

Layoff Plan and Request for Preliminary Seniority Scores

California Department of Human Resources
State of California

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DATE:

TO: Personnel Management Division
Department of Human Resources
1515 "S" Street, North Bldg., Suite 500
Sacramento, CA 95814

FROM:

SUBJECT: Layoff Plan and Request for Preliminary Seniority Scores

Department Name:

Section I - Background/Justification

Section II- Preliminary Seniority Scores Report

Department Name:

Preliminary seniority scores are requested for the following classes in the areas shown (if additional space is needed, attach more pages): ***Note: List Exact Agency Code(s) of Where Each Position is Located.**

[illegible]

Section III - Certifications by Requesting Department

Please certify that each of the following has been accomplished prior to submitting this request to the Department of Human Resources (CalHR) by initialing in the space provided.

(Initial) (a) Permanent intermittent dates and hours of work have been posted to employees' work histories. (You should have contacted your Personnel Management Division [PMD] Analyst to determine the date to post through.)

(Initial) (b) Affected employees have been surveyed for prior exempt service using CalHR Form 004.

- ☐ No prior service indicated.
- ☐ Prior exempt service included.
- ☐ Prior exempt service, documentation is pending.

(Initial) (c) Demotional charts are attached to this request

(Initial) (d) A list of classes and numbers of positions to be designated surplus or SROA/Super SROA is attached.

Department's Verifying/Initialing Officer

Printed Name

Position Title

Telephone Number

Signature

Date

CalHR Approval

I certify that sections I, II, and III of this request have been completed.

Signature (PMD Analyst)

Date

I have reviewed plan and approve release of notice to the Union and/or Excluded Organization.

Signature (Labor Relations)

Date