

CALIFORNIA STATE PERSONNEL BOARD

Date of Issue: August 5, 1991

MEMO TO: ALL STATE AGENCIES AND EMPLOYEE ORGANIZATIONS

SUBJECT: Documenting Adverse Actions and Rejections During Probationary Period.

Effective September 1, 1991, the State Personnel Board (SPB) Hearing Office will no longer send information to the State Controller's Office (SCO) on the filing of adverse actions and rejections during probationary period. The SCO is issuing instructions to departments in the form of a buff memorandum and a Personnel Action Manual (PAM) revision that will allow departments to enter most adverse action/rejection filings with SPB directly on the employment history data base. Therefore, the Hearing Office will no longer send a Form 162 to the SCO each time an adverse action/rejection is filed with the SPB. In the past, the SCO required notification from the SPB that an adverse action/rejection had been filed before they would initiate action with the departments to enter the adverse action/rejection on the employment history data base.

It is important to note that the only change being made in the SPB practices is that information will no longer be sent by the SPB to the SCO for the purpose of documenting the filing of such actions on the employment history data base. All current requirements that a copy of adverse actions/rejections be sent to the SPB and that all stipulated settlements be sent to the SPB for approval continue in effect. Documentation of adverse actions/rejections by the departments must conform with the adverse actions/rejections that have been filed with the SPB. The SPB will continue to send copies of approved stipulated settlements and decisions on adverse actions/rejections to the SCO. The SPB will be conducting periodic computer audits to assure that adverse action/rejection documentation is consistent with SPB filings.

For detailed instructions on the new procedures for documenting adverse actions/rejections, departments are referred to the SCO's PAM revision #178-91. Questions about those procedures should be directed to the SCO's Personnel Liaison Unit at (916) 322-6500, ATSS 492-6500, or TDD 1-800-342-5966. Any questions about procedures for filing adverse actions/rejections with the SPB should be directed to Frances Mills of the SPB's Hearing Office, (916) 445-7398, ATSS 485-7398, or TDD (916) 445-5191.

/s/
WALTER VAUGHN
Assistant Executive Officer