

HUMAN RESOURCES MEMORANDUM 17-029		DATE ISSUED: 12/21/2017
SUBJECT: PROFESSIONAL DEVELOPMENT DAYS		REFERENCE: CalHR 2112
TO: All DGS Employees		SUPERCEDES: HR Memo 12-005

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Purpose

This memo provides updated information regarding Professional Development Days (PDD) usage for Bargaining Units 2, 16, and 19, specific information on the application and utilization of PDD, and includes proration charts for intermittent and part-time employees.

What are Professional Development Days?

The state provides most employees PDD for activities such as professional association activities, professional and/or personal development seminars, etc. These days are to enhance and promote both professional and personal growth and goals. These activities are at the employee's expense; therefore, the choice of activity is at the employee's discretion.

Eligibility

Employees in Bargaining Units 1, 3, 4, 7, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, and 21, and Excluded and Exempt employees shall receive two PDDs each fiscal year.

Bargaining Unit 2 employees shall receive five PDDs each fiscal year.

Bargaining Unit 6 employees shall receive two PDDs each calendar year.

The following employees are not eligible to receive PDDs:

- Retired Annuitants appointed under Government Code sections 19144, 21154, 21223, 21224, 21225, and 21227.
- CBID E-Designated Classes.
- Statutory exempt employees who do not earn leave credits.
- The following seasonal classes:

BARGAINING UNIT	CLASS CODE	CLASS TITLE
3	3082	Substitute Academic Teacher (Correctional Facility)
12	0987	Maintenance Aide (Seasonal)
12	0989	Maintenance Aide (Seasonal) (Angel Island)
12	0996	Senior Maintenance Aide (Seasonal)
12	0997	Senior Maintenance Aide (Seasonal) (Angel Island)
15	9992	Maintenance and Service Occupational Trainee

BARGAINING UNIT	CLASS CODE	CLASS TITLE
17	8170	Pre-Registered Nurse, Departments of Mental Health and Development
20	8434	Self-Help Sponsor (Part Time)

PDD Hours/Days for Part-time Employees

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

TIME BASE	PDD IN HOURS FOR EACH PDD
1/10	0.80
1/8	1.00
1/5	1.60
1/4	2.00
3/10	2.40
3/8	3.00
2/5	3.20
1/2	4.00
3/5	4.80
5/8	5.00
7/10	5.60
3/4	6.00
4/5	6.40
7/8	7.00
9/10	7.20

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

PDD Hours/Days for Permanent Intermittent Employees

Permanent intermittent employees are eligible for PDD on a prorated basis, based on hours worked during the pay period of usage. The proration shall be based on the chart below:

HOURS WORKED DURING PAY PERIOD	PDD IN HOURS FOR EACH PDD
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+	8

PDD hours should be credited prior to holiday hours.

A permanent intermittent employee may only use up to a maximum of eight hours per PDD, regardless of the number of positions the employee holds within state service.

Additional Information

- PDD does not count as time worked for the purpose 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 Assignment or an 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 not eligible for PDD.
- For Permanent Intermittent employees, PDD hours should be credited prior to holiday hours.

PDD Usage

- PDD time shall be requested and approved in the same manner as vacation/annual leave.
- Supervisors should not request documentation for this time.
- PDD may be used before other leave types. Exception: Bargaining Unit 6 posted positions will utilize PDD before any other leave types.
- PDD must be used in whole day increments for employees in Bargaining Units 6, 12, 18, and for Excluded and Exempt employees.
- PDD can be used in hourly increments for employees in Bargaining Units 1, 2, 3, 4, 11, 13, 14, 15, 16, 17, 19, 20, and 21. Work Week Group (WWG) E employees shall not charge absences in less than whole day increments.
- PDD can be used in 15-minute increments for employees in Bargaining Units 9 and 10. WWG E employees shall not charge absences in less than whole day increments.
- The value of the PDD is based on the employee's time base at the time of usage.
- PDD must be used within the fiscal year or calendar year (refer to MOU language) it is granted and not accumulated or cashed out.
- PDD cannot be donated or transferred to other leave types.
- PDD may be used to supplement State Disability Insurance, Non-Industrial Disability Insurance, Temporary Disability, and Industrial Disability Leave.

Questions

For questions regarding this memorandum, please contact your designated Attendance Clerk or Personnel Liaison.

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EG:mo