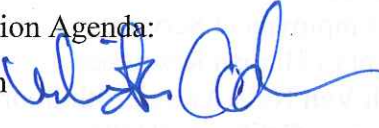




CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

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: 0053-19-1
2. For Civil Service Commission Meeting of: March 4, 2019
3. Check One: Ratification Agenda
 Consent Agenda X
 Regular Agenda
 Human Resources Director's Report
4. Subject: Report of Future Employment Restrictions and Probationary Releases from July 1, 2018 to December 31, 2018
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.)**
8. Reviewed and approved for Civil Service Commission Agenda:
Human Resources Director: Micki Callahan 
Date: 2/19/19
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.

Attachment

CSC-22 (11/97)

<u>CSC RECEIPT STAMP</u>
2019 FEB 20 PM 3:58

Notification List

Report of Future Employment Restrictions and Probationary Releases

Adam Romoslawski
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City and County of San Francisco
Micki Callahan
Human Resources Director



Department of Human Resources
Connecting People with Purpose
www.sfdhr.org

MEMORANDUM

DATE: February 21, 2019
TO: Honorable Civil Service Commission
THROUGH: Micki Callahan
Human Resources Director *me*
FROM: Shawn Sherburne, Client Services Manager
Adam Romoslawski, Senior Human Resources Consultant
SUBJECT: Report of Future Employment Restrictions and Probationary
Releases from July 1, 2018 to December 31, 2018

This is a semiannual 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, 2018 to December 31, 2018.

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, 2018 to December 31, 2018 (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 eleven separated employees with future employment restrictions imposed. Out of these eleven (11) former employees, six (6) appealed their restrictions to the Commission. Two (2) of these appeals were heard by the Commission and amended to allow the appellant permission to petition for reinstatement with proof of outside employment. The other four (4) appeals are pending a hearing.

Probationary Releases

This report also includes the total number of employees released from probation for the period of July 1, 2018 to December 31, 2018. Out of 1,938 permanent civil service appointments, there were a total of 73 employees (3.8%) that were released from probation. Only one (1) of the 73 employees was released for disciplinary reasons and the remaining 72 were released for non-disciplinary reasons.

Recommendation

Adopt the report.

Attachment

Report on Future employment restrictions for July 1, 2018 to December 31, 2018.

ATTACHMENT A

FUTURE EMPLOYMENT RESTRICTIONS IMPOSED BUT NOT APPEALED						
DEPARTMENT	Job Code	TITLE	SEPARATION DATE	RESTRICTION		
Fire	H002	Firefighter	11/1/2013	Citywide		
Fire	H003	EMT/Paramedic/Firefighter	10/26/2018	Department		
Public Utilities	2485	Supervising Biologist	8/1/2018	Citywide		
Public Works	7344	Carpenter	7/26/2018	Citywide		
Public Works	9916	Public Service Aide	11/3/2018	Citywide		

FUTURE EMPLOYMENT RESTRICTIONS APPEALED						
DEPARTMENT	Job Code	TITLE	SEPARATION DATE	RESTRICTION	STATUS	
Recreation	3286	Recreation Coordinator	6/14/2018	Citywide	Appeal heard on 9/17/18; CSC amended the permanent Citywide restriction to a Citywide restriction with permission to petition for reinstatement with proof of three years outside employment.	
Human Resources	8165	Workers' Compensation Supervisor	7/28/2018	Citywide	Appeal heard on 10/11/18. CSC amended the permanent Citywide restriction and issued a permanent Department restriction and a Citywide restriction with permission to petition for reinstatement with proof of two years outside employment.	
Public Health	2303	Patient Care Assistant	3/3/2018	Citywide	Pending Appeal	
Public Health	941	Manager IV	7/25/2018	Citywide	Pending Appeal	
Recreation	3302	Admission Attendant	9/14/2018	Citywide	Pending Appeal	
Public Utilities	7338	Electrical Line Worker	10/10/2018	Job Code	Pending Appeal	