

HR Basics

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Personnel Forms Retention

<u>ITEM</u>	<u>RETENTION PERIOD</u>
▪ All Leave Cards and Calculations	▪ Indefinitely
▪ Timesheets (STD 634)	▪ Four (4) Years
▪ Health Questionnaire (STD 610)	▪ Five (5) Years
▪ Health, Dental, and Vision Enrollment	▪ Five (5) Years
▪ Retiree File	▪ Five (5) Years

Personnel Files – What to Include

<u>ITEM</u>	<u>RETENTION PERIOD</u>
▪ Timecards	▪ Indefinitely
▪ Time off Requests	▪ Four (4) Years
▪ Signed policies	▪ Five (5) Years
▪ Annual Job Performance Evaluation	▪ Five (5) Years
▪ Current Duty Statement	▪ Five (5) Years
▪ Copy of Training Certificates	

Vacation and Compensating Time Off Limits

Bargaining Unit	Vacation Cap	Annual Leave Available?	Annual Leave Cap	CTO or Cash Compensation Determination	CTO Accrual Cap
1	640	Yes	640	Employer	240
4	640	No	N/A	Employer	240
12	640	Yes	640	First 50 hours by employee. Thereafter by employer.	240
15	640	Yes	640	Employer	240
E-25	640	No	N/A	Employer	N/A
Exempt (E99)	640	Yes	640	N/A	N/a

Human Resources Branch – Units

Examinations

Plan, Develop, Administer Exams

Classification Analysis

Hiring

Allocating Positions

Performance Management

Progressive Discipline

Transactions

Appointment

Separation

Retirement

Salary Determination

Benefit Processing

Official Personnel Files

Labor Relations

Labor Unions

Hiring an Employee - Forms

- SO-12 – Request for Personnel Action
- Justification Letter
- Current Duty Statement
- Proposed Duty Statement
- Current Organizational Chart
- Proposed Organizational Chart
- SO-47 – New Hire Checklist
- SO-194 – Report of Hiring Interview
- SO-207 – Eligibility Verification
- SO-208 – Alternate Range and Salary Determination
- Budget Exemption – SO-280

Hiring Options

Types of Hiring Options

- Training & Development (T&D)
- Hire Above Minimum (HAM)
- Out of Class Assignment (OOC)

Examinations

- **Exams request due in early Fall**
- **Online Exams**

Progressive Discipline

- Preventable
- Corrective Action
- Adverse Action

First Step – Contact CAU Analyst

Temp Employees/119/125

- An employee working in California, on or after July 1, 2015, for 30 or more calendar days within a year is entitled to paid sick leave.
- May begin using accrued sick leave on the 90th calendar day of employment
- If an employee is rehired within one year, previously accrued and unused paid sick days shall be reinstated.
- Keep records showing how many hours have been earned and used for three years.

Temp Employees/119/125

Option 1

- Employer can provide 24 hours or 3 days at the beginning of each calendar year, anniversary date or twelve months basis.
 - Employer won't need to track accrual but will need to track and display usage on wage statement or other written document.
 - Employer is not required to provide for carry over of sick leave

Option 2

- Paid sick leave accrues at the rate one hour per every 30 hours worked.
 - An employee who works 40 hours per week accrues 1.33 hours per week
- Accrued paid sick leave must carry over to the following year and may be capped at 48 hours (or 6 days) based on a policy

HR Tools & Resources

CalCareers

Jobs

CalHR

State Employee Resources

State Supervisor/ Manager Resources

CalPERS

Retirement

CDFA SharePoint Portal

Policies & Forms

Examinations and Certification Online System (ECOS)

Candidate Applications



QUESTIONS?
