

**Department of Personnel Administration
Memorandum
TO: Personnel Management Liaisons (PML)**

SUBJECT: Active Waivers for SROA	REFERENCE NUMBER: 2009-026
DATE ISSUED: 06/03/09	SUPERSEDES:

This memorandum should be forwarded to:

**Personnel Officers
Labor Relations Officers
Personnel Transactions Supervisors**

FROM: Department of Personnel Administration
Labor Relations Division

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Effective immediately, employees on State Restrictions of Appointment (SROA) lists have unlimited waivers.

SROA candidates:

- No longer need to return a contact letter if they are not interested in a job vacancy.
- Should be given maximum opportunity, so departments should no longer code certification lists as IDNR (Inactive Did Not Reply). The certification lists should be coded as an AW (Active Waiver).
- Are still required to accept a valid job offer for a vacant position.

If you should have any questions on coding the certification list, please contact the State Personnel Board at (916) 653-1502.

/s/Julie Chapman

Julie Chapman
Deputy Director of Labor Relations