CIVIL SERVICE SENIORITY

This issue of the Civil Service Adviser responds to recent questions on civil service seniority. The content in this issue relates specifically to areas under the jurisdiction of the Civil Service Commission.

WHAT IS CIVIL SERVICE SENIORITY?

Civil service seniority is the length of time that an employee has been certified civil service to a position in a class (job code) and department. Civil service seniority is different from departmental seniority often found in Collective Bargaining Agreements and used to bid for shifts, vacations and other departmental matters.

WHY IS CIVIL SERVICE SENIORITY IMPORTANT?

Civil service seniority represents the date when civil service rights are applied to employees who have successfully completed the examination process, ranked on an eligible list and have been selected and appointed to a position. These rights include but are not limited to status, layoff, reemployment, bumping or transfer rights.

HOW IS CIVIL SERVICE SENIORITY CALCULATED?

Civil service seniority is calculated from the date the Department of Human Resources (DHR) referred and certified reachable eligible from an eligible list to a department head which resulted in an appointment to a position in a department. Employees may have the same certification date, but a different start work date. It is the certification date that determines civil service seniority. Civil service seniority in a department for an employee has been successfully completed the examination process, ranked on an eligible list and have been selected and appointed to a position in the class.

HOW DOES SENIORITY RELATE TO LAYOFFS?

Layoffs result from lack of work, lack of funds, displacement by an eligible from a Civil Service list or retrenchment (reduction in anticipation of lack of funds). Layoffs are determined by seniority in an employment status within each class in a department and the City. Within an employment status, the least senior employee in a class, within the department is laid off first. The least senior employee in a department is laid off first. Layoffs in each department occur in reverse seniority order i.e. the least senior person is the first to be laid off. Bumping occurs when there are no vacant positions that can be filled by the affected employee resulting in a more senior employee bumping a less senior employee in the same class in another department.

SPECIAL QUALIFICATIONS

On occasion, positions have special job qualifications in addition to the minimum qualifications listed on an examination announcement. These special qualifications are also known as “Exceptions to the Order of Layoff.” Employees, to occupy such positions, must meet the additional qualifications.

REEMPLOYMENT

In the event of layoff, employees with civil service status who return to the class and department from which laid off will require a new probationary period. Employees who were laid off during the probationary period and who return to the class and department from which laid off will receive credit for the period of probation served prior to layoff. Holdovers may be required to pass a new medical examination and/or background investigation prior to returning to work.

If a holdover is not reemployed within five years and has not forfeited holdover status, the Department of Human Resources may, after review of all circumstances, extend holdover status. The decision of the Human Resources Director may be appealed to the Civil Service Commission.

QUESTIONS:

Department Of Human Resources:
- Merit System Services: 557-4923
- Employee Relations Division: 557-4990
- Internal Services: 557-4849
- Equal Employment Opportunity: 557-4932
- Civil Service Commission: 252-3247

Civil Service Commission
- Rosabella Safont, President
- Donald A. Casper, Vice President
- Morgan R. Gorrorno, Commissioner
- Adrienne Pon, Commissioner
- Linda Richardson, Commissioner
- Kate Favetti, Executive Officer

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