



**CALIFORNIA
HIGHWAY
PATROL**

PERSONNEL TRANSACTIONS MANUAL

This publication contains material exempt from public disclosure identified by a shaded overlay. Exempt material shall not be disclosed outside the California Highway Patrol except to allied agencies with their agreement not to further disclose the information.



DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

PERSONNEL TRANSACTIONS MANUAL

IMPORTANT

This publication contains material exempt from public disclosure identified by a shaded overlay. Exempt material shall not be disclosed outside the California Highway Patrol except to allied agencies with their agreement not to disclose the information outside their agency.

THIS PUBLICATION MAY BE PURCHASED FROM THE
CALIFORNIA HIGHWAY PATROL.

REVISED JULY 2025

LIBRARY DISTRIBUTION ACT

HPM 10.3

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

TABLE OF CONTENTS

HIGHWAY PATROL MANUAL 10.3, PERSONNEL TRANSACTIONS MANUAL

	<u>OPI</u>
CHAPTER 1 DEPARTMENTAL EXAMINATIONS	052
CHAPTER 2 NONUNIFORMED HIRING AND APPOINTMENTS	052
CHAPTER 3 UNIFORMED REINSTATEMENTS	053
CHAPTER 4 TRANSFERS AND RESIDENCE REQUIREMENTS	051
CHAPTER 5 OATH OF ALLEGIANCE AND DECLARATION OF PERMISSION TO WORK FOR PERSONS EMPLOYED BY THE STATE OF CALIFORNIA	051
CHAPTER 6 SALARIES.....	051
CHAPTER 7 PROBATIONARY PERIODS.....	051
CHAPTER 8 LEAVE OF ABSENCE.....	051
CHAPTER 9 SEPARATIONS.....	051
CHAPTER 10 RETIREMENTS.....	033
CHAPTER 11 SALARY OVERPAYMENTS AND ACCOUNTS RECEIVABLES	051
CHAPTER 12 NAME, ADDRESS, TELEPHONE, MARITAL STATUS, EMERGENCY INFORMATION	051
CHAPTER 13 TRANSFER OF LEAVE CREDITS	051
CHAPTER 14 INCONSISTENT AND INCOMPATIBLE ACTIVITIES.....	031
CHAPTER 15 INCIDENT REPORTS	031
CHAPTER 16 CONFLICT OF INTEREST	052
CHAPTER 17 DEPARTMENTAL SENIORITY	051

CHAPTER 18	DEPARTMENTAL IDENTIFICATION CARDS.....	051
CHAPTER 19	EMPLOYEE BENEFITS	051
CHAPTER 20	INJURY/MEDICAL PROCEDURES AND BENEFITS	033
CHAPTER 21	SICK LEAVE AND BEREAVEMENT LEAVE.....	051
CHAPTER 22	VACATION, ANNUAL LEAVE, AND HOLIDAY-IN-LIEU.....	051
CHAPTER 23	MEAL PERIODS, REST PERIODS, HOLIDAYS, AND STAGGERED AND FLEXIBLE WORK HOURS	051
CHAPTER 24	OVERTIME	051
CHAPTER 25	ABSENCE WITHOUT PAY (DOCK).....	051
CHAPTER 26	MISCELLANEOUS ABSENCES WITH PAY.....	051
CHAPTER 27	DELETED	051
CHAPTER 28	ATTENDANCE REPORTING.....	051
CHAPTER 29	PAYROLL DEDUCTIONS AND SALARY WARRANTS.....	051
CHAPTER 30	PERSONNEL AND MEDICAL FILES	051
CHAPTER 31	DECEASED EMPLOYEES.....	051
CHAPTER 32	PAY DIFFERENTIALS	051
CHAPTER 33	STATE’S PERSONNEL CLASSIFICATION PLAN	052
CHAPTER 34	TRAINING AND DEVELOPMENT ASSIGNMENTS	052
CHAPTER 35	DELETED.....	051
CHAPTER 36	PERSONAL USE OF A STATE VEHICLE.....	051
CHAPTER 37	DELETED.....	051
CHAPTER 38	DELETED.....	051
CHAPTER 39	MANAGEMENT INFORMATION RETRIEVAL SYSTEM (MIRS)	051
CHAPTER 40	OUT-OF-CLASS ASSIGNMENTS.....	052

CHAPTER 41	DELETED	051
CHAPTER 42	DELETED	016
CHAPTER 43	CAREER EXECUTIVE ASSIGNMENT	052
CHAPTER 44	MERIT ISSUE COMPLAINTS	052
CHAPTER 45	FAMILY AND MEDICAL LEAVE ACT/CALIFORNIA FAMILY RIGHTS ACT	051
CHAPTER 46	TELEWORKING	051
INDEX	051

