

HUMAN RESOURCES MEMORANDUM: 10:034

Expiration Date: Until Superseded

Issue Date: December 29, 2010

To: Supervisors, Managers, Personnel Liaisons and Attendance Clerks

Subject: Professional Development Day – Bargaining Units 1, 4, 11, 12, 14, 15 and 21,
Excluded and Exempt Employees

Purpose The purpose of this memorandum is to inform employees of the provisions of Professional Development Day (PDD).

Who is Eligible? Represented employees in bargaining units (BU) 1, 4, 11, 12, 14, 15 and 21 and Excluded and Exempt employees.

Who is Not Eligible?

- Retired Annuitants appointed under Government Code sections 19144, 21154, 21223, 21224, 21225 and 21227.
- Maintenance and Service Occupational Trainee
- Mechanical and Technical Occupational Trainee
- CBID E-Designated Classes
- E-25 Classes
- Statutory exempts who do not earn leave credits.

Effective Date November 2, 2010

PDD Credit PDD will be provided each fiscal year for activities such as professional association activities, professional and/or personal development seminars, etc., to promote professional and/or personal growth and to enhance professional and/or personal goals. These activities are at the employee's expense and therefore the choice of activity is at the employee's discretion.

Full-Time Employees

Full-time employees will be credited with two (2) days per fiscal year.

Part-Time Employees

Part-time employees shall be subject to the same conditions as full-time employees, on a prorated basis. The pro-ration shall be determined based on the employee's time base consistent with the chart below.

<u>Time Base</u>	<u>PLP 2010 Credit</u>
1/10	1
1/8	1
1/5	2
1/4	2
3/10	3
3/8	3
2/5	4
1/2	4
3/5	5
5/8	5
7/10	6
3/4	6
4/5	7
7/8	7
9/10	8

A part-time employee may only use up to a maximum of eight (8) hours per PDD, regardless of the number of positions the employee holds within State service.

Permanent Intermittent (PI) Employees

PI employees will be eligible for PDD on a prorated basis, based on hours worked during the pay period of usage. The pro-ration shall be based on the chart below:

<u>Hours Worked During Pay Period</u>	<u>PLP 2010 Credit</u>
0 to 10.9	0
11 to 30.9	1
31 to 50.9	2
51 to 70.9	3
71 to 90.9	4
91 to 110.9	5
111 to 130.9	6
131 to 150.9	7
151 or over	8

A PI employee may only use up to a maximum of eight (8) hours per PDD, regardless of the number of positions the employee holds within State service.

PDD Usage

- May be used before other leave types.
- BU 12, BU 19, Excluded and Exempt employees must use in whole day increments.
- BU 1, 4, 11, 14, 15 and 21 may use in hourly increments. WWG E employees shall not charge absences in less than whole day increments.
- The value is based on the employee's time base at the time of usage.
- It must be used within the fiscal year it is granted and not accumulated or cashed out. PDD for the 2010/2011 fiscal year is available to use as of November 2, 2010.
- It cannot be donated or transferred to other leave types.
- It may be used to supplement SDI, NDI and IDL.

Requesting and Approving PDD

PDD time shall be requested and approved in the same manner as vacation/annual leave. Supervisors should not request documentation for this time.

Additional Information

- PDD does not count as time worked for the purposes of computing cash or compensating time off for overtime.
- When an employee who is eligible for PDD and then moves into a temporary assignment (such as a Training and Development or Out-of-Class assignment) to a position that is not eligible for PDD, the employee remains eligible for PDD.
- When an employee who is eligible for PDD moves to a position that is not eligible for PDD before using the days/hours, the employee will carry over the remaining PDD through the end of the current fiscal year.
- When an employee who is not eligible for PDD and is appointed to a position under SPB Rule 302.3 Acting Assignment, the employee remains ineligible for PDD.
- For PI employees, PDD hours should be credited prior to holiday hours.

Questions

Contact your assigned Classification and Pay Analyst or Personnel Transactions Specialist.

/s/
JILL ELLWOOD, Manager
Labor Relations and Program Improvement

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