



# CIVIL SERVICE COMMISSION

## CITY AND COUNTY OF SAN FRANCISCO

LONDON N. BREED  
MAYOR

MEMORANDUM  
CSC NO. 2018 – 06

F. X. CROWLEY  
PRESIDENT

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VICE PRESIDENT

DOUGLAS S. CHAN  
COMMISSIONER

KATE FAVETTI  
COMMISSIONER

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COMMISSIONER

MICHAEL L. BROWN  
EXECUTIVE OFFICER

**DATE:** August 13, 2018

**TO:** Department Heads  
Departmental Personnel Officers  
Employee Organization Representatives

**FROM:** Michael L. Brown  
Executive Officer

**SUBJECT:** 1) Civil Service Commission Rule Change No. 2000 – 83:  
Amendments to Civil Service Commission Rules Series 002  
– Definitions affecting ALL Employees

2) Civil Service Commission Rule Change No. 2000 – 84:  
Amendments to Civil Service Commission Rules Series 014  
– Appointments affecting ALL Employees

3) Civil Service Commission Rule Change No. 2000 – 85:  
Amendments to Civil Service Commission Rules Series 021  
– Layoff affecting ALL Employees

4) Civil Service Commission Rule Change No. 2000 – 86:  
Amendments to Civil Service Commission Rules Series 022  
– Employee Separation Procedures affecting ALL Employees

The Civil Service Commission acted on December 18, 2017 to adopt the amendments to Civil Service Commission Rules Series 002 – Definitions; Series 014 – Appointments; Series 021 – Layoff; and Series 022 – Employee Separation Procedures affecting all employees to eliminate provisions on Limited Tenure and Non-Civil Service Appointments.

The amendments remove the antiquated appointment types of Limited Tenure (LT) and Non-Civil Service (NCS) created over 50 years ago. The removal will reinforce the flexibility in the use of the Provisional and Exempt appointment types, consistent with the Charter Section 10.104 and 10.105.

CSC Memorandum No. 2018 – 06  
August 13, 2018  
Page 2

A revised copy of page VI/VII (Amendment Control Sheet) dated July 24, 2018 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) 252-3247.

Sincerely,

CIVIL SERVICE COMMISSION

A handwritten signature in cursive script, reading "Michael L. Brown".

MICHAEL L. BROWN  
Executive Officer

Attachments

Rule Change No.	Adoption Date	Effective Date	Rule Section	Page Number	Action	Remarks
2000-80	8/17/15	8/17/15	111.36.1, 111.38.3 – 111.38.4	111.22 – 111.23	Amend	Replace pages 111.22 – 111.23 and page VII
2000-83	12/18/17	12/18/17	102.1.5, and 102.26.3	102.2 and 102.6	Delete and Amend	Replace pages 102.2 thru 102.7 <i>Note: Some Section Numbers have changed due to deletions and/or additions</i>
2000-84	12/18/17	12/18/17	114.6, 114.7, Article II, Article III, and 114.26.7	114.1, 114.6 – 114.9, and 114.20	Delete and Amend	Replace pages 114.1 and 114.6 – 114.29 <i>Note: Some Section Numbers have changed due to deletions and/or additions</i>
2000-85	12/18/17	12/18/17	121.2.1, 121.6, 121.7, 121.9 – 121.10,	121.2, 121.5 – 121.6	Delete and Amend	Replace pages 121.2 – 121.10 <i>Note: Some Section Numbers have changed due to deletions and/or additions</i>
2000-86	12/18/17	12/18/17	122.1.2, and 122.6	122.1 – 122.2, and 122.6	Amend	Replace pages 122.1 – 122.3, 122.6 – 122.7 and VII

## **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.

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 list of names of persons who have passed a civil service examination.

**Sec. 102.18**    **Executive Session**

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

**Sec. 102.19**    **Human Resources Director**

Director of the Department of Human Resources.

**Sec. 102.20**    **Layoff**

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

**Sec. 102.21   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. 102.22   Part-Time Employment**

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

**Sec. 102.23   Position**

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

**102.23.1   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.

**102.23.2   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.

**102.23.3   Part-Time**

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

**102.23.4   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.

**Sec. 102.23** **Position (Cont.)****102.23.5 School-Term Only**

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

**102.23.6 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. 102.24** **Post**

To place on the official Bulletin Board.

**Sec. 102.25** **School Districts**

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

**Sec. 102.26** **Seniority****102.26.1 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.

**102.26.2 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.

**102.26.3 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. 102.27**    **Service**

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

**Sec. 102.28**    **Start Work Date**

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

**Sec. 102.29**    **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. 102.30**    **Validation Date**

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

## **Rule 114**

### **Appointments**

#### **Article I: General Provisions**

Applicability: Article I, Rule 114, shall apply to employees in all classes; except the Uniformed Ranks of the Police and Fire Departments and MTA Service-Critical classes.

#### **Article II: Appointment by Reinstatement**

Applicability: Article IV, Rule 114, shall apply to employees in all classes; except the Uniformed Ranks of the Police and Fire Departments and MTA Service-Critical classes.

#### **Article III: Reappointment**

Applicability: Article V, Rule 114, shall apply to employees in all classes; except the Uniformed Ranks of the Police and Fire Departments and MTA Service-Critical classes.

#### **Article IV: Appointment by Transfer**

Applicability: Article VI, Rule 114, shall apply to employees in all classes; except the Uniformed Ranks of the Police and Fire Departments and MTA Service-Critical classes.

#### **Article V: Employment in Class 8304 Deputy Sheriff and Class 8302 Deputy Sheriff I**

Applicability: Article VII, Rule 114, shall apply only to employees in Class 8304 Deputy Sheriff and Class 8302 Deputy Sheriff I.

#### **Article VI: Exempt Appointment**

Applicability: Article VIII, Rule 114, shall apply to employees in all classes; except the Uniformed Ranks of the Police and Fire Departments and MTA Service-Critical classes.

#### **Article VII: Director of Elections**

Applicability: Article IX, Rule 114, shall apply to the Director of Elections as provided for in Charter Section 13.104.

**Sec. 114.5**     **Provisional Appointment (cont.)****114.5.10**     **Restrictions on Provisional Appointment**

As provided in Charter Sections 10.105 and 18.110:

- 1) Provisional appointments for civil service positions for which no eligible list exists shall not exceed three (3) years.
- 2) Provisional appointments may only be renewed beyond three (3) years with the approval of the Board of Supervisors and upon certification by the Human Resources Director that for reasons beyond his or her control the Department of Human Resources has been unable to conduct examinations for these positions.
- 3) Unless provisional appointments are renewed as provided in this section or are transitioned to regular civil service appointment through either the competitive examination process or as provided in Charter Section 18.110, provisional employees appointed before July 1, 1996 shall be laid off by June 30, 1999.

**114.5.11**     **Provisional Appointees**

Provisional appointees shall acquire, by virtue of serving under provisional appointment, no right or preference for permanent appointment.

**Sec. 114.6**     **Advancement from Part-Time or School-Term Position to Full-Time**

After one (1) year of continuous permanent satisfactory service in a part-time or school-term only position, the senior appointee in a class in the department may be advanced by the appointing officer to a full-time position. Such advancement from a school-term only position shall not require that a new probationary period be served. Advancement from a part-time position shall require a new probationary period.

**Sec. 114.7**     **Separation of Temporary and Provisional Appointees Upon Expiration of Term of Employment**

**114.7.1**     No temporary or provisional appointment shall exceed the maximum allowable duration provided in these Rules, and upon expiration of that period of time, the appointee shall be separated from the position.

**114.7.2**     The appointee's separation shall be based upon the expiration of the maximum allowable duration or upon expiration of the appointee's temporary position. Such separation shall be without reference to the layoff or termination provisions of these Rules. The appointee shall be notified in writing:

- 1) at the time of appointment as to the duration of such appointment; and
- 2) at least ten (10) working days in advance of the final date.

## **Rule 114**

### **Appointments**

#### **Article II: Appointment by Reinstatement**

Applicability: Article IV, Rule 114, shall apply to employees in all classes; except the Uniformed Ranks of the Police and Fire Departments and MTA Service-Critical classes.

#### **Sec. 114.8**     **Reinstatement**

- 114.8.1**     A permanent employee who accepts permanent appointment to a position in another class shall be permanently separated from any former position, with the following exception: the employee may be reinstated to a vacant position in any former class in which the probationary period had been completed upon the employee's written request on the prescribed form and with the approval of the appointing officers in both the present department and the former department or the department(s) to which reinstatement is requested. A copy of the approved form(s) must be filed with the Department of Human Resources.
- 114.8.2**     An employee serving a promotive probationary period shall be reinstated to a vacant position in any former class in which the probationary period had been completed upon the employee's written request on the prescribed form and with the approval of the Human Resources Director.
- 1) A request for reinstatement under this section shall not extend the probationary period or infringe upon an appointing officer's authority to terminate an employee.
  - 2) An approved request for reinstatement shall remain in effect until the employee is either reinstated, separated, refuses an offer of reinstatement, or such a request is canceled by the Human Resources Director.
  - 3) Separation of the employee shall nullify all requests for reinstatement approved under this section.
  - 4) The employee shall receive one (1) offer of reinstatement. Failure to accept a reinstatement offer shall forfeit all rights to reinstatement under this section.
  - 5) A reinstatement under this section shall be under the Rule of One procedures as adopted by the Civil Service Commission.
  - 6) If more than one (1) request for reinstatement under this section is on file, the person with the greater seniority in the class to which reinstatement is requested shall be reinstated first.

**Sec. 114.8**      **Reinstatement (cont.)**

- 114.8.3**      Reinstatement to a position in a former class and department shall be with former civil service seniority standing in that department and no probationary period shall be required.
- 114.8.4**      Reinstatement to a position in a former class in another department shall require a new civil service seniority date in that department from the date of such reinstatement and shall require a new probationary period.

**Sec. 114.9**      **Reinstatement Following Transfer**

An 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 in accordance with the procedures established in this Rule.

**Sec. 114.10**      **Restrictions on Reinstatement**

Appointments by reinstatement are subject to the appointment provisions found elsewhere in this Rule.

## **Rule 114**

### **Appointments**

#### **Article III: Reappointment**

Applicability: Article V, Rule 114, shall apply to employees in all classes; except the Uniformed Ranks of the Police and Fire Departments and MTA Service-Critical classes.

##### **Sec. 114.11 Reappointment after Resignation**

- 114.11.1** A permanent appointee who has completed the probationary period who resigns and whose services have been certified as satisfactory by the appointing officer, or except as otherwise ordered by the Commission in the case of services certified as unsatisfactory, shall be permanently separated from such appointment except as follows:
- 114.11.2** Upon request on the prescribed form within a four (4) year period after the effective date of the resignation, the resignee with the approval of an appointing officer may be appointed ahead of eligibles to a vacancy in a permanent position in the class from which resigned in any department.
- 114.11.3** A separate request must be filed with each department to which reappointment is desired. An approved copy of the reappointment form(s) must be filed with the Department of Human Resources.
- 114.11.4** If a vacancy does not exist in the class from which resigned from City and County service, or, if otherwise approved by the Human Resources Director, subject to appeal to the Civil Service Commission, a resignee may re-enter the service to a vacancy in any former class in which the probationary period had been completed in any department with the approval of the appointing officer.
- 114.11.5** When reappointed, the resignee shall enter the service as a new appointee with no rights based on prior service except such as may be specifically provided elsewhere in these Rules, in the Vacation, Sick Leave and any other Ordinances as appropriate, and in the examination procedures with respect to credit for prior City and County service.

##### **Sec. 114.12 Restrictions on Reappointment**

Reappointments are subject to the appointment provisions found elsewhere in this Rule.

## **Rule 114**

### **Appointments**

#### **Article IV: Appointment by Transfer**

Applicability: Article VI, Rule 114, shall apply to employees in all classes; except the Uniformed Ranks of the Police and Fire Departments and MTA Service-Critical classes.

##### **Sec. 114.13 Transfer - General**

- 114.13.1** A transfer of a permanent appointee who has completed the probationary period to a position in the same class under another appointing officer shall be requested on the form prescribed by the Human Resources Director.
- 114.13.2** A properly completed transfer form approved by the appointing officer or designee of the department to which transfer is requested shall be filed in the requested department. A copy of the approved form shall be filed with the Department of Human Resources and in the employee's current department within two (2) business days of approval.
- 114.13.3** 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.
- 114.13.4** Appointments by transfer are subject to the appointment and probationary provisions of these Rules.
- 114.13.5** Appointment by transfer will cancel all other transfer requests which have been filed.

##### **Sec. 114.14 Transfer from Position Not Full-Time**

A permanent appointee to a part-time position or a position not full time on an annual basis and who serves under such appointment continuously for one (1) year, may request transfer to a regular full-time position in accordance with the provisions of this Rule.

**Sec. 114.15 Transfers Occasioned by Reduction of Force Due to Technological Advances, Automation, or the Installation of New Equipment**

Permanent civil service employees who have completed their probationary period and who are subject to layoff because of technological advances, automation, the installation of new equipment, or the transfer of functions to another jurisdiction may submit a request to the Human Resources Director for transfer to a position within their capacities to perform, whether or not within the class for which they qualified for appointment. Such request for transfer shall be subject to the following:

- 114.15.1 Request for transfer shall be submitted on the form prescribed by the Human Resources Director and shall be approved by the appointing officer or designee of the department to which transfer is requested.
- 114.15.2 The position to which transfer is requested shall not be to a class with more than a five percent (5%) increase in compensation.
- 114.15.3 The Human Resources Director may administer any examinations which, in the judgment of the Human Resources Director, are deemed advisable to test the capacity of the employee to perform the duties in the position to which transfer is requested, unless the transfer is to a position in the same class or a closely related class.
- 114.15.4 Employees so transferred, who are not suited to the position, may be given an opportunity for further transfer to other positions within their capacities to perform.
- 114.15.5 In the event of layoff of an appointee who occupies a position through transfer under the provisions of this section, such layoff shall be in accordance with the applicable provisions of the Layoff Rule. Seniority shall be calculated from the date of certification in the class from which transferred.
- 114.15.6 Employees transferred under the provisions of this section may request reinstatement to the former class in accordance with the Reinstatement Rule.
- 114.15.7 In the event that more than one (1) approved transfer to the same class is on file in the Department of Human Resources, preference shall be given to the appointee who has the longest service under civil service permanent appointment in the class from which layoff is to be made.
- 114.15.8 An appointee transferred under the provisions of this section shall serve a probationary period in the new class.



**Sec. 114.16 Transfers Occasioned by the Transfer of Functions from One Department to Another**

- 114.16.1** When, in accordance with Charter provisions, part of the functions and duties of any department are transferred to another department, the employees performing such functions and duties shall be transferred therewith.
- 114.16.2** Such employees shall retain in their new department the same salary and civil service seniority status as they had in the department from which transferred.
- 114.16.3** Employees transferred in accordance with this Rule shall not be required to serve a new probationary period.

**Sec. 114.17 Limited-Term Transfer****114.17.1 Definition**

The transfer of a permanent appointee to a vacant position in the same class under another appointing officer for a specified duration of time may be approved by the appointing officers of both departments and the Human Resources Director and shall be known as a "limited-term transfer."

**114.17.2 Purpose**

The purpose of a limited-term transfer is to more efficiently utilize and exchange human resources among the departments of the City and County; to allow employees exposure and training in other departments; and to provide a mechanism for reducing staffing levels during slow periods or periods of fiscal emergency and to temporarily increase staffing during peak work periods.

**114.17.3 Types of Limited-Term Transfers**

**1) Voluntary:** A limited-term transfer may be initiated on the written request of an employee on the form prescribed by the Human Resources Director. Upon receipt of a written request from an employee and no less than fifteen (15) working days prior to implementation, the designated union of the employee shall be provided written notice. The union shall have five (5) working days from the date of the notice to request a meeting with the appointing officer/designee. Within five (5) working days from the date of the union request, a meeting shall be held. If the union is unavailable to meet within the five (5) working days following the request to meet, the unavailability of the union shall constitute a waiver of the right to meet. Unavailability of the appointing officer/designee shall constitute an extension of the timelines. The timelines may also be extended through mutual written agreement.

**Sec. 114.17 Limited-Term Transfer (cont.)**

2) **Mandatory:** A permanent or probationary employee may be transferred by the employee's appointing officer for a specified period up to a maximum of six (6) months in any calendar year to a position in the same class under another appointing officer. Such transfers shall be made by class in reverse order of seniority in the class in the department after all permanent and probationary employees in the class have been canvassed and all more senior employees have been notified and have waived the right to request a voluntary limited-term transfer. The employee shall receive at least five (5) working days written notice in advance of the effective date of the transfer and shall be given an opportunity, if requested, to meet and confer with the appointing officer/designee and the designated union representative. No permanent employee shall be placed on mandatory limited-term transfer if there are temporary or provisional employees in the same class in the department from which the transfer originates.

**114.17.4 Expiration and Extension**

- 1) Limited-term transfers will remain in force for the period specified unless abridgment is approved by both appointing officers.
- 2) Voluntary limited-term transfers may be extended for additional periods of time with the approval of the employee, the appointing officer and the Human Resources Director.
- 3) Upon expiration of the period of the transfer, the transferee shall be automatically reinstated to a permanent position in the class and department from which transferred.

**114.17.5 Probationary Period**

- 1) A limited-term transferee shall not serve a new probationary period; however, notwithstanding any other provision of these Rules, with the approval of the appointing officer in the department to which transferred, the time served during a limited-term transfer, or a portion thereof, may be counted toward the completion of the probationary period if the transferee requests and is granted a permanent transfer and commences a probationary period in the new department.
- 2) An appointee who is transferred under the provisions of this Rule while serving a probationary period in the department from which transferred shall complete the probationary period upon reinstatement to the original department; however, an appointing officer may, notwithstanding any other provision of these Rules, credit the time served during a limited-term transfer or a portion thereof toward the completion of the probationary period in the original department.

**Sec. 114.17 Limited-Term Transfer (cont.)****114.17.6 Disciplinary Action**

A limited-term transferee is an appointee in the department to which transferred during the period of the transfer for the purpose of disciplinary action.

**114.17.7 Temporary Positions**

Limited-term transfers which are not made to permanent positions may be made to positions which are funded on a temporary basis with the certification of the Controller that funds for the payment of mandatory fringe benefits are available in the department to which transferred. Appointees so transferred retain all the rights and benefits of permanent appointees.

**114.17.8 Seniority**

Appointees returning to their original departments following a limited-term transfer are reinstated with full seniority. No deduction from seniority in the original department shall be made for any period of limited-term transfer.

**114.17.9 Layoff**

An appointee who is laid off while on a limited-term transfer shall be automatically reinstated to a permanent position in the class in the department from which transferred.

## **Rule 114**

### **Appointments**

#### **Article V: Employment in Class 8304 Deputy Sheriff and Class 8302 Deputy Sheriff I**

Applicability: Article VII, Rule 114, shall apply only to employees in Class 8304 Deputy Sheriff and Class 8302 Deputy Sheriff I.

##### **Sec. 114.18 Preemption of Certain Civil Service Commission Rules**

Notwithstanding any other provisions of these Rules, employment in Class 8302 Deputy Sheriff I and Class 8304 Deputy Sheriff shall be administered as provided in this Rule.

##### **Sec. 114.19 Probationary Period for Deputy Sheriff I (Job Code 8302)**

**114.19.1** Appointees in Deputy Sheriff I (Job Code 8302) shall serve a probationary period, consistent with any valid Memorandum of Understanding and as provided elsewhere in these Rules.

**114.19.2** Consistent with any valid Memorandum of Understanding covering this class, appointees in Class 8302 Deputy Sheriff I may be released by the Sheriff at any time during the probationary period. The decision of the Sheriff shall be final.

**114.19.3** The probationary period for an appointee in Class 8302 Deputy Sheriff I shall be extended only for unpaid authorized or unauthorized absences from work, absences due to disciplinary reasons, sick leave or disability leaves.

##### **Sec. 114.20 Advancement from Class 8302 Deputy Sheriff I to Class 8304 Deputy Sheriff**

**114.20.1** Subject to the successful completion of the probationary period and such other terms and conditions as required by the Sheriff and approved by the Human Resources Director, the Sheriff shall have the authority to advance appointees in Class 8302 Deputy Sheriff I to a permanent entrance appointment in Class 8304 Deputy Sheriff.

**114.20.2** Advancement as provided in this Rule shall not require a new probationary period.

**Sec. 114.20 Advancement from Class 8302 Deputy Sheriff I to Class 8304 Deputy Sheriff (cont.)**

- 114.20.3** With the approval of the Human Resources Director, an appointee in class 8302 Deputy Sheriff I who has, in the sole discretion of the Sheriff, successfully performed each and every requirement necessary for successful completion of the probationary period, but through no fault of the appointee, completes the probationary period prior to successful completion of all state certification requirements prescribed by the Commission on Peace Officer Standards and Training (POST), may be advanced to 8304 Deputy Sheriff subject to a probationary period which shall extend from the date of appointment to the 8304 Deputy Sheriff class to the date upon which POST certifies that the appointee has successfully completed all state-mandated requirements.
- 114.20.4** For purposes of the Human Resources Director's approval of advancement under this section, a finding of "no fault of the appointee" shall include but not be limited to administrative delay by the Sheriff's department, lack of available training funds, or such other circumstances beyond the control of the appointee, but not related in any way to the appointee's performance.
- 114.20.5** Except as set forth above, appointees in class 8302 Deputy Sheriff I who fail to successfully complete each and every POST certification requirement and such other terms and conditions as required by the Sheriff and approved by the Human Resources Director during the probationary period, shall be deemed to have failed to have and maintain all necessary qualifications for the position and shall be subject to immediate removal.

**Sec. 114.21 Seniority of Appointees in Class 8304 Deputy Sheriff Upon Advancement**

Seniority in Class 8304 Deputy Sheriff shall be determined by the date of permanent certification from and rank on the eligible list for Class 8302 Deputy Sheriff I.

**Sec. 114.22 Layoff in Class 8302 Deputy Sheriff I and Class 8304 Deputy Sheriff**

Layoffs in Class 8302 Deputy Sheriff I and Class 8304 Deputy Sheriff shall be as provided elsewhere in these Rules, except that, all appointees in Class 8302 Deputy Sheriff I shall be laid off before the layoff of any appointees in Class 8304 Deputy Sheriff shall occur.

**Sec. 114.23 No Reversion Rights**

Except through new examination or except as provided elsewhere in this Article, appointees separated or advanced from Class 8302 Deputy Sheriff I shall not be eligible to reinstate to or reoccupy positions in Class 8302 Deputy Sheriff I, for any reason.

**Sec. 114.24 Reappointment of Separated Employee**

- 114.24.1** Subject to the approval of the Sheriff, a former employee under permanent civil service appointment in Class 8302 Deputy Sheriff I who separated during the probationary period because of failure to successfully complete the required peace officer training and who subsequently completes this training at their own expense may, upon written request and within 18 months from the separation date, be reappointed to a vacant position in Class 8302 Deputy Sheriff I.
- 114.24.2** When reappointed, the employee shall enter the service as a new appointee with no rights based on prior service except that which may specifically be provided in these Rules or by ordinance.
- 114.24.3** When reappointed, the employee shall complete a new probationary period unless the Sheriff allows full or partial credit for prior service.
- 114.24.4** The decision of the Sheriff in all matters delegated under this section shall be final and shall not be subject to appeal to the Civil Service Commission or review through any other dispute resolution procedure.
- 114.24.5** The Human Resources Director shall provide procedures for implementing this section.

## **Rule 114**

### **Appointments**

#### **Article VI: Exempt Appointment**

Applicability: Article VIII, Rule 114, shall apply to employees in all classes; except the Uniformed Ranks of the Police and Fire Departments and MTA Service-Critical classes.

##### **Sec. 114.25 Exclusions from Civil Service Appointment**

All permanent employees of the City and County shall be appointed through the civil service process by competitive examination unless exempted from the civil service examination and selection process in accordance with Charter provisions. Appointments excluded by Charter from the competitive civil service examination and selection process shall be known as exempt appointments. Any person occupying a position under exempt appointment shall not be subject to civil service selection, appointment, and removal procedures and shall serve at the pleasure of the appointing officer.

##### **Sec. 114.26 Charter Limit on Certain Categories of Exempt Appointments**

**114.26.1** The proportion of full-time employees in the exempt categories included under Charter Sections 10.104-1 through 10.104-12 to the total number of civil service employees of the City and County shall not be greater than the proportion existing on July 1, 1994, except as authorized in this Article. As certified by the Civil Service Commission at its meeting of November 18, 1996, the ratio on July 1, 1994 of full-time exempt employees to the total full-time City and County work force was two percent (2%).

**114.26.2** In accordance with Charter Section 10.104, the Civil Service Commission may, by express approval, authorize that full-time positions conforming to the criteria established in this Section in the categories defined in Charter Sections 10.104-1 through 10.104-12 in excess of the Charter limitation be excluded from civil service selection and removal procedures and be filled through exempt appointment.

**Sec. 114.26 Charter Limit on Certain Categories of Exempt Appointments (cont.)**

**114.26.3** Requests for exemption under this section must conform to the following:

- 1) The position to be exempted must be in one of the categories defined in Charter Sections 10.104-1 through 10.104-12.
- 2) The action of exempting a particular position shall not directly affect the civil service rights of an incumbent regularly occupying such position on a permanent civil service basis.
- 3) The Human Resources Director recommends the exemption and certifies that the exemption action shall not directly affect an incumbent civil service appointee to the position.
- 4) The request for exemption is made and approved by an appointing officer or an elected official; a request from a department under the City Administrator must be approved by the City Administrator.
- 5) The official making the request provides written justification as to the reasons the position should be exempted.

**114.26.4** An appointing officer or an elected official may submit a request to exempt a position under this section to the Civil Service Commission through the Human Resources Director. If the Director recommends approval, the request shall be transmitted to the Civil Service Commission for review and action; if the Director denies a request, the appointing officer shall be notified in writing of the denial and the reasons for such action.

**114.26.5** The decision of the Human Resources Director is appealable to the Civil Service Commission within thirty (30) calendar days of the date of the notice of denial. The Commission decision on the appeal shall be final.

**114.26.6** This section as adopted by the Civil Service Commission at its meeting of November 18, 1996 was approved by the Board of Supervisors on January 3, 1997 (Resolution Number 222-96-4).



**Sec. 114.26 Charter Limit on Certain Categories of Exempt Appointments (cont.)****114.26.7 Charter Limit on Categories 16, 17 and 18****1) Temporary and Seasonal Exemptions under Charter Section 10.104-16**

- a. Temporary and seasonal appointments shall be TEX, with full-time, part-time, or as-needed schedules.
- b. No person, regardless of work schedule, shall exceed 1040 hours of work in any fiscal year.

**2) Temporary Substitute/Backfill Exemption under Charter Section 10.104-17**

- a. An appointment proposed for exemption under Charter Section 10.104-17 shall be for a temporary substitute or back-fill for a civil service employee on an authorized leave of absence (\*e.g., an employee on pregnancy or other medical leave, etc.)
- b. The Human Resources Director may approve an appointment in increments of up to 1040 hours (six months); however, the appointment shall not exceed a maximum duration of 4160 hours (not to exceed two years by Charter requirement, or a total of four six-month increments).

**3) Special Project Exemption under Charter Section 10.104-18**

- a. An appointment authorized for exemption under Charter Section 10.104-18 must be to a position created for or dedicated to a special project, or for professional services, not to exceed three years by Charter requirement.
- b. Funding for appointments to perform professional services as authorized under Charter Section 10.104-18 shall be for a limited term (e.g., a grant or a "one-time only" appropriation for a specific or special purpose). Departmental requests for such appointments must certify that the funding is limited, identify the funding source and anticipate duration of such funding source, and adequately describe the professional services to be performed.
- c. Departmental requests for appointments to a special project as authorized under Charter Section 10.104-18 must adequately define the special project or professional service to be provided (including but not limited to a description of the project objective, scope of work, and the specific anticipated duration of the project).

## **Rule 114**

### **Appointments**

#### **Article VII: Director of Elections**

Applicability: Article IX, Rule 114, shall apply to the Director of Elections as provided for in Charter Section 13.104.

##### **Sec. 114.27 Purpose**

The purpose of Article IX, Rule 114, shall be to reflect the authority of the Civil Service Commission and the Elections Commission as well as the employment rights of the Director of Elections as set forth in Section 13.104 and Article X of the Charter of the City and County of San Francisco. A Rule on the position of Director of Elections is in order because of the unique nature of the position under the Charter.

##### **Sec. 114.28 Requirement for a Personnel Requisition and Job Announcement**

**114.28.1** Whenever the position of Director of Elections is to be filled, the Elections Commission shall issue a personnel requisition in the prescribed format noting that appointment to the position shall be in accordance with Charter Section 13.104 and Civil Service Commission Rule 114, Article IX.

**114.28.2** The Department of Human Resources shall issue a job announcement which shall be posted for a minimum of ten (10) days and shall include a position description, qualifications, dates applications will be accepted, relevant provisions in Charter Section 13.104 and other relevant job-related information.

##### **Sec. 114.29 List of Qualified Applicants**

**114.29.1** The names of the candidates who meet the requirements of the job announcement shall be placed on the list of qualified applicants in the order of their scores. There must be a minimum of three (3) qualified applicants available for selection. Approval of the Civil Service Commission shall be required to proceed should there be fewer than three (3) qualified applicants.

**114.29.2** Should the Director of Elections position become vacant within twenty-four (24) months of appointment, the Elections Commission may elect to appoint a successor from the current list of qualified applicants provided a minimum of three (3) persons remain available on the list, except that approval to appoint from this list may be obtained from the Civil Service Commission should there be fewer than three (3) persons available.

**Sec. 114.30 Selection of the Director of Elections**

- 114.30.1** In accordance with Charter Section 13.104, no less than thirty (30) days before the expiration of the Director's term, the Elections Commission shall select a Director for the next term. The appointment shall be effective in accordance with Rule 114.51- Appointment Date.
- 114.30.2** Selection of the Director of Elections from the list of qualified applicants shall be based on merit and fitness without regard to relationship, race, religion, sex, national origin, ethnicity, age, disability, gender identity, political affiliation, sexual orientation, ancestry, marital status, color, medical condition or other non-merit factors or otherwise prohibited nepotism or favoritism.
- 114.30.3** The Elections Commission shall establish a non-discriminatory selection process which may include scheduling each interested person from the list of qualified applicants for interview, conducting interviews by a diverse panel, asking job-related questions, and maintaining documentation of selection criteria.
- 114.30.4** The Elections Commission shall utilize appropriate job-related, non-discriminatory screening devices which may include but not be limited to resumes, updated applications, skills checklists, writing exercises, work samples, and performance reviews.
- 114.30.5** The Elections Commission shall notify the persons on the list of qualified applicants of the available position and selection process. The Notice shall include a minimum response period of five (5) business days and ten (10) business days in the event supplemental information is required.

**Sec. 114.31 Appointment of the Director of Elections**

- 114.31.1** Appointment to the position of Director of Elections shall be made pursuant exclusively to the provisions of Charter Section 13.104 and Civil Service Commission Rule 114, Article IX. Civil Service Commission Rules covering a civil service employee in another position in the same or different class, including but not limited to those Rules on Status and Layoff, shall not apply to appointment to the position of Director of Elections. Thus, by way of example but not limitation, a permanent civil service employee with greater seniority shall not have the right or preference for appointment to a vacant Director of Elections position nor the right to displace the incumbent Director of Elections with less seniority.

**Sec. 114.31 Appointment of the Director of Elections (cont.)**

- 114.31.2** The Director of Elections shall be appointed permanent civil service by the Elections Commission from a list of qualified applicants for a term of five (5) years. The term shall commence upon the appointment date of the person selected.
- 114.31.3** The record of appointment shall be on the prescribed form noting that the appointment has been made in accordance with Charter Section 13.104 and Civil Service Commission Rule 114, Article IX.
- 114.31.4** Pending the appointment of the Director of Elections, the Elections Commission may make a temporary out-of-class assignment or a provisional appointment. Temporary out-of-class assignment or provisional appointment shall not be made to bypass the established selection procedures provided in this Rule. Temporary out-of-class assignment or provisional appointment may be approved while an appointment through the regularly established procedures is pending and shall be limited to ninety (90) days. Any extension beyond the ninety (90) days must be approved by the Civil Service Commission in increments of no more than sixty (60) days apiece. The selection procedures provided in this Rule shall be effectuated expeditiously.

**Sec. 114.32 Appointment Date**

- 114.32.1** In accordance with Charter Section 13.104, no less than thirty (30) days before the expiration of the Director of Election's five (5)-year term, the Elections Commission shall appoint a Director of Elections for the next term. In this circumstance, the appointment date shall be the date on which the person starts work in a permanent civil service capacity as Director of Elections, which date may be no sooner than the first day following the last day of the term that is coming to an end.
- 114.32.2** Except as stated in Rule 114.51.4, if an appointment of the Director of Elections is made in some circumstance other than the impending completion of a Director of Election's five (5)-year term, the appointment date shall be the date on which the person starts work in a permanent civil service capacity as Director of Elections.
- 114.32.3** The Elections Commission and the Department of Human Resources shall expedite the appointment processing necessary to effectuate the appointment of the Director of Elections.
- 114.32.4** For the Director of Elections who is in office as of November 3, 2003, the appointment date shall be the date on which the Elections Commission.

**Sec. 114.32 Appointment Date (cont.)****114.32.4 (cont.)**

acted to select the person to be Director of Elections in a permanent civil service capacity.

**Sec. 114.33 Probationary Period**

**114.33.1** The final phase of the selection process shall include a probationary period that conforms to the requirements of Rule 117 – Probationary Period, except that Rules on the Voluntary Resumption of the Probationary Period (Rule 117.8) shall not apply. The Elections Commission may release the Director of Elections at any time during the probationary period. The decision of the Elections Commission to release the Director of Elections during the probationary period shall be final.

**114.33.2** In accordance with Rule 114.53.4, appointment of the incumbent to a new term shall not require a new probationary period.

**Sec. 114.34 Renewal of Term**

**114.34.1** In accordance with Charter Section 13.104, no less than thirty (30) days before the expiration of the Director's term, the Elections Commission shall select a Director for the next term. The Elections Commission may appoint the incumbent Director of Elections for an additional five (5)-year term.

**114.34.2** The Elections Commission may in its discretion renew the incumbent's term, without engaging in the competitive selection process specified in this Rule.

**114.34.3** In the alternative, the Elections Commission may in its discretion again engage in the competitive selection process specified in this Rule, and renew the incumbent's term in the event the incumbent successfully competes in the process.

**114.34.4** In accordance with Rule 114.52.2, renewal of the incumbent's term shall not require a new probationary period.

**Sec. 114.35 Employment Rights**

**114.35.1** Notwithstanding the designation of the Director of Elections as a permanent civil service appointment, and notwithstanding the rights that normally accompany such a designation, upon the end of the Director's term as defined in Rule 114.58.1, there shall be no accrued right to return.

**Sec. 114.35    Employment Rights (cont.)****114.35.1    (cont.)**

to the position or receive special consideration for or claim to the position. Thus, a former Director has no special claim to return to the position or right to receive special consideration for the position. This provision shall not preclude a former Director from applying for the position or preclude consideration of experience as Director in evaluating candidates for the position.

**114.35.2** Except as stated herein, this Rule 114, Article IX is not intended to interfere with the ongoing relationship between the Elections Commission and the Director of Elections or undermine the independence of the Elections Commission as established by the City Charter. Except as stated herein, if the application of a Civil Service Commission Rule to the Director would seriously undermine the authority of the Elections Commission over the Director, that Rule shall not apply. By way of example but not limitation, notwithstanding the designation of the Director of Elections as a permanent civil service appointment, for purposes of Rule 120 (Leaves of Absence), the Director shall have only those leave rights customarily afforded department heads.

**114.35.3** The Director of Elections is both an officer and employee and shall be subject to those provisions in Rule 118 (Conflict of Interest) governing officers or employees. Further, the Director shall be subject to the provisions of Rule 118.2 governing part-time employment. However, in the case of the Director, the powers vested in the Human Resources Director under Rule 118.2 shall be vested exclusively in the Elections Commission, with no power of appeal to the Human Resources Director or the Civil Service Commission.

**114.35.4** This Rule 114, Article IX shall not abrogate those employment rights customarily afforded by federal, state, and local law to department heads.

**Sec. 114.36    Release from Term Appointment**

Should the Elections Commission decide not to renew the incumbent's term, the Director of Elections shall be released. The decision of the Elections Commission to renew or not renew the term appointment shall be final.

**Sec. 114.37 Removal for Cause**

- 114.37.1** In accordance with Charter Section 13.104, following the successful completion of the probationary period and during the term appointment, the Elections Commission may remove the Director of Elections for cause upon written charges and following a hearing. The Elections Commission shall present the written charges to the Director of Elections no less than thirty (30) days before the scheduled hearing. The hearing shall be held not less than thirty (30) days after notice of charges, unless the Director of Elections requests an earlier hearing date and the Elections Commission agrees to the request.
- 114.37.2** The hearing shall be held no later than forty-five (45) days after notice of charges unless the Director of Elections and the Elections Commission agree to an extension, or in the absence of mutual agreement, either party seeks and obtains the approval of the Civil Service Commission for an extension. The Elections Commission shall render its decision no later than ten (10) days following the conclusion of the hearing.
- 114.37.3** Pending a hearing and decision of the Elections Commission to remove the Director of Elections for conduct involving misappropriation of public funds or property, misuse or destruction of public property, drug addiction or habitual intemperance, mistreatment of persons, immorality, acts which would constitute a felony or misdemeanor involving moral turpitude, or acts which present an immediate danger to the public health and safety, the Elections Commission may place the Director of Elections on unpaid administrative leave. Pending the hearing and decision of the Elections Commission on the removal of the Director of Elections, the Elections Commission may make a temporary out-of-class assignment or provisional appointment.
- 114.37.4** For removal on charges other than those listed in Section 114.56.3, the incumbent shall continue to occupy the position of Director of Elections until the completion of the hearing and decision by the Elections Commission.

**Sec. 114.38 Appeal to the Civil Service Commission following Removal for Cause**

- 114.38.1** In the event of removal for cause as set forth in this Rule and Charter Section 13.104, the Director of Elections shall have the right of appeal to the Civil Service Commission.
- 114.38.2** A notice of termination from the Elections Commission to the Director of Elections detailing the specific reason(s) for the termination, shall serve as official notice of such termination.

**Sec. 114.38    Appeal to the Civil Service Commission following Removal for Cause (cont.)**

**114.38.3**    The notice of termination must include the following information:

- 1) The Director of Elections has the right to a hearing before the Civil Service Commission provided that a request for hearing is made in writing and is received by the Executive Officer within twenty (20) calendar days from the date of removal from the term appointment or from the date of mailing of the Notice of Termination whichever is later. In the event the 20<sup>th</sup> day falls on a non-business day, the deadline shall be extended to the close of business on the first (1<sup>st</sup>) business day following the 20<sup>th</sup> day.
- 2) The stated reason(s) for the termination must be enumerated. Records of warnings, reprimands and previous suspensions, if applicable, must be attached.
- 3) Recommendation by the Elections Commission on future employment restrictions.

**114.38.4**    Upon receipt of an appeal in the Civil Service Commission office, the Executive Officer shall place the matter on the next Regular or Special meeting agenda consistent with applicable public meeting laws to determine time frames for hearing the appeal.

**114.38.5**    The hearing of the appeal must be scheduled no later than sixty (60) days from the date of receipt of the appeal. Extension beyond sixty (60) days shall be at the discretion of the Civil Service Commission, based on such factors as whether the appellant and the Elections Commission have agreed to the extension; whether an extension is consistent with the purposes underlying Charter Section 13.104 and related Charter provisions; and whether an extension would serve the interests of justice.

**114.38.6**    Unless the appeal clearly and expressly states otherwise, it shall be treated by the Civil Service Commission as an appeal of both the decision of the Elections Commission to remove the Director of Elections and the recommendation of the Elections Commission on future employment restrictions.

If the appeal is clearly and expressly limited to only the recommendation of the Elections Commission as to future employment restrictions, the Civil Service Commission shall take one or more of the following actions:

- 1) Cancel any current examination and eligibility status;



**Sec. 114.39    Appeal to the Civil Service Commission following Removal for Cause (cont.)**

**114.38.6    (cont.)**

- 2) Restrict future employment as it deems appropriate;
- 3) Return the person to the permanent civil service classification immediately held prior to acceptance of the position of Director of Elections. If necessary, layoff in the affected classes shall follow.

**114.38.7** In accordance with Charter Section 13.104, on appeal of the decision of the Elections Commission to remove the Director of Elections, the Civil Service Commission shall be limited to consideration of the record before the Elections Commission; however, the Civil Service Commission may independently evaluate and weigh evidence and may in its discretion consider evidence proffered to the Elections Commission that the Elections Commission excluded and may in its discretion exclude evidence that the Elections Commission considered. In its discretion, and depending on the facts of a particular case, the Civil Service Commission may consider the presence or absence of contemporaneous documentation by the Elections Commission of facts supporting the removal for cause, and/or the presence or absence of documentation of such facts in a regular performance appraisal of the Director, as probative of the validity of the removal for cause.

**114.38.8** With respect to the decision of the Elections Commission to remove the Director of Elections, the Civil Service Commission shall either:

- 1) Grant the appeal, vacate the decision of the Elections Commission, and order immediate reinstatement of the person to the position of Director of Elections. In reinstating the person, the Civil Service Commission may order payment of salary to the person for the period of the removal; or.
- 2) Deny the appeal, uphold the decision of the Elections Commission, and declare the person dismissed from the position of Director of Elections. In denying the appeal, the Civil Service Commission may return the person to the permanent civil service classification immediately held prior to acceptance of the position of Director of Elections. If necessary, layoff in the affected classes shall follow.
  - a) If the Civil Service Commission upholds the decision of the Elections Commission to remove the Director of Elections, the appellant may elect to withdraw the appeal on future employment restrictions.

**Sec. 114.38 Appeal to the Civil Service Commission following Removal for Cause (cont.)**

**114.38.8 (cont.)**

b) Should the appellant not withdraw the appeal on future employment restrictions the Civil Service Commission may adopt the recommendations of the Elections Commission on future employment restrictions, cancel any current examination and eligibility status, or restrict future employment as it deems appropriate.

**114.38.9** The decision of the Civil Service Commission on the appeal shall be final

**Sec. 114.39 End of Term**

**114.39.1** The term of the Director of Elections shall end upon release during the probationary period, removal for cause, death, appointment to another position in the City service, including a position in the classified service at the San Francisco Community College District or the San Francisco Unified School District, resignation or completion of the five (5)-year term without renewal of the appointment for another term. In the case of removal for cause, the term shall end:

1) If no appeal on the decision of the Elections Commission to remove the Director of Elections is filed, upon completion of the time period for filing an appeal with the Civil Service Commission as specified in this Rule; or,

2) If an appeal on the decision of the Elections Commission to remove the Director of Elections is filed within the time period for filing an appeal, upon the hearing and decision of the appeal by the Civil Service Commission, if the Civil Service Commission upholds the removal for cause.

**114.39.2** In the interim, between removal for cause by the Elections Commission and the conclusion of the appeal process on the decision to remove the Director of Elections, the Elections Commission may make a temporary out-of-class assignment or provisional appointment while the appeal process is underway.

## **Rule 121**

### **Layoff**

#### **Article I: Rules Prescribed - Authority**

**Applicability:** Rule 121 shall apply to officers and employees in all classes; except the Uniformed Ranks of the Police and Fire Departments and MTA Service-Critical classes; or as noted or as specifically excluded, or except as may be superceded by a collective bargaining agreement for those employees subject to Charter Section 8.409. However, all definitions in Rule 121 are applicable to employees in all classes; excluding only the Uniformed Ranks of the Police and Fire Departments and the MTA Service Critical classes as covered in Volumes II, III and IV.

#### **Sec. 121.1      Rules Prescribed - Authority**

- 121.1.1**      Under the authority of Section 10.101 of the Charter of the City and County of San Francisco, the Civil Service Commission of the City and County of San Francisco does prescribe and adopt the following Rule which shall have the force and effect of law.
- 121.1.2**      The Human Resources Director shall be responsible for administering and making effective the provisions of this Rule, and establishing such administrative controls as may be necessary.
- 121.1.3**      In all matters pertaining to interpretation of this Rule, the decision of the Commission shall be final.

## **Rule 121**

### **Layoff**

#### **Article II: Seniority**

**Applicability:** Rule 121 shall apply to officers and employees in all classes, except the Uniformed Ranks of the Police and Fire Departments and MTA Service-Critical classes; or as noted or as specifically excluded, or except as may be superceded by a collective bargaining agreement for those employees subject to Charter Section 8.409. However, all definitions in Rule 121 are applicable to employees in all classes; excluding only the Uniformed Ranks of the Police and Fire Departments and the MTA Service Critical classes as covered in Volumes II, III and IV.

#### **Sec. 121.2**     **Determination of Seniority**

**121.2.1**     Except as may otherwise be provided in this Rule, seniority shall be determined as follows:

**1)    Permanent**

Seniority for permanent appointees shall be determined by the date of certification which resulted in a permanent appointment to a position in a class in a department. Seniority for appointees granted status or permanent tenure to a class shall be determined by the date of certification in the class from which status or permanent tenure was granted.

**2)    Temporary from Eligible List**

Seniority for temporary employees appointed from an eligible list shall be determined by the date of certification which resulted in a temporary appointment to a position in a class in a department.

**121.2.2**     Excluding involuntary leave as provided elsewhere in this Rule, seniority shall not be affected or reduced by current or previous periods of authorized leave of absence or authorized reduction in work schedules.

**121.2.3**     In calculating permanent seniority in a class, temporary seniority in the same class shall not be added to permanent seniority in a class.

**121.2.4**     In calculating temporary seniority in a class, permanent seniority in the same class shall be added to temporary seniority in a class.

**121.2.5**     Seniority acquired in a recognized craft apprenticeship program with the City and County shall be added to seniority in the journey-level class.

**Sec. 121.3**     **Tie Scores in Seniority**

- 121.3.1** In the event of ties, seniority of civil service appointees shall be determined by rank on the eligible list. In determining rank, earlier eligible lists have priority over later eligible lists and promotive lists have absolute priority over entrance lists.
- 121.3.2** In the event of a tie in rank among appointees from lists of eligibles adopted on or after December 6, 1991, the methods listed below shall be used to determine seniority in the following order of priority until the tie is broken. First, the appointee with the longest continuous service in the class under permanent civil service appointment regardless of department shall be ranked above appointees with lesser service in the class; then, the appointee with the longest continuous citywide service under permanent civil service appointment regardless of class shall be ranked above appointees with lesser citywide service; finally, if the tie has not been broken by the preceding methods, it shall be broken by lot in the manner prescribed by the Human Resources Director and conducted under the supervision of the Human Resources Director or a designee. The decision of the Human Resources Director shall be final and shall not be reconsidered by the Commission. In no case shall service before resignation and reappointment or discharge and reemployment be included in determining length of service for the purposes of this section.

**Sec. 121.4**     **Establishment and Verification of Seniority Roster**

- 121.4.1** When a layoff is imminent, an appointing officer shall notify the Department of Human Resources as to the class or classes affected.
- 121.4.2** If requested by the Human Resources Director, the appointing officer shall provide a seniority roster including, but not limited to, the name, status, certification date, and rank on eligible list of all employees in the affected classes and the number of such employees to be laid off.
- 121.4.3** The Human Resources Director, upon verification of the seniority roster, shall notify the appointing officer of the names of those employees to be laid off.
- 121.4.4** Whenever possible the appointing officer must notify affected employees sufficiently in advance of a layoff.

## **Rule 121**

### **Layoff**

#### **Article III: Order of Layoff**

**Applicability:** Rule 121 shall apply to officers and employees in all classes, except the Uniformed Ranks of the Police and Fire Departments and MTA Service-Critical classes; or as noted or as specifically excluded, or except as may be superceded by a collective bargaining agreement for those employees subject to Charter Section 8.409. However, all definitions in Rule 121 are applicable to employees in all classes; excluding only the Uniformed Ranks of the Police and Fire Departments and the MTA Service Critical classes as covered in Volumes II, III and IV.

#### **Sec. 121.5**      **Order of Layoff**

Except as may otherwise be provided in this Rule, layoff of employees shall be by inverse order of seniority in a class and department in the following order of absolute priority:

- 121.5.1      Provisional
- 121.5.2      Temporary From Eligible List
- 121.5.3      Probationary
- 121.5.4      Permanent

#### **Sec. 121.6**      **Exceptions to Order of Layoff**

- 121.6.1      Provisional employees, who qualified for their positions as a result of meeting specific hiring criteria and who are appointed under specific funding guidelines which limit the duration of employment shall be laid off at the end of their designated tenure without effect on any other employees.
- 121.6.2      Persons appointed to positions requiring special qualifications or skills shall be laid off when the work requiring such special qualifications or skills is completed, providing such appointees shall have rights to continue employment within their class in positions where the special qualifications or skills are not required if their name has been reached for certification to a regular position.
- 121.6.3      In the event of a layoff, a person appointed to a position requiring special qualifications or skills as approved by the Human Resources Director shall continue in the position unless a more senior employee or holdover in the class in which the layoff occurs possesses the same qualifications and skills. The Human Resources Director may administer such tests as deemed necessary to determine possession of special qualifications and skills.
- 121.6.4      All exceptions to the order of layoff shall require the express approval of the Human Resources Director.

## **Rule 121**

### **Layoff**

#### **Article IV: Layoff - Provisional and Temporary Appointees**

**Applicability:** Rule 121 shall apply to officers and employees in all classes, except the Uniformed Ranks of the Police and Fire Departments and MTA Service-Critical classes; or as noted or as specifically excluded, or except as may be superseded by a collective bargaining agreement for those employees subject to Charter Section 8.409. However, all definitions in Rule 121 are applicable to employees in all classes; excluding only the Uniformed Ranks of the Police and Fire Departments and the MTA Service Critical classes as covered in Volumes II, III and IV.

##### **Sec. 121.7**      **Layoff - Provisional Appointees**

Except as provided, provisional appointees shall be laid off at the discretion of the appointing officer; except that entrance provisional employees shall be laid off prior to the layoff of any promotive provisional appointees in the same class. Provisional appointees who hold permanent status in another class and who are laid off shall revert to their permanent positions.

##### **Sec. 121.8**      **Temporary Appointees from Eligible List**

**121.8.1**      Order of layoff for temporary appointees shall be by class within a department, by inverse order of seniority except if a more senior temporary appointee elects to be laid off. In the event of a conflict, the temporary appointee with the greater seniority shall have preference.

**121.8.2**      The names of temporary appointees who are laid off shall be returned to the eligible lists from which appointed for further certification if such lists are still in existence.

## **Rule 121**

### **Layoff**

#### **Article V: Layoff - Probationary Appointees**

**Applicability:** Rule 121 shall apply to officers and employees in all classes, except the Uniformed Ranks of the Police and Fire Departments and MTA Service-Critical classes; or as noted or as specifically excluded, or except as may be superceded by a collective bargaining agreement for those employees subject to Charter Section 8.409. However, all definitions in Rule 121 are applicable to employees in all classes; excluding only the Uniformed Ranks of the Police and Fire Departments and the MTA Service Critical classes as covered in Volumes II, III and IV.

#### **Sec. 121.9      Layoff - Probationary Appointees**

- 121.9.1** Probationary appointees shall be laid off in inverse order of the date of permanent certification, except if a more senior probationary or permanent appointee elects to be laid off. In the event of a conflict, the probationary or permanent appointee with the greater seniority shall have preference.
- 121.9.2** As provided elsewhere in these Rules, a probationary appointee, regardless of length of service, may displace any temporary appointee including part-time exempt, in the same class in any department.



## **Rule 121**

### **Layoff**

#### **Article VI: Layoff - Permanent Appointees**

**Applicability:** Rule 121 shall apply to officers and employees in all classes, except the Uniformed Ranks of the Police and Fire Departments and MTA Service-Critical classes; or as noted or as specifically excluded, or except as may be superceded by a collective bargaining agreement for those employees subject to Charter Section 8.409. However, all definitions in Rule 121 are applicable to employees in all classes; excluding only the Uniformed Ranks of the Police and Fire Departments and the MTA Service Critical classes as covered in Volumes II, III and IV.

#### **Sec. 121.10 Layoff - Permanent Appointees**

**121.10.1** Layoff of permanent appointees shall be by class in a department in inverse order of seniority except if a more senior permanent appointee elects to be laid off. In the event of a conflict, the permanent appointee with the greater seniority shall have preference.

**121.10.2** Layoff shall be treated separately under each appointing officer except that permanent and probationary employees may displace other permanent or probationary employees in the same class with less seniority in any department.

#### **Sec. 121.11 Reinstatement from Entrance Appointment**

An employee laid off from an entrance appointment shall be either:

**121.11.1** Restored to a position in a class and department which the employee held on a permanent basis immediately prior to appointment in the class from which laid off. If necessary, layoffs in the classes affected shall follow;

**121.11.2** or, as directed by the Human Resources Director, appointed in rank order of seniority to a position not filled by a permanent employee in any other City department in the class held on a permanent basis immediately prior to appointment in the class from which laid off;

**121.11.3** or, if options 1 and 2 are exhausted or if the employee had no permanent status prior to appointment in the class from which laid off; the employee, subject to the approval of the Commission, may be appointed to a position in a class similarly related to the class from which the layoff occurred provided such action shall not adversely affect an incumbent certified from an eligible list. The Human Resources Director shall designate and recommend such classes to the Commission.

**Sec. 121.12 Requirement for Probationary Period**

Reinstatement to a position other than the position in the class and department in which permanently employed immediately prior to appointment in the class from which laid off shall require the appointee to serve a new probationary period.

**Sec. 121.13 Seniority Date Upon Reinstatement**

**121.13.1** Employees who are reinstated to a position held on a permanent basis immediately prior to appointment in the class from which laid off shall return with their original seniority date in the class.

**121.13.2** Employees who are reinstated to a position in which they have had no prior permanent service shall have seniority calculated from the date of certification to the class from which laid off.

**Sec. 121.14 Layoff - Promotive Appointees**

An employee laid off from a promotive appointment shall be either:

**121.14.1** Restored to a position in the class and department from which promoted. If necessary, layoffs in the classes affected shall follow;

**121.14.2** Or, as directed by the Human Resources Director, appointed in rank order of seniority in the class to a position not filled by a permanent appointee in the class from which promoted in any other City department;

**121.14.3** Or, if options 1 and 2 are exhausted, the employee, subject to the approval of the Commission, may be appointed to a position in a class similarly related to the class from which the layoff occurred or to an appropriate lower rank class provided such action shall not adversely affect the permanent incumbents. The Human Resources Director shall designate and recommend such classes to the Commission.

**121.14.4** An employee who has completed the probationary period in a promotive appointment that is two or more steps higher in an occupational series than the permanent position from which promoted may be returned to a position in the City and County service in the next lower ranks. If necessary, layoffs in the classes affected shall follow.

**121.14.5** For the purposes of this section, seniority in the intermediate class or classes shall be calculated from the date of certification in the higher class or in a class designated by the Human Resources Director as similarly related to the intermediate class.

**121.14.6** If the employee laid off is the least senior employee in the intermediate rank(s), the employee shall be placed on holdover list(s) for such intermediate rank(s) and shall be restored to the class from which promoted.

**Sec. 121.14 Layoff - Promotive Appointees (cont.)**

- 121.14.7 Promotive employees who do not wish to be reinstated to a former class, a similarly-related class, or an intermediate class may waive such reinstatement and elect to be laid off or placed on involuntary leave. Such waiver shall not affect the employee's status on a holdover roster for the class from which laid off.

**Sec. 121.15 Higher Class Not Filled by Promotional Examination**

- 121.15.1 The Commission may order that the provisions of this Rule shall apply to appointees in higher classes in a class series even though the examination for such higher class was not held as a promotive examination or where appointees were blanketed in to such higher classes. If necessary, layoffs in the classes affected shall follow.
- 121.15.2 For the purposes of this section, seniority in the intermediate class or classes shall be calculated from the date of certification in the higher class or in a class designated by the Human Resources Director, as similarly related to the intermediate class.

**Sec. 121.16 Requirement for Probationary Period**

Reinstatement to a position other than the position in the class and department from which promoted shall require the appointee to serve a new probationary period.

**Sec. 121.17 Reinstatement with Employee's Original Seniority in the Class**

Employees who are reinstated from a promotive appointment are restored with their original seniority in the class, if any.

## **Rule 122**

### **Employee Separation Procedures**

**Applicability:** Rule 122 shall apply to officers and employees in all classes, except the Uniformed Ranks of the Police and Fire Departments and MTA Service-Critical classes; or as noted or as specifically excluded, or except as may be superseded by a collective bargaining agreement for those employees subject to Charter Section 8.409. However, all definitions in Rule 122 are applicable to employees in all classes; excluding only the Uniformed Ranks of the Police and Fire Departments and the MTA Service Critical classes as covered in Volumes II, III and IV. If there is any conflict in the provisions of this Rule and relevant Charter Sections, the Charter language prevails.

#### **Article I: Separation Procedures**

#### **Article II: Termination of Temporary Employee**

#### **Article III: Termination of Provisional Employee**

**Applicability:** Article III, Rule 122, shall apply to employees in classes represented by the Transport Workers Union (TWU) - Locals 200 and 250A; except MTA Service-Critical classes. However, all definitions in Rule 122 are applicable to employees in all classes; excluding only the Uniformed Ranks of the Police and Fire Departments and the MTA Service Critical classes as covered in Volumes II, III and IV.

#### **Article IV: Dismissal of Permanent Employee**

#### **Article V: Resignation - Services Unsatisfactory**

#### **Article VI: Absence from Duty Without Leave (Automatic Resignation)**

#### **Article VII: Request to Remove Non-Permanent Ban**

**Applicability:** Article VII, Rule 122, shall apply to officers and employees in all classes, except the Uniformed Ranks of the Police and Fire Departments and MTA Service-Critical classes.

## **Rule 122**

### **Employee Separation Procedures**

#### **Article I: Separation Procedures**

**Applicability:** Rule 122 shall apply to officers and employees in all classes, except the Uniformed Ranks of the Police and Fire Departments and MTA Service-Critical classes; or as noted or as specifically excluded, or except as may be superceded by a collective bargaining agreement for those employees subject to Charter Section 8.409. However, all definitions in Rule 122 are applicable to employees in all classes; excluding only the Uniformed Ranks of the Police and Fire Departments and the MTA Service Critical classes as covered in Volume II, III and IV. If there is any conflict in the provisions of this Rule and relevant Charter Sections, the Charter language prevails.

#### **Sec. 122.1**     **Rules of Procedure Governing Separation Hearings**

**122.1.1**     This Article prescribes the procedures governing the separation of the following:

Except as otherwise noted, Section 122.1.1 shall apply only to employees in classes represented by the Transport Workers Union (TWU) - Locals 200 and 250A; excluding MTA Service-Critical classes.

1.    Temporary employee from a list
2.    Dismissal of permanent employee

**122.1.2**     This Article prescribes the procedures governing the separation of the following:

Except as otherwise noted, Section 122.1.2 shall apply only to employees in classes represented by the Transport Workers Union (TWU) - Locals 200 and 250A; excluding MTA Service-Critical classes.

1.    Temporary employee from a list
2.    Provisional employee
3.    Dismissal of permanent employee

**122.1.3**     A notice of termination on the form prescribed by the Human Resources Director from the appointing officer to the employee detailing the specific reason(s) for the termination, shall serve as official notice of such termination. The notice of termination shall be sent by certified mail or personally delivered. Copies of the termination form must be filed in the Department of Human Resources.

**Sec. 122.1 Rules of Procedure Governing Separation Hearings (cont.)****122.1.4** The notice of termination must include the following information:

- 1) The employee has the right to a hearing before the Civil Service Commission provided that a request for hearing is made in writing and is received by the Executive Officer within twenty (20) calendar days from the date of termination of appointment or from the date of mailing of the Notice of Termination whichever is later. In the event the 20<sup>th</sup> day falls on a non-business day, the deadline shall be extended to the close of business of the first (1<sup>st</sup>) business day following the 20<sup>th</sup> day.
- 2) The decision of the Civil Service Commission may affect any future employment with the City and County of San Francisco.
- 3) Representation by an attorney or authorized representative of the employee's choice at the inquiry;
- 4) Notification of date, time and place of inquiry a reasonable time in advance; and
- 5) Inspection by the employee's attorney or authorized representative of those records and materials on file with the Executive Officer which related to the termination.

**122.1.5** Any interested party may request a continuance of the inquiry.**122.1.6** The stated reason(s) for the termination must be enumerated. Records of warnings, reprimands and previous suspensions, if applicable to the reasons for termination, must be attached to the termination form.**122.1.7** To the extent practicable, the departmental representative who has the most complete personal knowledge of the facts which constitute the basis for the termination shall appear when the matter is to be considered by the Commission. The matter will be heard in accordance with the procedures provided elsewhere in these Rules. Interested parties may record the inquiry if they provide the necessary equipment.**Sec. 122.2 Eligibility Status Pending Commission Action on Termination or Dismissal**

Except as otherwise ordered by the Human Resources Director, pending action of the Commission on termination of any appointment or upon preferral of charges for dismissal, the name of the appointee shall be placed under waiver for all appointment(s) on any eligible list on which the person has standing and shall be otherwise ineligible for any employment in the City and County service.

## **Rule 122**

### **Employee Separation Procedures**

#### **Article III: Termination of Provisional Employee**

**Applicability:** Article III, Rule 122, shall apply to employees in classes represented by the Transport Workers Union (TWU) - Locals 200 and 250A; except MTA Service-Critical classes. However, all definitions in Rule 122 are applicable to employees in all classes; excluding only the Uniformed Ranks of the Police and Fire Departments and the MTA Service Critical classes as covered in Volumes II, III and IV.

#### **Sec. 122.6 Procedure for Termination of Provisional Employee**

**122.6.1** A provisional employee may be terminated for good cause by an appointing officer at any time with the approval of the Commission. The notification and hearing procedure shall be in accordance with the provisions of this Rule.

**122.6.2** The Commission shall take one or more of the following actions:

- 1) Approve the termination and declare the person dismissed from the service.
- 2) Order the name of the person removed from any regular eligible list or lists on which the person may have standing.
- 3) Restrict future employment as it deems appropriate.
- 4) Disapprove the termination and reinstate the person to the department.

## **Rule 122**

### **Employee Separation Procedures**

#### **Article IV: Dismissal of Permanent Employee**

**Applicability:** Rule 122 shall apply to officers and employees in all classes, except the Uniformed Ranks of the Police and Fire Departments and MTA Service-Critical classes; or as noted or as specifically excluded, or except as may be superseded by a collective bargaining agreement for those employees subject to Charter Section 8.409. However, all definitions in Rule 122 are applicable to employees in all classes; excluding only the Uniformed Ranks of the Police and Fire Departments and the MTA Service Critical classes as covered in Volumes II, III and IV. If there is any conflict in the provisions of this Rule and relevant Charter Sections, the Charter language prevails.

#### **Sec. 122.7      Procedure for Dismissal of Regular Permanent Employee**

##### **122.7.1      Dismissal of Permanent Employee**

A permanent employee who has completed the probationary period may be dismissed for cause upon written charges and after having an opportunity to be heard in her/his own defense.

##### **122.7.2      Notification of Time and Place of Hearing**

When the charges are made, the appointing officer shall notify the person in writing of the time and place where the charges will be heard by mailing such statement via certified mail to the employee's last known address. Such hearing shall not be held within five (5) working days of the date on which the notice is mailed. The employee may be represented by counsel or other representatives of the employee's choice.

##### **122.7.3      Hearing Officer - Sources**

The hearing itself, as required by Charter, shall be conducted by a hearing officer under contract to the appointing officer chosen as follows in each case: From organizations such as the American Arbitration Association or the State Conciliation Service which customarily provide hearing officers; or from a list of qualified hearing officers certified by the Civil Service Commission, which shall be kept current and contain at all times at least three (3) names.



Rule Change No.	Adoption Date	Effective Date	Rule Section	Page Number	Action	Remarks
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
2000-84	12/18/17	12/18/17	214.24.7	214.20 – 214.22	Add	Replace pages 214.19 – 214.22 <i>Note: Some page numbers have changed due to additions</i>

**Sec. 214.24 Charter Limit on Certain Categories of Exempt Appointments (cont.)**

- 214.24.3** Requests for exemption under this section must conform to the following:
- 1) The position to be exempted must be in one of the categories defined in Charter Sections 10.104-1 through 10.104-12.
  - 2) The action of exempting a particular position shall not directly affect the civil service rights of an incumbent regularly occupying such position on a permanent civil service basis.
  - 3) The Human Resources Director recommends the exemption and certifies that the exemption action shall not directly affect an incumbent civil service appointee to the position.
  - 4) The request for exemption is made and approved by an appointing officer or an elected official; a request from a department under the City Administrator must be approved by the City Administrator.
  - 5) The official making the request provides written justification as to the reasons the position should be exempted.
- 214.24.4** An appointing officer or an elected official may submit a request to exempt a position under this section to the Civil Service Commission through the Human Resources Director. If the Director recommends approval, the request shall be transmitted to the Civil Service Commission for review and action; if the Director denies a request, the appointing officer shall be notified in writing of the denial and the reasons for such action.
- 214.24.5** The decision of the Human Resources Director is appealable to the Civil Service Commission within thirty (30) calendar days of the date of the notice of denial. The Commission decision on the appeal shall be final.
- 214.24.6** This section as adopted by the Civil Service Commission at its meeting of November 18, 1996 was approved by the Board of Supervisors on January 3, 1997 (Resolution Number 222-96-4).

**Sec. 214.24 Charter Limit on Certain Categories of Exempt Appointments (cont.)****214.24.7 Charter Limit on Categories 16, 17 and 18**

- 1) Temporary and Seasonal Exemptions under Charter Section 10.104-16
  - a. Temporary and seasonal appointments shall be TEX, with full-time, part-time, or as-needed schedules.
  - b. No person, regardless of work schedule, shall exceed 1040 hours of work in any fiscal year.
- 2) Temporary Substitute/Backfill Exemption under Charter Section 10.104-17
  - a. An appointment proposed for exemption under Charter Section 10.104-17 shall be for a temporary substitute or back-fill for a civil service employee on an authorized leave of absence (\*e.g., an employee on pregnancy or other medical leave, etc.)
  - b. The Human Resources Director may approve an appointment in increments of up to 1040 hours (six months); however, the appointment shall not exceed a maximum duration of 4160 hours (not to exceed two years by Charter requirement, or a total of four six-month increments).
- 3) Special Project Exemption under Charter Section 10.104-18
  - a. An appointment authorized for exemption under Charter Section 10.104-18 must be to a position created for or dedicated to a special project, or for professional services, not to exceed three years by Charter requirement.
  - b. Funding for appointments to perform professional services as authorized under Charter Section 10.104-18 shall be for a limited term (e.g., a grant or a "one-time only" appropriation for a specific or special purpose). Departmental requests for such appointments must certify that the funding is limited, identify the funding source and anticipate duration of such funding source, and adequately describe the professional services to be performed.
  - c. Departmental requests for appointments to a special project as authorized under Charter Section 10.104-18 must adequately define the special project or professional service to be provided (including but not limited to a description of the project objective, scope of work, and the specific anticipated duration of the project).

## Rule 214

### Appointments

#### Article VII: POST Certification Advancement In Class

Applicability: Rule 214 shall apply to all classes of the Uniformed Ranks of the San Francisco Police Department

#### **Sec. 214.25 Advancement In Class Based on POST Certification**

- 214.25.1** Notwithstanding any other provision of these Civil Service Commission Rules, advancement in class based on POST Certification shall be administered as provided in this Rule 214, Article VII.
- 214.25.2** The Chief of the Police Department, subject to the authority of the Human Resources Director, shall have the authority to advance employees in those classes referenced in Section 214.25.3 below.
- 214.25.3** Persons receiving a permanent appointment to a class in accordance with Civil Service Commission Rules, may advance in class based upon obtaining POST Certification. This Rule shall apply to the following Classes.

Civil Service Class Title	Permanent Civil Service Class	Advancement POST Intermediate Certification	Advancement POST Advanced Certification
Police Officer	Q2	Q3	Q4
Assistant Inspector	Q35	Q36	Q37
Sergeant	Q50	Q51	Q52
Lieutenant	Q60	Q61	Q62
Captain	Q80	Q81	Q82

**214.25.4 Conditions of Advancement**

- a) Eligibility for advancement in class based on POST Certification shall be upon obtaining the certification. Corresponding compensation therein shall be subject to the terms and conditions of the Negotiated MOU and the procedures of the Department.
- b) Such advancement shall not be deemed promotive under the Rules of the Civil Service Commission and shall not require an eligibility examination or the existence of an eligible list.

**Sec. 214.25 Advancement In Class Based on POST Certification (cont.)****214.25.4 Conditions of Advancement (cont.)**

- c) Such advancement shall not alter an existing probationary period nor shall it require a new probationary period. Once a POST Certification has been obtained, the advance placement shall be carried forward when appointed from an eligible list to a permanent position in one of the above referenced Classes.
- d) Civil Service Status Seniority shall be determined by the date of the certification that resulted in the appointment to the Permanent Civil Service Class Q2, Q35, Q50, Q60 and Q80; and shall not be altered by advancement in Class as referenced in Section 214.25.3 above.

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, 311.14.1, 311.15.2	311.13	Amend	Replace pages 311.12 – 311.13 and page VI
2000-81	11/13/15	11/13/15	311.10.1	311.9	Amend	Replace pages 311.8 – 311.13 and page VI
2000-83	12/18/17	12/18/17	302.1.4, 302.25.3	302.2 – 302.7	Delete and Amend	Replace pages 302.2 – 302.7 <i>Note: Some page numbers have changed due to deletions</i>
2000-84	12/18/17	12/18/17	Articles II and III and Section 314.21.7	314.1 – 314.20	Delete and Amend	Replace pages 314.1 – 314.20 <i>Note: Some Section Numbers have changed due to deletions and/or additions</i>
2000-85	12/18/17	12/18/17	321.2.1, 321.5, 321.6.1, 321.7, 321.8, and 321.9	321.3, 321.5 – 321.9	Delete and Amend	Replace pages 321.2 – 321.10 <i>Note: Some Section Numbers have changed due to deletions</i>
2000-86	12/18/17	12/18/17	322.1, 322.2, 322.6 and 322.6.1	321.1 – 322.3 and 322.6	Amend	Replace pages 321.1 – 321.3, 321.6 – 321.7 and page VI

## **Rule 302**

### **Definitions**

**Applicability:** Rule 302 shall apply to all classes of the Uniformed Ranks of the San Francisco Fire Department.

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

#### **Sec. 302.1**     **Appointment**

##### **302.1.1**     **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.

##### **302.1.2**     **Probationary**

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

##### **302.1.3**     **Temporary Civil Service**

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

##### **302.1.4**     **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.

##### **302.1.5**     **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. 302.2**     **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. 302.3**      **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. 302.4**      **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. 302.5**      **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. 302.6**      **Charter**

The Charter of the City and County of San Francisco.

**Sec. 302.7**      **City**

The City and County of San Francisco.

**Sec. 302.8**      **Civil Service Department**

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

**Sec. 302.9**      **Class**

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

**Sec. 302.10**      **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. 302.11**    **Classified Service**

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

**Sec. 302.12**    **Commission**

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

**Sec. 302.13**    **Commissioner**

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

**Sec. 302.14**    **Department**

Organizational unit or units under one appointing officer.

**Sec. 302.15**    **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. 302.16**    **Eligible**

A person who has standing on an eligible list.

**Sec. 302.17**    **Eligible List**

A list of names of persons who have passed a civil service examination.

**Sec. 302.18**    **Executive Session**

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

**Sec. 302.19**    **Human Resources Director**

Director of the Department of Human Resources.

**Sec. 302.20**    **Layoff**

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

**Sec. 302.21**    **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. 302.22**    **Part-Time Employment**

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

**Sec. 302.23**    **Position**

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

**302.23.1**    **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 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.

**302.23.2**    **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.

**302.23.3**    **Part-Time**

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

**302.23.4 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.

**302.23.5 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. 302.24 Post**

To place on the official Bulletin Board.

**Sec. 302.25 Seniority****302.25.1 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.

**302.25.2 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.

**302.25.4 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. 302.26**    **Service**

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

**Sec. 302.27**    **Start Work Date**

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

**Sec. 302.28**    **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. 302.29**    **Validation Date**

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

## **Rule 314**

### **Appointments**

Applicability: Rule 314 shall apply to all classes of the Uniformed Ranks of the San Francisco Fire Department.

#### **Article I: General Provisions**

Applicability: Article I, Rule 314 shall apply to all classes of the Uniformed Ranks of the San Francisco Fire Department.

#### **Article II: Appointment by Reinstatement**

Applicability: Article IV, Rule 314 shall apply to all classes of the Uniformed Ranks of the San Francisco Fire Department.

#### **Article III: Reappointment**

Applicability: Article V, Rule 314 shall apply to all classes of the Uniformed Ranks of the San Francisco Fire Department.

#### **Article IV: Appointment by Transfer**

Applicability: Article VI, Rule 314 shall apply to all classes of the Uniformed Ranks of the San Francisco Fire Department.

#### **Article V: Exempt Appointment**

Applicability: Article VII, Rule 314 shall apply to all classes of the Uniformed Ranks of the San Francisco Fire Department.

**Sec. 314.7**      **Provisional Appointment - Limited Tenure Appointment**

**314.7.3**      Layoff due to lack of work, lack of funds, or termination shall be as provided elsewhere in these Rules.

**314.7.4**      A civil service appointee who is laid off, terminated, or who resigns from a limited tenure appointment shall return to the appointee's permanent position.

**314.7.5**      A limited tenure appointee resigning from employment shall complete the prescribed resignation form.

**314.7.6**      **Provisional Appointees - No Preference for Permanent Appointment**

Provisional appointees shall acquire, by virtue of serving under provisional appointment, no right or preference for permanent appointment.

**Sec. 314.8**      **Advancement from Part-Time Position to Full-Time**

After one (1) year of continuous permanent satisfactory service in a part-time only position, the senior appointee in a class in the department may be advanced by the appointing officer to a full-time position. Advancement from a part-time position shall require a new probationary period.

**Sec. 314.9**      **Separation of Temporary and Provisional Appointees Upon Expiration of Term of Employment**

**314.9.1**      No temporary or provisional appointment shall exceed the maximum allowable duration provided in these Rules, and upon expiration of that period of time, the appointee shall be separated from the position.

**314.9.2**      The appointee's separation shall be based upon the expiration of the maximum allowable duration or upon expiration of the appointee's temporary position. Such separation shall be without reference to the layoff or termination provisions of these Rules. The appointee shall be notified in writing:

- 1) at the time of appointment as to the duration of such appointment; and
- 2) at least ten (10) working days in advance of the final date.

## **Rule 314**

### **Appointments**

#### **Article II: Appointment by Reinstatement**

Applicability: Article IV, Rule 314 shall apply to all classes of the Uniformed Ranks of the San Francisco Fire Department.

##### **Sec. 314.10**      **Reinstatement**

**314.10.1**      A permanent employee who accepts permanent appointment to a position in another class shall be permanently separated from any former position, with the following exception: the employee may be reinstated to a vacant position in any former class in which the probationary period had been completed upon the employee's written request on the prescribed form and with the approval of the appointing officers in both the present department and the former department or the department(s) to which reinstatement is requested. A copy of the approved form(s) must be filed with the Department of Human Resources.

**314.10.2**      An employee serving a promotive probationary period shall be reinstated to a vacant position in any former class in which the probationary period had been completed upon the employee's written request on the prescribed form and with the approval of the Human Resources Director.

1) A request for reinstatement under this section shall not extend the probationary period or infringe upon an appointing officer's authority to terminate an employee.

2) An approved request for reinstatement shall remain in effect until the employee is either reinstated, separated, refuses an offer of reinstatement, or such a request is canceled by the Human Resources Director.

3) Separation of the employee shall nullify all requests for reinstatement approved under this section.

4) The employee shall receive one (1) offer of reinstatement. Failure to accept a reinstatement offer shall forfeit all rights to reinstatement under this section.

5) A reinstatement under this section shall be under the Rule of One.

**Sec. 314.10**      **Reinstatement (cont.)****314.10.2**      **(cont.)**

6) If more than one (1) request for reinstatement under this section is on file, the person with the greater seniority in the class to which reinstatement is requested shall be reinstated first.

**314.10.3**      Reinstatement to a position in a former class and department shall be with former civil service seniority standing in that department and no probationary period shall be required.

**314.10.4**      Reinstatement to a position in a former class in another department shall require a new civil service seniority date in that department from the date of such reinstatement and shall require a new probationary period.

**Sec. 314.11**      **Reinstatement Following Transfer**

An 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 in accordance with the procedures established in this Rule.

**Sec. 314.12**      **Restrictions on Reinstatement**

Appointments by reinstatement are subject to the appointment provisions found elsewhere in this Rule.



## **Rule 314**

### **Appointments**

#### **Article III: Reappointment**

Applicability: Article V, Rule 314 shall apply to all classes of the Uniformed Ranks of the San Francisco Fire Department.

##### **Sec. 314.13**      **Reappointment after Resignation**

- 314.13.1**      A permanent appointee who has completed the probationary period who resigns and whose services have been certified as satisfactory by the appointing officer, or except as otherwise ordered by the Commission in the case of services certified as unsatisfactory, shall be permanently separated from such appointment except as follows:
- 314.13.2**      A separate request must be filed with each department to which reappointment is desired. An approved copy of the reappointment form(s) must be filed with the Department of Human Resources.
- 314.13.3**      Consistent with the above procedure, members of the Uniformed Ranks of the Fire Department shall have two (2) years from the effective date of the resignation to request and to be reappointed.
- 314.13.4**      If a vacancy does not exist in the class from which resigned from City and County Service, or, if otherwise approved by the Human Resources Director, subject to appeal to the Civil Service Commission, a resignee may re-enter the service to a vacancy in any former class in which the probationary period had been completed in any department with the approval of the appointing officer.
- 314.13.5**      When reappointed, the resignee shall enter the service as a new appointee with no rights based on prior service except such as may be specifically provided elsewhere in these Rules, in the Vacation, Sick Leave and any other Ordinances as appropriate, and in the examination procedures with respect to credit for prior City and County Service.

##### **Sec. 314.14**      **Restrictions on Reappointment**

Reappointments are subject to the appointment provisions found elsewhere in this Rule.

## **Rule 314**

### **Appointments**

#### **Article IV: Appointment by Transfer**

Applicability: Article VI, Rule 314 shall apply to all classes of the Uniformed Ranks of the San Francisco Fire Department.

##### **Sec. 314.15**      **Transfer - General**

- 314.15.1**      A transfer of a permanent appointee who has completed the probationary period to a position in the same class under another appointing officer shall be requested on the form prescribed by the Human Resources Director.
- 314.15.2**      A properly completed transfer form approved by the appointing officer or designee of the department to which transfer is requested shall be filed in the requested department. A copy of the approved form shall be filed with the Department of Human Resources and in the employee's current department within two (2) business days of approval.
- 314.15.3**      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.
- 314.15.4**      Appointments by transfer are subject to the appointment and probationary provisions of these Rules.
- 314. 5.5**      Appointment by transfer will cancel all other transfer requests which have been filed.

##### **Sec. 314.16**      **Transfer from Position Not Full-Time**

A permanent appointee to a part-time position or a position not full-time on an annual basis and who serves under such appointment continuously for one year, may request transfer to a regular full-time position in accordance with the provisions of this Rule.

**Sec. 314.17**      **Transfers Occasioned by Reduction of Force Due to Technological Advances, Automation, or the Installation of New Equipment**

Permanent civil service employees who have completed their probationary period and who are subject to layoff because of technological advances, automation, the installation of new equipment, or the transfer of functions to another jurisdiction may submit a request to the Human Resources Director for transfer to a position within their capacities to perform, whether or not within the class for which they qualified for appointment. Such request for transfer shall be subject to the following:

- 314.17.1      Request for transfer shall be submitted on the form prescribed by the Human Resources Director and shall be approved by the appointing officer or designee of the department to which transfer is requested.
- 314.17.2      The position to which transfer is requested shall not be to a class with more than a five percent (5%) increase in compensation.
- 314.17.3      The Human Resources Director may administer any examinations which, in the judgment of the Human Resources Director, are deemed advisable to test the capacity of the employee to perform the duties in the position to which transfer is requested, unless the transfer is to a position in the same class or a closely related class.
- 314.17.4      Employees so transferred, who are not suited to the position, may be given an opportunity for further transfer to other positions within their capacities to perform.
- 314.17.5      In the event of layoff of an appointee who occupies a position through transfer under the provisions of this section, such layoff shall be in accordance with the applicable provisions of the Layoff Rule. Seniority shall be calculated from the date of certification in the class from which transferred.
- 314.17.6      Employees transferred under the provisions of this section may request reinstatement to the former class in accordance with the Reinstatement Rule.
- 314.17.7      In the event that more than one (1) approved transfer to the same class is on file in the Department of Human Resources, preference shall be given to the appointee who has the longest service under civil service permanent appointment in the class from which layoff is to be made.

**Sec. 314.17**      **Transfers Occasioned by Reduction of Force Due to Technological Advances, Automation, or the Installation of New Equipment (cont.)**

- 314.17.8**      An appointee transferred under the provisions of this section shall serve a probationary period in the new class.

**Sec. 314.18**      **Transfers Occasioned by the Transfer of Functions from One Department to Another**

- 314.18.1**      When, in accordance with Charter provisions, part of the functions and duties of any department are transferred to another department, the employees performing such functions and duties shall be transferred therewith.

- 314.18.2**      Such employees shall retain in their new department the same salary and civil service seniority status as they had in the department from which transferred.

- 314.18.3**      Employees transferred in accordance with this Rule shall not be required to serve a new probationary period.

**Sec. 314.19**      **Limited-Term Transfer**

**314.19.1**      **Definition**

The transfer of a permanent appointee to a vacant position in the same class under another appointing officer for a specified duration of time may be approved by the appointing officers of both departments and the Human Resources Director and shall be known as a "limited-term transfer."

**314.19.2**      **Purpose**

The purpose of a limited-term transfer is to more efficiently utilize and exchange human resources among the departments of the City and County; to allow employees exposure and training in other departments; and to provide a mechanism for reducing staffing levels during slow periods or periods of fiscal emergency and to temporarily increase staffing during peak work periods.

**Sec. 314.19**      **Limited-Term Transfer (cont.)****314.19.3**      **Types of Limited-Term Transfers**

1) **Voluntary:** A limited-term transfer may be initiated on the written request of an employee on the form prescribed by the Human Resources Director. Upon receipt of a written request from an employee and no less than fifteen (15) working days prior to implementation, the designated union of the employee shall be provided written notice. The union shall have five (5) working days from the date of the notice to request a meeting with the appointing officer/designee. Within five (5) working days from the date of the union request, a meeting shall be held. If the union is unavailable to meet within the five (5) working days following the request to meet, the unavailability of the union shall constitute a waiver of the right to meet. Unavailability of the appointing officer/designee shall constitute an extension of the timelines. The timelines may also be extended through mutual written agreement.

2) **Mandatory:** A permanent or probationary employee may be transferred by the employee's appointing officer for a specified period up to a maximum of six months in any calendar year to a position in the same class under another appointing officer. Such transfers shall be made by class in reverse order of seniority in the class in the department after all permanent and probationary employees in the class have been canvassed and all more senior employees have been notified and have waived the right to request a voluntary limited-term transfer. The employee shall receive at least five working days written notice in advance of the effective date of the transfer and shall be given an opportunity, if requested, to meet and confer with the appointing officer/designee and the designated union representative. No permanent employee shall be placed on mandatory limited-term transfer if there are temporary or provisional employees in the same class in the department from which the transfer originates.

**314.19.4**      **Expiration and Extension**

1) Limited-term transfers will remain in force for the period specified unless abridgment is approved by both appointing officers.

2) Voluntary limited-term transfers may be extended for additional periods of time with the approval of the employee, the appointing officer and the Human Resources Director.

**Sec. 314.19**      **Limited-Term Transfer (cont.)****314.19.4**      **Expiration and Extension (cont.)**

3) Upon expiration of the period of the transfer, the transferee shall be automatically reinstated to a permanent position in the class and department from which transferred.

**314.19.5**      **Probationary Period**

1) A limited-term transferee shall not serve a new probationary period; however, notwithstanding any other provision of these Rules, with the approval of the appointing officer in the department to which transferred, the time served during a limited-term transfer, or a portion thereof, may be counted toward the completion of the probationary period if the transferee requests and is granted a permanent transfer and commences a probationary period in the new department.

2) An appointee who is transferred under the provisions of this Rule while serving a probationary period in the department from which transferred shall complete the probationary period upon reinstatement to the original department; however, an appointing officer may, notwithstanding any other provision of these Rules, credit the time served during a limited-term transfer or a portion thereof toward the completion of the probationary period in the original department.

**314.19.6**      **Disciplinary Action**

A limited-term transferee is an appointee in the department to which transferred during the period of the transfer for the purpose of disciplinary action.

**314.19.7**      **Temporary Positions**

Limited-term transfers which are not made to permanent positions may be made to positions which are funded on a temporary basis with the certification of the Controller that funds for the payment of mandatory fringe benefits are available in the department to which transferred. Appointees so transferred retain all the rights and benefits of permanent appointees.

**Sec. 314.19**      **Limited-Term Transfer (cont.)****314.19.8**      **Seniority**

Appointees returning to their original departments following a limited-term transfer are reinstated with full seniority. No deduction from seniority in the original department shall be made for any period of limited-term transfer.

**314.19.9**      **Layoff**

An appointee who is laid off while on a limited-term transfer shall be automatically reinstated to a permanent position in the class in the department from which transferred.

## **Rule 314**

### **Appointments**

#### **Article V: Exempt Appointment**

Applicability: Article VII, Rule 314 shall apply to all classes of the Uniformed Ranks of the San Francisco Fire Department.

##### **Sec. 314.20**      **Exclusions from Civil Service Appointment**

All permanent employees of the City and County shall be appointed through the civil service process by competitive examination unless exempted from the civil service examination and selection process in accordance with Charter provisions. Appointments excluded by Charter from the competitive civil service examination and selection process shall be known as exempt appointments. Any person occupying a position under exempt appointment shall not be subject to civil service selection, appointment, and removal procedures and shall serve at the pleasure of the appointing officer.

##### **Sec. 314.21**      **Charter Limit on Certain Categories of Exempt Appointments**

**314.21.1**      The proportion of full-time employees in the exempt categories included under Charter Sections 10.104-1 through 10.104-12 to the total number of civil service employees of the City and County shall not be greater than the proportion existing on July 1, 1994, except as authorized in this Article. As certified by the Civil Service Commission at its meeting of November 18, 1996, the ratio on July 1, 1994 of full-time exempt employees to the total full-time City and County work force was two percent (2%).

**314.21.2**      In accordance with Charter Section 10.104, the Civil Service Commission may, by express approval, authorize that full-time positions conforming to the criteria established in this Section in the categories defined in Charter Sections 10.104-1 through 10.104-12 in excess of the Charter limitation be excluded from civil service selection and removal procedures and be filled through exempt appointment.

**314.21.3**      Requests for exemption under this section must conform to the following:

1) The position to be exempted must be in one of the categories defined in Charter Sections 10.104-1 through 10.104-12.



**Sec. 314.21**      **Charter Limit on Certain Categories of Exempt Appointments**  
**(cont.)**

**314.21.3**      **(cont.)**

2) The action of exempting a particular position shall not directly affect the civil service rights of an incumbent regularly occupying such position on a permanent civil service basis.

3) The Human Resources Director recommends the exemption and certifies that the exemption action shall not directly affect an incumbent civil service appointee to the position.

4) The request for exemption is made and approved by an appointing officer or an elected official; a request from a department under the City Administrator must be approved by the City Administrator.

5) The official making the request provides written justification as to the reasons the position should be exempted.

**314.21.4**      An appointing officer or an elected official may submit a request to exempt a position under this section to the Civil Service Commission through the Human Resources Director. If the Director recommends approval, the request shall be transmitted to the Civil Service Commission for review and action; if the Director denies a request, the appointing officer shall be notified in writing of the denial and the reasons for such action.

**314.21.5**      The decision of the Human Resources Director is appealable to the Civil Service Commission within thirty (30) calendar days of the date of the notice of denial. The Commission decision on the appeal shall be final.

**314.21.6**      This section as adopted by the Civil Service Commission at its meeting of November 18, 1996 was approved by the Board of Supervisors on January 3, 1997 (Resolution Number 222-96-4).

**Sec. 314.21 Charter Limit on Certain Categories of Exempt Appointments (cont.)****314.21.7 Charter Limit on Categories 16, 17 and 18**

- 1) Temporary and Seasonal Exemptions under Charter Section 10.104-16
  - a. Temporary and seasonal appointments shall be TEX, with full-time, part-time, or as-needed schedules.
  - b. No person, regardless of work schedule, shall exceed 1040 hours of work in any fiscal year.
- 2) Temporary Substitute/Backfill Exemption under Charter Section 10.104-17
  - a. An appointment proposed for exemption under Charter Section 10.104-17 shall be for a temporary substitute or back-fill for a civil service employee on an authorized leave of absence (\*e.g., an employee on pregnancy or other medical leave, etc.)
  - b. The Human Resources Director may approve an appointment in increments of up to 1040 hours (six months); however, the appointment shall not exceed a maximum duration of 4160 hours (not to exceed two years by Charter requirement, or a total of four six-month increments).
- 3) Special Project Exemption under Charter Section 10.104-18
  - a. An appointment authorized for exemption under Charter Section 10.104-18 must be to a position created for or dedicated to a special project, or for professional services, not to exceed three years by Charter requirement.
  - b. Funding for appointments to perform professional services as authorized under Charter Section 10.104-18 shall be for a limited term (e.g., a grant or a "one-time only" appropriation for a specific or special purpose). Departmental requests for such appointments must certify that the funding is limited, identify the funding source and anticipate duration of such funding source, and adequately describe the professional services to be performed.
  - c. Departmental requests for appointments to a special project as authorized under Charter Section 10.104-18 must adequately define the special project or professional service to be provided (including but not limited to a description of the project objective, scope of work, and the specific anticipated duration of the project).

## **Rule 321**

### **Layoff**

#### **Article I: Rules Prescribed - Authority**

Applicability: Rule 321 shall apply to all classes of the Uniformed Ranks of the San Francisco Fire Department.

##### **Sec. 321.1**      **Rules Prescribed - Authority**

- 321.1.1**      Under the authority of Section 10.101 of the Charter of the City and County of San Francisco, the Civil Service Commission of the City and County of San Francisco does prescribe and adopt the following Rule which shall have the force and effect of law.
- 321.1.2**      The Human Resources Director shall be responsible for administering and making effective the provisions of this Rule, and establishing such administrative controls as may be necessary.
- 321.1.3**      In all matters pertaining to interpretation of this Rule, the decision of the Commission shall be final.

## **Rule 321**

### **Layoff**

#### **Article II: Seniority**

Applicability: Rule 321 shall apply to all classes of the Uniformed Ranks of the San Francisco Fire Department.

##### **Sec. 321.2**      **Determination of Seniority**

**321.2.1**      Except as may otherwise be provided in this Rule, seniority shall be determined as follows:

**1)    Permanent**

Seniority for permanent appointees shall be determined by the date of certification which resulted in a permanent appointment to a position in a class in a department. Seniority for appointees granted status or permanent tenure to a class shall be determined by the date of certification in the class from which status or permanent tenure was granted.

**2)    Temporary from Eligible List**

Seniority for temporary employees appointed from an eligible list shall be determined by the date of certification which resulted in a temporary appointment to a position in a class in a department.

**321.2.2**      Excluding involuntary leave as provided elsewhere in this Rule, seniority shall not be affected or reduced by current or previous periods of authorized leave of absence or authorized reduction in work schedules.

**321.2.3**      In calculating permanent seniority in a class, temporary seniority in the same class shall not be added to permanent seniority in a class.

**321.2.4**      In calculating temporary seniority in a class, permanent seniority in the same class shall be added to temporary seniority in a class.

**321.2.5**      Seniority acquired in a recognized craft apprenticeship program with the City and County shall be added to seniority in the journey-level class.

**Sec. 321.3**      **Tie Scores in Seniority**

- 321.3.1**      In the event of ties, seniority of civil service appointees shall be determined by rank on the eligible list. In determining rank, earlier eligible lists have priority over later eligible lists and promotive lists have absolute priority over entrance lists.
- 321.3.2**      Ties in seniority among members of the Uniformed Ranks of the San Francisco Fire Department appointed from lists adopted on or after December 6, 1991 shall be determined by a Rule adopted by the Fire Commission. This Rule and any amendments thereto shall be subject to the approval of the Civil Service Commission, and when so approved by the Commission, shall be deemed as included in this subsection.

**Sec. 321.4**      **Establishment and Verification of Seniority Roster**

- 321.4.1**      When a layoff is imminent, an appointing officer shall notify the Department of Human Resources as to the class or classes affected.
- 321.4.2**      If requested by the Human Resources Director, the appointing officer shall provide a seniority roster including, but not limited to, the name, status, certification date, and rank on eligible list of all employees in the affected classes and the number of such employees to be laid off.
- 321.4.3**      The Human Resources Director, upon verification of the seniority roster, shall notify the appointing officer of the names of those employees to be laid off.
- 321.4.4**      Whenever possible the appointing officer must notify affected employees sufficiently in advance of a layoff.

## **Rule 321**

### **Layoff**

#### **Article III: Order of Layoff**

Applicability: Rule 321 shall apply to all classes of the Uniformed Ranks of the San Francisco Fire Department.

##### **Sec. 321.5**      **Order of Layoff**

Except as may otherwise be provided in this Rule, layoff of employees shall be by inverse order of seniority in a class and department in the following order of absolute priority:

- 321.5.1      Provisional
- 321.5.2      Temporary From Eligible List
- 321.5.3      Probationary
- 321.5.4      Permanent

##### **Sec. 321.6**      **Exceptions to Order of Layoff**

- 321.6.1      Provisional employees, who qualified for their positions as a result of meeting specific hiring criteria and who are appointed under specific funding guidelines which limit the duration of employment shall be laid off at the end of their designated tenure without effect on any other employees.
- 321.6.2      Persons appointed to positions requiring special qualifications or skills shall be laid off when the work requiring such special qualifications or skills is completed, providing such appointees shall have rights to continue employment within their class in positions where the special qualifications or skills are not required if their name has been reached for certification to a regular position.
- 321.6.3      In the event of a layoff, a person appointed to a position requiring special qualifications or skills as approved by the Human Resources Director shall continue in the position unless a more senior employee or holdover in the class in which the layoff occurs possesses the same qualifications and skills. The Human Resources Director may administer such tests as deemed necessary to determine possession of special qualifications and skills.
- 321.6.4      All exceptions to the order of layoff shall require the express approval of the Human Resources Director.

## **Rule 321**

### **Layoff**

#### **Article IV: Layoff - Provisional and Temporary Appointees**

Applicability: Rule 321 shall apply to all classes of the Uniformed Ranks of the San Francisco Fire Department.

##### **Sec. 321.7**      **Layoff - Provisional Appointees**

Provisional appointees shall be laid off at the discretion of the appointing officer; except that entrance provisional employees shall be laid off prior to the layoff of any promotive provisional appointees in the same class. Provisional appointees who hold permanent status in another class and who are laid off shall revert to their permanent positions.

##### **Sec. 321.8**      **Temporary Appointees from Eligible List**

**321.8.1**      Order of layoff for temporary appointees shall be by class within a department, by inverse order of seniority except if a more senior temporary appointee elects to be laid off. In the event of a conflict, the temporary appointee with the greater seniority shall have preference.

**321.8.2**      The names of temporary appointees who are laid off shall be returned to the eligible lists from which appointed for further certification if such lists are still in existence.

## **Rule 321**

### **Layoff**

#### **Article V: Layoff - Probationary Appointees**

Applicability: Rule 321 shall apply to all classes of the Uniformed Ranks of the San Francisco Fire Department.

##### **Sec. 321.9**      **Layoff - Probationary Appointees**

- 321.9.1**      Probationary appointees shall be laid off in inverse order of the date of permanent certification, except if a more senior probationary or permanent appointee elects to be laid off. In the event of a conflict, the probationary or permanent appointee with the greater seniority shall have preference.
- 321.9.2**      As provided elsewhere in these Rules, a probationary appointee, regardless of length of service, may displace any temporary appointee including part-time exempt, in the same class in any department.



## **Rule 321**

### **Layoff**

#### **Article VI: Layoff - Permanent Appointees**

Applicability: Rule 321 shall apply to all classes of the Uniformed Ranks of the San Francisco Fire Department.

##### **Sec. 321.10**      **Layoff - Permanent Appointees**

- 321.10.1**      Layoff of permanent appointees shall be by class in a department in inverse order of seniority except if a more senior permanent appointee elects to be laid off. In the event of a conflict, the permanent appointee with the greater seniority shall have preference.
- 321.10.2**      Layoff shall be treated separately under each appointing officer except that permanent and probationary employees may displace other permanent or probationary employees in the same class with less seniority in any department.

##### **Sec. 321.11**      **Reinstatement from Entrance Appointment**

An employee laid off from an entrance appointment shall be either:

- 321.11.1**      Restored to a position in a class and department which the employee held on a permanent basis immediately prior to appointment in the class from which laid off. If necessary, layoffs in the classes affected shall follow;
- 321.11.2**      or, as directed by the Human Resources Director, appointed in rank order of seniority to a position not filled by a permanent employee in any other city department in the class held on a permanent basis immediately prior to appointment in the class from which laid off;
- 321.11.3**      or, if options 1 and 2 are exhausted or if the employee had no permanent status prior to appointment in the class from which laid off; the employee, subject to the approval of the Commission, may be appointed to a position in a class similarly related to the class from which the layoff occurred provided such action shall not adversely affect an incumbent certified from an eligible list. The Human Resources Director shall designate and recommend such classes to the Commission.

**Sec. 321.12**      **Requirement for Probationary Period**

Reinstatement to a position other than the position in the class and department in which permanently employed immediately prior to appointment in the class from which laid off shall require the appointee to serve a new probationary period.

**Sec. 321.13**      **Seniority Date Upon Reinstatement**

**321.13.1**      Employees who are reinstated to a position held on a permanent basis immediately prior to appointment in the class from which laid off shall return with their original seniority date in the class.

**321.13.2**      Employees who are reinstated to a position in which they have had no prior permanent service shall have seniority calculated from the date of certification to the class from which laid off.

**Sec. 321.14**      **Layoff - Promotive Appointees**

An employee laid off from a promotive appointment shall be either:

**321.14.1**      Restored to a position in the class and department from which promoted. If necessary, layoffs in the classes affected shall follow;

**321.14.2**      Or, as directed by the Human Resources Director, appointed in rank order of seniority in the class to a position not filled by a permanent appointee in the class from which promoted in any other city department;

**321.14.3**      Or, if options 1 and 2 are exhausted, the employee, subject to the approval of the Commission, may be appointed to a position in a class similarly related to the class from which the layoff occurred or to an appropriate lower rank class provided such action shall not adversely affect the permanent incumbents. The Human Resources Director shall designate and recommend such classes to the Commission.

**321.14.4**      An employee who has completed the probationary period in a promotive appointment that is two or more steps higher in an occupational series than the permanent position from which promoted may be returned to a position in the City and County service in the next lower ranks. If necessary, layoffs in the classes affected shall follow.

**Sec. 321.14**      **Layoff - Promotive Appointees (cont.)**

- 321.14.5**      For the purposes of this section, seniority in the intermediate class or classes shall be calculated from the date of certification in the higher class or in a class designated by the Human Resources Director as similarly related to the intermediate class.
- 321.14.6**      If the employee laid off is the least senior employee in the intermediate rank(s), the employee shall be placed on holdover list(s) for such intermediate rank(s) and shall be restored to the class from which promoted.
- 321.14.7**      Promotive employees who do not wish to be reinstated to a former class, a similarly-related class, or an intermediate class may waive such reinstatement and elect to be laid off or placed on involuntary leave. Such waiver shall not affect the employee's status on a holdover roster for the class from which laid off.

**Sec. 321.15**      **Higher Class Not Filled by Promotional Examination**

- 321.15.1**      The Commission may order that the provisions of this Rule shall apply to appointees in higher classes in a class series even though the examination for such higher class was not held as a promotive examination or where appointees were blanketed in to such higher classes. If necessary, layoffs in the classes affected shall follow.
- 321.15.2**      For the purposes of this section, seniority in the intermediate class or classes shall be calculated from the date of certification in the higher class or in a class designated by the Human Resources Director, as similarly related to the intermediate class.

**Sec. 321.16**      **Requirement for Probationary Period**

Reinstatement to a position other than the position in the class and department from which promoted shall require the appointee to serve a new probationary period.

**Sec. 321.17**      **Reinstatement with Employee's Original Seniority in the Class**

Employees who are reinstated from a promotive appointment are restored with their original seniority in the class, if any.

## **Rule 322**

### **Employee Separation Procedures**

Applicability: Rule 322 shall apply to all classes of the Uniformed Ranks of the San Francisco Fire Department.

- Article I: Separation Procedures**
- Article II: Termination of Temporary Employee**
- Article III: Termination of Provisional Employee**
- Article IV: Dismissal of Permanent Employee**
- Article V: Resignation - Services Unsatisfactory**
- Article VI: Absence from Duty Without Leave (Automatic Resignation)**
- Article VII: Request to Remove Non-Permanent Ban**

## **Rule 322**

### **Employee Separation Procedures**

#### **Article I: Separation Procedures**

**Applicability:** Rule 322 shall apply to all classes of the Uniformed Ranks of the San Francisco Fire Department.

#### **Sec. 322.1      Rules of Procedure Governing Separation Hearings**

**322.1.1**      This Article prescribes the procedures governing the separation of the following:

1.      Temporary employee from a list
2.      Provisional
3.      Dismissal of permanent employee

**322.1.2**      A notice of termination on the form prescribed by the Human Resources Director from the appointing officer to the employee detailing the specific reason(s) for the termination, shall serve as official notice of such termination. The notice of termination shall be sent by certified mail or personally delivered. Copies of the termination form must be filed in the Department of Human Resources.

**322.1.3**      The notice of termination must include the following information:

- 1)      The employee has the right to a hearing before the Civil Service Commission provided that a request for hearing is made in writing and is received by the Executive Officer within twenty (20) calendar days from the date of termination of appointment or from the date of mailing of the Notice of Termination whichever is later. In the event the 20th day falls on a non-business day, the deadline shall be extended to the close of business of the first business day following the 20th day.
- 2)      The decision of the Civil Service Commission may affect any future employment with the City and County of San Francisco.
- 3)      Representation by an attorney or authorized representative of the employee's choice at the inquiry;
- 4)      Notification of date, time and place of inquiry a reasonable time in advance; and

**Sec. 322.1 Rules of Procedure Governing Separation Hearings****322.1.3 (cont.)**

5) Inspection by the employee's attorney or authorized representative of those records and materials on file with the Executive Officer which related to the termination.

**322.1.4** Any interested party may request a continuance of the inquiry.

**322.1.5** The stated reason(s) for the termination must be enumerated. Records of warnings, reprimands and previous suspensions, if applicable to the reasons for termination, must be attached to the termination form.

**322.1.6** To the extent practicable, the departmental representative who has the most complete personal knowledge of the facts which constitute the basis for the termination shall appear when the matter is to be considered by the Civil Service Commission. The matter will be heard in accordance with the procedures provided elsewhere in these Rules. Interested parties may record the inquiry if they provide the necessary equipment.

**Sec. 322.2 Eligibility Status Pending Civil Service Commission Action on Termination or Dismissal**

Except as otherwise ordered by the Human Resources Director, pending action of the Civil Service Commission on termination of any appointment or upon preferral of charges for dismissal, the name of the appointee shall be placed under waiver for all appointment(s) on any eligible list on which the person has standing and shall be otherwise ineligible for any employment in the City and County service.

**Sec. 322.3 Effect of Commission Approval of Termination or Dismissal**

Unless specifically ordered otherwise by the Commission, approval of termination or dismissal shall result in the cancellation of all current examination and eligibility status, and all future applications will require the approval of the Human Resources Director, after completion of one (1) year's satisfactory work experience outside the City and County service and by recommendation of the department head or Human Resources Director, the person shall be ineligible for future employment with the department from which separated.

## **Rule 322**

### **Employee Separation Procedures**

#### **Article III: Termination of Provisional Employee**

Applicability: Rule 322 shall apply to all classes of the Uniformed Ranks of the San Francisco Fire Department.

##### **Sec. 322.6**      **Procedure for Termination of Provisional Employee**

**322.6.1**      A provisional employee may be terminated for good cause by an appointing officer at any time with the approval of the Commission. The notification and hearing procedure shall be in accordance with the provisions this Rule.

**322.6.2**      The Commission shall take one or more of the following actions:

- 1)      Approve the termination and declare the person dismissed from the service.
- 2)      Order the name of the person removed from any regular eligible list or lists on which the person may have standing.
- 3)      Restrict future employment as it deems appropriate.
- 4)      Disapprove the termination and reinstate the person to the department.

## **Rule 322**

### **Employee Separation Procedures**

#### **Article IV: Dismissal of Permanent Employee**

Applicability: Rule 322 shall apply to all classes of the Uniformed Ranks of the San Francisco Fire Department.

**Sec. 322.7**      **Procedure for Hearing on Charges Against an Employee When the Appointing Officer Neglects or Refuses to Act**

- 322.7.1**      When the appointing officer neglects or refuses to act pertaining to the removal of any employee subject to the civil service provisions of the Charter, the Commission may hear and determine any charge filed by a citizen, or by any member of or by an authorized agent of the Commission. In rendering its decision, the Commission shall determine the charges and may exonerate, suspend or dismiss the accused employee in accordance with the provisions of Charter Section A8.341.
- 322.7.2**      The appointing officer or the departmental representative shall appear when the matter is to be considered. The matter will be heard in accordance with this procedure provided elsewhere in these Rules.



Rule Change No.	Adoption Date	Effective Date	Rule Section	Page Number	Action	Remarks
2000-83	12/17/18	12/17/18	402.1 and 402.26	402.2 and 402.7	Delete and Amend	Replace pages 402.2 - 402.7 <i>Note: Some page numbers have changed due to deletions</i>
2000-84	12/17/18	12/17/18	Articles II and III, and 414.19		Delete and Amend	Replace pages 414.1 - 414.19 <i>Note: Some Section Numbers have changed due to deletions and/or additions</i>
2000-85	12/17/18	12/17/18	421.2, 421.5 - 421.6, 421.8 - 421.9		Amend	Replace pages 421.2 - 421.10 <i>Note: Some Section Numbers have changed due to deletions</i>
2000-86	12/17/18	12/17/18	422.1, 422.6		Amend	Replace pages 422.1 - 422.3 and page VII

## **Rule 402**

### **Definitions**

**Applicability:** Unless otherwise noted, Rule 402 shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA).

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

#### **Sec. 402.1**     **Appointment**

##### **402.1.1**     **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.

##### **402.1.2**     **Probationary**

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

##### **402.1.3**     **Temporary Civil Service**

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

##### **402.1.4**     **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.

##### **402.1.5**     **Exempt**

An appointment to a permanent or temporary position exempt from being filled from an eligible list in accordance with the provisions of Sections 10.104 and 8A.104 of the Charter.

#### **Sec. 402.2**     **Appointing Officer**

**402.2.1**     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 and existing Administrative Code Section 2A.30.

**402.2.2     Appointing Officer - MTA**

The MTA Director of Transportation.

**Sec. 402.3     Appointment Date**

**402.3.1**     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.

**402.3.2     Appointment Date - MTA**

The date on which the MTA Director of Transportation issues official notice of the selection from a list of eligibles.

**Sec. 402.4     Bulletin Board**

The official bulletin boards, so designated, at the Civil Service Department, Municipal Transportation Agency (MTA) and the City's Department of Human Resources, used for posting of examinations and public announcements of the Commission, MTA and the City's Department of Human Resources.

**Sec. 402.5     Certification Date**

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

**402.5.2     Certification Date - MTA**

The date the MTA Director of Transportation/ Designee issues a notice to eligibles from which appointments may be made to fill a Service-Critical position at the MTA.

**Sec. 402.6     Charter**

The Charter of the City and County of San Francisco.

**Sec. 402.7     City**

The City and County of San Francisco.

**Sec. 402.8     Civil Service Department**

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

**Sec. 402.9**     **Class**

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

**402.9.1**     **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. 402.10**     **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. 402.11**     **Classified Service**

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

**Sec. 402.12**     **Commission**

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

**Sec. 402.13**     **Commissioner**

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

**Sec. 402.14**     **Department**

Organizational unit or units under one appointing officer.

**Sec. 402.15**     **Department of Human Resources**

The City-wide Department charged with performing such duties and functions as set forth in the Charter.

**Sec. 402.16**     **Eligible**

A person who has standing on an eligible list.

**Sec. 402.17**     **Eligible List**

A list of names of persons who have passed a civil service examination.

**Sec. 402.18**    **Executive Session**

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

**Sec. 402.19**    **Human Resources Director**

Director of the City's Department of Human Resources.

**Sec. 402.20**    **Layoff**

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

**Sec. 402.21**    **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 City's Human Resources Director or the MTA Director of Transportation may authorize the certification of eligibles for temporary civil service appointment.

**Sec. 402.22**    **Part-Time Employment**

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

**Sec. 402.23**    **Position**

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

**402.23.1 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 for which funds have been provided on a continuing basis; or
- 2) a position declared to be permanent by action of the City's Human Resources Director or the MTA Director of Transportation.

**Sec. 402.23**   **Position (cont.)**

**402.23.2 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.

**402.23.3 Part-Time**

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

**402.23.4 Exempt**

Temporary or permanent positions excluded from civil service hiring and removal procedures in accordance with the provisions of Section 8A.104 or 10.104 of the Charter.

**402.23.5 School-Term Only**

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

**402.23.6 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. 402.24**   **Post**

To place on the official Bulletin Board.

**Sec. 402.25**   **School Districts**

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

**Sec. 402.26**    **Seniority****402.26.1**    **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 certification date following separation.

**402.26.2**    **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.

**402.26.4**    **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.

**Sec. 402.27**    **Service**

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

**Sec. 402.28**    **Start Work Date**

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

**Sec. 402.29**    **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. 402.30**    **Validation Date**

The date on which the City's Department of Human Resources notifies an appointing officer that it has approved an appointment or the MTA Director of Transportation/Designee issues a notice of having approved an appointment.

## **Rule 414**

### **Appointments**

#### **Article I: General Provisions**

Applicability: Article I, Rule 414 shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA).

#### **Article II: Appointment by Reinstatement**

Applicability: Article IV, Rule 414 shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA).

#### **Article III: Reappointment**

Applicability: Article V, Rule 414 shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA).

#### **Article IV: Appointment by Transfer**

Applicability: Article VI, Rule 414 shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA).

#### **Article V: Exempt Appointment**

Applicability: Article VII, Rule 414 shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA).



## **Rule 414**

### **Appointments**

#### **Article I: General Provisions**

Applicability: Article I, Rule 414 shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA).

#### **Sec. 414.1 Appointment - General Provisions**

##### **414.1.1 Report of Appointment**

All appointments shall be authorized by the MTA Director of Transportation/Designee on the prescribed form prior to the appointee's starting date of employment.

##### **414.1.2 Validation of Appointment**

No appointee may begin working until validation has been issued by the MTA Director of Transportation/Designee.

##### **414.1.3 Finality of Appointing Officer's Decision**

Except as otherwise provided in these Rules, ordinances, or the Charter, the decision of the MTA Director of Transportation/Designee in all matters regarding appointment within the MTA shall be final.

#### **Sec. 414.2 Permanent Appointment - Definition**

A permanent appointment is an appointment made as a result of certification from an eligible list to a permanent position.

#### **Sec. 414.3 Method of Appointment - Permanent Appointment**

Permanent appointments shall be made in the following order of priority:

**414.3.1** by the return to duty of a permanent holdover;

**414.3.2** by the reinstatement of a promotive probationary employee consistent with the provisions in the Reinstatement Rule governing such employees;

**Sec. 414.3      Method of Appointment - Permanent Appointment (cont.)**

**414.3.3**      by the appointing officer through use of any one of the following options:

- 1) advancement of a part-time employee to full-time status consistent with the requirements found elsewhere in this Rule; or
- 2) transfer; or
- 3) from requests for reinstatement other than by the reinstatement of a promotive probationary employee consistent with the provisions in the Reinstatement Rule governing such employees; or
- 4) by reappointment following resignation; or
- 5) by certification by the MTA of eligibles from an eligible list or reemployment register.

**414.3.4**      Exercise of one option will preclude the use of any other method of appointment except as a result of any settlement arising following an appeal or other litigation. The MTA department may also fill permanent vacancies through internal reassignment within classifications of permanent employees consistent with MTA procedures. Such reassignments are not within the jurisdiction of the Civil Service Commission.

**Sec. 414.4      Temporary Appointment**

**414.4.1**      Temporary appointment shall be one of the following:

- 1)      An appointment from an eligible list to a temporary position. Such appointment is time limited to a maximum duration of the hourly equivalent of 130 working days based on the regular daily work schedule of the employee, and in no case may the maximum exceed 1040 hours; or
- 2)      An appointment from an eligible list to a temporary position established to perform a special project or investigation. The establishment of such position shall require the express approval of the MTA Director of Transportation/Designee. It must be readily foreseeable that the duties and responsibilities and products must be completed by the time limit of a maximum of the hourly equivalent of 260 working days based on the regular daily work schedule of the employee, and in no case may the maximum exceed 2080 hours.

**Sec. 414.4**     **Temporary Appointment (cont.)**

3) When no eligible list exists or no eligible is available on an existing eligible list for a position in the class requisitioned by MTA, and immediate service in the position is required and another eligible list exists which is deemed by the MTA Director of Transportation/Designee to be suitable to provide temporarily the service desired, the MTA Director of Transportation/Designee shall certify for civil service temporary appointment an eligible from such eligible list.

**414.4.2**     **Expiration of Temporary Appointment**

1) Upon expiration of the maximum allowable time period or upon expiration of the appointee's temporary position, temporary appointees shall be separated as provided below.

2) Temporary appointees so separated shall be returned to the eligible list from which appointed if such list has not expired.

3) Temporary appointees returned to the eligible list or to the holdover roster shall be immediately available for certification to temporary positions:

- under another appointing officer; or
- to the same appointing officer to another position with the express approval of the Human Resources Director.

In the case of represented classes, the MTA Director of Transportation/Designee shall provide prior notification to the appropriate bargaining representative of intention to authorize such immediate certification and shall, upon request, meet and confer concerning the proposed certification.

4) For employees represented by the Transport Workers Union, Locals 200 and 250A, temporary appointees, except those appointed from a "near list", whose list has expired shall be ranked on the holdover roster for the class.

**414.4.3**     Layoff due to lack of work or lack of funds or termination shall be as provided elsewhere in these Rules.

**Sec. 414.5**     **Provisional Appointment**

**414.5.1**     Provisional appointment shall be an appointment to a permanent or temporary position when there is no available eligible.

1)     A provisional appointment is time limited to a maximum duration of the hourly equivalent of 130 working days based on the regular work schedule of the employee; however, in no case may the maximum duration exceed 1040 hours in any class or in any department in a calendar year.

2)     Except with the express approval of MTA Director of Transportation/Designee, when an eligible list is adopted, all provisional appointments in the affected class shall expire.

**414.5.2**     Provisional appointments may be extended with the approval of the MTA Director of Transportation/Designee for additional periods of time not to exceed, for each extension, the time limitations specified above.

**414.5.3**     Provisional appointees serve at the discretion of the MTA Director of Transportation.

**414.5.4**     Provisional appointees shall be separated as provided below at the expiration of the maximum allowable time or upon expiration of the appointee's temporary position.

**414.5.5**     The MTA Director of Transportation/Designee shall promulgate policies and procedures for making provisional appointments which shall include provisions that appointments shall be made on the basis of a combination of merit factors, equal employment opportunity and, if promotive, consideration of performance appraisal ratings and seniority.

**414.5.6**     Layoff of provisional appointees due to lack of work, lack of funds or termination shall be as provided elsewhere in these Rules.

**414.5.7**     A civil service appointee who is laid off, terminated or who resigns from a provisional appointment shall return to the appointee's permanent position.

**414.5.8**     A provisional appointee resigning from employment shall complete the prescribed resignation form.

**414.5.9**     Provisional appointees shall acquire, by virtue of serving under provisional appointment, no right or preference for permanent appointment.

**Sec. 414.5**     **Provisional Appointment (cont.)****414.5.10**     **Restrictions on Provisional Appointment**

- 1) Provisional appointments for civil service positions for which no eligible list exists shall not exceed three years.
- 2) Provisional appointments may only be renewed beyond three years with the approval of the Board of Supervisors and upon certification by the MTA Director of Transportation/Designee that for reasons beyond its control MTA has been unable to conduct examinations for these positions.
- 3) Unless provisional appointments are renewed as provided in this section or are transitioned to regular civil service appointment through either the competitive examination process or as provided in Charter Section 18.110, provisional employees appointed before July 1, 1996 shall be laid off by June 30, 1999.

**414.5.11**     **Provisional Appointees - No Preference for Permanent Appointment**

Provisional appointees shall acquire, by virtue of serving under provisional appointment, no right or preference for permanent appointment.

**Sec. 414.6**     **Advancement from Part-Time Position to Full-Time**

After verification of satisfactory performance in a permanent part-time position, the senior appointee in a class in the MTA may be advanced by the MTA Director of Transportation/Designee to a full-time position. Advancement from a part-time position shall require a new probationary period.

**Sec. 414.7**     **Separation of Temporary and Provisional Appointees Upon Expiration of Term of Employment**

- 414.7.1**     No temporary or provisional appointment shall exceed the maximum allowable duration provided in these Rules, and upon expiration of that period of time, the appointee shall be separated from the position.
- 414.7.2**     The appointee's separation shall be based upon the expiration of the maximum allowable duration or upon expiration of the appointee's temporary position. Such separation shall be without reference to the layoff or termination provisions of these Rules. The appointee shall be notified in writing:
  - 1) at the time of appointment as to the duration of such appointment; and
  - 2) at least ten (10) working days in advance of the final date.

## **Rule 414**

### **Appointments**

#### **Article II: Appointment by Reinstatement**

Applicability: Article IV, Rule 414 shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA).

#### **Sec. 414.8      Reinstatement**

**414.8.1** A permanent employee who accepts permanent appointment to a position in another class shall be permanently separated from any former position, with the following exception: the employee may be reinstated to a vacant position in any former class in which the probationary period had been completed upon the employee's written request on the prescribed form and with the approval of the appointing officers in both the present department and the former department or the department(s) to which reinstatement is requested. A copy of the approved form(s) must be maintained in the MTA Office of the Director of Transportation/Designee and the City's Department of Human Resources.

**414.8.2** An employee serving a promotive probationary period shall be reinstated to a vacant position in any former class in which the probationary period had been completed upon the employee's written request on the prescribed form and with the approval of the MTA Director of Transportation/Designee.

**1)** A request for reinstatement under this section shall not extend the probationary period or infringe upon an appointing officer's authority to terminate an employee.

**2)** An approved request for reinstatement shall remain in effect until the employee is either reinstated, separated, refuses an offer of reinstatement, or such a request is canceled by the MTA Director of Transportation/Designee.

**3)** Separation of the employee shall nullify all requests for reinstatement approved under this section.

**4)** The employee shall receive one (1) offer of reinstatement. Failure to accept a reinstatement offer shall forfeit all rights to reinstatement under this section.

**Sec. 414.8     Reinstatement (cont.)****414.8.2     (cont.)**

5) A reinstatement under this section shall be under the applicable procedures of the Civil Service Commission.

6) If more than one (1) request for reinstatement under this section is on file, the person with the greater seniority in the class to which reinstatement is requested shall be reinstated first.

**414.8.3** Reinstatement to a position in a former class and department shall be with former civil service seniority standing in that department and no probationary period shall be required.

**414.8.4** Reinstatement to a position in a former class in another department shall require a new civil service seniority date in that department from the date of such reinstatement and shall require a new probationary period as provided elsewhere within these Rules.

**Sec. 414.9     Reinstatement Following Transfer**

An 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 in accordance with the procedures established in this Rule.

**Sec. 414.10     Restrictions on Reinstatement**

Appointments by reinstatement are subject to the appointment provisions found elsewhere in this Rule.

## **Rule 414**

### **Appointments**

#### **Article III: Reappointment**

Applicability: Article V, Rule 414 shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA).

##### **Sec. 414.11 Reappointment after Resignation**

- 414.11.1** A permanent appointee who has completed the probationary period who resigns and whose services have been certified as satisfactory by the appointing officer, or except as otherwise ordered by the Commission in the case of services certified as unsatisfactory, shall be permanently separated from such appointment except as follows:
- 414.11.2** Upon request on the prescribed form within a four (4) year period after the effective date of the resignation, the resignee, with the approval of the MTA Director of Transportation/Designee, may be appointed ahead of eligibles to a vacancy in a permanent position in the class from which resigned in any department.
- 414.11.3** A separate request must be filed with each department to which reappointment is desired. An approved copy of the reappointment form(s) must be filed with the office of the MTA Director of Transportation/Designee.
- 414.11.4** If a vacancy does not exist in the class from which resigned from City and County Service, or, if otherwise approved by the MTA Director of Transportation/Designee, subject to appeal to the Civil Service Commission, a resignee may re-enter the service to a vacancy in any former class in which the probationary period had been completed.
- 414.11.5** When reappointed, the resignee shall enter the service as a new appointee with no rights based on prior service except such as may be specifically provided elsewhere in these Rules, in the Vacation, Sick Leave and any other Ordinances as appropriate, and in the examination procedures with respect to credit for prior City and County Service.

##### **Sec. 414.12 Restrictions on Reappointment**

Reappointments are subject to the appointment provisions found elsewhere in this Rule.



## **Rule 414**

### **Appointments**

#### **Article IV: Appointment by Transfer**

Applicability: Article VI, Rule 414 shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA).

##### **Sec. 414.13 Transfer - General**

- 414.13.1** A transfer of a permanent appointee who has completed the probationary period to a position in the same class under another appointing officer shall be requested on the form prescribed by the City's Human Resources Director.
- 414.13.2** A properly completed transfer form approved by the appointing officer or designee of the department to which transfer is requested shall be filed in the requested department as well as the employee's current department. A copy of the approved form shall also be filed with the office of the MTA Director of Transportation/Designee and the City's Department of Human Resources within two (2) business days of approval.
- 414.13.3** 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.
- 414.13.4** Appointments by transfer are subject to the appointment and probationary provisions of these Rules.
- 414.13.5** Appointment by transfer will cancel all other transfer requests which have been filed.

##### **Sec. 414.14 Transfer from Position Not Full-Time**

A permanent appointee to a part-time position or a position not full time on an annual basis and who serves under such appointment continuously for one (1) year, may request transfer to a regular full-time position in accordance with the provisions of this Rule.

**Sec. 414.15 Transfers Occasioned by Reduction of Force Due to Technological Advances, Automation, or the Installation of New Equipment**

Permanent civil service employees who have completed their probationary period and who are subject to layoff because of technological advances, automation, the installation of new equipment, or the transfer of functions to another jurisdiction may submit a request to the MTA Director of Transportation/Designee for transfer to a position within their capacities to perform, whether or not within the class for which they qualified for appointment. Such request for transfer shall be subject to the following:

- 414.15.1** Request for transfer shall be submitted on the prescribed form and shall be approved by the appointing officer or designee of the department to which transfer is requested.
- 414.15.2** The position to which transfer is requested shall not be to a class with more than a five percent (5%) increase in compensation.
- 414.15.3** The City's Human Resources Director or the MTA Director of Transportation may administer any examinations which, in the judgment of the City's Human Resources Director or the MTA Director of Transportation are deemed advisable to test the capacity of the employee to perform the duties in the position to which transfer is requested, unless the transfer is to a position in the same class or a closely related class.
- 414.15.4** Employees so transferred, who are not suited to the position, may be given an opportunity for further transfer to other positions within their capacities to perform.
- 414.15.5** In the event of layoff of an appointee who occupies a position through transfer under the provisions of this section, such layoff shall be in accordance with the applicable provisions of the Layoff Rule. Seniority shall be calculated from the date of certification in the class from which transferred.
- 414.15.6** Employees transferred under the provisions of this section may request reinstatement to the former class in accordance with the Reinstatement Rule.

**Sec. 414.15 Transfers Occasioned by Reduction of Force Due to Technological Advances, Automation, or the Installation of New Equipment (cont.)**

- 414.15.7** In the event that more than one approved transfer to the same class is on file, preference shall be given to the appointee who has the longest service under civil service permanent appointment in the class from which layoff is to be made.
- 414.15.8** An appointee transferred under the provisions of this section shall serve a probationary period in the new class.

**Sec. 414.16 Transfers Occasioned by the Transfer of Functions from One Department to Another**

- 414.16.1** When, in accordance with Charter provisions, part of the functions and duties of any department are transferred to another department, the employees performing such functions and duties shall be transferred therewith.
- 414.16.2** Such employees shall retain in their new department the same salary and civil service seniority status as they had in the department from which transferred.
- 414.16.3** Employees transferred in accordance with this Rule shall not be required to serve a new probationary period.

**Sec. 414.17 Limited-Term Transfer**

**414.17.1 Definition**

The transfer of a permanent appointee to a vacant position in the same class under another appointing officer for a specified duration of time may be approved by the appointing officers of both departments, the City's Human Resources Director and the MTA Director of Transportation/Designee and shall be known as a "limited-term transfer."

**414.17.2 Purpose**

The purpose of a limited-term transfer is to more efficiently utilize and exchange human resources among the departments of the City and County; to allow employees exposure and training in other departments; and to provide a mechanism for reducing staffing levels during slow periods or periods of fiscal emergency and to temporarily increase staffing during peak work periods.

**Sec. 414.17**      **Limited-Term Transfer (cont.)****414.17.3**      **Types of Limited-Term Transfers**

1) **Voluntary:** A limited-term transfer may be initiated on the written request of an employee on the prescribed form. Upon receipt of a written request from an employee and no less than fifteen (15) working days prior to implementation, the designated union of the employee shall be provided written notice. The union shall have five (5) working days from the date of the notice to request a meeting with the appointing officer/designee. Within five (5) working days from the date of the union request, a meeting shall be held. If the union is unavailable to meet within the five (5) working days following the request to meet, the unavailability of the union shall constitute a waiver of the right to meet. Unavailability of the appointing officer/designee shall constitute an extension of the timelines. The timelines may also be extended through mutual written agreement.

2) **Mandatory:** A permanent or probationary employee may be transferred by the employee's appointing officer for a specified period up to a maximum of six (6) months in any calendar year to a position in the same class under another appointing officer. Such transfers shall be made by class in reverse order of seniority in the class in the department after all permanent and probationary employees in the class have been canvassed and all more senior employees have been notified and have waived the right to request a voluntary limited-term transfer. The employee shall receive at least five (5) working days written notice in advance of the effective date of the transfer and shall be given an opportunity, if requested, to meet and confer with the appointing officer/designee and the designated union representative. No permanent employee shall be placed on mandatory limited-term transfer if there are temporary or provisional employees in the same class in the department from which the transfer originates.

**Sec. 414.17 Limited-Term Transfer (cont.)****414.17.4 Expiration and Extension**

- 1) Limited-term transfers will remain in force for the period specified unless abridgment is approved by both appointing officers.
- 2) Voluntary limited-term transfers may be extended for additional periods of time with the approval of the employee and the MTA Director of Transportation/Designee
- 3) Upon expiration of the period of the transfer, the transferee shall be automatically reinstated to a permanent position in the class and department from which transferred.

**414.17.5 Probationary Period**

- 1) A limited-term transferee shall not serve a new probationary period; however, notwithstanding any other provision of these Rules, with the approval of the appointing officer in the department to which transferred, the time served during a limited-term transfer, or a portion thereof, may be counted toward the completion of the probationary period if the transferee requests and is granted a permanent transfer and commences a probationary period in the new department.
- 2) An appointee who is transferred under the provisions of this Rule while serving a probationary period in the department from which transferred shall complete the probationary period upon reinstatement to the original department; however, an appointing officer may, notwithstanding any other provision of these Rules, credit the time served during a limited-term transfer or a portion thereof toward the completion of the probationary period in the original department.

**414.17.6 Disciplinary Action**

A limited-term transferee is an appointee in the department to which transferred during the period of the transfer for the purpose of disciplinary action.

**Sec. 414.17 Limited-Term Transfer (cont.)****414.17.7 Temporary Positions**

Limited-term transfers which are not made to permanent positions may be made to positions which are funded on a temporary basis with the certification of the Controller that funds for the payment of mandatory fringe benefits are available in the department to which transferred. Appointees so transferred retain all the rights and benefits of permanent appointees.

**414.17.8 Seniority**

Appointees returning to their original departments following a limited-term transfer are reinstated with full seniority. No deduction from seniority in the original department shall be made for any period of limited-term transfer.

**414.17.9 Layoff**

An appointee who is laid off while on a limited-term transfer shall be automatically reinstated to a permanent position in the class in the department from which transferred.

## **Rule 414**

### **Appointments**

#### **Article V: Exempt Appointment**

Applicability: Article VII, Rule 414 shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA).

#### **Sec. 414.18 Exclusions from Civil Service Appointment**

All permanent employees of the City and County shall be appointed through the civil service process by competitive examination unless exempted from the civil service examination and selection process in accordance with Charter provisions. Appointments excluded by Charter from the competitive civil service examination and selection process shall be known as exempt appointments. Any person occupying a position under exempt appointment shall not be subject to civil service selection, appointment, and removal procedures and shall serve at the pleasure of the appointing officer.

#### **Sec. 414.19 Charter Limit on Certain Categories of Exempt Appointments**

**414.19.1** The proportion of full-time employees in the exempt categories included under Charter Sections 10.104-1 through 10.104-12 to the total number of civil service employees of the City and County shall not be greater than the proportion existing on July 1, 1994, except as authorized in this Article. As certified by the Civil Service Commission at its meeting of November 18, 1996, the ratio on July 1, 1994 of full-time exempt employees to the total full-time City and County work force was two percent (2%).

**414.19.2** In accordance with Charter Section 10.104, the Civil Service Commission may, by express approval, authorize that full-time positions conforming to the criteria established in this Section in the categories defined in Charter Sections 10.104-1 through 10.104-12 in excess of the Charter limitation be excluded from civil service selection and removal procedures and be filled through exempt appointment.

**Sec. 414.19**      **Charter Limit on Certain Categories of Exempt Appointments (cont.)**

- 414.19.3**      Requests for exemption under this section must conform to the following:
- 1) The position to be exempted must be in one of the categories defined in Charter Sections 10.104-1 through 10.104-12.
  - 2) The action of exempting a particular position shall not directly affect the civil service rights of an incumbent regularly occupying such position on a permanent civil service basis.
  - 3) The MTA Director of Transportation/Designee recommends the exemption and certifies that the exemption action shall not directly affect an incumbent civil service appointee to the position.
  - 4) The request for exemption is made and approved by an appointing officer or an elected official; a request from a department under the City Administrator must be approved by the City Administrator.
  - 5) The official making the request provides written justification as to the reasons the position should be exempted.
- 414.19.4**      An appointing officer or an elected official may submit a request to exempt a position under this section to the Civil Service Commission through the Human Resources Director. If the Director recommends approval, the request shall be transmitted to the Civil Service Commission for review and action; if the Director denies a request, the appointing officer shall be notified in writing of the denial and the reasons for such action.
- 414.19.5**      The decision of the MTA Director of Transportation/Designee is appealable to the Civil Service Commission within thirty (30) calendar days of the date of the notice of denial. The Commission decision on the appeal shall be final.
- 414.19.6**      This section as adopted by the Civil Service Commission at its meeting of November 18, 1996 was approved by the Board of Supervisors on January 3, 1997 (Resolution Number 222-96-4).



**Sec. 414.19**      **Charter Limit on Certain Categories of Exempt Appointments (cont.)**

**414.19.7**      Pursuant to Charter Section 8A.104: The MTA Director of Transportation/Designee may create new classifications and positions exempt from the Civil Service System for managerial employees in MTA bargaining units M and EM in addition to those exempt positions provided in Section 10.104; provided, however, that the total number of such exempt managerial positions within the MTA shall not exceed 2.75 percent of the MTA's total workforce, exclusive of the exempt positions provided in Section 10.104. This provision shall not be utilized to eliminate personnel holding existing permanent Civil Service managerial positions on November 2, 1999.

Persons serving in exempt managerial positions shall serve at the pleasure of the Director of Transportation.

The Civil Service Commission shall annually review both exempt and non-exempt classifications of the Agency to ensure compliance to Charter Section 8A.104.

**414.19.8**      **Charter Limit on Categories 16, 17 and 18**

**1) Temporary and Seasonal Exemptions under Charter Section 10.104-16**

- a. Temporary and seasonal appointments shall be TEX, with full-time, part-time, or as-needed schedules.
- b. No person, regardless of work schedule, shall exceed 1040 hours of work in any fiscal year.

**2) Temporary Substitute/Backfill Exemption under Charter Section 10.104-17**

- a. An appointment proposed for exemption under Charter Section 10.104-17 shall be for a temporary substitute or back-fill for a civil service employee on an authorized leave of absence (\*e.g., an employee on pregnancy or other medical leave, etc.)
- b. The Human Resources Director may approve an appointment in increments of up to 1040 hours (six months); however, the appointment shall not exceed a maximum duration of 4160 hours (not to exceed two years by Charter requirement, or a total of four six-month increments).

**Sec. 414.19****Charter Limit on Certain Categories of Exempt Appointments (cont.)****3) Special Project Exemption under Charter Section 10.104-18**

- a. An appointment authorized for exemption under Charter Section 10.104-18 must be to a position created for or dedicated to a special project, or for professional services, not to exceed three years by Charter requirement.
- b. Funding for appointments to perform professional services as authorized under Charter Section 10.104-18 shall be for a limited term (e.g., a grant or a “one-time only” appropriation for a specific or special purpose). Departmental requests for such appointments must certify that the funding is limited, identify the funding source and anticipate duration of such funding source, and adequately describe the professional services to be performed.
- c. Departmental requests for appointments to a special project as authorized under Charter Section 10.104-18 must adequately define the special project or professional service to be provided (including but not limited to a description of the project objective, scope of work, and the specific anticipated duration of the project).

## **Rule 421**

### **Layoff**

#### **Article I: Rules Prescribed - Authority**

Applicability: Rule 421 shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA), except that the provisions of Rule 421 may be superceded in whole or in part by the collective bargaining agreement for those employees subject to Charter Section 8.409. However, all definitions in this Rule are applicable to employees in all classes.

#### **Sec. 421.1      Rules Prescribed - Authority**

- 421.1.1**      Under the authority of Section 10.101 of the Charter of the City and County of San Francisco, the Civil Service Commission of the City and County of San Francisco does prescribe and adopt the following Rule which shall have the force and effect of law.
- 421.1.2**      The MTA Director of Transportation/Designee shall be responsible for administering and making effective the provisions of this Rule, and establishing such administrative controls as may be necessary.
- 421.1.3**      In all matters pertaining to interpretation of this Rule, the decision of the Commission shall be final.

## **Rule 421**

### **Layoff**

#### **Article II: Seniority**

**Applicability:** Rule 421 shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA), except that the provisions of Rule 421 may be superceded in whole or in part by the collective bargaining agreement for those employees subject to Charter Section 8.409. However, all definitions in this Rule are applicable to employees in all classes.

#### **Sec. 421.2**      **Determination of Seniority**

**421.2.1**      Except as may otherwise be provided in this Rule, seniority shall be determined as follows:

**1)    Permanent**

Seniority for permanent appointees shall be determined by the date of certification which resulted in a permanent appointment to a position in a class in a department. Seniority for appointees granted status or permanent tenure to a class shall be determined by the date of certification in the class from which status or permanent tenure was granted.

**2)    Temporary from Eligible List**

Seniority for temporary employees appointed from an eligible list shall be determined by the date of certification which resulted in a temporary appointment to a position in a class in a department.

**421.2.2**      Excluding involuntary leave as provided elsewhere in this Rule, seniority shall not be affected or reduced by current or previous periods of authorized leave of absence or authorized reduction in work schedules.

**421.2.3**      In calculating permanent seniority in a class, temporary seniority in the same class shall not be added to permanent seniority in a class.

**421.2.4**      In calculating temporary seniority in a class, permanent seniority in the same class shall be added to temporary seniority in a class.

**421.2.5**      Seniority acquired in a recognized craft apprenticeship program with the City and County shall be added to seniority in the journey-level class.

**Sec. 421.3**      **Tie Scores in Seniority**

- 421.3.1**      In the event of ties, seniority of civil service appointees shall be determined by rank on the eligible list. In determining rank, earlier eligible lists have priority over later eligible lists and promotive lists have absolute priority over entrance lists.
- 421.3.2**      In the event of a tie in rank among appointees from lists of eligibles adopted on or after December 6, 1991, the methods listed below shall be used to determine seniority in the following order of priority until the tie is broken. First, the appointee with the longest continuous service in the class under permanent civil service appointment regardless of department shall be ranked above appointees with lesser service in the class; then, the appointee with the longest continuous citywide service under permanent civil service appointment regardless of class shall be ranked above appointees with lesser citywide service; finally, if the tie has not been broken by the preceding methods, it shall be broken by lot in the manner prescribed by the MTA Director of Transportation/Designee and conducted under the supervision of the MTA Director of Transportation/Designee. The decision of the MTA Director of Transportation/Designee shall be final and shall not be reconsidered by the Commission. In no case shall service before resignation and reappointment or discharge and reemployment be included in determining length of service for the purposes of this section.

**Sec. 421.4**      **Establishment and Verification of Seniority Roster**

- 421.4.1**      When a layoff is imminent, the MTA Director of Transportation/Designee shall notify the City's Department of Human Resources as to the class or classes affected.
- 421.4.2**      If requested by the City's Human Resources Director, the MTA Director of Transportation/Designee shall provide a seniority roster including, but not limited to, the name, status, certification date, and rank on eligible list of all employees in the affected classes and the number of such employees to be laid off.
- 421.4.3**      The MTA Director of Transportation/Designee, upon verification of the seniority roster, shall notify the City's Director of Human Resources of the names of those employees to be laid off.
- 421.4.4**      Whenever possible the MTA Director of Transportation/Designee must notify affected employees sufficiently in advance of a layoff.

## **Rule 421**

### **Layoff**

#### **Article III: Order of Layoff**

Applicability: Rule 421 shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA), except that the provisions of Rule 421 may be superceded in whole or in part by the collective bargaining agreement for those employees subject to Charter Section 8.409. However, all definitions in this Rule are applicable to employees in all classes.

#### **Sec. 421.5**      **Order of Layoff**

Except as may otherwise be provided in this Rule, layoff of employees shall be by inverse order of seniority in a class and department in the following order of absolute priority:

- 421.5.1      Provisional
- 421.5.2      Temporary From Eligible List
- 421.5.3      Probationary
- 421.5.4      Permanent

#### **Sec. 421.6**      **Exceptions to Order of Layoff**

- 421.6.1      Provisional employees, who qualified for their positions as a result of meeting specific hiring criteria and who are appointed under specific funding guidelines which limit the duration of employment shall be laid off at the end of their designated tenure without effect on any other employees.
- 421.6.2      Persons appointed to positions requiring special qualifications or skills shall be laid off when the work requiring such special qualifications or skills is completed, providing such appointees shall have rights to continue employment within their class in positions where the special qualifications or skills are not required if their name has been reached for certification to a regular position.
- 421.6.3      In the event of a layoff, a person appointed to a position requiring special qualifications or skills as approved by the MTA Director of Transportation/Designee shall continue in the position unless a more senior employee or holdover in the class in which the layoff occurs possesses the same qualifications and skills. The MTA Director of Transportation/Designee may administer such tests as deemed necessary to determine possession of special qualifications and skills.
- 421.6.4      All exceptions to the order of layoff shall require the express approval of the MTA Director of Transportation/Designee.

## **Rule 421**

### **Layoff**

#### **Article IV: Layoff - Provisional and Temporary Appointees**

Applicability: Rule 421 shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA), except that the provisions of Rule 421 may be superceded in whole or in part by the collective bargaining agreement for those employees subject to Charter Section 8.409. However, all definitions in this Rule are applicable to employees in all classes.

##### **Sec. 421.7**      **Layoff - Provisional Appointees**

Except as provided, provisional appointees shall be laid off at the discretion of the MTA Director of Transportation/Designee; except that entrance provisional employees shall be laid off prior to the layoff of any promotive provisional appointees in the same class. Provisional appointees who hold permanent status in another class and who are laid off shall revert to their permanent positions.

##### **Sec. 421.8**      **Temporary Appointees from Eligible List**

**421.8.1**      Order of layoff for temporary appointees shall be by class within a department, by inverse order of seniority except if a more senior temporary appointee elects to be laid off. In the event of a conflict, the temporary appointee with the greater seniority shall have preference.

**421.8.2**      The names of temporary appointees who are laid off shall be returned to the eligible lists from which appointed for further certification if such lists are still in existence.

## **Rule 421**

### **Layoff**

#### **Article V: Layoff - Probationary Appointees**

Applicability: Rule 421 shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA), except that the provisions of Rule 421 may be superceded in whole or in part by the collective bargaining agreement for those employees subject to Charter Section 8.409. However, all definitions in this Rule are applicable to employees in all classes.

#### **Sec. 421.9**      **Layoff - Probationary Appointees**

- 421.9.1**      Probationary appointees shall be laid off in inverse order of the date of permanent certification, except if a more senior probationary or permanent appointee elects to be laid off. In the event of a conflict, the probationary or permanent appointee with the greater seniority shall have preference.
- 421.9.2**      As provided elsewhere in these Rules, a probationary appointee, regardless of length of service, may displace any temporary appointee including part-time exempt, in the same class in any department.



## **Rule 421**

### **Layoff**

#### **Article VI: Layoff - Permanent Appointees**

**Applicability:** Rule 421 shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA), except that the provisions of Rule 421 may be superceded in whole or in part by the collective bargaining agreement for those employees subject to Charter Section 8.409. However, all definitions in this Rule are applicable to employees in all classes.

#### **Sec. 421.10      Layoff - Permanent Appointees**

- 421.10.1** Layoff of permanent appointees shall be by class in a department in inverse order of seniority except if a more senior permanent appointee elects to be laid off. In the event of a conflict, the permanent appointee with the greater seniority shall have preference.
- 421.10.2** Layoff shall be treated separately under each appointing officer except that permanent and probationary employees may displace other permanent or probationary employees in the same class with less seniority in any department.

#### **Sec. 421.11      Reinstatement from Entrance Appointment**

An employee laid off from an entrance appointment shall be either:

- 421.11.1** Restored to a position in a class and department which the employee held on a permanent basis immediately prior to appointment in the class from which laid off. If necessary, layoffs in the classes affected shall follow;
- 421.11.2** or, as directed by the City's Human Resources Director, appointed in rank order of seniority to a position not filled by a permanent employee in any other city department in the class held on a permanent basis immediately prior to appointment in the class from which laid off;
- 421.11.3** or, if options 1 and 2 are exhausted or if the employee had no permanent status prior to appointment in the class from which laid off; the employee, subject to the approval of the Commission, may be appointed to a position in a class similarly related to the class from which the layoff occurred provided such action shall not adversely affect an incumbent certified from an eligible list. The City's Human Resources Director shall designate classes between departments and recommend such classes to the Commission. The MTA Director of Transportation/Designee shall make such designations and recommendations for classes within MTA.

**Sec. 421.12 Requirement for Probationary Period**

Reinstatement to a position other than the position in the class and department in which permanently employed immediately prior to appointment in the class from which laid off shall require the appointee to serve a new probationary period.

**Sec. 421.13 Seniority Date Upon Reinstatement**

**421.13.1** Employees who are reinstated to a position held on a permanent basis immediately prior to appointment in the class from which laid off shall return with their original seniority date in the class.

**421.13.2** Employees who are reinstated to a position in which they have had no prior permanent service shall have seniority calculated from the date of certification to the class from which laid off.

**Sec. 421.14 Layoff - Promotive Appointees**

An employee laid off from a promotive appointment shall be either:

**421.14.1** Restored to a position in the class and department from which promoted. If necessary, layoffs in the classes affected shall follow;

**421.14.2** Or, as directed by the City's Human Resources Director, appointed in rank order of seniority in the class to a position not filled by a permanent appointee in the class from which promoted in any other city department;

**421.14.3** Or, if options 1 and 2 are exhausted, the employee, subject to the approval of the Commission, may be appointed to a position in a class similarly related to the class from which the layoff occurred or to an appropriate lower rank class provided such action shall not adversely affect the permanent incumbents. The City's Human Resources Director shall designate classes between departments and recommend such classes to the Commission. The MTA Director/Designee shall make such designations and recommendations for classes within MTA.

**421.14.4** An employee who has completed the probationary period in a promotive appointment that is two or more steps higher in an occupational series than the permanent position from which promoted may be returned to a position in the City and County service in the next lower ranks. If necessary, layoffs in the classes affected shall follow.

**Sec. 421.14**      **Layoff - Promotive Appointees (cont.)**

- 421.14.5**      For the purposes of this section, seniority in the intermediate class or classes shall be calculated from the date of certification in the higher class or in a class designated by the City's Human Resources Director or the MTA Director of Transportation/Designee as similarly related to the intermediate class.
- 421.14.6**      If the employee laid off is the least senior employee in the intermediate rank(s), the employee shall be placed on holdover list(s) for such intermediate rank(s) and shall be restored to the class from which promoted.
- 421.14.7**      Promotive employees who do not wish to be reinstated to a former class, a similarly-related class, or an intermediate class may waive such reinstatement and elect to be laid off or placed on involuntary leave. Such waiver shall not affect the employee's status on a holdover roster for the class from which laid off.

**Sec. 421.15**      **Higher Class Not Filled by Promotional Examination**

- 421.15.1**      The Commission may order that the provisions of this Rule shall apply to appointees in higher classes in a class series even though the examination for such higher class was not held as a promotive examination or where appointees were blanketed in to such higher classes. If necessary, layoffs in the classes affected shall follow.
- 421.15.2**      For the purposes of this section, seniority in the intermediate class or classes shall be calculated from the date of certification in the higher class or in a class designated by the City's Human Resources Director or the MTA Director of Transportation/Designee, as similarly related to the intermediate class.

**Sec. 421.16**      **Requirement for Probationary Period**

Reinstatement to a position other than the position in the class and department from which promoted shall require the appointee to serve a new probationary period.

**Sec. 421.17**      **Reinstatement with Employee's Original Seniority in the Class**

Employees who are reinstated from a promotive appointment are restored with their original seniority in the class, if any.

## **Rule 422**

### **Employee Separation Procedures**

**Applicability:** Rule 422 shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA), except that the provisions of Rule 422 may be superceded in whole or in part by the collective bargaining agreement for those employees subject to Charter Section 8.409. However, all definitions in this Rule are applicable to employees in all classes.

#### **Article I: Separation Procedures**

#### **Article II: Termination of Temporary Employee**

#### **Article III: Termination of Provisional Employee**

**Applicability:** Article III, Rule 422, shall apply only to all Service-Critical classes of the Municipal Transportation Agency (MTA) represented by the Transport Workers Union (TWU), Locals 200 and 250A, except that the provisions of Rule 422 may be superceded in whole or in part by the collective bargaining agreement for those employees subject to Charter Section 8.409. However, all definitions in this Rule are applicable to employees in all classes.

#### **Article IV: Dismissal of Permanent Employee**

#### **Article V: Resignation - Services Unsatisfactory**

#### **Article VI: Absence from Duty Without Leave (Automatic Resignation)**

#### **Article VII: Request to Remove Department Ban**

## **Rule 422**

### **Employee Separation Procedures**

#### **Article I: Separation Procedures**

**Applicability:** Article I, Rule 422 shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA), except that the provisions of Rule 420 may be superceded in whole or in part by the collective bargaining agreement for those employees subject to Charter Section 8.409. However, all definitions in this Rule are applicable to employees in all classes.

#### **Sec. 422.1      Rules of Procedure Governing Separation Hearings**

**422.1.1**      This Article prescribes the procedures governing the separation of the following:

1.    Temporary employee from a list
2.    Provisional
3.    Dismissal of permanent employee

**422.1.2**      A notice of termination on the prescribed form from the MTA Director of Transportation/Designee to the employee detailing the specific reason(s) for the termination, shall serve as official notice of such termination. The notice of termination shall be sent by certified mail or personally delivered. Copies of the termination form must be filed in the City's Department of Human Resources.

**422.1.3**      The notice of termination must include the following information:

- 1)    The employee has the right to a hearing before the Civil Service Commission provided that a request for hearing is made in writing and is received by the Executive Officer within twenty (20) calendar days from the date of termination of appointment or from the date of mailing of the Notice of Termination whichever is later. In the event the 20th day falls on a non-business day, the deadline shall be extended to the close of business of the first business day following the 20th day.
- 2)    The decision of the Civil Service Commission may affect any future employment with the City and County of San Francisco.
- 3)    Representation by an attorney or authorized representative of the employee's choice at the inquiry;

**Sec. 422.1 Rules of Procedure Governing Separation Hearings (cont.)****422.1.3 (cont.)**

4) Notification of date, time and place of inquiry a reasonable time in advance; and

5) Inspection by the employee's attorney or authorized representative of those records and materials on file with the Executive Officer which related to the termination.

**422.1.4** Any interested party may request a continuance of the inquiry.

**422.1.5** The stated reason(s) for the termination must be enumerated. Records of warnings, reprimands and previous suspensions, if applicable to the reasons for termination, must be attached to the termination form.

**422.1.6** To the extent practicable, the departmental representative who has the most complete personal knowledge of the facts which constitute the basis for the termination shall appear when the matter is to be considered by the Civil Service Commission. The matter will be heard in accordance with the procedures provided elsewhere in these Rules. Interested parties may record the inquiry if they provide the necessary equipment.

**Sec. 422.2 Eligibility Status Pending Civil Service Commission Action on Termination or Dismissal**

Except as otherwise ordered by the MTA Director of Transportation/Designee, pending action of the Civil Service Commission on termination of any appointment or upon preferring of charges for dismissal, the name of the appointee shall be placed under waiver for all appointment(s) on any eligible list on which the person has standing and shall be otherwise ineligible for any employment in the City and County service.

**Sec. 422.3 Effect of Civil Service Commission Approval of Termination or Dismissal**

Unless specifically ordered otherwise by the Civil Service Commission, approval of termination or dismissal shall result in the cancellation of all current examination and eligibility status, and all future applications will require the approval of the City's Human Resources Director, after completion of one (1) year's satisfactory work experience outside the City and County service and by recommendation of the department head or Human Resources Director, the person shall be ineligible for future employment with the department from which separated.