

## PERSONNEL CROSS REFERENCE LIST (1000)

(September 1988)

	DPA	SPB	MOU	PTM	PMPP	SAM	CDF Hndbks	PayS
ABSENCES								
AWOL	X			X				
Bereavement Leave	X		X					
Court Subpoenaed Witness From Place of Assignment		X		X				
Holidays	X		X	X		X		
Jury Duty	X		X	X		X		
Leaves of Absence	X		X			X		
Meetings/Conferences			X			X		
Sick Leave	X		X	X		X		
Time Off to Take Exams	X		X					
Vacation	X		X	X				
With Pay			X	X				
Without Pay			X	X				

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<b>ADVERSE ACTIONS</b>		X						
Authority								
Demotion		X		X				
Dismissal		X						
Official Reprimand								
Probationary Period		X						
Suspension Without Pay		X		X				

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<b>AFFIRMATIVE ACTION</b>		X					AA	
Discrimination Complaint Procedure							AA	
Nondiscrimination and Affirmative Action Policies							AA	
Upward Mobility Program		X					AA	

<b>APPEAL OF:</b>								
Content of Written Exam		X						
Performance Appraisal Report								
Probation Rejection		X		X	X			
QAP Rating		X						
Rejected Exam Application								
Resignation								
Sick Leave Denial	X		X					
Workers' Compensation	X						H & S	

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<b>APPOINTMENTS</b>		X			X			
Authority to Appoint	X	X			X			
Career Exec Assignment	X	X		X	X			
Ex-offenders on Parole								
Exempt Employees	X			X	X			
Limited-Term		X		X	X	X		
List Eligibility after Appointment		X			X			
Nepotism			X					
Reinstatements	X	X		X	X			
Retaining Applications		X						
Retired Annuitant		X		X	X	X		
Temporary Authorization		X		X	X	X		
Use of Volunteers		X						

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<b>ATTENDANCE &amp; TIME REPORTING PROGRAM</b>	X			X		X		
BU 8 Only			X					
Catastrophic Time Bank			X					
Flextime								
Holiday Carryover			X					
Sick Leave Credits	X		X	X				
Vacation Credits	X		X	X				

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<b>AWARDS</b>								
Lewis A. Moran Medal of Valor						X		
Merit Award Suggestions	X							
Service Award						X		
Superior Accomplishment	X					X		

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<b>BENEFITS</b>								
Deferred Compensation	X			X				
Employee Assistance Program			X				X	
Health Benefits			X	X				
Life Insurance			X					
Public Safety Officer Benefit Act Services Sources								
Supervisor and OASDI Coverage			X					
Unemployment Insurance Vision						X		
Vision			X					

**BUDGET CHANGE PROPOSAL**

<b>CAREER EXECUTIVE ASSIGNMENT</b>								
Appointment	X			X	X	X		
	X	X			X			

CERTIFICATION PROCESS

Active-Inactive Lists

X

X

Eligible Lists

X

X

List Eligibility after Appointment

X

Selection from Lists

X

CIVIL SUBPOENA FOR INFORMATION

CLASSIFICATION

X

Casual Employment Class

X

Civil Service Class Plan

X

X

X

X

Out of Class Work

X

X

Work Above Class

X

X

X

	DPA	SPB	MOU	PTM	PMPP	SAM	CDF Hndbks	Pay S
<b>COLLECTIVE BARGAINING STATUS AND BENEFITS</b>								
COMPENSATION	X	X						X
Allowances (benefits)			X					
BU 8 Shift Patterns			X					
Cash Pay for Ordered Overtime		X	X	X				
Deferred Compensation	X							
Maintenance Deductions							Acctg	
Pay Day			X			X		
Payroll Deductions	X		X			X		
Reimbursement			X			X		
Salary Advances		X				X	Acctg	
Salary Determinations		X		X				
Salary Ranges	X			X				
Unclaimed, Lost or Mutilated Checks						X		
DEATH PERS Benefits				X				

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DEMOTION	X	X		X	X			
In Lieu of Layoff	X		X	X				
Voluntary		X	X	X	X			

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DISABILITY								
Disability/Rehab Blanket							H & S	
EIDL	X	X	X			X	H & S	
Industrial Disability Leave (IDL)	X	X	X	X		X	H & S	
Nonindustrial Disability Insurance (NDI)	X	X	X	X		X	H & S	
Workers' Compensation	X		X	X		X		

**EMPLOYEE ASSISTANCE PROGRAM**  
Rehabilitation

EXAMINATIONS		X		X				
Answer Sheet Inspection		X						
Appeal of: Content of Written Exam - Rejected Application		X						
Applications		X		X				
Deferred Examinations		X						
Eligibility for Promotional Exam		X						



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<b>LABOR RELATIONS</b>								
Access to Work Location			X					
Employee Rights SEERA			X					
Unfair Labor Practices								

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<b>LAYOFF</b>								
Demotion in Lieu of Layoff	X	X		X	X			
Notification of Layoff Procedures	X		X					
Re-employment Lists	X	X	X	X				
Restrictions			X					
Seniority Lists	X							

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<b>LEAVE OF ABSENCE</b>								
Educational	X		X	X		X		
Emergency								
Extended Travel			X	X				
Job Related Injury or Illness	X			X				
Military	X	X	X	X				
Pregnancy	X		X					
To Accept Other Employment Without Pay	X		X	X				

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OVERTIME	X		X	X				
Call Back	X		X	X				
Cash Pay for Ordered Overtime				X				
CTO	X		X					
CTO for Certain Classes	X		X					

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PERFORMANCE APPRAISAL PROGRAM	X			X				
Annual Performance			X					
Appeals-Managerial Class	X	X						
Seasonal Employee			X					
PERSONNEL STANDARDS			X					
Rest Periods	X		X					
Rules of Conduct		X						

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PHYSICAL FITNESS & HEALTH			X				H & S	
PROBATION PERIOD	X							
Appeal of Rejection		X						
Extension		X		X	X			
Performance Appraisal during Probation	X	X		X				
Rejection during Probation Requirements		X		X	X			

PROMOTIONS	X	X		X
Eligibility		X		X
Resignation and Eligibility		X		

PUBLIC SAFETY OFFICERS' BILL OF RIGHTS (PSOB)

PUNITIVE ACTIONS (see Adverse Actions)

	DPA	SPB	MOU	PTM	PMPP	SAM	CDF Hndbk	Pay S
RECRUITMENT POLICY	X	X	X					
REINSTATEMENTS		X		X	X			
Mandatory		X		X	X			
Permissive		X		X	X			
REPORTING TIMES			X					
RESIGNATIONS		X						
Appeal	X	X		X				

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REST PERIODS	X		X					
RETIREMENT			X			X		
Benefits						X		
Disability			X				H & S	
PERS								
Service			X					
Social Security						X		

**RULES OF CONDUCT**

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SALARY	X		X			X		X
Hiring Above the Minimum:	X							
Extraordinary Qualifications	X							
Recruiting Differences	X							
Merit Salary Adjustment	X		X	X				
Salary above the Maximum:								
Red Circle Rates	X			X				
Special Ingrade Salary Adjustment (SISA)	X			X				
Trade Rates	X		X	X				

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SELECTIONS	X				X			
Employee Development Appraisal Program		X		X				
From Lists		X		X				
Qualification Appraisal Board		X		X				
Appeal of QAP Rating		X						

SEPARATIONS	X	X		X	X	X		
Check-out List (AO-278)								
Death				X		X		
Employee Leaves on Compensation	X			X				
For Being AWOL	X			X				

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SICK LEAVE	X		X	X		X		
Appeal of Sick Leave Refusal (Denial)	X		X					
Approval				X				
Bereavement Leave	X							
Credit After Qualifying Service	X			X				
Earning Sick Leave Credit	X		X	X				
Reasons for Sick Leave	X		X	X				

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SKELLY HEARING PROCESS								
STATE SERVICE		x		x				

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<b>TRANSFER</b>	X	X			X			
Authority	X		X		X			
Equal Opportunity Transfers Guidelines		X	X		X			
Involuntary	X	X	X		X			
Voluntary			X		X			
<b>UNIFORMS</b>								
Uniform Replacement Allowance	X		X					
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<b>VACATION</b>	X			X				
Approval				X				
Carryover of Excess Credits			X	X				
Credit after Qualifying Service	X		X	X				
Earning Vacation Credits			X	X				
Use of Vacation			X	X				
<b>WORK WEEK GROUPS</b>	X		X	X				X
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<b>WORKERS' COMPENSATION</b>	X		X	X		X		
Appeals Board	X						H & S	
Burial Allowance								
SCIF								
<b>WORKING CONDITIONS</b>	X		X					

[\(see Table of Contents\)](#)