

Human Resources Branch Memorandum

SUBJECT: Salary Rule Change for the Reinstatement of Seasonal/Temporary Employees	NUMBER: HRB 22-035
	DATE ISSUED: December 5, 2022
DISTRIBUTION: All CDFW Managers/Supervisors, Administrative Officers, and Human Resources Liaisons	EXPIRES: Until Superseded

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) managers/supervisors, Administrative Officers, and Human Resources Liaisons regarding an **important change to the starting salary** of employees appointed or reappointed to a position by way of a temporary authorization (TAU) appointment.

Authority

California Department of Human Resources (CalHR)
[California Code of Regulations \(CCR\) section 599.677](#)

Appointment Salaries

CalHR recently provided updated guidance to state departments informing them that [CCR section 599.677](#) cannot be applied to employees who were in a prior TAU appointment. Based on this directive, effective immediately, all employees appointed, or reappointed after a permanent separation, to a position by way of a TAU appointment **must be appointed at the minimum of the classification's salary range**. The only exception is if the employee also has a prior permanent appointment and, in those cases, other salary rules may allow for a different starting salary rate.

Employees do not gain any rights in a TAU or limited-term (LT) appointment and therefore there is no authority allowing them to retain the salary earned in a TAU or LT prior position. This means that any salary increases gained in an employee's prior TAU or LT appointment is lost when an employee permanently separates.

For example, a Fish and Wildlife Scientific Aid (class code 0835):

- Employee is appointed effective 1/1/2019, starting salary is \$16.07/hour (minimum of classification)
- Employee receives a five percent merit salary adjustment (MSA) effective 1/1/2020, new salary is \$16.87/hour
- Employee receives a five percent MSA effective 1/1/2021, new salary is \$17.71/hour
- Employee separates from the position effective 10/1/2021
- Employee is reappointed to classification code 0835 effective 1/1/2022, starting salary is \$16.07/hour (minimum of classification)

TAU Classifications

CDFW TAU classifications include, but are not limited to:

- Fish and Wildlife Seasonal Aid (class code 0790)
- Fish and Wildlife Scientific Aid (class code 0835)
- Maintenance Aide Seasonal (class code 0987)
- Seasonal Clerk (class code 1120)
- Student Assistant (class code 4870)

TAU Separations

In the past, programs were required to separate seasonal/temporary employees once they had not worked for 90 days. Often, programs would later reappoint employees when the hour/day limitation reset, and they were able to start working again. However, with the change in the salary rule, this practice is not in the best interest of the employee as it will result in the employee being appointed to the minimum of the salary range and they will lose any salary increases already gained.

Therefore, programs should only submit an Exit Clearance to separate a seasonal/temporary employee if the employee is permanently separating from their position. Reasons to permanently separate an employee include an employee who submits a resignation, accepts another position, or retires from state service.

It is still critical that access to CDFW's network and email be suspended when an employee has not worked for more than 30 calendar days. Therefore, managers/supervisors must submit a [Service Desk](#) ticket to the Data and Technology Division (DTD) to suspend all necessary CDFW accounts until the employee returns to work by following this path: Service Catalog > Account Management > Account Modifications > Modify Employee CDFW Account.

Upon an employee's return to work, the manager/supervisor must submit another [Service Desk](#) ticket to DTD to reactivate the employee's accounts using the same path above.

Contact

If you have questions or need additional information, refer to the contacts listed below:

- CDFW email or network accounts – submit an inquiry to [Service Desk](#)
- All other questions – submit an inquiry to PersonnelOfficer@Wildlife.ca.gov