

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES
Health Care Department Operations Manual

5.2.12 Lapse in Certification

(a) Policy

- (1) California Correctional Health Care Services (CCHCS) adheres to the rules and regulations adopted by the California State Personnel Board (SPB) and the California Department of Human Resources in the application and administration of special pay differentials (Pay Diff) and/or alternate range criteria (ARC). Employees in designated health care classifications may be entitled to receive a special Pay Diff and/or a higher ARC placement for possessing a valid certification as described in their respective SPB Classification Specification, Pay Diff, or ARC.
- (2) Employees who do not maintain their certification are no longer entitled to receive the Pay Diff and/or ARC placement and shall be moved into the pay range which corresponds to their current certification status.

(b) Purpose

To identify the actions required when an employee fails to maintain their certification, including the processes for either:

- (1) Removing a Pay Diff.
- (2) Adjusting ARC placement.

NOTE: *This policy does not address expiration of any license/certification that is required as a condition of employment. Refer to Administrative Policy 2.11, Expired License, Certification, or Registration Policy and Procedure for additional information.*

(c) Responsibility

- (1) The headquarters (HQ) Human Resources (HR) Classification and Pay (C&P) Non-Punitive Termination Analyst (NPTA) and Regional NPTA shall:
 - (A) Monitor employee certification status and expiration dates, in coordination with the Credentials Verification Unit (CVU), which shall provide a monthly Certification Status Report to HQ HR Executives, Regional Personnel Administrators (RPA), and identified HQ/Regional personnel managers.
 - (B) Coordinate removal of any Pay Diff or movement to a lower ARC placement with the applicable HQ/Regional Transactions Unit or Institution Personnel Office.
- (2) The NPTA's Staff Services Manager I shall conduct monthly certification audits, and the RPA/Associate Director (AD), C&P/Transactions and Benefit Services (TBS), HQ HR or designee, shall conduct quarterly certification audits to ensure compliance with the expired certification process.
- (3) Employees shall provide their manager/supervisor, the CVU, and the appropriate C&P NPTA or Regional NPTA/Regional HR Field Liaison, with any correspondence from the respective certification authority that changes the status of their certification (e.g., denials, expirations, restrictions, revocations, or suspensions).

(d) Procedure

(1) Pay Differential Removal/Movement To Lower Alternate Range Criteria Placement Package

If an employee's certification, for which they were receiving a Pay Diff or higher ARC placement, lapses for any reason, the NPTA shall prepare the appropriate Pay Diff removal package or movement to a lower ARC placement which shall contain the following documents:

- (A) [Lapsed Certification Transmittal](#)
- (B) [Lapsed Certification Notice](#)
- (C) Copy of employee's most recent certification information
- (D) Personnel Information Management System history (with Social Security number redacted)

(2) Lapsed Certification Notice To Recipients

The NPTA shall obtain the appropriate Chief Executive Officer (CEO)/AD, C&P/TBS, HQ HR's signature and disseminate the Lapsed Certification Notice as follows:

- (A) Original to employee
- (B) Copies to:
 1. CVU
 2. Employee's Official Personnel File
 3. Employee's manager/supervisor
 4. Personnel Specialist (PS) via the HR Transactions Manager/Institutional Personnel Officer (IPO)

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(3) Pay Differential Removal And/Or Movement To A Lower Alternate Range Criteria Placement Package Recipients

The NPTA shall disseminate the Pay Diff removal package and/or movement to lower ARC placement package as follows:

- (A) CEO (institutions only)
- (B) RPA (institutions/regions only)
- (C) AD, C&P/TBS, HQ HR
- (D) PS via the HR Transactions Manager/IPO

(4) Renewing Eligibility For Special Pay Differential And/Or Movement To Higher Alternate Range Criteria Placement

(A) If an employee has provided acceptable proof of renewal of their certification, or if CCHCS has otherwise independently verified that the certification has been renewed, the NPTA shall:

1. Notify CVU staff via email to CredentialsVerificationUnit@cder.ca.gov of the renewal of certification.
2. Notify the employee's manager/supervisor of the renewal of certification.
3. Forward a copy of the proof of renewal to the PS/HR Transactions Manager/IPO with direction to process the transaction to add the Pay Diff and/or movement to higher ARC placement.
4. Update the Licensing/Certification Tracking Log to reflect the renewal of certification and new expiration date.
5. Review the employee's employment history to confirm the renewal of certification information, Pay Diff and/or movement to the higher ARC placement is updated.

(B) If the employee's employment history is not updated within 30 calendar days from the date the proof of renewal of certification was provided to the PS/HR Transactions Manager/IPO, the NPTA shall elevate the item to the HR Transactions Manager/RPA/IPO for follow-up.

References

- California State Controller's Office Personnel Action Manual
- California Department of Human Resources Classification Specifications (various)
- Memoranda of Understanding (various)

Revision History

Effective: 03/2022