

Rule 102

Definitions

Applicability: Rule 102 shall apply to employees in all classes; except the Uniformed Ranks of the Police and Fire Departments and MTA Service-Critical classes.

<u>Sec. 102.1</u>	<u>Appointment</u>
<u>Sec. 102.2</u>	<u>Appointing Officer</u>
<u>Sec. 102.3</u>	<u>Appointment Date</u>
<u>Sec. 102.4</u>	<u>Bulletin Board</u>
<u>Sec. 102.5</u>	<u>Certification Date</u>
<u>Sec. 102.6</u>	<u>Charter</u>
<u>Sec. 102.7</u>	<u>City</u>
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<u>Sec. 102.11</u>	<u>Classified Service</u>
<u>Sec. 102.12</u>	<u>Commission</u>
<u>Sec. 102.13</u>	<u>Commissioner</u>
<u>Sec. 102.14</u>	<u>Department</u>
<u>Sec. 102.15</u>	<u>Department of Human Resources</u>
<u>Sec. 102.16</u>	<u>Eligible</u>
<u>Sec. 102.17</u>	<u>Eligible List</u>
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<u>Sec. 102.20</u>	<u>Human Resources Director</u>
<u>Sec. 102.21</u>	<u>Layoff</u>
<u>Sec. 102.22</u>	<u>Near List</u>
<u>Sec. 102.23</u>	<u>Part-Time Employment</u>
<u>Sec. 102.24</u>	<u>Position</u>
<u>Sec. 102.25</u>	<u>Post</u>
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<u>Sec. 102.27</u>	<u>Seniority</u>
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<u>Sec. 102.29</u>	<u>Start Work Date</u>
<u>Sec. 102.30</u>	<u>Time Periods</u>
<u>Sec. 102.31</u>	<u>Validation Date</u>

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Definitions

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Unless otherwise required by the context, the words listed below and as used in these Rules have the following meanings:

Sec. 102.1 **Appointment**

102.1.1 **Permanent Civil Service**

An appointment made as a result of a certification from an eligible list to a permanent position or to a position declared permanent.

102.1.2 **Probationary**

Status of civil service employees during a trial period following permanent appointment.

102.1.3 **Temporary Civil Service**

An appointment made to a temporary position as a result of certification from an eligible list

102.1.4 **Provisional**

An appointment to a permanent or temporary position in the absence of an available eligible or in an emergency which in either case, is time limited as provided elsewhere in these Rules.

102.1.5 **Exempt**

An appointment to a permanent or temporary position exempt from being filled from an eligible list in accordance with the provisions of Section 10.104 of the Charter.

Sec. 102.2 **Appointing Officer**

The head of an organizational unit having appointive authority within the organizational unit and the powers of a department head as defined by former Charter Section 3.501 as enacted into ordinance under Charter Section 18.103.

Sec. 102.3 **Appointment Date**

The date on which an appointing officer notifies the Department of Human Resources of his or her selection from a list of eligibles certified by the Department of Human Resources.

Sec. 102.4 **Bulletin Board**

The official bulletin boards, so designated, at the Civil Service Department and Department of Human Resources, used for posting of examinations and public announcements of the Commission and Department of Human Resources.

Sec. 102.5 **Certification Date**

The date on which the Department of Human Resources notifies an appointing officer of the name of eligible from which appointment may be made to fill a position.

Sec. 102.6 **Charter**

The Charter of the City and County of San Francisco.

Sec. 102.7 **City**

The City and County of San Francisco.

Sec. 102.8 **Civil Service Department**

The administrative office of the Commission under the direction of the Executive Officer.

Sec. 102.9 **Class**

A position or group of positions for which a common descriptive job title may be used.

102.9.1 **Job Code**

The term job code is used within the Human Resources classification system interchangeably with the Civil Service/Charter term class or classification.

Sec. 102.10 **Classification Plan**

All the classes which have been established, the procedures for maintaining the plan, and the specifications or descriptions of each of the classes.

Sec. 102.11 **Classified Service**

Includes all positions in the City service subject to competitive examination.

Sec. 102.12 **Commission**

The administrative body of Civil Service Commissioners empowered to enforce the civil service provisions of the Charter.

Sec. 102.13 **Commissioner**

A member of the Civil Service Commission of the City and County of San Francisco, appointed by the Mayor.

Sec. 102.14 **Department**

Organizational unit or units under one appointing officer.

Sec. 102.15 **Department of Human Resources**

The Department charged with administering the policies, Rules, and procedures of the Civil Service Commission and performing such other duties and functions as set forth in the Charter.

Sec. 102.16 **Eligible**

A person who has standing on an eligible list.

Sec. 102.17 **Eligible List**

A confidential list of names of applicants who have passed a civil service examination used for certification purposes only. Applicant information, including names of applicants on eligible lists, shall not be made public, unless required by law; however, an eligible list shall be made available for public inspection upon request once the eligible list is exhausted or expired and referrals resolved.

102.17.1 **Eligible List Examination Score Report**

A list of scores by rank of successful applicants, without names.

Sec. 102.18 **De-Identification**

De-Identification is the process of redacting candidates' information, including names, addresses, schools attended, and other personal identifying information to reduce the potential of biases (implicit or explicit) in the examination or selection process.

Sec. 102.19 **Executive Session**

A meeting or part of a meeting of the Commission legally held in private or with the general public excluded.

Sec. 102.20 **Human Resources Director**

Director of the Department of Human Resources.

Sec. 102.21 **Layoff**

Separation from a position because of economy, lack of funds, or lack of work.

Sec. 102.22 **Near List**

An eligible list or a holdover roster in a class similarly related to a class for which there is no eligible list from which the Human Resources Director may authorize the certification of eligibles for temporary civil service appointment.

Sec. 102.23 **Part-Time Employment**

Part-time employment is regularly scheduled, less than full-time, permanent or temporary appointment to a permanent or temporary position.

Sec. 102.24 **Position**

Duties and responsibilities assigned by an appointing officer to be performed by one employee.

102.24.1 **Permanent**

A collection of duties, regardless of the source and nature of the funds, performed by one individual, which represent the ongoing work of the City and County. Such position(s) may be either:

- 1) enumerated in the Annual Salary Ordinance or Salary Resolutions of the School Districts for which funds have been provided on a continuing basis; or
- 2) a position declared to be permanent by action of the Human Resources Director.

Sec. 102.24 Position (cont.)

102.24.2 Temporary

A position in which the duties and responsibilities exist for a maximum duration of 1040 hours except in the case of a special project, defined elsewhere in these Rules, for up to a maximum duration of 2080 hours.

102.24.3 Part-Time

Positions less than the established full-time normal schedule of hours per day or days per week.

102.24.4 Exempt

Temporary or permanent positions excluded from civil service hiring and removal procedures in accordance with the provisions of Section 10.104 of the Charter.

102.24.5 School-Term Only

Positions in the School Districts established for school term periods only.

102.24.6 As-Needed

A temporary or provisional appointment on either a full-time or part-time work schedule against a temporary requisition designated as as-needed to cover peak workloads, emergency extra workloads, necessary relief, and other situations involving a fluctuating staff.

Sec. 102.25 Post

To place on the official Bulletin Board.

Sec. 102.26 School Districts

San Francisco Unified School District and San Francisco Community College District.

Sec. 102.27 **Seniority****102.27.1** **Civil Service - Permanent**

Seniority shall be determined by the date of certification which resulted in a permanent appointment to a position in a class in a department. In the event of identical dates, seniority shall be determined by rank on the eligible list, the higher eligible being the senior. Employees who resign or are terminated and subsequently are reappointed shall have their seniority determined by their new certification date following separation.

102.27.2 **Civil Service - Temporary (from eligible list)**

Seniority shall be determined by the date of certification which resulted in a temporary appointment to a temporary position in a class in a department. In the event of identical dates, seniority shall be determined by rank on the eligible list, the higher eligible being the senior.

102.27.3 **Departmental**

Seniority for shift and work assignments, vacation or holiday schedule is determined by the appointing officer and is not within the authority of the Civil Service Commission or the Department of Human Resources.

Sec. 102.28 **Service**

The City and County of San Francisco government service, including the classified positions in the School Districts.

Sec. 102.29 **Start Work Date**

The date on which an appointee is first reported on the timeroll as working.

Sec. 102.30 **Time Periods**

Reference to time periods, such as one week or one month, etc., shall mean calendar days unless the Rule specifically refers to business days.

Sec. 102.31 **Validation Date**

The date on which the Department of Human Resources notifies an appointing officer that it has approved an appointment.