

COMPLETION OF FORM DPA-016
ESTABLISHING REEMPLOYMENT LISTS

1. From:

Name: Originator of Form
Dept: Complete
Tele: Of Originator

2. Employee To Be Placed On List

Employee Name, SSA #, Mailing Address, and Telephone #.

3. Class Title and Class Code

Enter the class title and the class code for which reemployment list eligibility is being given.

Seniority Score

Enter the employee's seniority score from the certified seniority listing, updating if necessary, and Tie Score Seq. (if applicable); i.e., if several employees are in the same rank, break the tie, then enter 1 for the employee with highest score, 2 for the next employee, etc.

4. Type Of Reemployment Lists

SRL - Subdivisional reemployment List (Rule of 1)
DRL - Departmental Reemployment List (Rule of 1)
GRL - General Reemployment List (Rule of 3)

5. Effective Date If Reemployment List Eligibility

S Transactions - Effective the Next Day
A Transactions - Effective the Same Day as Transaction
SPB Placement for Medical Reasons - As Determined by SPB
Termination of Exempt or CEA - At Employee's Request

6. Reemployment List Time Base Eligibility

Enter the maximum time base which the employee's status provides.

7. Type Of Action Placing Employee On List

Check the appropriate box for the type of transaction giving the employee reemployment list eligibility. **Action indicated must be the same transaction as coded on the PAR.**

8. Employee Conditions Of Employment Preference

Check the appropriate box/boxes for the type of appointment and time base as indicated by the employee on the DPA-015, Notice of Involuntary Transfer, Demotion, or Termination. If the employee is not interested in reemployment at this time, mark the Inactive box.

9. Location(s)

Enter the preferred location, county or region as indicated by the employee on the DPA-015. Convert county or region to codes per SROA Scanner Form: i.e., Los Angeles = 1900, Statewide = 5.

Signature Of Originator

Date Sent To SPB

ADDITIONAL INFORMATION

One form may be used to place an employee's name on reemployment for more than one class provided all information is the same. If a servicewide class has been identified in order to provide an employee demoted or laid off in a department-specific class a better opportunity for reemployment per Memo 92-11, a separate form must be completed. Complete one form for department-specific class giving employee departmental reemployment eligibility. Xerox a copy of the form and line through the department-specific class in Item 3 and enter the servicewide class in red ink. Mark the GRL box in Item 4.

A copy of the form and the Certified Seniority Listing should be kept on file for audit purposes. The original copy should be forwarded to SPB Certification Unit for final documentation and certification. **Do not send forms to SPB until the transaction has been posted to the PAR document.**

For situations where a Seniority Listing has not been requested, such as terminated CEA or SPB Placement, please send the completed DPA-016 to the Service and Seniority Unit, DPA, Attention: Leslie Ferguson. A special computation will be done and returned to you for processing.

If an amendment is required after an employee has been placed on reemployment, make amendments on file copy in red ink, write "amended copy" on the top of the form and resubmit to SPB.

Annex O should be duplicated and kept on file for use in establishing reemployment eligibility.

ESTABLISHMENT OF REEMPLOYMENT LISTS

REEMPLOYMENT LIST ELIGIBILITY

ACTION PLACING NAME ON REEMPLOYMENT LISTS	WHO PLACES EMPLOYEE'S NAME ON LISTS?	IS PLACEMENT ON LISTS MANDATORY OR PERMISSIVE?	IN WHICH CLASSES IS REEMPLOYMENT LIST ELIGIBILITY GAINED?	ON WHICH LISTS IS EMPLOYEE'S NAME PLACED?
<p>A. LAYOFF SITUATIONS</p> <p>1. TERMINATION OF A PERMANENT OR PROBATIONARY EMPLOYEE G.C. 19997.11. (S30)</p>	DEPARTMENT	BY EMPLOYEE RIGHT	<p>CLASS EMPLOYEE LEAVING AND EACH CLASS IN THE PRIMARY SERIES (SAME SERIES).</p> <p>-----AND----- ALL CLASSES IN THE SECONDARY SERIES IN THE DEMOTIONAL PATTERN BELOW THE CLASS LEAVING THROUGH WHICH HE/SHE WOULD HAVE DEMOTED BECAUSE OF INSUFFICIENT SENIORITY BUT ABOVE THE LEVEL AT WHICH SENIORITY WOULD PROVIDE A JOB.</p>	<p>S D G OR D G</p> <p>-----</p> <p>S D G OR D G</p>
<p>2. DEMOTION (A10) OR INVOLUNTARY TRANSFER (A11) IN LIEU OF TERMINATION UNDER G.C. 19997.8 TO A POSITION IN A CLASS IN THE DEMOTIONAL PATTERN OR TO A CLASS IN WHICH THE EMPLOYEE PREVIOUSLY SERVED.</p>	DEPARTMENT	BY EMPLOYEE RIGHT	<p>CLASS EMPLOYEE LEAVING AND EACH CLASS IN THE PRIMARY SERIES (SAME SERIES) ABOVE THE SALARY RANGE LEVEL AT WHICH HIS/HER SENIORITY WOULD PROVIDE A JOB.</p> <p>----- AND ----- ALL CLASSES IN THE SECONDARY SERIES IN THE DEMOTIONAL PATTERN BELOW THE CLASS LEAVING THROUGH WHICH HE/SHE WOULD HAVE DEMOTED BECAUSE OF INSUFFICIENT SENIORITY BUT ABOVE THE LEVEL AT WHICH SENIORITY WOULD PROVIDE A JOB.</p>	<p>S D G OR D G</p> <p>-----</p> <p>S D OR D</p>
<p>3. VOLUNTARY DEMOTION TO A VACANT POSITION OUTSIDE THE AREA OF TERMINATION. (A02)</p>	DEPARTMENT	BY APPOINTING POWER DISCRETION	CLASS EMPLOYEE IS LEAVING.	<p>S D G OR D G</p>
<p>4. TRANSFER IN THE SAME CLASS TO A DIFFERENT LOCATION OR DEPARTMENT. (A02)</p>	DEPARTMENT	BY APPOINTING POWER DISCRETION	CLASS EMPLOYEE IS LEAVING.	<p>S D - IF TO DIFFERENT DEPARTMENT S - LOCATION CHANGE/SAME DEPARTMENT</p>
<p>5. TRANSFER TO A DIFFERENT CLASS. (A02)</p>	DEPARTMENT	BY APPOINTING POWER DISCRETION	CLASS EMPLOYEE IS LEAVING.	<p>S D OR D</p>

LEGEND: S = SUBDIVISIONAL REEMPLOYMENT LIST
D = DEPARTMENTAL REEMPLOYMENT LIST
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ESTABLISHMENT OF REEMPLOYMENT LISTS

REEMPLOYMENT LIST ELIGIBILITY - PAGE 2

ACTION PLACING NAME ON REEMPLOYMENT LISTS	WHO PLACES EMPLOYEE'S NAME ON LISTS?	IS PLACEMENT ON LISTS MANDATORY OR PERMISSIVE?	IN WHICH CLASSES IS REEMPLOYMENT LIST ELIGIBILITY GAINED?	ON WHICH LISTS IS EMPLOYEE'S NAME PLACED?
6. RESIGNATION (S02) RETIRED IN LIEU OF LAYOFF (S70)	DEPARTMENT (AFTER EVALUATING REASON AND CIRCUMSTANCES OF RESIGNATION.)	BY APPOINTING POWER DISCRETION	CLASS EMPLOYEE IS LEAVING.	S D G OR D G
B. TERMINATION, (S32) DEMOTION, OR TRANSFER (A12) FOR MEDICAL REASONS G.C. 19253.5 1. IF EMPLOYEE REINSTATES TO LOWER CLASS - SAME DEPARTMENT.	DEPARTMENT	BY EMPLOYEE RIGHT	CLASS FROM WHICH TERMINATED. MUST BE PLACED ON REEMPLOYMENT LIST ONLY AFTER MEDICALLY CLEARED BY THE STATE MEDICAL OFFICER TO PERFORM THE DUTIES OF THE CLASS AND THERE IS NO VACANT POSITION TO WHICH THE EMPLOYEE CAN BE RETURNED.	S D
2. IF EMPLOYEE REINSTATES TO COMPARABLE OR LOWER CLASS - ANOTHER DEPARTMENT.	DEPARTMENT	BY EMPLOYEE RIGHT	CLASS FROM WHICH TERMINATED AND LOWER CLASSES IN THE SAME SERIES ABOVE THE SALARY RANGE FOR THE CLASS IN WHICH REINSTATED. MUST BE PLACED ON REEMPLOYMENT LIST ONLY AFTER MEDICALLY CLEARED BY THE STATE MEDICAL OFFICER TO PERFORM THE DUTIES OF THE CLASS AND THERE IS NO VACANT POSITION TO WHICH THE EMPLOYEE CAN BE RETURNED.	D
3. IF NO VACANCY IN STATE SERVICE.	PERSONNEL BOARD	BY EMPLOYEE RIGHT	CLASS FROM WHICH TERMINATED AND LOWER CLASSES IN THE SAME SERIES. MUST BE PLACED ON REEMPLOYMENT LIST ONLY AFTER MEDICALLY CLEARED BY THE STATE MEDICAL OFFICER TO PERFORM THE DUTIES OF THE CLASS AND THERE IS NO VACANT POSITION TO WHICH THE EMPLOYEE CAN BE RETURNED.	S D

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ESTABLISHMENT OF REEMPLOYMENT LISTS

REEMPLOYMENT LIST ELIGIBILITY - PAGE 3

ACTION PLACING NAME ON REEMPLOYMENT LISTS	WHO PLACES EMPLOYEE'S NAME ON LISTS?	IS PLACEMENT ON LISTS MANDATORY OR PERMISSIVE?	IN WHICH CLASSES IS REEMPLOYMENT LIST ELIGIBILITY GAINED?	ON WHICH LISTS IS EMPLOYEE'S NAME PLACED?
<p>C. TERMINATION OF EXEMPT APPOINTMENT FOR REASONS COVERED IN G.C. 19997 (S05)</p> <p>1. IF EXEMPT EMPLOYEE IS TERMINATED FOR REASONS COVERED IN 19997 AND HE/SHE PREVIOUSLY HELD A CIVIL SERVICE POSITION AND HE/SHE DOES NOT HAVE A RIGHT TO REINSTATEMENT.</p>	<p>DEPARTMENT (PRIOR EMPLOYER)</p>	<p>BY EMPLOYEE RIGHT</p>	<p>CLASS OF FORMER CIVIL SERVICE POSITION.</p>	<p>D G</p>
<p>D. TERMINATION OF CEA APPOINTMENT (A03)</p> <p>1. IF EMPLOYEE HAS REINSTATEMENT PURSUANT TO 2 CCR 548.153 AND THERE IS NO VACANT POSITION.</p>	<p>DEPARTMENT WHERE SERVED 3 YEARS CEA</p>	<p>BY EMPLOYEE RIGHT</p>	<p>CIVIL SERVICE CLASSES THAT MEET THE CONDITIONS SPECIFIED IN 2 CCR 548.153.</p>	<p>D G</p>

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