



Department of Corrections and Rehabilitation
NOTICE OF CHANGE
TO DEPARTMENT OPERATIONS MANUAL

Chapter 3, Article 20, Section 33010.18.2,
Seniority Status

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August 16, 2016

The purpose of this document is to provide information regarding revisions to Department Operations Manual (DOM), Chapter 3, Article 20, Section 33010.18.2, Seniority Status.

Revisions to this article are necessary to clarify the conditions under which seniority status is earned, particularly regarding the Correctional Sergeant and Correctional Lieutenant classifications, and address the effects of ties in seniority and breaks in service upon seniority status.

Please inform all persons concerned of the contents of this notice, which shall remain in effect until it is incorporated into the next edition of the DOM. If you have any questions concerning this revision, please contact Candace Hanlon of the Office of Personnel Services at (916) 445-6978.

Original Signed By

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Deputy Director (A)
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DEPARTMENT OPERATIONS MANUAL

CHAPTER 3 – PERSONNEL, TRAINING, AND EMPLOYEE RELATIONS

ARTICLE 20 – PERSONNEL POLICIES

[Sections 33010.1 through 33010.18.1 are unchanged]

33010.18.2 Seniority Status

Revised August 16, 2016

The Officers' (including intermittent employees) seniority shall be in accordance with MOU, Bargaining Unit 6.

Seniority for employees (including intermittent employees) in all other bargaining units shall be in accordance with their respective MOUs.

Correctional Sergeant and Correctional Lieutenant seniority shall be based on:

- Total service in class as a permanent employee without a break in service; or
- Any qualifying pay periods earned in limited-term assignments, in class, if the employee changes tenure from limited-term to permanent without a break in service.

When a limited-term assignment is terminated or when an employee is rejected on probation, i.e., Captain back to Correctional Lieutenant and/or Correctional Lieutenant back to Correctional Sergeant, the seniority accrued in the higher classification shall be calculated into the former supervisory classification to which the employee is returning.

An employee who accepts a transfer to a non-custody classification but does not leave the Department shall receive credit for the previous seniority earned upon returning to his or her former classification.

Ties in seniority shall be broken first by considering an employee most senior based on combining total class seniority with the total continuous state service. If a tie still exists, it shall be broken by examining the last four digits of each employee's social security number. The employee with the highest four digits will be considered the most senior. For example, last four digits 6321 are higher than last four digits 1978.

A break in State service (as defined by CCR, Title 2, Division 1, Section 6.4) of 12 months or more shall result in the loss of all seniority credits.

[Sections 33010.19 through 33010.33 are unchanged]

33010.34 References

Revised August 16, 2016

CC §§ 1798–1798.50 and 1798.40.

CCR (2) (1) §§ 6.4, 599.737, 599.738, 599.742, 599.742.1, and 599.752.

CCR (15) (3) §§ 3289, 3406, and 3413.

EC §§ 1043.

GC §§ 3305, 6254, 13959, 13960, 13962–13966, 13970–13974, 18573, 19849.9, 19853, and 19991.4.

Governor's Executive Order R29–71.

Information Practices Act of 1977.

PC §§ 832.5, 832.7, and 832.8.

Personnel Transaction Manual § 656.

SAM §§ 0721–0774, 3800–3885, 8572.1, and 8595.

Secretarial Handbook.