

## Human Resources Branch Memorandum

<b>SUBJECT:</b> 2020 Special Salary Adjustments (SSA), Other Post-Employment Benefits (OPED), Contributions and Improving Affordability and Access to Health Care (Pay Differential 440), and new information on the Furlough Program for Bargaining Units 9 and 12	<b>NUMBER:</b> <b>HRB 20-027</b>
	<b>DATE ISSUED:</b> <b>July 29, 2020</b>
<b>DISTRIBUTION:</b> <b>All CDFW</b>	<b>EXPIRES:</b> <b>Until Superseded</b>

☐ Action Required

☒ Informational Only

☒ Control Agency Directive

### Purpose

The purpose of this memorandum is to provide information to California Department of Fish and Wildlife (CDFW) employees regarding the various changes to pay effective July 1, 2020. This includes information on the 2020 Special Salary Adjustments (SSA), Other Post-Employment Benefits (OPED), Contributions and Improving Affordability and Access to Health Care (Pay Differential 440), and new information on the Furlough Program for Bargaining Units 12 and 9.

### Authorities

- California Department of Human Resources (CalHR)
- Bargaining Unit Contracts

### Special Salary Adjustment

Effective July 1, 2020, some rank-and-file employees in Bargaining Units R01, including managerial and supervisory employees designated under Collective Bargaining Identifiers (CBID) S01 and M01 in the **classifications referenced below**, will receive a 5% SSA. This also includes employees who separated from state service prior to July 1, 2020 and have lump sum payments that extend beyond July 1, 2020. The lump sum payments shall be adjusted to reflect the SSA.

#### Rank-and-File Employees

Class Code	Class Title	CBID
1303	Personnel Specialist	R01
1317	Senior Personnel Specialist	R01
1401	Information Technology Associate	R01
1402	Information Technology Specialist I	R01
1414	Information Technology Specialist II	R01
4159	Associate Management Auditor	R01
5841	Staff Services Management Auditor	R01

#### Managerial and Supervisory Employees

Class Code	Class Title	CBID
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1304	Personnel Supervisor I	S01
1314	Personnel Supervisor II	S01
1403	Information Technology Supervisor I	S01
1404	Information Technology Supervisor II	S01
1405	Information Technology Manager I	M01
1406	Information Technology Manager II	M01

### Other Post-Employment Benefits

OPEB contributions for exempt and excluded employees affiliated with Bargaining Units 1, 2, 4, 7, and 14 will be suspended from July 1, 2020, or the on the first day of the pay period following ratification of their side letter agreement, to June 30, 2022.

Effective July 1, 2020, the OPEB contribution for employees affiliated with Bargaining Unit 12 will increase to 4.60%.

### Improving Affordability and Access to Health Care – Pay Differential 440

Effective July 1, 2020, employees in Bargaining Units R01, R04, R14, excluded employees in Collective Bargaining Identifiers (CBID) S01, S04, S14, M01, M14 and employees in the Labor Relations Analyst and Labor Relations Specialist classifications tied to Service Employees International Union who are eligible for state-sponsored health benefits, as indicated in the table below, shall receive a pay differential of \$260 per month for Improving Affordability and Access to Health Care.

#### Eligibility Criteria

Tenure	Time Base	Benefits Eligible
Permanent	Full-Time	Yes
	Part-Time	
	a) Half-time or more	Yes
	b) Less than half-time	No
Permanent	Intermittent (PI)	
	a) 480 or more paid hours/Control Period (or 960 paid hours in two consecutive Control Periods to qualify to continue coverage)	Yes
	b) Less than 480 paid hours/Control Period	No
Limited-Term (less than 6 months)	N/A	No
Limited-Term (more than 6 months)	Full-Time	Yes
	Part-Time	
	a) Half-time or more	Yes
	b) Less than half-time	No

Temporary (TAU) (less than 6 months)	N/A	No
Temporary (TAU) (more than 6 months)	Full-Time	Yes
	Part-Time	Yes
	a) Half-time or more	No
	b) Less than half-time	No
	Intermittent	No

Please note - CEA positions in class code 7500 tied to Bargaining Unit 07 are not eligible to receive this pay differential.

Employees on medical leave who maintain eligibility for a health care plan will maintain eligibility for this pay differential

Employees receiving this pay differential are not eligible for Flex or CoBen Cash. The State Controller's Office will cancel the Flex and CoBEN cash for employees that are eligible for the pay differential for the July 2020 pay period.

#### Payment Information

The \$260 monthly pay differential will issue as a supplemental payment, commencing with the July 1, 2020, pay period and expiring after the June 2022 pay period.

Federal and state tax and Social Security and Medicare deductions will be withheld from the \$260 monthly pay differential. The flat tax withholding rates are 22% (Federal tax) and 6.6% (California State tax).

#### **Furlough Program Changes**

Immediately upon full ratification of an agreement that provides PLP 2020 leave, any accrued Furlough 2020 hours shall be administered in the same manner as the PLP 2020 provisions of the applicable MOU and employees shall not be directed when to use Furlough 2020 hours.

Bargaining Units 9 and 12 have fully ratified agreements that provide for PLP 2020 effective July 31, 2020. As such, the provisions of PLP 2020 apply to the July pay period only as described below.

#### Professional Engineers in California Government (PECG) – Bargaining Unit 9

Effective July 1, 2020 rank-and-file employees in BU 9 shall be subject to Furlough 2020 for the July 2020 pay period in the manner outlined below:

- Effective July 31, 2020, employees will move to the Personal Leave Program (PLP) 2020.
- Each full-time employee shall continue to work their assigned work schedule and shall have a 9.23 percent reduction in pay in exchange for 16 hours of Furlough 2020 leave credits.
- Each part-time employee shall be subject to the same conditions as full-time employees, on a prorated basis equivalent with their time base.
- Each intermittent employees Furlough 2020 credit shall be prorated based on the number of hours worked in the monthly pay period.

The following provisions will apply:

- Employees will be given discretion to use Furlough 2020 subject to the following operational considerations:
  - Furlough 2020 time must be used before any other leave with the exception of sick leave.
  - Employees may elect to use Furlough 2020 in lieu of approved sick leave.
  - Furlough 2020 shall be requested and used by the employee in the same manner as vacation/annual leave.
  - Requests for use of Furlough 2020 leave must be submitted in accordance with departmental policies on vacation/annual leave.
- All leave earned under Furlough 2020 should be used prior to voluntary separation. Appointing powers may schedule employees to take PLP 2020 time off to meet the intent of the Side Letter agreement. If an employee is unable to use this leave prior to their separation and the separation date cannot be extended, Furlough 2020 shall be cashed out.
- Furlough 2020 leave shall not be considered as “time worked” for the purposes of determining the number of hours worked in a work week.
- Employees on SDI, NDI, ENDI, IDL, EIDL, or Workers’ Compensation for the entire monthly pay period shall be excluded from Furlough 2020 for that month.

#### IUOE – Bargaining Unit 12

Effective July 1, 2020 rank-and-file employees in BU 12 shall be subject to Furlough 2020 for the July 2020 pay period in the manner outlined below:

- Effective July 31, 2020, employees will move to the Personal Leave Program (PLP) 2020.
- Each full-time employee shall continue to work their assigned work schedule and shall have a 9.23 percent reduction in pay in exchange for 16 hours of Furlough 2020 leave credits.
- Each part-time employee shall be subject to the same conditions as full-time employees, on a prorated basis equivalent with their time base.
- Each intermittent employees Furlough 2020 credit shall be prorated based on the number of hours worked in the monthly pay period.

Part-time and Intermittent accrual charts are provided in the Resources section below.

The following provisions will apply:

- Employees will be given discretion to use Furlough 2020 subject to the following operational considerations:
  - Furlough 2020 time must be used before any other leave with the exception of sick leave and Professional Development Days.
  - Employees may elect to use Furlough 2020 in lieu of approved sick leave.
  - Furlough 2020 must be requested and used by the employee in the same manner as vacation/annual leave.
  - Requests for use of Furlough 2020 leave must be submitted in accordance with departmental policies on vacation/annual leave.

- Furlough 2020 accruals do not expire.
- Furlough 2020 leave shall not be considered as “time worked”, except when an employee is mandated to work overtime, for the purposes of determining the number of hours worked in a work week.
- Employees on SDI, NDI, ENDI, IDL, EIDL, or Workers’ Compensation for the entire monthly pay period shall be excluded from Furlough 2020 for that month.

### **Resources**

- [CalHR Manual Section 1711 Furlough Program](#)
- [Pay Differential 440](#)

### **Questions**

If you have questions or need assistance, please contact your respective labor organization.