

California Correctional Center (CCC) Closure Key Dates

Please note that these timeframes are subject to change based on negotiations with Labor Organizations and pending the approval of the California Department of Human Resources.

ANNOUNCEMENTS	
Initial Closure of CCC announced.	April 13, 2021
CCC Preliminary Injunction dissolved. Closure planning activities initiated.	September 7, 2022
SENIORITY SCORE VERIFICATION	
<i>Seniority Score Verification and Discrepancy Notifications</i> will be issued to the Lassen County staff including CCC and High Desert State Prison (HDSP), informing them of their Seniority Score. Staff have 30 calendar days to respond as to whether they agree with the score or wish to appeal.	October 3, 2022
CDCR/CCHCS Human Resources (HR) staff will be onsite at CCC/HDSP to discuss how Seniority Scores are calculated, how they are used through the various processes, and how staff may appeal their seniority score during the "Challenge Period."	October 12 & 13, 2022
<i>Preliminary seniority scores</i> posted for Lassen County (excluding Military and Exempt service credit) corresponding with related transfer processes as outlined below.	October-November 2022
VOLUNTARY TRANSFER PROCESS (VTP)	
The VTP is a mitigation opportunity for staff to <i>avoid layoff</i> by voluntarily transferring to another work location outside the county of layoff.	
<i>VTP Election Worksheets</i> will be issued to staff to indicate and prioritize the specific locations they would be willing to voluntarily transfer outside of the impacted county. Transfers will be awarded based on number of overages within Lassen County, staff seniority, staff elections, and availability of viable positions where staff expressed interest. Note: CO, Sergeant, and Lieutenants are included in separate transfer processes explained below and therefore will not be eligible for participation in the VTP.	October 31, 2022
CDCR/CCHCS staff will be available onsite to discuss VTP and related transfer processes.	Week of November 7, 2022
Staff will be notified of the results of the VTP. Staff successful in attaining a transfer through this process will secure a future permanent position outside of the impacted county and be removed from the remaining processes.	November – December 2022
HR and OLR staff will work with local leadership to determine physical report dates for staff at the new work location based on operational need and labor agreements. Staff will be provided at minimum of 30-day notice for physical report dates to the new job location. Staff who were unsuccessful in being placed through the VTP, or who elected not to participate, will be provided information regarding next steps.	December 2022 – January 2023

DELAYED TRANSFER PROCESS (DLT) – CDCR CORRECTIONAL OFFICERS (CO) ONLY	
The DLT is a mitigation opportunity for CCC/HDSP COs to avoid layoff by voluntarily transferring to another work location.	
<p>The DLT process previously completed for CCC/HDSP CO staff provided available work locations outside the impacted county. Due to the time elapsed, verification with staff previously awarded will occur.</p> <p>Staff who continue with their award have secured a future permanent position outside of the impacted county and will be removed from the remaining processes. Staff who no longer continue with their award will be removed from the DLT process and included in the remaining processes.</p>	October 2022
<p>Division of Adult Institution (DAI) will work with local leadership to determine physical report dates for staff who were placed at a new work location via DLT based on operational needs and labor agreements. Staff will be provided at minimum of 30-day notice for physical report dates to the new job location.</p>	October – November 2022
TRANSFER PROCESS FOR CORRECTIONAL SERGEANTS AND LIEUTENANTS	
This transfer process is a mitigation opportunity for CCC/HDSP Correctional Sergeants and Lieutenants to avoid layoff by voluntarily transferring to another work location.	
<p>This process provides CCC/HDSP Correctional Sergeants and Lieutenants the opportunity to select available work locations outside of the impacted county. Transfers will be awarded based on number of overages within Lassen County, staff seniority, staff selection, and availability of viable positions where staff expressed interest.</p> <p>DAI staff will be on site to provide information and address questions.</p>	November 2022
<p>Staff who receive a transfer award will secure a future permanent position outside of the impacted county and will be removed from the remaining processes. Staff who are unsuccessful in receiving a transfer through this process, or who elected not to participate, will be provided information regarding next steps.</p> <p>DAI staff will meet with local leadership to determine physical report dates for staff who were placed at a new work location based on operational needs. Staff will be provided at minimum of 30 days' notice for report dates.</p>	November – December 2022
STATE RESTRICTIONS OF APPOINTMENT (SROA)/SURPLUS AND PLACEMENT PROCESS	
SROA/Surplus Notices will be issued to staff and Preliminary Seniority Scores will be posted (including Military and Exempt Service Credit).	February 2023
Remaining impacted staff will be provided information regarding the SROA/Surplus process, "bumping" based on seniority within the county of lay off (Lassen County) via the Options Worksheet, potential layoff, and Reemployment rights.	February 2023
SROA/Surplus Effective Date – CDCR/CCHCS HR staff will be available onsite to discuss the next steps in the process regarding <i>Employee Option Worksheets</i> .	March 2, 2023
<i>Employee Options Worksheets</i> issued to impacted staff.	May 2023
CDCR/CCHCS HR staff will be available onsite to answer questions related to <i>Employee Options Worksheets</i> .	May 2023
The <i>Seniority Score Listing</i> finalized and posted to include Military and Exempt points.	May 2023
Lassen County staff notified of the results of the Employee Options process.	May 2023
Lassen County staff layoff effective date for remaining staff unsuccessful in Employee Options process.	June 30, 2023
COMPLETE CLOSURE OF CCC – JUNE 30, 2023	

Additional information

Onsite Visits – In an effort to provide information and support, CDCR/CCHCS HR will host onsite sessions at CCC/HDSP throughout the release of various processes. During these onsite sessions, members of Office of Labor Relations, Office of Employee Wellness, and respective program management such as DAI will also be available, as applicable.

Temporary Reassignments – As the incarcerated population at CCC is reduced, staff from CCC may be temporarily reassigned or placed on loan to HDSP based on operational needs. Such temporary reassignments are separate from any transfer process (VTP, DLT, Sergeant and Lieutenant Transfer Process) or layoff activities as employees' permanent positions will still be identified at CCC. As such, CCC employees, regardless of temporary assignments, will be afforded all applicable opportunities offered throughout the respective transfer processes and/or layoff activities.

Permanent Redirections – At any time, CCC staff may be permanently redirected to HDSP to achieve full class mitigation. Mitigation means if employees in a classification can be placed in positions at HDSP without risk of further being impacted by closure processes (i.e., if there are enough vacancies for all in the classification and no potential for "bumping").

Frequently Asked Questions – will be posted soon and updated regularly and posted to CDCR/CCHCS intranet throughout this process to assist employees. In addition, questions may be addressed to the following:

- For CDCR, please email CDCRHRSSROHelpDesk@cdcr.ca.gov or call (833) 545-2061.
 - SSRO Staff are available during core hours Monday through Sunday 8 a.m. to 5 p.m.; voicemails may be left 24 hours a day; voicemails may be left 24 hours a day, please allow 48 hours for response.
- For CCHCS, please email HealthCare.HRHelp@cdcr.ca.gov or call (877) 793-4473.
 - Staff are available Monday through Friday 8 a.m. to 5 p.m.; voicemails may be left 24 hours a day.