state service without fault prior to the effective date of the consolidation with lump sum pay extending beyond the reallocation effective date and who were in a designated classification at the time of the separation, should have their lump sum adjusted. Departments must identify and process a 215 transaction to indicate the new classification code and reference the Pay Letter 20-08; prior to submitting a STD. 674.

e.g.: Item 215 Remarks: 1400/20-08

Submit a STD. 674 and indicate ‘Custodian Safety and Non-Safety’ Consolidation Effective XX/XX/20” in the remarks.

PAYROLL ADJUSTMENTS

Departments will need to submit form STD. 674/674D to request adjustments for the following payments that have issued for the January/February 2020 pay period:

- Regular pay with dock applied for employees with a mid-month change.
- Regular pay for employees on an alternate work schedule or working a shift and time paid does not equal time possible for the pay period.
- Industrial Disability Leave (IDL)
- Temporary Disability (TD)
- Nonindustrial Disability Leave (NDI)
- State Disability Insurance (SDI)
- Out-of-Class pay – Earnings ID 8G and 8G2 only.

Please direct questions regarding the Custodian Safety and Non-Safety Classification Consolidation as follows:

<u>SUBJECT AREA</u>	<u>CONTACT</u>	<u>TELEPHONE NUMBER/EMAIL</u>
Program Management (e.g., policy and implementation)	Personnel Management Division CalHR	(916) 324-9381
Program Administration (e.g., rules, regulations, benefits/pay impacts)	Personnel Services Branch CalHR	(916) 323-3343
General Payroll Procedures Disability Payroll Procedures Employment History Procedures	Statewide Customer Contact Center SCO	(916) 372-7200
HR Suggestions Email Inbox (All HR Staff)	Personnel and Payroll Services Division SCO	PPSDHRSuggestions@sco.ca.gov
Escalation Email Inbox (HR Supervisors and Managers)	Personnel and Payroll Services Division SCO	PPSDOps@sco.ca.gov

JEB:MTV:PMAB