

Memorandum

Date : September 24, 2008

To : Executive Staff

Subject: **MODIFICATION OF COST SAVINGS DIRECTIVES**

I would like to begin by thanking all of you for the professionalism you have displayed in implementing the Department's cost control directives. I am especially grateful for those who made personal financial sacrifices during this budget crisis. Your selfless leadership on behalf of the California Department of Corrections and Rehabilitation is greatly appreciated.

As you know, we now have a State budget and can begin to meet our financial obligations. The State, however, remains in a difficult financial situation and the Governor has stated that his Executive Order will remain in effect until the end of the year. Further direction from the Governor's Office regarding the Executive Order will be forthcoming.

While the Department will adhere to this order, I have decided to modify the additional cost-savings measures implemented on July 25, 2008. The modified directives are attached to this memorandum.

Once again, thank you for your continued support with these difficult, albeit necessary, steps to address our fiscal situation.


MATTHEW L. CATE
Secretary

Attachment

COST SAVINGS DIRECTIVES

The following modifications to the cost control directives issued on July 25, 2008, by Secretary Cate, are effective immediately:

Hiring:

The hiring freeze remains in effect as it is part of the Governor's Executive Order.

Procurement:

The procurement suspension is lifted; however, all purchases must be monitored by the appropriate hiring authority and shall be within the respective area's allotment.

Travel:

The travel suspension is lifted; however, permission must be obtained from the respective director, or his or her designee, for overnight travel, travel by air, or travel that is not directly related to:

- Essential functions of the job assignment (e.g., Classification Staff Representatives, Ombudsman, monitors, auditors, investigators, parole agents, etc.).
- Basic supervision, advanced supervision, leadership training or court ordered training.

Directors, or their designees, shall ensure the number of participants traveling to a meeting or conference is kept to the minimum necessary in order to accomplish the task.

State Vehicles:

The restriction on the use of state vehicles has been lifted.

Conservation:

Staff shall continue to take energy and water conservation measures.

The following modifications to the cost savings directives as a result of the Governor's Executive Order are effective immediately:

Overtime:

The suspension of overtime for posted positions is lifted. Institutions/facilities should suspend the use of modified programs and lockdowns for the purpose of overtime avoidance.

The hiring authority shall closely monitor the use of overtime by non-sworn staff and continue to report the use of overtime and any savings achieved through overtime avoidance.

Contracts:

The suspension of contracts remains in effect for all contracts not directly related to the care, custody and control of inmates.

Exceptions to these directives require approval from the appropriate Undersecretary, or his or her designee, and will be granted to preserve and protect human life and safety, comply with court orders, and for other critical needs.