

# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE MAYOR

Sent Via Electronic Mail

August 4, 2016

GINA M. ROCCANOVA PRESIDENT

> KATE FAVETTI VICE PRESIDENT

DOUGLAS S. CHAN COMMISSIONER

SCOTT R. HELDFOND COMMISSIONER

MICHAEL L. BROWN EXECUTIVE OFFICER NOTICE OF CIVIL SERVICE COMMISSION MEETING

SUBJECT: REPORT OF FUTURE EMPLOYMENT RESTRICTIONS AND PROBATIONARY RELEASES FROM JULY 1, 2015 TO JUNE

30, 2016.

The above matter will be considered by the Civil Service Commission at a meeting to be held on <u>August 15, 2016 at 2:00 p.m.</u> in Room 400, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

This item will appear on the Consent Agenda. Please refer to the attached Notice for procedural and other information about Commission hearings. The meeting agenda and all meeting materials will be posted on the Civil Service Commission's website at <a href="https://www.sfgov.org/CivilService">www.sfgov.org/CivilService</a> under "Meeting" no later than end of day on Wednesday, August 10, 2016. If you would like a copy of the staff report on the above-captioned matter emailed to you in advance of August 15<sup>th</sup>, please contact the Civil Service Commission's Office at <a href="https://www.sfgov.org">CivilService@sfgov.org</a> or (415) 252-3247.

Attendance by you or an authorized representative is welcome. Should you or your representative not attend, the Commission will rule on the information previously submitted and testimony provided at its meeting.

All non-privileged materials being considered by the Civil Service Commission for this item will be available for public inspection and copying at the Civil Service Commission office Monday through Friday from 8:00 a.m. to 5:00 p.m.

CIVIL SERVICE COMMISSION

MICHAEL L. BROWN

**Executive Officer** 

Attachment

Cc:

Micki Callahan, Department of Human Resources Gilda Cassanego, Department of Human Resources Anne Marie Forbus, Department of Human Resources Susan Gard, Department of Human Resources Shawn Sherburne, Department of Human Resources Ted Yamasaki, Department of Human Resources Commission File Commissioners' Binder Chron



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

#### CIVIL SERVICE COMMISSION REPORT TRANSMITTAL (FORM 22)

Refer to Civil Service Commission Procedure for Staff - Submission of Written Reports for Instructions on Completing and Processing this Form

1. Civil Service Commission Register Number: 0259-16-1

2. For Civil Service Commission Meeting of: August 15, 2016

3. Check One:

Ratification Agenda

Consent Agenda

 $\underline{\mathbf{X}}$ 

Regular Agenda

Human Resources Director's Report

4. Subject: Report of Future Employment Restrictions and Probationary Releases from July 1, 2015 to June 30, 2016

5. Recommendation: Adopt the report.

6. Report prepared by:

Shawn Sherburne, Client Services Manager

Telephone number:

(415) 557-4811

7. Notifications: (Attach a list of the person(s) to be notified in the format described in Civil Service Commission Procedure Number Two.)

Reviewed and approved for Civil Service Commission Agenda:

Human Resources Director:

Date: July 27, 2016

9. Submit the original time-stamped copy of this form and person(s) to be notified (see Item 7 above) along with the required copies of the report to:

Executive Officer Civil Service Commission 25 Van Ness Avenue, Suite 720 San Francisco, CA 94102

10. Receipt-stamp this form in the "CSC RECEIPT STAMP" box to the right using the time-stamp in the CSC Office.

CSC RECEIPT STAMP

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Attachment

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CSC-22 (11/97)

# City and County of San Francisco

# Edwin M. Lee Mayor



# **Department of Human Resources**

### Micki Callahan Human Resources Director

#### **MEMORANDUM**

DATE:

July 27, 2016

TO:

Honorable Civil Service Commission

THROUGH:

Micki Callahan, Human Resources Director

FROM:

Shawn Sherburne, Client Services Manager

Gilda Cassanego, Senior Human Resources Consultant

**SUBJECT:** 

Report of Future Employment Restrictions and Probationary

Releases from July 1, 2015 to June 30, 2016

This is an annual report to the Civil Service Commission on the total number of separations with future employment restrictions and probationary releases for the period of July 1, 2015 to June 30, 2016.

## **Separations with Future Employment Restrictions**

This report includes future employment restrictions for all City departments, excluding City employees designated as Peace Officers per the Penal Code 830 and the Municipal Transportation Agency, for the period of July 1, 2015 to June 30, 2016 (attached). The attachment lists all future employment restrictions imposed by departments, all future employment restrictions appealed to the Commission, and the status of those appeals. In summary, there were five (5) employees with future employment restrictions imposed with no Commission appeals and one (1) employee with future employment restrictions appealed to and denied by the Commission.

## **Probationary Releases**

This report also includes the total number of employees released from probation for the period of July 1, 2015 to June 30, 2016. Out of 1,512 permanent civil service appointments, there were a total of 97 employees (6.4%) that were released from probation. Three (3) of these employees were released for disciplinary reasons and 94 were released for non-disciplinary reasons.

#### Recommendation

Adopt the report.

#### Attachment

Report on Future employment restrictions for July 1, 2015 to June 30, 2016.

# ATTACHMENT A

| FUTURE EMPLOYMENT RI             | ESTRICTION     | UTURE EMPLOYMENT RESTRICTIONS IMPOSED BUT NOT APPEALED | ALED            |              |
|----------------------------------|----------------|--------------------------------------------------------|-----------------|--------------|
| DEPARTMENT                       | Job Code TITLE |                                                        | SEPARATION DATE | RESTRICTION  |
| Airport                          | 7334           | Stationary Engineer                                    | 10/28/2015      | Departmental |
| Airport                          | 2708           | Custodian                                              | 11/21/2015      | Departmental |
| Human Services Agency            | 2914           | Social Work Supervisor                                 | 4/20/2016       | Citywide     |
| Public Utilities Commission 7372 | 7372           | Stationary Engineer, Sewage 10/31/2015                 | 10/31/2015      | Citywide     |
| Public Utilities Commission 7355 | 7355           | Truck Driver                                           | 1/21/2016       | Citywide     |
|                                  |                |                                                        |                 |              |

|                                         |                                    | 6 meeting. Restrictions                                 | tion and eligibility status; 2)                                  | eview and approval of the                                   | ve (5) years of satisfactory                                  | County service for any                                  | y responsiveness such as                                    | ) year satisfactory work                                   | ty service for any other                                 | afety responsiveness.                                    |  |
|-----------------------------------------|------------------------------------|---------------------------------------------------------|------------------------------------------------------------------|-------------------------------------------------------------|---------------------------------------------------------------|---------------------------------------------------------|-------------------------------------------------------------|------------------------------------------------------------|----------------------------------------------------------|----------------------------------------------------------|--|
| FUTURE EMPLOYMENT RESTRICTIONS APPEALED | STATUS                             | CSC denied the appeal at 3-7-2016 meeting. Restrictions | are 1) cancel any current examination and eligibility status; 2) | future employment subject to the review and approval of the | Human Resources Director after five (5) years of satisfactory | work experience outside City and County service for any | position involving health and safety responsiveness such as | Stationary Engineer; and 3) one (1) year satisfactory work | experience outside City and County service for any other | position not involving health and safety responsiveness. |  |
|                                         | RESTRICTION                        | Citywide                                                |                                                                  |                                                             |                                                               |                                                         |                                                             |                                                            |                                                          | *                                                        |  |
|                                         | SEPARATION DATE RESTRICTION STATUS | 10/20/2015                                              | -                                                                |                                                             | Se.                                                           |                                                         |                                                             |                                                            |                                                          |                                                          |  |
|                                         | TITLE                              | Stationary Engineer                                     |                                                                  |                                                             |                                                               | (6)                                                     |                                                             |                                                            |                                                          |                                                          |  |
|                                         | Job Code TITLE                     | 7334                                                    |                                                                  |                                                             |                                                               |                                                         |                                                             |                                                            |                                                          |                                                          |  |
|                                         | DEPARTMENT                         | Public Health                                           |                                                                  |                                                             |                                                               |                                                         |                                                             |                                                            |                                                          |                                                          |  |