HPM 10.3

CALIFORNIA HIGHWAY PATROL

PERSONNEL TRANSACTIONS MANUAL

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DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

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FOREWORD

Personnel Management is one of the most important functions of the Department in meeting its objective of providing services to the motoring public for the protection of human lives. To help carry out the personnel function in an effective and equitable manner, this manual is provided as an official reference. This manual is intended to keep the staff informed of departmental personnel policies and procedures and to provide a practical guide for accomplishing and documenting personnel actions affecting employee positions, salaries, and status.

If any of the provisions of this manual are in conflict with the provisions of a memorandum of understanding reached pursuant to Section 3517.5 of the Government Code, the memorandum of understanding shall be controlling. Absent specific language in the memorandum of understanding, departmental policy will be applicable.

Any inquiries or comments related to this manual should be directed to Human Resources Section at (916) 843-3700.

OFFICE OF THE COMMISSIONER

OPI: 051

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