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MEMO TO: ALL STATE AGENCIES AND EMPLOYEE ORGANIZATIONS

SUBJECT: Impact of Salary Adjustments on Transfers

Recent salary adjustments have altered the salary relationships between classes and raised questions regarding the impact of such changes on transfers. The following guidelines must be applied in making transfer determinations between classes impacted by these changes.

California Code of Regulations (CCR) Section 433 (b) (2) prohibits transfers to a class that has a salary range any amount higher if both classes are in the same "class series" as defined by Section 432. Guidance on what constitutes a "class series" is contained in Personnel Management Policy and Procedures (PMPP) Manual Section 315. With the recent salary adjustments in the various classes, transfers that were previously prohibited because of promotional relationship and higher maximum salary, would become transferable because the maximum salary of the promotional class is either within transfer range or no longer higher than the class the person is transferring from.

CCR Section 430 grants the Executive Officer of the State Personnel Board the authority to prohibit transfers between classes that are determined to be in a promotional relationship regardless of their salary relationship. Based upon this authority, transfers, which were prohibited prior to April 1, 1999 because they are in the same class series, are still prohibited even if the "to" class now has the same or lower maximum salary as the "from" class.

Questions concerning the content of this memorandum should be directed to Chris Sullivan at 653-1827 or Pat Embly at 657-2389, TDD (916) 653-1498.

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