

# IMPORTANT news

# CDCR Realignment Guide

**You may need  
to take action**





Realignment of the California Department of Corrections and Rehabilitation (CDCR) represents a dramatic shift in public safety and criminal justice policy. After decades of growth, the population of inmates in our state's prisons will fall, crowding will be reduced, and many parolees and low-level offenders will be handled at the county level.

Realignment is predicted to change the missions of CDCR's facilities, alleviate understaffing problems, save resources and make the prison system more effective. However, Realignment will also mean transfers, demotions and layoffs for some employees.

Local 1000 negotiators have reached a comprehensive 46-point agreement that will significantly lessen the impact on our members. Although the Division of Juvenile Justice is not subject to Realignment legislation, all CDCR worksites may be affected by the legislative mandate of Realignment. All layoffs in CDCR will be conducted according to the provisions of our new agreement until Realignment is over.

**I am proud to present this summary of the Local 1000 CDCR Realignment agreement.**

### **Because of it:**

- **Affected members will be able to bid on vacancies statewide;**
- **Seniority will control transfers, layoffs and redirections;**
- **A consistent and understandable process will be in effect throughout Realignment.**

This summary is just one of the many ways Local 1000 will support its members during the upcoming period of Realignment in CDCR. We will be present in the worksite for meetings and support as members make decisions about their employment. As usual, we will use a variety of communication tools to keep you informed throughout the process.

Member participation is a vital part of protecting your rights during the Realignment process. I encourage you to take action by informing yourself, and by communicating with your coworkers and Local 1000 representatives.

Sincerely,

A handwritten signature in black ink that reads "Yvonne R. Walker". The signature is written in a cursive, flowing style.

YVONNE R. WALKER  
President

# What is the purpose of the Local 1000 Realignment agreement with CDCR?

The SEIU Local 1000 Realignment agreement gives members the right to a consistent process throughout the period of CDCR Realignment. Our members will know what to expect from their employer and their union as each “wave” of Realignment occurs. Our members will know how their seniority rights are protected and how to use an expedited grievance procedure to address violations of the agreement. This agreement requires CDCR to be transparent about its staffing plans and give our members access to critical information as they make decisions that will affect them and their families.

## Highlights of the Local 1000 Realignment agreement

The agreement supersedes some provisions of the DPA layoff manual. It outlines a new approach to layoffs in CDCR while preserving benefits we have negotiated in previous layoffs. It will remain in effect until Realignment is complete, possibly several years.

### Here's what's new:

- Layoffs will happen in “waves” of about 120 days each
- Information about vacancies and position reductions will be available to employees before each wave
- Statewide voluntary transfer opportunities will exist at the start of each wave
- Vacancies will be awarded by seniority
- Options during layoffs will be limited to within counties
- Per diem is enhanced for employees who voluntarily transfer
- Local 1000 will play a larger role in educating members about their options
- Face to face options meetings are discontinued
- Questions will be addressed by a toll-free CDCR hotline, videos and with Local 1000 resources
- Any involuntary transfers will be done by inverse seniority
- Any redirections will be done with volunteers or inverse seniority
- Furlough and PLP 2010 leaves denied may be cashed out at separation
- Correctional case records analysts have a demotional pattern to case records technician
- Local 1000 will meet with local management quarterly to resolve problems with redirections
- Faculty days off will be honored for six months after leaving an academic calendar
- Changes in pay will not be effective until the scheduled report date

### The agreement also preserves member protections, for example:

- Time off for employees who move more than 100 miles
- Time off for job searches
- Positions occupied by retired annuitants will be considered vacancies
- No second probationary period will be required in a classification
- Employees with inmate supervision pay get priority to keep it
- Classification differential and R&R will be honored
- Education leave is preserved
- Protections during transitions between academic calendars
- Academic teacher classifications are combined (2287/2290)
- Personal Necessity Leave will be converted to vacation/annual leave
- Employees may be granted a change in report dates
- Upward mobility plans
- 20/20 plans honored

# The Realignment wave

Realignment at CDCR will occur in “waves”—a complete layoff process of about 120 days. Local 1000 will conduct Realignment training for affected members near the beginning of each wave. Local 1000 will also staff a designated room at each impacted worksite for two days to help members understand their layoff options. Local 1000 stewards will be available to participate in phone calls members make to CDCR’s toll-free hotline with Realignment questions.

## STEP 1

### Position reduction list and vacancy list

CDCR Toll-Free Hotline:  
877.297.5599

Information available online at:  
[www.cdcr.ca.gov/layoffresources](http://www.cdcr.ca.gov/layoffresources)

CDCR determines the overstaffing and available vacancies in all CDCR classifications and worksites statewide and posts this information on the internet, intranet and at worksites.

## STEP 2

### Voluntary transfer process

The voluntary transfer process allows employees in a county with an identified overage in their classification to bid on the statewide vacancies in that classification.

**Options worksheet:** Transfer options worksheets will be mailed to eligible employees and must be returned very quickly. Options for affected members during the voluntary transfer process will be explained through CDCR videos and a toll-free CDCR phone line, with Local 1000 representatives available to assist affected members.

**Award notices:** Transfers will be awarded with a 30-day notice early in the wave.

## STEP 3

### Simplified SROA/layoff process

At the beginning of each wave, a large number of CDCR employees will be sent State Restriction of Appointment (SROA) notices. SROA lasts 120 days. After step 2, remaining overages will cause employees in those classifications and locations to continue in the layoff process. They will be offered options to bump, demote, transfer, retire or be laid off.

**Options worksheet:** Options will again be explained through CDCR’s hotline, videos and website, with members being assisted by Local 1000 stewards at the worksite. Note the area of layoff is each county. No options outside the county will be offered. No “comparable classifications” will be offered, with the exception of 2287 and 2290 academic teachers. Employees are free to seek employment with their SROA rights in CDCR or other state agencies. State release time is available for this purpose.

**30-Day notices:** At any time, employees may be notified they are no longer impacted and will stay in place. 30 days before the end of the wave, employees will receive a notice informing them of the results of the layoff in that wave. Employees may receive a transfer or demotion within their county based on their seniority and options worksheet. They may also receive a layoff notice based on seniority.

**Involuntary transfer:** The impacted employee could receive a notice of involuntary transfer to a position in their county (an option not chosen on their options worksheet). Involuntary transfers, if necessary, will be made by inverse seniority.

## WAVE ENDS

The wave ends on the effective date of the layoff. Employees lose SROA status. The next wave may start at any time. Information about overages and vacancies may already have been posted for the subsequent wave when a wave ends. Simultaneous or overlapping waves will be avoided except in extreme circumstances.

## Realignment reminders

- Getting an SROA notice does not necessarily mean an employee will face layoff.
- Getting a voluntary transfer options letter does not necessarily mean an employee will face layoff.
- The criteria for receiving SROA and voluntary transfer letters are different.
  - Some employees will get both
  - Some employees will get one or the other
  - Some employees will get neither
- Local 1000 will be available to help employees understand their options and rights, in person and over the phone. Each impacted worksite will provide a designated room where state videos can be viewed and phones are available for use by impacted employees for a minimum of two days. Local 1000 representatives will be present to assist impacted members.
- The state will provide meeting space and two hours of release time to each impacted employee for Realignment impact training with Local 1000 member leaders.
- CDCR will provide a toll-free hotline for questions. Local 1000 representatives can participate in the call at the request of any member. The phone number is **877.297.5599**. The phone line is staffed from 7 a.m. to 5 p.m., Monday through Friday. Voice mails may be left 24 hours per day.
- Per diem and Administrative Time Off rules are different for voluntary and involuntary transfers.
- Involuntary transfers are a last resort. If some overages and vacancies still exist in a county after the voluntary transfer and layoff processes have been followed, involuntary transfers may be made by CDCR according to inverse seniority. As in other placements, a change in the start date may be granted to an employee with the agreement of the sending and the receiving worksites.
- Employees given transfers must report for duty on the specified date unless both the sending and receiving worksites agree to an employee's change request. If an employee fails to report, he or she may be terminated through the AWOL process after five days of absence.

## Reemployment rights

- Reemployment rights are valuable. Employees with reemployment rights have unlimited waivers of job offers. The Realignment agreement guarantees general reemployment rights for impacted employees in their primary demotional patterns who:
  1. are laid off;
  2. retire in lieu of layoff;
  3. demote in lieu of layoff; or,
  4. are geographically displaced more than 50 miles.

## Temporary redirections

- If temporary redirections of employees are needed and no volunteers are available, redirections will be ordered by inverse seniority.
- All redirected employees shall be reimbursed for per diem and mileage in accordance with the contract.

## Leaves

- Management must honor any pre-approved leaves (paid and unpaid).
- Employees will be given maximum discretion to use their outstanding furlough, Personal Leave Program 2010 and Professional Development time. Requests will be granted or denied in a timely manner.
- If furlough or PLP 2010 leave requests are denied, the denied time will be added to leave balances that can be cashed out upon separation for employees impacted by Realignment.
- BU 3 members who leave their academic calendar have the right to use their leave credits or dock to take off any Faculty Day Off from their former academic calendar for six months after changing jobs.
- Personal Necessity Leave will be converted to vacation/annual leave for BU 3 members who transfer to a classification that does not earn PNL.

## Attention: Unit 3 teachers

Special provisions in the agreement cover 2287 and 2290 classifications, moves between regional salary schedules, protection of education leave, transitions between academic calendars, and the conversion of personal necessity leave.

**See the Realignment agreement available online at [seiu1000.org/campaigns/cdcr](http://seiu1000.org/campaigns/cdcr)**

**Contact your Unit 3 district bargaining unit representative with questions or call the Local 1000 Member Resource Center at 866.471.SEIU (7348).**

## Enforcing the Realignment agreement

Local 1000's Realignment agreement with CDCR contains provisions for handling disputes and grievances in an expedited fashion. If disputes can't be resolved, grievances will be filed at the third step of the grievance procedure. If necessary, an expedited arbitration procedure was also included in the agreement.

**If you feel the Realignment agreement isn't being followed, contact your Local 1000 steward or call the Member Resource Center at 866.471.SEIU (7348).**

## Member safety during Realignment

Health and Safety grievance procedures are not changed by this agreement. Article 10.30 applies to all health and safety grievances. Article 10.2 establishes Joint Union/Management Health and Safety committees. Members of the committees serve without loss of compensation. Concerns associated with mission change, staff reductions, the changing inmate population and other safety implications of Realignment should be discussed at every meeting.

**A Local 1000 member from each bargaining unit should participate actively in the safety committee at each institution. Any issues should be reported immediately to a steward or by calling the Local 1000 Member Resource Center at 866.471.SEIU (7348).**

## Local 1000 members are asked to:

- Protect your rights by informing yourself, and by communicating with your coworkers and Local 1000 representatives.
- Make sure Local 1000 can contact you. Call the Member Resource Center to update your contact information, and be sure to include a valid email address.
- Use the Local 1000 website [seiu1000.org/campaigns/cdcr](http://seiu1000.org/campaigns/cdcr) as a resource for news, FAQs and meeting schedules.
- Encourage impacted members to utilize Local 1000's help at every step of the process.
- Contact your DLC leadership to volunteer to serve in:
  - › Communications networks at the worksite and statewide
  - › Encouraging all members to participate in informational worksite meetings
  - › Helping make sure management communications are accurate and responsible
  - › Joint Labor Management committees at the worksite
  - › Health and Safety committees at the worksite
- Attend basic and/or advanced steward trainings.
- Become safety conscious and report all developing safety concerns and changes in staffing and inmate population.
- Participate in conference calls with Local 1000 and convey accurate information to and from your fellow members.
- Take this opportunity to step up and raise your union activity to meet the challenges ahead.
- Check out rumors before spreading them.
- Use the [CDCRrealignment@SEIU1000.org](mailto:CDCRrealignment@SEIU1000.org) email address to ask questions specific to Realignment and encourage your fellow members to do the same.

# CDCR Realignment comparison chart

Voluntary Transfer	SROA/Layoff	Involuntary Transfer
Access to <b>statewide</b> vacancy lists posted in advance	Access to <b>countywide</b> vacancies, bumping or demotion identified on options worksheets	If necessary, involuntarily transfer to remaining vacancies within county
Adjustable report date for any new position awarded		
<b>Transfer options worksheets</b> for statewide vacancies must be returned in 10 days or by deadline set by the department	<b>Layoff options worksheets</b> for county options must be returned by deadline set by CDCR	Possible transfer to remaining vacancies not chosen on the layoff options worksheet
Transfer options worksheets will be explained by CDCR videos and the toll-free hotline and by trained union representatives	Options will be explained by CDCR videos and by trained union representatives in dedicated rooms provided for two days per worksite for impacted employees, on state time	Toll-free number, videos, and union stewards remain available
14 days to challenge seniority score at start of SROA		No additional seniority score challenge rights
30-day notice of transfer	30-day notice of layoff, demotion, transfer or involuntary transfer effective on the last day of SROA	
No access to “comparable classifications” except through SROA		
No access to demotional pattern vacancies	Primary demotional patterns honored within county	Not applicable
Reemployment rights for employees who accept transfers over 50 miles	Reemployment rights in all primary and personal demotion classifications for employees who retire, are laid off, or demote or transfer over 50 miles in lieu of layoff	Reemployment rights for employees who are transferred over 50 miles
State time for job search in state agencies		
8 hours administrative time off for moving 100-200 miles		
16 hours administrative time off for moving more than 200 miles		
24 hours of administrative time off for moving more than 400 miles	Not applicable	
24 hours of administrative time off for moving more than 100 miles to California Correctional Center, High Desert SP, Pelican Bay SP and Salinas Valley SP	Not applicable	
\$125 per diem for 30 days for moves over 50 miles (statewide)	\$90 per diem for 22 days for moves over 50 miles (in county only)	
10 additional days per diem for moves over 50 miles to California Correctional Center, High Desert SP, Pelican Bay SP and Salinas Valley SP	No additional per diem	
Salary advance for moving		
CDCR's toll-free number 7 a.m. – 5 p.m., Mon. through Fri. with union representative on the line at member's request		
Pre-approved leaves honored (paid or unpaid)		
Pre-approved 20/20 programs honored		
New duty statement provided within 10 days on request		
Maximum discretion to use furlough and PLP 2010 leave credits, any furlough or PLP 2010 leaves denied may be cashed out upon separation		
No new probationary period if one was previously completed in the classification		
Orientation and on-the-job training required for any new position or new duties		
Any pay adjustment required by a transfer or placement is effective on the scheduled report date		
Expedited grievance procedure		
Expedited arbitration procedure		
Not immune from impact later in the wave	Not immune from impacts in future waves	





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[seiu1000.org/campaigns/cdcr](http://seiu1000.org/campaigns/cdcr)

# Questions about CDCR Realignment?

Read and understand this document first, then use the Local 1000 Member Resource Center



### Your union is here to help!

Our state-of-the-art call center offers a direct link to well-trained union representatives on CDCR issues, including complete access to the CDCR Realignment agreement.



Call the MRC  
Monday thru Friday  
7 a.m. to 7 p.m.

# 866.471.SEIU (7348)