

CALIFORNIA STATE PERSONNEL BOARD

DATE OF ISSUE: June 15, 1995

MEMO TO: ALL STATE AGENCIES AND EMPLOYEE ORGANIZATIONS ALL  
HOLDERS OF THE PERSONNEL MANAGEMENT POLICY AND  
PROCEDURES MANUAL

SUBJECT: Delegation of Function re: Extension of Limited Term.

SPB File reference; Personnel Management Policy and Procedures  
Manual (PMPP). Should be kept and filed in  
PMPP Manual Section 331, Limited Term  
Appointments.

The extension of a limited term appointment beyond the limits specified in G.C. 19080.3, has required preapproval by State Personnel Board staff. Effective the date of this memorandum, appointing authorities no longer need to seek the approval of SPB prior to extending a limited term appointment beyond the two year maximum specified in G.C. 19080.3 subject to the following guidelines and post-audit by Board staff:

1. The extension must comply with G.C. 19080.4.
2. The original limited term appointment must not be beyond the two year limit specified in G.C. 19080.3.
3. The two year limit specified in G.C. 19080.3 did not expire prior to January 1, 1995.
4. Any extension beyond two years must be made only if it is needed to complete construction projects still in progress.

The above delegation decision and guidelines are based on the following Law and regulations:

Government Code Section 19080.3 provides that "Limited term appointments shall be made only for temporary staffing needs and shall not individually or consecutively exceed one year, provided that the board may authorize limited term appointments of up to a total of two years' duration when a permanent appointment would be likely to cause a layoff, demotion, or mandatory transfer requiring a change of residence upon the conclusion of the temporary staffing need. Limited term appointments may be extended within the time limits prescribed by this section without making an additional appointment."

Government Code Section 19080.4 was added by Stats. 1994, Chapter 1044 (AB 2887) effective January 1, 1995 as follows:  
"(a) The board may authorize limited-term appointments to be extended for up to two years beyond the limits specified in Section 19080.3 when the extension is needed to complete

construction projects still in progress. (b) This section shall remain in effect only until January 1, 2000, and as of that date is repealed, unless a later enacted statute, which is enacted before January 1, 2000, deletes or extends that date."

Questions concerning this memorandum may be directed to Marion Rutkauskas of my staff on (916) 657-2485 CALNET 437-2485.

/s/  
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