



# CIVIL SERVICE COMMISSION

## CITY AND COUNTY OF SAN FRANCISCO

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MAYOR

MEMORANDUM  
CSC No. 2015 – 11

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Date: August 19, 2015

To: Department Heads  
Departmental Personnel Officers  
Employee Organization Representatives

From: Michael L. Brown  
Executive Officer

Subject: **Civil Service Commission Rule Change No. 2000 – 80:  
Amendment to Civil Service Rules Series 011 - Veterans  
Preference in Examinations affecting ALL employees**

MICHAEL L. BROWN  
EXECUTIVE OFFICER

The Civil Service Commission acted on August 17, 2015 to adopt amendments to the Civil Service Rules Series 011 – Veterans Preference in Examinations applicable to all employees.

The amendments will update the definition of a veteran to comply with the California Government Code 18973, (effective January 1, 2014), and also expand preference points to spouse or domestic partner of 100% disabled veterans with a permanent service connected disability declared by the United States Veterans Administration. The amendments would allow a spouse or domestic partner of a 100% disabled veteran who is not deceased to receive a disability credit of ten percent (10%) of a qualifying score on an entrance examination.

A revised copy of page VI/VII (Amendment Control Sheet) dated August 17, 2015 is attached for inclusion in your copy of the Civil Service Commission Rules. Substitute the updated pages for the corresponding pages in your copy of the Civil Service Commission Rules – Volume, I, II, III, and /or IV where applicable.

If you have any questions, please call me at (415) 252-3250.

Sincerely,

CIVIL SERVICE COMMISSION

MICHAEL L. BROWN  
Executive Officer

Attachments

<b>Rule Change No.</b>	<b>Adoption Date</b>	<b>Effective Date</b>	<b>Rule Section</b>	<b>Page Number</b>	<b>Action</b>	<b>Remarks</b>
2000-80	8/17/15	8/17/15	111.36.1, 111.38.3 – 111.38.4	111.22 – 111.23	Amended	Replace pages 111.22 – 111.23 and page VII

## **Rule 111**

### **Examinations**

#### **Article III: Veterans Preference in Examinations**

Applicability: Article III, Rule 111, shall apply to employees in all classes; except the Uniformed Ranks of the Police and Fire Departments, MTA Service-Critical classes, and those represented by the Transport Workers Union, Locals 200 and 250A.

#### **Sec. 111.36**    **Definition of Veteran for Purposes of Entitlement Under This Rule**

**111.36.1** The term “veteran” as used in this Rule shall be as defined under Cal. Gov’t. Code § 18540.4, which at the time of amendment of this Rule stated: Any person who has served full time in the armed forces in time of national emergency or state military emergency or during any expedition of the armed forces and who has been discharged or released under conditions other than dishonorable.

#### **Sec. 111.37**    **Definition of Disabled Veteran for Purposes of Entitlement Under This Rule**

**111.37.1** For purposes of this Rule, the term “disabled veteran” shall mean any veteran as defined in Sec. 111.36, who has suffered a permanent service-connected disability that is of record in the United States Veterans Administration.

**111.37.2** Notwithstanding any preference allowed under this Rule, disabled veterans as defined above shall be afforded all rights under the Americans with Disabilities Act, including any reasonable accommodation if appropriate.

#### **Sec. 111.38**    **Veterans Entitlement**

##### **111.38.1**    **Veteran, Widow or Widower, or Domestic Partner**

A veteran as defined above in Sec. 111.36, or a widow or widower of such veteran, or, to the extent allowed by law, a person who was a domestic partner of such veteran at the time of death of the veteran, who becomes eligible for certification from an eligible list by attaining a passing score on an entrance qualifying examination or process, shall be entitled to an additional credit of five percent (5%) toward his/her entrance qualifying score.

**Sec. 111.38** **Veterans Entitlement (cont.)****111.38.2** **Disabled Veteran, Widow or Widower, or Domestic Partner**

A disabled veteran as defined in Sec. 111.37.1, or a widow or widower of such veteran, or, to the extent allowed by law, a person who was a domestic partner of such veteran at the time of death of the veteran, who becomes eligible for certification from an eligible list by attaining a passing score on an entrance qualifying examination or process, shall be entitled to an additional credit of ten percent (10%) toward his/her entrance qualifying score.

**111.38.3** **Spouse or Domestic Partner of Disabled Veteran**

Spouse or registered domestic partner of a one hundred percent (100%) disabled veteran as defined above in Sec. 111.37, who becomes eligible for certification from an eligible list by attaining a passing score on an entrance qualifying examination process, shall be entitled to an additional credit of ten percent (10%) toward his/her entrance qualifying score.

**111.38.4** **Notice of Veteran Status**

Any individual applicant for entrance employment with the City and County of San Francisco wishing to receive Veterans Preference credit must notify the Department of Human Resources of his/her veterans status at the time he/she submits the initial job application. Veterans preference is limited to an applicant for entrance employment, however, it may be applied to either an entrance only announcement or a combined entrance and promotional announcement.

**Sec. 111.39** **Entitlement at Time of Separation from Active Duty**

An individual qualifying for veterans preference as herein defined shall be deemed entitled thereto on the date of separation from active duty in the armed forces.

**Sec. 111.40** **Entitlement Exhausted Upon Acquiring Permanent Appointment**

The exercise of said veterans preference shall be exhausted upon permanent appointment from an eligible list and the completion of the required probationary period. The application of any other veterans credits on any other examination shall be automatically cancelled.

<b>Rule Change No.</b>	<b>Adoption Date</b>	<b>Effective Date</b>	<b>Rule Section</b>	<b>Page Number</b>	<b>Action</b>	<b>Remarks</b>
2000-79	6/1/15	6/1/15	211.3.2.1 & 211.3.2.4	211.3 & 211.4	Amend	Replace pages 211.3 – 211.4 & page VI
2000-80	8/17/15	8/17/15	211.18, 211.20.3	211.11 – 211.12	Amend	Replace pages 211.11 – 211.-12 and page VI

## Rule 211

### Examinations

#### Article IV: Veterans Preference In Examinations

Applicability: Rule 211 shall apply to all classes of the Uniformed Ranks of the San Francisco Police Department

##### Sec. 211.18 Definition of Veteran for Purposes of Entitlement Under This Rule

The term “veteran” as used in this Rule shall be as defined under Cal. Gov’t Code §18540.4, which at the time of amendment of this Rule stated: Any person who has served full time in the armed forces in time of national emergency or state military emergency or during any expedition of the armed forces and who has been discharged or released under conditions other than dishonorable.

##### Sec. 211.19 Definition of Disabled Veteran for Purposes of Entitlement Under This Rule

**211.19.1** For purposes of this Rule, the term “disabled veteran” shall mean any veteran as defined in Sec. 211.17, who has suffered a permanent service-connected disability that is of record in the United States Veterans Administration.

**211.19.2** Notwithstanding any preference allowed under this Rule, disabled veterans as defined above shall be afforded all rights under the Americans with Disabilities Act, including any reasonable accommodation if appropriate.

##### Sec. 211.20 Veterans Entitlement

###### **211.20.1** **Veteran, Widow or Widower, or Domestic Partner**

A veteran as defined above in Sec. 211.17, or a widow or widower of such veteran, or, to the extent allowed by law, a person who was a domestic partner of such veteran at the time of death of the veteran, who becomes eligible for certification from an eligible list by attaining a passing score on an entrance qualifying examination or process, shall be entitled to an additional credit of five percent (5%) toward his/her entrance qualifying score.

**Sec. 211.20** **Veterans Entitlement (cont.)****211.20.2 Disabled Veteran, Widow or Widower, or Domestic Partner**

A disabled veteran as defined in Sec. 211.18.1, or a widow or widower of such veteran, or, to the extent allowed by law, a person who was a domestic partner of such veteran at the time of death of the veteran, who becomes eligible for certification from an eligible list by attaining a passing score on an entrance qualifying examination or process, shall be entitled to an additional credit of ten percent (10%) toward his/her entrance qualifying score.

**211.20.3 Spouse or Domestic Partner of Disable Veteran**

Spouse or registered domestic partner of a one hundred percent (100%) disabled veteran as defined above in Sec. 211.19, who becomes eligible for certification from an eligible list by attaining a passing score on an entrance qualifying examination process, shall be entitled to an additional credit of ten percent (10%) toward his/her entrance qualifying score.

**211.20.4 Notice of Veteran Status**

Any individual applicant for entrance employment with the City and County of San Francisco wishing to receive Veterans Preference credit must notify the Department of Human Resources of his/her veterans status at the time he/she submits the initial job application. Veterans preference is limited to an applicant for entrance employment, however, it may be applied to either an entrance only announcement or a combined entrance and promotional announcement.

**Sec. 211.21** **Entitlement at Time of Separation from Active Duty**

An individual qualifying for veterans preference as herein defined shall be deemed entitled thereto on the date of separation from active duty in the armed forces.

**Sec. 211.22** **Entitlement Exhausted Upon Acquiring Permanent Appointment**

The exercise of said veterans preference shall be exhausted upon permanent appointment from an eligible list and the completion of the required probationary period. The application of any other veterans credits on any other examination shall be automatically cancelled.

Rule Change No.	Adoption Date	Effective Date	Rule Section	Page Number	Action	Remarks
2000-78	5/29/15	5/29/15	320.1.3, 320.1.6, 320.1.8, 320.2, 320.4.1, 320.7.1, 320.7.6, 320.7.8, 320.8.1 – 320.8.2, 320.9.1, 320.9.3 – 320.9.4, 320.10.2, 320.11.1, 320.13.2	320.2 – 320.13	Amend	Replace pages 320.2 – 320.13 and page V
2000-80	8/17/15	8/17/15	311.13,311.1 4.1, 311.15.2	311.13	Amend	Replace pages 311.12 – 311.13 and page VI



# Rule 311

## Examinations

### Article IV: Veterans Preference in Examinations

Applicability: Article IV, Rule 311 shall apply to all classes of the Uniformed Ranks of the San Francisco Fire Department.

#### **Sec. 311.13 Definition of Veteran for Purposes of Entitlement Under This Rule**

The term “veteran” as used in this Rule shall be as defined under Cal. Gov’t Code §18540.4, which at the time of amendment of this Rule stated: Any person who has served full time in the armed forces in time of national emergency or state military emergency or during any expedition of the armed forces and who has been discharged or released under conditions other than dishonorable.

#### **Sec. 311.14 Definition of Disabled Veteran for Purposes of Entitlement Under This Rule**

- 311.14.1** For purposes of this Rule, the term “disabled veteran” shall mean any veteran as defined in Sec. 311.13, who has suffered a permanent service-connected disability that is of record in the United States Veterans Administration.
- 311.14.2** Notwithstanding any preference allowed under this Rule, disabled veterans as defined above shall be afforded all rights under the Americans with Disabilities Act, including any reasonable accommodation if appropriate.

#### **Sec. 311.15 Veterans Entitlement**

##### **311.15.1 Veteran, Widow or Widower, or Domestic Partner**

A veteran as defined above in Sec. 311.13, or a widow or widower of such veteran, or, to the extent allowed by law, a person who was a domestic partner of such veteran at the time of death of the veteran, who becomes eligible for certification from an eligible list by attaining a passing score on an entrance qualifying examination or process, shall be entitled to an additional credit of five percent (5%) toward his/her entrance qualifying score.

##### **311.15.2 Spouse or Domestic Partner of Disabled Veteran**

Spouse or registered domestic partner of a one hundred percent (100%) disabled veteran as defined above in Sec. 311.14, who becomes eligible for certification from an eligible list by attaining a passing score on an entrance qualifying examination process, shall be entitled to an additional credit of ten percent (10%) toward his/her entrance qualifying score.

**311.12.3 Inspection of Ratings in Qualifications Appraisal Board Interviews by Participants (cont.)**

2) Any challenges shall be filed in writing within the inspection period and shall be limited to:

- failure of the qualifications appraisal board to apply uniform standards; and
- any questions propounded by the board which occur during a qualifications appraisal interview which require an answer in conflict with any Federal, State, or City and County laws, rules, or regulations which apply to the government of the City and County of San Francisco, the Department of Human Resources, and/or the Civil Service Commission.

3) All challenges properly filed under this section shall be resolved in accordance with the provisions of these Rules. The Human Resources Director shall not consider challenges merely because candidates believe they are entitled to a higher score. The Human Resources Director will not substitute her/his judgment for the judgment of the qualification appraisal interviewers. Ratings by a qualification appraisal board of less than the minimum passing score shall not be raised to more than the minimum passing score.

4) No evidence or documents supportive of qualifications shall be presented to the Human Resources Director which were not presented to the qualifications appraisal board unless the candidate was denied the opportunity to do so.

5) The decision of the Human Resources Director on this subject shall be final.

6) In the absence of a challenge under this section or upon a decision by the Human Resources Director under this section, later challenges shall be precluded.

Rule Change No.	Adoption Date	Effective Date	Rule Section	Page Number	Action	Remarks
2000-64	5/6/13	5/6/13	415.12.2, 415.13.2, 415.14.2 – 415.14.3	415.7 – 415.8	Amend	Replace pages 415.7 – 415.8 and page VI
2000-66	11/18/13	11/18/13	404.1	404.2 – 404.3	Amend	Replace pages 404.2 – 404.3 and page VI
2000-68	4/21/14	4/21/14	Sections 422.13 and 422.14	422.1, 422.16 – 422.17	Amend	Replace pages 422.1, 422.16 – 422.17 and page VI
2000-69	4/21/14	4/21/14	Entire Rule 411A	Entire Rule 411A	Amend	Replace entire Rule 411A and page VI
2000-70	5/5/14	5/5/14	Section 414.37.7	414.26	Amend	Replace pages 414.26 and page VI
2000-72	8/18/14	8/18/14	Sections 411A.25.3 and 411A.29	411A.12 & 411A.14	Amend	Replace pages 411A.11 – 411A.14
2000-73	8/18/14	8/18/14	Sections 412.11.2, 412.13 and 412.19	412.5, 412.6 & 412.9	Amend	Replace pages 412.4 – 412.9
2000-74	8/18/14	8/18/14	Sections 413.2 – 413.5; new 413.11 – 413.15	413.3 – 413.4; 413.11 – 413.13	Amend	Replace pages 413.2 – 413.13 and page VI. <i>Note: Some Section Numbers have changed due to deletions and/or additions</i>
2000-75	12/1/14	12/1/14	Sections 412.30 and 412.31	412.12	Amend	Replace pages 412.12 – 412.13 and page VI
2000-78	5/29/15	5/29/15	Sections 420.1.3, 420.1.6, 420.1.8, 420.2, 420.3.1, 420.6.1, 420.6.6, 420.6.8, 429.7.1, 420.7.2, 420.8.1, 420.8.3, 420.8.4, 420.9.2, 420.10.1, 420.12.2	420.2 - 420.10	Amend	Replace pages 420.2 – 420.11 and page VI
2000-80	8/17/15	8/17/15	411.36, 411.37-1, 411.38.3	411.25 – 411.26	Amend	Replace pages 411.25 -411.26 and page VI

## **Rule 411**

### **Examinations**

#### **Article III: Veterans Preference in Examinations**

Applicability: Article III, Rule 411, shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA).

#### **Sec. 411.36**    **Definition of Veteran for Purposes of Entitlement Under This Rule**

The term “veteran” as used in this Rule shall be as defined under Cal. Gov’t Code §18540.4, which at the time of amendment of this Rule stated: Any person who has served full time in the armed forces in time of national emergency or state military emergency or during any expedition of the armed forces and who has been discharged or released under conditions other than dishonorable.

#### **Sec. 411.37**    **Definition of Disabled Veteran for Purposes of Entitlement Under This Rule**

- 411.37.1** For purposes of this Rule, the term “disabled veteran” shall mean any veteran as defined in Sec. 411.36, who has suffered a permanent service-connected disability that is of record in the United States Administration.
- 411.37.2** Notwithstanding any preference allowed under this Rule, disabled veterans as defined above shall be afforded all rights under the Americans with Disabilities Act, including any reasonable accommodation if appropriate.

#### **Sec. 411.38**    **Veterans Entitlement**

##### **411.38.1**    **Veteran, Widow or Widower, or Domestic Partner**

A veteran as defined above in Sec. 411.36, or a widow or widower of such veteran, or, to the extent allowed by law, a person who was a domestic partner of such veteran at the time of death of the veteran, who becomes eligible for certification from an eligible list by attaining a passing score on an entrance qualifying examination or process, shall be entitled to an additional credit of five percent (5%) toward his/her entrance qualifying score.

**Sec. 411.38** **Veterans Entitlement (cont)****411.38.2** **Disabled Veteran, Widow or Widower, or Domestic Partner**

A disabled veteran as defined in Sec. 411.37.1, or a widow or widower of such veteran, or, to the extent allowed by law, a person who was a domestic partner of such veteran at the time of death of the veteran, who becomes eligible for certification from an eligible list by attaining a passing score on an entrance qualifying examination or process, shall be entitled to an additional credit of ten percent (10%) toward his/her entrance qualifying score.

**411.38.3** **Spouse or Domestic Partner of Disabled Veteran**

Spouse or registered domestic partner of a one hundred percent (100%) disabled veteran as defined in Sec. 411.37, who becomes eligible for certification from an eligible list by attaining a passing score on an entrance qualifying examination process, shall be entitled to an additional credit of ten percent (10%) toward his/her entrance qualifying score.

**411.38.4** **Notice of Veteran Status**

Any individual applicant for entrance employment with the City and County of San Francisco wishing to receive Veterans Preference credit must notify the Department of Human Resources of his/her veterans status at the time he/she submits the initial job application. Veterans preference is limited to an applicant for entrance employment, however, it may be applied to either an entrance only announcement or a combined entrance and promotional announcement.

**Sec. 411.39** **Entitlement at Time of Separation from Active Duty**

An individual qualifying for veterans preference as herein defined shall be deemed entitled thereto on the date of separation from active duty in the armed forces.

**Sec. 411.40** **Entitlement Exhausted Upon Acquiring Permanent Appointment**

The exercise of said veterans preference shall be exhausted upon permanent appointment from an eligible list and the completion of the required probationary period. The application of any other veterans credits on any other examination shall be automatically cancelled.