

**CCPOA  
Memorandum**

**To: BU6 Members/Current and Prior Military**

**From: Charlotte Martinez**

**Date: August 24, 2009**

**RE: Layoffs/Seniority/Military Information**

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In the event of a layoff, you may be entitled to up to one year credit of seniority if you served recognized military service prior to your state employment. (CA Gov. Code § 19997.6.) Recognized military service is defined as “full-time service by a person in the armed forces during the national emergency or a state military emergency.” (CA Gov. Code § 18540.3.)

In the event of a layoff, if you served in the California National Guard, you may be entitled to seniority credit for all of your military service as exempt civil service. (CA Gov. Code § 19997.4, 2 CCR § 599.841, and Cal. Const. Art. VII § 4.). If you appeal your seniority calculation, with the State Seniority Discrepancy form (see attached) and served in the California National Guard, check both military credits and exempt service.

# Memorandum

Date :

To : Seniority/Placement Unit

Subject : **STATE SERVICE DISCREPANCY**

My seniority score should be \_\_\_\_\_, based on the following information:

- My earliest start date into State service is \_\_\_\_\_.
- I qualify for military credits (copy of DD214 attached).
- I have prior qualifying exempt/CSU service (verification attached).
- Other/Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

NAME: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

POSITION NUMBER: \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_

Return Form to:

**Seniority and Placement Team**

**1515 "S" Street, 556 N**

**Sacramento CA 95811**

**Fax Number 916-324-3033**