

# CALIFORNIA

## Orientation for the State Employee

State of California  
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## Welcome

Welcome to your new job with the State of California. You have joined an outstanding team of State employees serving the citizens of California through hard work, dedication, and special talents.

This handbook provides an overview of California State government, employee rights and responsibilities, and the benefits and career opportunities that come with the job. If you have questions, ask your supervisor for help finding the right person or department to get you more detailed information.

You also can learn about the benefits available to you, training opportunities, labor contracts, and more by browsing the pages of the Department of Personnel Administration's Web site [www.dpa.ca.gov](http://www.dpa.ca.gov).

We hope you enjoy a long and rewarding career as a State Employee.

## California State Government

California State Government is divided into three branches: Executive, Legislative, and Judicial. The State Constitution separates the functions of each branch.

The Executive Branch consists of the agencies, departments, boards, and commissions that serve the people of the State of California. The administration of this branch is conducted by elected officials: the Governor, Lieutenant Governor, Secretary of State, Controller, Treasurer, Superintendent of Public Instruction, Attorney General, Insurance Commissioner, and Chair of the Board of Equalization.

The Legislative Branch is composed of two houses: the Senate and the Assembly. There are 40 Senators and 80 Assembly Members.

The Judicial Branch consists of the State Supreme Court, Courts of Appeal, and Trial Courts (Superior Courts).

The State Constitution and the Government Code establish civil service procedures. The Department of Personnel Administration (DPA) and the State Personnel Board (SPB) enact regulations based on these Constitutional and statutory authorizations. In addition, policies are established in the collective bargaining agreements.

The State Constitution provides for a State Personnel Board appointed by the Governor to administer the civil service system. SPB is responsible for ensuring that civil service, permanent appointments, and promotions are based on merit and competitive exams. DPA manages the non-merit aspects of the State's personnel system such as collective bargaining, labor relations, administration of salary and benefits, hours and working conditions, training, performance evaluations, layoffs, and grievances.

Collective bargaining agreements, called Memoranda of Understanding (MOU), between employee organizations (unions) and the State define wages, hours, and conditions of employment affecting employees who are assigned to one of the State's 21 bargaining units. (The appendix contains a listing of the bargaining units.). Each unit is made up of employees performing similar or related duties with a community of interest in wages, hours, and working conditions. Each bargaining unit elects an employee organization, which has exclusive rights to represent employees in that unit in bargaining with the State or during an adverse action.

Employees designated managerial, supervisory, confidential, or other excluded designations are not covered by collective bargaining agreements. DPA is responsible for defining wages, hours, and conditions of employment for these employees.

## **State Policies**

The State of California adheres to a number of laws and policies, summarized below, that are designed to promote a safe, comfortable, and professional work environment for all employees. For details of these laws and policies, contact your Personnel Office.

- Americans with Disabilities Act
- Drug Testing
- Equal Employment Opportunity
- Family Medical Leave
- Pregnancy
- Reasonable Accommodation
- Sexual Harassment
- Smoking
- Telecommuting
- Work and Family
- Workplace Violence

### ***Americans with Disabilities Act***

The federal Americans with Disabilities Act (ADA) protects permanently disabled employees and job applicants from discrimination based on their disabilities. The ADA requires employers to provide reasonable accommodations to enable individuals with disabilities to apply for and perform their job. California's Fair Employment and Housing Act provides civil rights protections similar to, and in some cases broader than, the ADA.

### ***Drug Testing***

The State enforces a drug-free workplace policy, including drug testing for employees in sensitive positions. Some state agencies also are required to meet federal drug and alcohol testing requirements for commercial drivers. Newly hired and excluded correctional employees are subject to random drug testing.

### ***Equal Employment Opportunity***

The State is an equal opportunity employer. It is the policy of the State that its workforce be representative of California's diverse population. All efforts to ensure a representative workforce are consistent with State civil service and merit system principles and regulations.

All State employees are entitled to a work environment free of discrimination based on race, color, age, religion, sex, disability, national origin, ancestry, marital status, sexual orientation, or political affiliation. It is illegal to retaliate against an employee for filing a discrimination complaint or participating in the complaint process. For information concerning the complaint process, contact your departmental EEO/AA Officer or your Personnel Officer.

### ***Family Medical Leave***

The federal Family and Medical Leave Act of 1993 and the California Family Rights Act entitle eligible employees to take up to 12 weeks of unpaid, job-protected leave each year for specified family and medical reasons.

### ***Pregnancy***

Pregnant employees are allowed to continue to work as long as the employee's health and the health of the unborn baby are not adversely affected. The employee must be able to adequately perform essential job duties in a safe manner. An employee who is disabled because of pregnancy, childbirth, or a related medical condition is entitled to take a pregnancy disability leave for up to four months.

### ***Reasonable Accommodation***

The State will make reasonable accommodations to adjust the application process, job, and/or work environment to permit qualified persons with disabilities to apply for and/or continue State employment.

### ***Sexual Harassment***

Sexual harassment is a form of discrimination prohibited by the Civil Rights Act of 1964 and the California Government Code. Sexual harassment is defined as unsolicited and unwelcome sexual overtures, regardless of whether they are written, verbal, physical, and/or visual. If you believe you have been harassed or you feel threatened, you should seek assistance from your supervisor or Equal Employment Opportunity Officer/Counselor.

### ***Smoking***

All State agencies provide a smoke-free work environment for employees. "Smoke breaks" usually are permitted at the discretion of the supervisor in lieu of the time regularly allotted for breaks and rest periods. Your department will have a designated area (usually located outside the building) where smoking is permitted.

### ***Telecommuting***

The State encourages the use of telecommuting as a work option where management finds it serves a practical benefit to the agency. If your agency or

department allows telecommuting and you are interested in this work option, check with your supervisor for more details.

### ***Work and Family***

The State has a number of policies designed to help employees balance work and family life. These policies include flexible leave arrangements and modified work schedules. Each agency is required to designate a “work and family” coordinator to assist in implementing departmental programs and policies to ensure a family-friendly work environment.

### ***Workplace Violence***

To ensure a safe environment for employees and the public, State offices are required to have a Workplace Violence Prevention Program. Acts or threats of violence, harassment, intimidation, or other disruptive behavior will not be tolerated. Such behavior should be reported to a supervisor or other appropriate personnel immediately. Employees committing such acts are subject to disciplinary action, which may include termination, and/or criminal penalties.

## **Employee Responsibilities**

The following section summarizes your responsibilities as a State employee.

### ***Attendance***

You are responsible for arriving at and leaving work at the times agreed upon by your supervisor, including returning on time after lunch and break periods. If you are unable to report to work, notify your supervisor at the beginning of your usual workday, or as soon as possible. If you are absent from work for more than five days without notifying your office, you may be discharged from State service for being absent without official leave (AWOL). Be sure you understand your work schedule and ask your supervisor if you have questions. Some agencies offer flexible work hours.

### ***Courtesy***

You are expected to behave courteously and responsibly at all times. Remember that the image of an organization rests upon the behavior of the employees who represent it. You represent the State of California. It is important for you to make a positive impression on those you serve and your coworkers.

Your dress and appearance should be appropriate for the type of work you do. Your supervisor will let you know if there are any special dress requirements.

### ***Ethical Behavior***

You are prohibited from using State facilities, equipment, or work time to conduct personal business. Your agency/department will provide you with a copy of its guidelines regarding incompatible activities; you must abide by these guidelines. In addition, some employees are required to file financial disclosure statements, depending on their position.

You are prohibited from using drugs (other than medication prescribed by your physician). Drinking alcohol, being intoxicated, or having open containers of alcoholic beverages of any kind on State premises, or while conducting State business, also is prohibited.

You may not display any sign, slogan, pin, or other item containing words or symbols offensive or insulting to any group or individual, nor of a partisan political nature. You may not participate in political activity that involves the use of any State resource, which includes State property, funds, equipment, supplies, phones, computers, vehicles, travel, and work time. Serving as a precinct board member does not constitute political activity in this context.

If you are considering any political activities, first check with your supervisor regarding activities prohibited by the California Government Code or your collective bargaining agreement. Infractions in any of these areas could result in actions ranging from an informal reprimand to dismissal.

### ***Safety***

Each department makes every effort to provide a safe and healthy work environment. It is your responsibility to perform your assignment and operate equipment safely. If during the course of your work you notice a situation that may endanger someone's health or safety, notify your supervisor immediately. Safety is everyone's responsibility.

If you are required to drive a vehicle on official State business, you must have a valid driver's license appropriate to the type of vehicle(s) you operate. You will be expected to attend and successfully complete an approved defensive driver training course at least every four years. In addition, all employees who drive or are passengers in any vehicle used in the conduct of State business are required to wear seat belts.

## **Your Rights**

The following section describes your rights as a State employee.

### ***Employee Organizations***

You have the right to participate in employee organization activities on your own time. Your "own time," or "non-working" hours, includes lunch periods and time before and after work, excluding breaks.

You may not be discriminated against, granted preferential treatment, or have reprisal taken against you because of membership (or non-membership) or lawful involvement in an employee organization or its activities.

### ***Performance Appraisals***

Once you are a permanent State employee, your work will be evaluated by your immediate supervisor. You and your supervisor will participate in the regular employee appraisal process throughout your career. This gives you and your supervisor an opportunity to discuss your job performance and career development.

### ***Personnel Records***

Your Official Personnel File contains records relating to your employment. In many offices, supervisors keep an unofficial personnel folder containing many of the same items. You have the right to review the contents of both folders and to request copies. There may be a nominal fee charged for duplication.

Confidential or restricted information contained in the Official Personnel File may be disclosed only to persons authorized by law and departmental policy to receive such information for official purposes.

### ***Probationary Period***

You will be on probation for the first 6, 9, or 12 months of your job. The length of your probation depends on your particular job and time base.

Your job description/duty statement describes your responsibilities and the standards for accomplishing the specific tasks or set of duties.

During your probationary period, your work will be evaluated by your supervisor, who will prepare at least three reports covering your work performance, personal conduct, and ability to handle responsibility measured against the standards of the position. Your overall performance will be reviewed and your supervisor will discuss any areas that may need improvement.

You will gain permanent status if you meet the required level of performance by the end of your probationary period.

If you are unsuccessful learning the job or meeting the performance standards during the probationary period, you may not pass your probation. If you have permanent civil service status in another State job classification, you have the right of return to that classification. If you are rejected on probation, you have the right to appeal within 15 days of the effective date of rejection. The appeal must be filed in writing to the State Personnel Board.

## **Career Development**

The following section summarizes exam opportunities, training, upward mobility, and career development.

### ***Exams and Interviews***

You are permitted reasonable time off with pay to take State civil service exams that are scheduled during working hours, provided you notify your supervisor in advance. You may be permitted time off with pay to attend a State job interview for which you have been called as a result of your eligibility on employment lists.

### ***Training***

You will be given the training necessary to do your job. Attendance at and reimbursement for transportation to required formal training will be fully paid by the State. You may be eligible for other types of training that will enhance your job skills or prepare you for career growth. There are a number of classes

sponsored by the State that are available to you. If you are interested in participating in training opportunities, discuss it with your supervisor.

### ***Upward Mobility and Career Development***

Employees are encouraged to plan a program of individual career development. Many departments have programs to promote career opportunities. Additional information about upward mobility is available from your supervisor, your training coordinator, and the State Personnel Board.

## **Benefits**

The following section summarizes the benefits the State of California offers its employees; in some cases links will take you to more detailed descriptions. Check with your supervisor or Personnel Office if you have questions or need more information.

In addition, refer to your bargaining unit contract for information specific to your unit. If you are not covered by bargaining, visit DPA's [Excluded Employee](#) page.

### ***Vacation***

At the beginning of every new pay period, you will be credited with the vacation hours you earned for the previous qualifying pay period. The number of hours you earn depends on your time base, bargaining unit agreement, and length of State employment. ***You cannot use any accrued vacation credit until you have completed your first six months of State service.*** You will continue to accrue vacation hours each month you work. Vacation time may be used with your supervisor's prior approval. (Also see Annual Leave Program.)

### ***Holidays***

State employees observe the following paid holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Cesar Chavez Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day.

If you are required to work on a holiday, you will be compensated in accordance with your collective bargaining agreement and/or State regulations.

### ***Personal Holiday***

You become eligible for a personal holiday once you complete six months of State employment. After that, personal holidays are credited on the first day of July and may be used any time during the following 12 months, subject to your supervisor's approval. Employees who work less than full time also may be eligible for personal holiday credit; the number of hours is prorated based on the employee's time base.

### ***Sick Leave***

Your sick leave is credited on the first day of each month following completion of a qualifying pay period. (A "qualifying" pay period for full-time employees is at least 11 work days; for half-time employees it is 5.5 work days; and for permanent intermittent employees it is 160 hours.) The number of sick leave

hours you accumulate depends on your time base and your bargaining unit agreement. You may accumulate unlimited sick leave hours.

You may begin to use sick leave for approved absences once it has been earned. You may be allowed reasonable time off (normally two hours) for medical or dental appointments. Additional time may be allowed when justified and approved by your supervisor.

You are encouraged to build a substantial reserve of sick leave to protect yourself and your family from loss of income if you ever suffer a lengthy illness or injury.

### ***Annual Leave Program***

Instead of accumulating sick leave and vacation time separately, some eligible employees may choose to participate in the Annual Leave Program. Annual leave covers both sick leave and vacation. Managerial, supervisory, confidential, and other excluded employees, as well as employees in certain bargaining units, are eligible to participate in this program.

### ***Health Benefits***

Employees, who have a permanent or limited-term appointment lasting at least six months and a day, and a time base of half time or more, are eligible for State health benefits. The State pays a portion of your premium, referred to as the State's contribution, which is negotiated through the collective bargaining process.

The cost to you will be the difference between the cost of the plan you choose and the State's contribution. Your share of the premium is paid via automatic pre-tax payroll deductions.

You may select any of the plans offered by the State in your area. If the State does not offer an HMO option in the area where you live, you may claim reimbursement for some of your health care costs through the State's Rural Health Care Equity Program. Information about this program will be mailed to you automatically if you are eligible.

If you have health coverage through another source, such as your spouse, you may choose to receive cash in lieu of the State's health benefit. This additional cash is treated as taxable income. You may enroll in this "cash option" when you are hired, during the annual open enrollment, or when your personal situation changes (get details from your Personnel Office). The cash option also is available in lieu of dental benefits. See FlexElect Reimbursement Accounts, on page 10, for information on using non-taxable paycheck deductions to pay for certain medical expenses that are not covered by your State health benefits.

### ***Dental Benefits***

You and your eligible dependents may be eligible for State-sponsored dental insurance, available from one of several dental plans. Eligible employees may enroll in a dental plan within the first 60 days of employment or eligibility, or during the annual open enrollment period. Changes in coverage also are permitted during open enrollment.

Your collective bargaining designation determines which plans are available to you. The State will pay all or part of your premium, depending on the plan you select and the number of dependents you wish to cover.

If you have dental coverage through another source, such as your spouse, you may choose to receive cash in lieu of the State's dental benefit. This additional cash is treated as taxable income. You may enroll in this "cash option" when you are hired, during the annual open enrollment, or when your personal situation changes (get details from your Personnel Office). The cash option also is available in lieu of health benefits.

### ***Vision Care Insurance***

If you are appointed to a permanent position that is half time or more, you and your dependents are automatically covered by the State's vision care insurance. The effective date of coverage is based on when your Personnel Office processes your Personnel Action Request (PAR) document. Please note that Permanent Intermittent (PI) employees require a document to be completed to be enrolled in vision benefits.

## **Other Benefits**

### ***Bereavement Leave***

You are allowed paid time off if a member of your family dies. As with any other paid leave, you must consult your supervisor for specific information regarding qualifying relationships and the amount of time available.

### ***Catastrophic Leave***

Upon approval, an employee may transfer unused vacation, personal holiday credit, annual leave, or official compensating time off to another employee who has suffered a catastrophic illness or injury, or is unable to work due to the effect of a natural disaster on the employee's principal residence. The recipient employee must have exhausted all of his/her appropriate leave credits to be eligible. In addition, some collective bargaining agreements allow transfer of leave credits between family members under certain circumstances.

### ***Consolidated Benefits (CoBen)***

Rather than receiving three separate State contributions for health, dental, and vision benefits, employees eligible for "Consolidated Benefits" receive a single monthly contribution from the State that covers all three benefits. If this "CoBen" allowance exceeds the total cost of the health, dental, and vision plans an eligible employee has chosen, the employee receives the excess CoBen amount as additional taxable income each month. If the CoBen allowance is less than the total cost of the benefit plans the employee has chosen, the employee pays the difference via pre-tax payroll deductions.

All employees excluded from collective bargaining (those employees classified as managerial, supervisory, confidential, or otherwise excluded) are covered by CoBen. For rank-and-file employees, CoBen eligibility is determined through the

collective bargaining process. Ask your Personnel Office or check your bargaining unit contract if you are unsure of your eligibility for CoBen. Currently, employees in Bargaining Units 2, 7, 8, 16, 17, 18, and 19 are covered by CoBen.

### ***COBRA Continuation Coverage***

Under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA), employees and dependents who lose their health, dental, or vision coverage due to certain "qualifying events" are allowed to continue their coverage for a specified period of time. The cost to the enrollee is 102% of the applicable group premium rate. Benefits provided under COBRA are the same as those provided under the State-sponsored plans.

### ***Death Benefits***

State employees who are members of the California Public Employees' Retirement System (see Retirement, on page 12) are automatically eligible for death benefits. If a covered employee dies prior to retirement, his or her beneficiary may be eligible for a monthly allowance and/or a lump sum benefit payment.

### ***120-Day Death Benefits***

Under the 120-day death benefit, departments are required to continue to pay the employer contributions for a covered employee's spouse, domestic partner and/or other eligible family members for up to 120 days following an employee's death. The 120-day period is to provide the family a grace period while the California Public Employees' Retirement System (CalPERS) determines if the spouse or other family members are eligible for a survivor's benefit.

### ***Dependent Care***

See FlexElect Reimbursement Accounts, below, for information on how to pay for certain dependent care expenses using non-taxable paycheck deductions.

### ***Employee Assistance Program (EAP)***

The Employee Assistance Program provides confidential short-term counseling and referral services to employees and their families to help resolve personal issues that can affect job performance. These issues may include financial, legal, and psychological problems; child and elder care; family and marital issues; and alcohol and drug abuse. The program also is available to help supervisors refer an employee to EAP.

### ***401(k) and 457 Plans***

See Savings Plus Program (SPP) on page 13.

### ***FlexElect Reimbursement Accounts***

Employees who expect to pay out-of-pocket medical and/or dependent care expenses during the coming year may benefit from a FlexElect Reimbursement Account. Most State employees are eligible. With a FlexElect ***Medical Reimbursement Account***, you can use payroll deductions to pay for medical expenses that are not covered by your health, dental, or vision plan. A FlexElect ***Dependent Care Reimbursement Account*** lets you use payroll deductions to pay for day care expenses for a child or parent.

When you enroll in a reimbursement account, you specify an amount to be deducted from your paychecks for the year. These deductions are not counted as taxable income. Your funds are held in a special account you use to reimburse yourself for covered expenses that you and eligible dependents incur during the year. To ensure you get back all the funds in your account, you need to submit eligible reimbursement claims by a specified deadline.

### ***Industrial Disability Leave***

If you become temporarily disabled because of a work-related injury, you may be eligible to receive Industrial Disability Leave (IDL) benefits. IDL payments are based on your salary level. If you do not qualify for IDL and you are unable to work for more than three days, you may still be paid part of your lost wages through the Temporary Disability program.

### ***Jury Duty***

In general, if you are called for jury duty, you serve with no loss in pay as long as you remit to the State any fees received for jury duty. You do not have to remit any payment you receive for travel expenses. Notify your supervisor to discuss your work schedule if you are called for jury duty.

### ***Leaves of Absence***

Unpaid leaves of absence of up to one year may be granted in certain situations. If you anticipate the need for a leave of absence, you must prepare a formal request. When you return from an unpaid leave of absence, you may not always return to the exact job you left, but you will be placed in the same classification or, if you and your department agree, a similar position for which you are eligible.

### ***Legal Services Plan***

The Group Legal Services Plan is a voluntary, employee-paid benefit that can provide you with legal consultation and representation. Employees designated as excluded and certain represented employees are eligible to enroll. New employees, if eligible, may enroll within the first 60 days of employment or during the annual open enrollment. A variety of legal services are available such as will preparation, legal consultation and representation for domestic matters, defense of civil actions, criminal misdemeanors and traffic charges, bankruptcy proceedings, and review and preparation of documents.

### ***Life Insurance***

Managerial, supervisory, confidential, and excluded employees are automatically covered by Group Term Life Insurance. The State pays the premium for basic coverage of \$50,000 for managers and \$25,000 for supervisors, confidential, and excluded employees. Supplemental Life coverage is available at the employee's expense.

### ***Long Term Care Program***

You and/or your family members may enroll in the Long-Term Care Program for coverage of special care you may need due to a chronic illness, frailty of old age, or a serious accident. Care may be provided at home, in an assisted living

facility, or in a nursing home. There is an annual open enrollment period. Premiums are based on your age when you first enroll.

### ***Long Term Disability Insurance***

If eligible, you may enroll in Long Term Disability Insurance, which provides income replacement in the event you become disabled due to an illness or injury and cannot perform your normal job duties for six months or longer. This benefit is available to permanent employees appointed to managerial, supervisory, confidential, and other excluded positions with a time base of half time or more. Newly eligible employees have a 60-day period in which to enroll. Open enrollment period is also held every 18 – 24 months.

### ***State Disability Insurance***

State employees in Bargaining Units 1, 3, 4, 11, 14, 15, 17, and 20 are covered by State Disability Insurance (SDI). SDI is a wage continuation program that provides benefits if you are unable to work due to a non-work-related injury or illness, for up to 52 weeks.

Paid Family Leave (PFL) is a component of SDI and is extended compensation provided to employees who are covered by SDI. PFL is limited to a six-week paid benefit within a 12-month period. PFL is for employees who take time off work to care for a seriously ill child, parent, domestic partner, or to bond with a new minor child or adopted child.

SDI is administered by the Employment Develop Department (EDD).

### ***Military Leave***

California State employees called to active military duty may be paid their regular State salary for up to 30 days of duty per year, if they meet certain requirements. In addition, the State will pay the difference between the employee's State salary and military salary (if the State salary is higher) for up to six months for specified military campaigns. (If the employee is called to active duty after Sept. 11, 2001, as a result of the War on Terrorism, the State will pay the difference between the State salary and military salary for up to one year.)

### ***Non-Industrial Disability Insurance***

Non-Industrial Disability Insurance (NDI) is a wage continuation program that provides benefits if you are unable to work due to a non-work-related injury or illness. NDI is handled through your Personnel Office and by the Employment Development Department.

### ***Paychecks***

Most State employees are paid monthly for the 12 pay periods in the year. Pay day for full-time and part-time employees usually is the last day of the month or the first day of the next month. Intermittent employees usually are paid within ten working days after the end of the pay period. The staff person who handles your attendance can help you with questions about pay periods, time sheets, and other required forms.

You are eligible to sign up for direct deposit of your paycheck after you have worked for the State for six months. Check with your banking institution and/or payroll office for the necessary forms.

### ***Retirement - California Public Employees' Retirement System (CalPERS)***

State employee pensions are administered by CalPERS. Most full-time employees hired to work more than six months automatically are members of CalPERS.

Your pension is based on years of service in the CalPERS system, your salary, and the formula that applies to your retirement category. Different types of State jobs belong in different categories such as Miscellaneous, Safety, Patrol, and Peace Officer/Firefighter. The Miscellaneous category includes two tiers: Tier 1 provides a substantially higher pension at age 55 than Tier 2 provides at age 65. Certain new employees are automatically enrolled in an Alternative Retirement Program for the first 24 months of employment and then are enrolled in Tier 1; they may opt for Tier 2 within a specified period. Tier 1 members pay a small portion of their paycheck toward retirement. Ask your Personnel Office or CalPERS for information on retirement benefits applicable to your category.

CalPERS members also are eligible for disability retirement benefits, and their survivors are eligible for benefits.

### ***Alternate Retirement Program***

Certain employees who become a State miscellaneous or State industrial member of CalPERS on or after August 11, 2004 are automatically enrolled in the Alternate Retirement Program (ARP) for 24 months. During the 24-month period, the monthly contribution deducted from your pay check is deposited into your ARP account. Employees do not accrue retirement service credit with CalPERS during the 24-month period, even though they are considered CalPERS members. After completion of the 24-month period, your five percent monthly contribution stops going into the ARP account and is deposited into CalPERS. You will then begin accruing retirement service credit with CalPERS. Employees may select one of the following options between the 47<sup>th</sup> - 49<sup>th</sup> months from their hire date:

- transfer all funds from your ARP account to CalPERS to purchase retirement service credit.
- request a lump sum from your ARP account, which will be subject to tax penalties for early withdrawal.
- if no action is taken, the funds in your ARP account will automatically transfer to a 401(k) account with the Savings Plus Program.

For additional information, contact the Savings Plus Program at (866) 566-4777. You also can prepare for retirement with a 401(k) and/or 457 plan, offered through the Savings Plus Program. This program is described below.

### ***Savings Plus Program (SPP)***

You may set up a 401(k) and/or a 457 plan through the Savings Plus Program (SPP). These plans (named for the sections of the federal Internal Revenue

Code that regulate them) allow you to authorize automatic payroll deductions that go into a special account. The money in this account is invested according to the investment options you select. You do not pay taxes on the income you deposit in a 401(k) and/or 457 account, nor on any interest it earns, until you withdraw the funds, generally during retirement.

A Savings Plus account is **not** like a regular savings account you can access whenever you like, so you need to carefully plan how much income you can afford to contribute to it. For more information about this program, including how to enroll, visit the [SPP Web site](#).

### ***Travel and Accident Insurance***

Managerial, supervisory, confidential, and other excluded employees are automatically covered by Common Carrier Travel and Accident Insurance. A benefit up to \$150,000 is paid to an insured employee required to travel on State business away from the work premises where he/she is permanently assigned. Any loss incurred by the insured employee during the business trip is covered.

### ***Travel and Per Diem***

Employees who are required to travel as part of their work assignment will receive reimbursement for appropriate expenses. In some cases, employees may request an advance on the expenses they expect to incur. There are very specific rules and regulations regarding travel and reimbursement amounts. Always consult your supervisor for authorizations, expense limits, travel advances, and reservation procedures if you are scheduled to travel.

### ***Workers' Compensation***

Workers' Compensation is a benefit provided to you if you are injured on the job or become ill due to your job. Workers' Compensation is **separate** from personal health insurance. There is no deductible for Workers' Compensation; all approved medical bills will be paid. If you are injured or become ill as a direct result of your job, report the injury to your supervisor as soon as possible.

In the event of an employee's death caused by an injury covered by Workers' Compensation, the employee's qualified surviving dependent would be eligible for death-related benefits.

### ***Worksite Wellness Program***

The [Worksite Wellness Program](#) offers online resources and links to health information for State employees seeking to improve and maintain their health. The program also provides health resources and information to State agencies to help them implement activities to promote healthy lifestyles for employees and their families. Some collective bargaining agreements allow time off for employees to participate in onsite wellness activities.

### ***Relocation***

Employees who are required to relocate as part of their work assignment may receive reimbursement for appropriate expenses. Relocation may apply to current State employees as well as newly hired employees. There are very specific rules regarding the reimbursement of expenses associated with a State-

approved relocation. Always consult your supervisor for information regarding relocation authorizations, expense limits, and allowances.

### ***Pre-Tax Parking***

Employees may elect to participate in this voluntary program that allows for the deduction of a specific dollar amount for work-related parking fees from your pay warrant prior to tax deductions; as a result, your taxable income will be reduced. Once enrolled, deductions will continue without interruption until terminated or changed by you. At the end of the tax year, the SCO will report your taxable income as usual and excludes the amount of the pre-tax parking deduction from your gross taxable income. There are three types of Pre-Tax Parking Programs: Department of General Services/Office of Fleet Administration; department-sponsored; or Third Party Reimbursement. Contact your department to determine which program fits your specific needs.

### ***State Merit Award Program***

The State Merit Award Program was established in 1950 to recognize employee contributions that provide a savings to the State's operation. As of 1993, every department has a departmental Merit Award Administrator responsible to promote three separate programs. 1) *The Employee Suggestion Program*, a formal program for employees to submit ideas and receive a cash award of \$50 to \$50,000; 2) *Superior Accomplishment*, a Director's award to recognize employees or teams for outstanding performance and receive a cash award of \$25 to \$500 and certificate or plaque; 3) *Special Act/Service (Medal of Valor – Gold or Silver)*, an honorary award presented by the Governor in a public ceremony to recognize employees who risked their safety or lives to save another individual. Every active and/or retired State employee is eligible to participate except officers and employees of the Universities of California and California State Universities. Cash awards are considered taxable income. Ask your Personnel Office or departmental administrator for forms and procedures. Additional information is also available at [www.dpa.ca.gov](http://www.dpa.ca.gov) (click) on Benefits and scroll down to Awards.

## Appendix

### ***Bargaining Units***

There are 21 bargaining units for the State's rank-and-file employees. The following list of these units includes a brief description of the classes of employees in each unit.

Bargaining Unit 1, **Administrative, Financial, and Staff Services**: There are 43,145 employees performing administrative, fiscal, and analytical functions such as accounting, planning, personnel, data processing, research, and analysis.

Bargaining Unit 2, **Attorney and Administrative Law Judges**: There are 3,583 employees practicing law for the State or exercising quasi-judicial job duties within administrative hearings.

Bargaining Unit 3, **Professional Educators and Librarians**: There are 2,207 employees providing educational services in departments with institutional work settings.

Bargaining Unit 4, **Office and Allied**: There are 29,603 employees providing vital support to the primary professional, technical, or administrative objectives of each State department or agency.

Bargaining Unit 5, **Highway Patrol**: There are 5,931 employees providing safe and lawful vehicular movement over highways.

Bargaining Unit 6, **Corrections**: There are 29,629 employees providing custody, supervision, and treatment of wards and inmates remanded to State custody.

Bargaining Unit 7, **Protective Services and Public Safety**: There are 6,734 employees protecting State lands and buildings, furnishing emergency services, issuing licenses or permits, arresting individuals violating penal or administrative laws, and protecting the public from fraudulent practices and schemes.

Bargaining Unit 8, **Firefighter**: There are 3,555 employees fighting structural and forest fires.

Bargaining Unit 9, **Professional Engineer**: There are 9,997 employees providing engineering, design, research, and related analytical information regarding structures such as highways, bridges, dams, and water treatment plants.

Bargaining Unit 10, **Professional Scientific**: There are 2,591 employees engaged in scientific research, testing, design, and analysis in life, earth, and environmental sciences.

Bargaining Unit 11, Engineering and Scientific Technicians: There are 3,915 employees utilizing scientific instruments and technology to gather and record data.

Bargaining Unit 12, Craft and Maintenance: There are 12,023 employees operating and maintaining State equipment, facilities, buildings, grounds, and roads.

Bargaining Unit 13, Stationary Engineer: There are 867 employees maintaining and operating power generation facilities that heat, ventilate, and air condition large office buildings and other State facilities.

Bargaining Unit 14, Printing Trades: There are 611 employees preparing, composing, and printing material for State agencies.

Bargaining Unit 15, Allied Services: There are 4,714 employees providing custodial, food, laundry, and other basic services to maintain a proper physical environment for State facilities.

Bargaining Unit 16, Physician, Dentist and Podiatrist: There are 1,578 employees comprised of medical staff responsible for diagnosis, evaluation, and treatment of patients within State institutions.

Bargaining Unit 17, Registered Nurses: There are 3,890 employees involved in educational, preventive and treatment programs associated with State health care.

Bargaining Unit 18, Psychiatric Technicians: There are 7,036 employees providing psychiatric care for mentally ill and developmentally disabled patients in State-operated facilities.

Bargaining Unit 19, Health and Social Services/Professional: There are 4,177 employees providing evaluations and assessment of client counseling and consultation or client follow-up service of a health, social, or employment nature.

Bargaining Unit 20, Medical and Social Services Support: There are 2,736 employees providing direct and indirect health care and social service support to inmates and other recipients of State social service programs.

Bargaining Unit 21, Education, Consultants, and Librarians: There are 725 employees in departments with non-institutional work settings providing education, consulting, and library services.