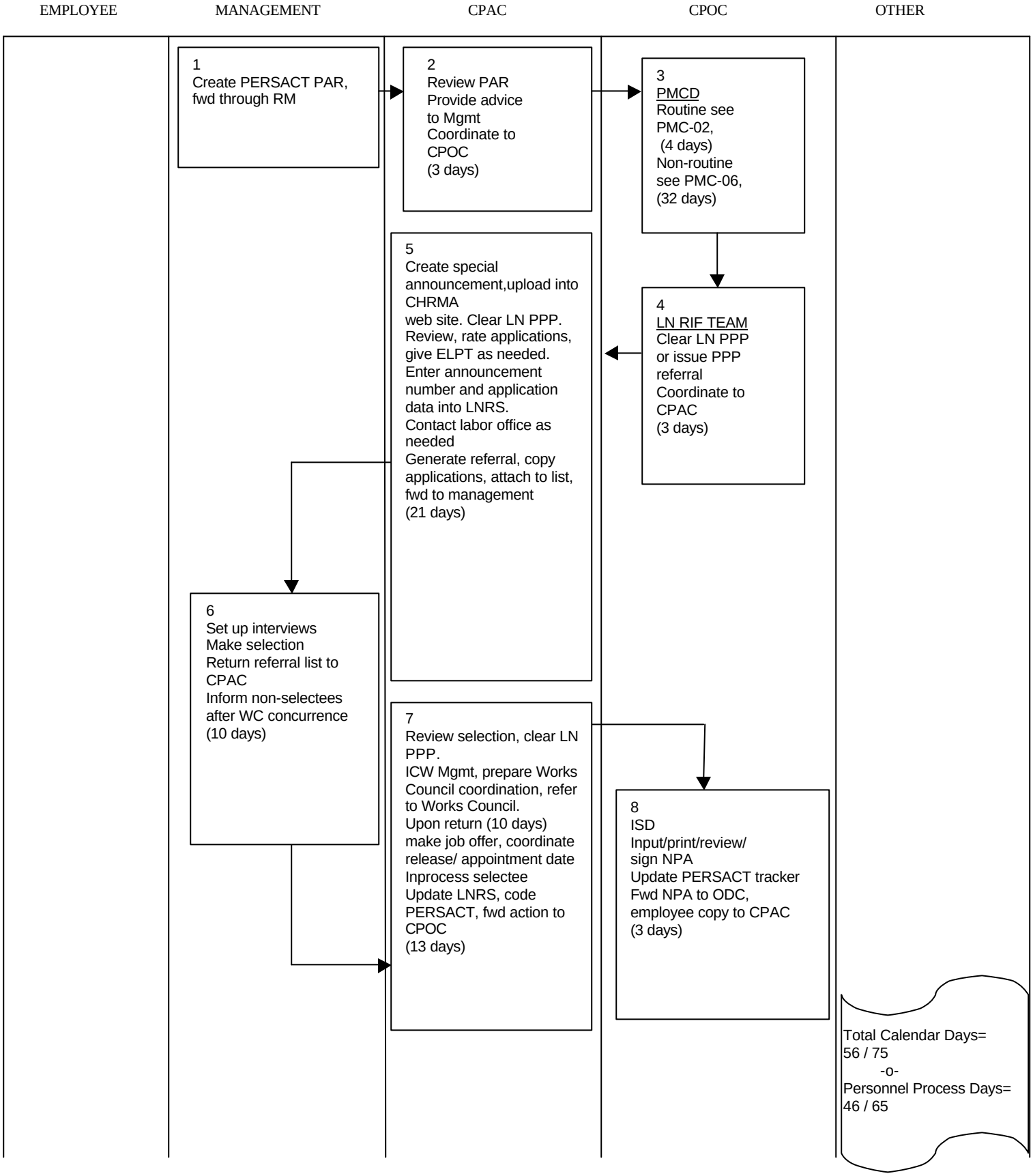
EMPLOYEE
MANAGEMENT
CPAC
CPOC
OTHER
1
Create PERSACT PAR, fwd through RM
2
Review PAR
Provide advice to Mgmt
Coordinate to CPOC
(3 days)
3
PMCD
Routine see PMC-02, (4 days)
Non-routine see PMC-06, (32 days)
4
LN RIF TEAM
Clear LN PPP or issue PPP referral
Coordinate to CPAC
(3 days)
5
Create special announcement,upload into CHRMA web site. Clear LN PPP.
Review, rate applications, give ELPT as needed.
Enter announcement number and application data into LNRS.
Contact labor office as needed
Generate referral, copy applications, attach to list, fwd to management
(21 days)
6
Set up interviews
Make selection
Return referral list to CPAC
Inform non-selectees after WC concurrence
(10 days)
7
Review selection, clear LN PPP.
ICW Mgmt, prepare Works Council coordination, refer to Works Council.
Upon return (10 days) make job offer, coordinate release/ appointment date
Inprocess selectee
Update LNRS, code PERSACT, fwd action to CPOC
(13 days)
8
ISD
Input/print/review/ sign NPA
Update PERSACT tracker
Fwd NPA to ODC, employee copy to CPAC
(3 days)
Total Calendar Days= 56 / 75
-o-
Personnel Process Days= 46 / 65