

HUMAN RESOURCES

OFFICE OF RESOURCE PLANNING
P.O. Box 942883
Sacramento, CA 94283-0001



February 19, 2013

Impacted Employee:

WAVE 3 - PLACEMENT/LAYOFF OPTIONS

This letter provides critical information regarding implementation of the Wave 3 layoffs. You are receiving this letter as you have been identified as an impacted employee in the current California Department of Corrections and Rehabilitation's (CDCR's) approved layoff plan. "Impacted" means you are either directly affected by position reductions (i.e., your position is being eliminated), or identified as one of the least senior in your classification in the area of layoff and may be affected by bumping. Enclosed in this packet is your personalized Placement/Layoff Options Worksheet for you to complete. Also enclosed is an Instructions Guide to assist you in completing the Options Worksheet.

The Options Worksheet must be returned to the Office of Resource Planning (ORP) by **February 28, 2013**. If you do not return the completed worksheet by February 28, 2013, ORP will facilitate placement as follows:

Non-Peace Officers: ORP will facilitate a placement on your behalf, which could include transfer, demotion, and if placement is unsuccessful, layoff.

BU6, including Parole Services Associate: ORP will facilitate a placement to available vacancies in your current classification and county. In the event there are no vacancies available and you did not submit any elections, you may be laid off.

Please review the classification(s) identified on page two of the Options Worksheet in the section titled "Primary and Personal Demotional Patterns". All classifications that you held on a *permanent* basis should be listed. If the classifications listed are incorrect, please contact ORP immediately.

CDCR can only offer placement into positions that are within its hiring authority. Available vacancies in each section are listed by classification, then facility/program. ORP does not have information regarding the duties/specific work location for each position. However, please use the enclosed Facility/Program Contact Listing to contact the appropriate program personnel liaison if you have any questions regarding details of the vacancies listed, such as duties or work location.

Selecting multiple options for placement maximizes ORP's ability to place you. When completing your Options Worksheet, you are encouraged to select as many options as you are willing to accept. When making your selection, please take into consideration that if you are awarded one of your selections, the placement is binding and irrevocable. You will be required to report to the position/location awarded to you on the date indicated in your award letter.

The Options Worksheet may be either (1) faxed to the number indicated on your worksheet, or (2) scanned in PDF format and e-mailed to: CDCCR.ORPHelpDesk@CDCCR.ca.gov. Do not send it from a cell phone. Once your Options Worksheet has been submitted to ORP, **no amendments will be accepted**. Please carefully review and follow all of the instructions provided prior to submission. Your signature on the last page of the Options Worksheet indicates you have reviewed and completed the entire document and that you have not altered it, other than to make your selections, sign, date and initial where appropriate.

You may visit the layoff resources web page for additional information on the Wave 3 process at <http://layoffs.insidecdcr.ca.gov/>. The website is available to assist employees in completing their Options Worksheets and includes resources such as Frequently Asked Questions (FAQs) and an Options Worksheet Instructional Video designed to assist you in understanding the options worksheet. You can also see if your packet has been received by viewing the worksheet tracker located under Step 4 on the website. Please check the website regularly as it is frequently updated to better communicate essential information to employees.

Remember that you may use your State Restriction of Appointments (SROA)/Surplus status to seek employment opportunities. You can find job and exam announcements at the California Department of Human Resources website at <http://www.jobs.ca.gov/>. Your SROA/Surplus status will expire on the date that is indicated on your official SROA/Surplus notice.

We understand these are difficult times and encourage you to utilize all of the resources available as you make decisions impacting you and your family. Please visit CDCR's Office of Employee Wellness website at <http://www.cdcr.ca.gov/Wellness/index.html> for additional employee resources.

If you have questions, please contact the ORP Customer Service Unit (877) 297-5599 or via e-mail at cdcr.orphelpdesk@cdcr.ca.gov. Staff are available Monday through Friday from 8 a.m. to 5 p.m. Hours of operation will be extended to assist employees with questions regarding their options worksheets. The extended hours are posted on the layoff resources website.

Sincerely,



STACY LOPEZ-KASSIS, Chief
Office of Resource Planning

Enclosures