

Memorandum

Date : August 24, 2009

To : CDCR Employees Statewide

Subject: **LAYOFF/STATE RESTRICTION OF APPOINTMENT NOTICE UPDATE**

I would like to share with you the current information we have about layoffs within the Department. These are difficult times, and understandably many of you are concerned about how layoffs may affect you and your co-workers. My intent is that the information in this memorandum provides you with an understanding of how the layoff process will progress.

Due to the state of California's fiscal crisis, on May 15, 2009, the California Department of Corrections and Rehabilitation (CDCR) mailed a total of 3,665 Layoff/State Restriction of Appointment (SROA) notices to employees identified with 15 months or less of State service. Employees who received a surplus letter were placed on surplus/SROA status to assist them in finding jobs with non-general fund State agencies. These notices were sent with the intent to reduce the General Fund expenditure and to assist in remedying California's ongoing fiscal crisis. The notices were sent under conditions associated with projected budget reduction proposals; however, some of those situations have changed over the past three months. While circumstances have changed, your professionalism and dedication to CDCR has remained steadfast.

In light of the changing circumstances since May, the Department will be sending new layoff notices. On July 28, 2009, Governor Arnold Schwarzenegger signed a \$24 billion budget solution, which included \$16.1 billion in spending reductions (\$1.2 billion for CDCR). As a result of this reduction, CDCR must take appropriate and critical steps to implement reductions within the Department. Some of these reductions will be accomplished through specific program reforms currently before the Legislature. As the Administration and Legislature finalize the reforms, we will move forward to implement those policy decisions with our focus being on the ability to perform the essential day-to-day functions of the Department in the most efficient and safe way possible. Though it is very unfortunate, some of the reforms and policy decisions will result in impacted staff receiving layoff notices.

Currently, the two approved layoff plans and areas of layoff are: 1) Division of Juvenile Justice (DJJ) (Amador, Los Angeles, San Bernardino, San Joaquin and Ventura counties); and 2) Adult Programs (Fresno, Kings, Los Angeles, Sacramento, San Joaquin counties). Employees may be impacted if they are in the same classification and county that is being reduced. For example, as a result of the DJJ layoff plan, 1,200 SROA notices will be sent this week to the least senior employees in impacted classifications within DJJ, Adult Institutions, Parole, Adult Programs, etc. Impacted

employees will be placed on SROA status, afforded the latitude of filling vacant positions in the impacted county, or the option of volunteering to transfer to vacant positions within CDCR in another county.

CDCR has been hiring on a limited-term basis for the last several months to protect as many possible vacancies as placement options for our staff. Individual meetings will occur with impacted staff in the near future to discuss placement options. Thereafter, staff will be notified of their awarded placements or receive a 30-day layoff notification.

These truly are difficult times, and your concern and frustration are shared. As we continue through this budget process we will likely need to make additional adjustments, as has already been required. However, please know that we will make every effort to minimize the impact of the reforms on staff. As new layoff plans are approved, they will be posted on CDCR's intranet site under "*Employee Resources*," and copies will be available at the institution, facility and program personnel offices. If you have questions, please send them to CDCRPlacementTeam@cdcr.ca.gov or contact the Seniority and Placement Team hotline at (916) 255-6253.

Thank you for your continued dedication to the Department during this time.



BRETT H. MORGAN
Chief of Staff