



The City and County of San Francisco
CIVIL SERVICE ADVISER

Civil Service Commission

Gina M. Roccanova, President ▪ Kate Favetti, Vice President

Douglas S. Chan ▪ Scott R. Heldfond ▪ F. X. Crowley

Michael L. Brown, Executive Officer

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Reinstatement, Reappointment, Reversion and Transfer

One of the benefits of attaining permanent civil service appointment to a position in a classification is that an employee gains status.

Reinstatement – Rule Series 014 Appointments- Reinstatement – Upon the employee's written request, with the approval of the appointing officers from the present department and the former department or any department to which reinstatement is requested, the active employee may be reinstated to a vacant position in any former class in which the probationary period had been completed.

Reappointment- Rule Series 014 Appointments-Reappointment after Resignation –Subject to the approval of the appointing officer, a permanent employee, who has passed probation, and resigned with satisfactory services, may request within four years (two years for Police and Fire) of the effective date of the resignation, to return to a vacant position with the City, without taking another civil service examination. The department may reappoint a former employee, who resigned with satisfactory services, ahead of a list of eligible candidates for the vacancy. If no vacancies exist in the class from which resigned, subject to the approval of the appointing officer, the resignee may re-enter service to a vacancy in any former class in which the probationary period had been completed.

Reversion - Rule Series 017.9.3 Reversion to Former Class – Released Promotive Probationary Employee – A probationary employee in a permanent promotive appointment, who is given a non-disciplinary release from probation, subject to the approval of the Human Resources Director, shall revert to a position in the class from which promoted. If necessary, displacements in the former class shall occur.

Transfer - Rule Series 014 Appointments-Transfer – A permanent employee who has completed the probationary period may request a lateral transfer to a different Department in the same class under a different appointing officer. The request is subject to the approval of the appointing officer and a probationary period in a new Department will be required. Appointees accepting a new appointment by transfer shall give a minimum period of notice prior to separation from their current department of fifteen (15) working days, unless the current department approves a shorter period of notice.

Rule Series 014, Appointments – Reinstatement Following Transfer – Appointment by transfer shall cancel all rights to the position from which transferred except that, prior to the completion of the probationary period, a transferee may request reinstatement to a vacancy in a position in the same class and department from which transferred with the approval from both appointing officers.

The active employee may also request Reinstatement to a vacant position in any former class in which the probationary period had been completed. The request in either case is subject to the approval of the appointing officers in both departments.

***Please note exceptions to reappointment, reinstatement, and reversion for Classification 8302. (See Rule 114 Article VII, Sections 114.42 and 114.43)**