

Memorandum

Date :

To : Correctional Supervisors (S06)
Correctional Managers (M06)

Subject: **CORRECTIONAL SUPERVISORS AND MANAGERS VOLUNTARY STATEWIDE
BID PROCESS**

Statewide Bid: As a result of Public Safety Realignment, the California Department of Corrections and Rehabilitation (CDCR) is implementing a voluntary statewide transfer process to balance staff vacancies and overages at impacted institutions/locations.

Eligibility: All Correctional Supervisors and Managers at institutions/locations identified with overages will be allowed to bid to institutions/locations with vacancies throughout the State (Attachment A). These vacancies will be permanent full-time positions.

Process:

- On **November 28, 2011**, eligible staff may submit a statewide bid form to their local Personnel Assignment Office (PAO).
- All requests for transfer will be awarded utilizing total qualifying state service.
- Staff shall rank their transfer preferences in numerical order on the bid form if interested in more than one institution.
- An employee's participation in this voluntary process constitutes their acceptance of any selection made on the bid form and is binding and non-revocable.
- Statewide bid forms will be accepted until close of business **December 7, 2011**. **Late forms will not be accepted or processed.**
- Local PAOs will collect the bid forms and provide a date/time stamped copy to the employee.
- The PAOs will submit the collected bid forms to CDCR headquarters via certified overnight mail on **December 8, 2011**.
- Final statewide results are anticipated **December 23, 2011**. Once the results of the voluntary statewide transfer process have been determined, staff will be contacted to notify them of the awarded selection and report date (if any). These results will also be posted at the institutions.
- Report dates will be assigned by CDCR headquarters and may vary according to population changes and staffing needs.

Benefits:

Per Diem –

Per Diem for Transfers over 50 miles only	Amount and Duration to go to PBSP, HDSP, or SVSP	Amount and Duration to go to all other Institutions
Voluntary Statewide Bid Process	\$125 X 30 Days	\$85 X 30 Days

Per Diem will only be paid if the new institution is fifty (50) miles or more from your current institution. Staff may apply for a salary and/or travel advance. No receipts are required for this taxable incentive. Employees, however, may want to save receipts in order to itemize their deductions.

Administrative Time Off (ATO) - Additionally, staff who move within six (6) months of his/her report date will be given the following amounts of ATO dependent upon location and the option to utilize up to ten (10) days of leave credit to facilitate moving. Approval of such request shall not be unreasonably denied.

Distance	Amount of ATO	Leave Credits that may be used in conjunction with ATO
100-199 miles	8 hours	Up to 10 days
200-399 miles	16 hours	Up to 10 days
400+ miles OR 100+ miles to move to HDSP, CCC, PBSP or SVSP	24 hours	Up to 10 days

State Restriction of Appointment (SROA)/Layoff Process: Staff who have been unable to mitigate layoff through this Voluntary Statewide Bid Process will proceed with the SROA/layoff process. All staff in CDCR with less than ten (10) years of seniority were issued an SROA notice. This does not mean, however, that all such staff are going to be impacted. The reason SROA has been defined as those with less than ten (10) years of seniority is to ensure that enough people get SROA notices to account for the demotional bumping that could occur in impacted counties.

No Guarantee: The Voluntary Statewide Bid Process is designed to provide employees with the opportunity to protect themselves against layoff. Employees are empowered with information regarding their seniority scores, the amount of institutional overages and the amount of institutional vacancies, so that each person can analyze where and whether s/he should move (taking into account his/her seniority and whether a county is more or less likely to be impacted ultimately).

As you know, if an employee moves to a location with a number of vacancies in a county where there are no overages, it is unlikely that s/he will be impacted by a layoff (as that county will not likely be in a layoff mode).

However, **there are no guarantees in this process.** Depending upon demotional bumping and one's seniority score within an impacted county, an employee with low seniority within

that county theoretically still could be laid off at the conclusion of the SROA/layoff process and/or permanently involuntarily transferred.

If you have any questions pertaining to this process, contact Jesse Cantwell, Correctional Lieutenant, at (916) 323-2450.

GEORGE J. GIURBINO
Director (A)
Division of Adult Institutions

Attachment