

The Civil Service Commission has established the Civil Service Adviser to enhance delivery of information on important employment issues and policies affecting the merit system of the City and County of San Francisco.

REAPPOINTMENT

Civil Service Adviser

A frequent question that is asked is: “What are the sick leave, vacation, examination and seniority rights of employees who return to City service following reappointment?”

WHAT IS REAPPOINTMENT?

Reappointment is the return to a vacant position of a former permanent civil service employee who has successfully completed probationary period without taking another civil service examination for the class (job code). Unless otherwise ordered by the Civil Service Commission, only those who have resigned in good standing may request reappointment within four years (two years for Police and Fire) of the effective date of the resignation. Requests may only be made to classes (job code) in which the former employee has successfully completed the probationary period.

WHAT ARE THE SICK LEAVE BENEFITS FOR EMPLOYEES WHO ARE REAPPOINTED?

An employee who is reappointed within six months of the effective date of resignation will have all sick leave with pay credits and eligibility to use these credits returned. This provision is found in Civil Service Commission Rule 20.8. This provision may also be included in some Collective Bargaining Agreements. First check the employee’s classification to determine union representation, then refer either to the applicable CBA or the Civil Service Commission Rules.

WHAT ARE THE VACATION BENEFITS FOR EMPLOYEES WHO ARE REAPPOINTED?

An employee who is reappointed within six months of the effective date of resignation will have eligibility to earn vacation credits

returned. This provision is found in Administrative Code Section 16.11 – Calculations of Vacations.

WHAT ARE SENIORITY RIGHTS FOLLOWING REAPPOINTMENT?

Civil Service Commission Rule 14 – Reappointment states that individuals who are reappointed enter the service as a new appointee. This means that seniority for the purpose of layoff is determined by the certification date of the reappointment. There is no credit for prior service.

WHAT ARE EXAMINATION RIGHTS FOLLOWING REAPPOINTMENT?

Employees on a “promotive only” eligible list, who separate from city service, are removed from that eligible list. Employees on a combined promotive and entrance eligible list that separate have all promotive points removed and their ranks reduced accordingly. If reappointed and if the eligible list has not expired, upon written request and with the approval of the Human Resources Director, the promotive points may be restored. The person may be returned to the eligible list or have previous rank restored. This provision is found in Civil Service Commission Rule 12-Maintenance of Eligibility

QUESTIONS:

- Department Of Human Resources Merit System Services 557-4923
- Department of Human Resources Employee Relations Division 557-4990
- Department of Human Resources Internal Services 557-4849
- Civil Service Commission 252-3247



The San Francisco Civil Service Commission

- Karen Clopton, President
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- Adrienne Pon, Member
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