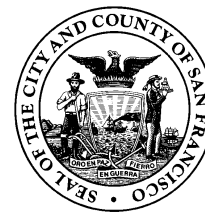


**CIVIL SERVICE COMMISSION - NO. 015/2024**  
**CIVIL SERVICE SENIORITY**



# CIVIL SERVICE ADVISER

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*The Civil Service Commission has established the Civil Service Adviser to enhance delivery of information on important employment issues and policies affecting the merit system of the City and County of San Francisco.*

## CIVIL SERVICE SENIORITY

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

### WHAT IS CIVIL SERVICE SENIORITY?

Effective July 1, 2024, civil service seniority is the date that an employee was certified and appointed to a civil service position in a class (job code) and department. For employees appointed before July 1, 2024, the civil service seniority date is the date the employee was certified to a position in a class and department. Civil service seniority is different from departmental seniority often found in Collective Bargaining Agreements and used to bid for shifts, vacations and other departmental matters.

### WHY IS CIVIL SERVICE SENIORITY IMPORTANT?

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

### HOW IS CIVIL SERVICE SENIORITY CALCULATED?

Effective July 1, 2024, Civil service seniority is calculated from the appointment date after the Department of Human Resources (DHR) referred and certified reachable eligibles from an eligible list to a department head which resulted in an appointment to a position in a department. Employees may have the same appointment date, but a different start work date. It is the appointment date that determines civil service seniority. Civil service seniority in a department for employees, appointed by reinstatement or transfer, for example, is calculated from the appointment date. However, employees in this example retain citywide civil service seniority from the first date of appointment in the class.

### HOW DOES SENIORITY RELATE TO LAYOFFS?

Layoffs result from lack of work, lack of funds, displacement by an eligible from a Civil Service list or retrenchment (reduction in anticipation of lack of funds). Layoffs are determined by seniority in an employment status within each class in a department and the City. Within an employment status, the least senior employee in a class, within the department is laid off first and referred to DHR for a determination of citywide seniority and possible placement, reemployment, bumping, or reinstatement rights.

Generally, employees without civil service status are laid off prior to employees with civil service status. Employees with civil service status include those employees who have been appointed temporary civil service (appointed from an eligible list to a temporary requisition), probationary or permanent civil service. Generally, temporary civil service employees in the class are laid off before probationary employees. Probationary employees in the class are laid off before permanent civil service employees in the class.

### BUMPING

The employee with the least civil service seniority in a class within the department is laid off first. Layoffs in each department occur in reverse seniority order i.e. the least senior person is the first to be laid off. Bumping occurs when there are no vacant positions that can be filled by the affected employee resulting in a more senior employee bumping a less senior employee in the same class in another department.

### SPECIAL QUALIFICATIONS

On occasion, positions have special job qualifications in addition to the minimum qualifications listed on an examination announcement. These special qualifications are also known as "Exceptions to the Order of Layoff." Employees, to occupy such positions, must meet the additional qualifications. In the event of layoffs, an employee with higher civil service seniority cannot be laid off before a less senior employee on a position with special qualifications if they also meet the additional qualifications.

### REEMPLOYMENT

In the event of layoff, employees with civil service status are placed on a reemployment list called a "Holdover Roster" in rank order of seniority. Provisional employees do not have civil service rights and therefore are not included on the Holdover Roster. Persons on the Holdover Roster have priority of appointment to vacant positions as they become available. Acceptance of a permanent position in a class and department other than that from which laid off will require a new probationary period. Employees who were laid off during the probationary period and who return to the class and department from which laid off will receive credit for the period of probation served prior to layoff. Holdovers may be required to pass a new medical examination and/or background investigation prior to returning to work.

If a holdover is not reemployed within five years and has not forfeited holdover rights, the Department of Human Resources may, after review of all circumstances, extend holdover status. The

## QUESTIONS?

Policy application - Department of Human Resources, 628-652-0880

Civil Service Rules – Civil Service Commission Staff, 628-652-1100

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## CIVIL SERVICE COMMISSION

**Kate Favetti, President**  
**Elizabeth Salvesson, Vice President**  
**F.X. Crowley, Commissioner**  
**Vitus Leung, Commissioner**  
**Jacqueline Minor, Commissioner**

CIVIL SERVICE COMMISSION - NO. 015/2024  
CIVIL SERVICE SENIORITY



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decision of the Human Resources Director may be appealed to the Civil Service Commission.

DRAFT

## QUESTIONS?

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Civil Service Rules – Civil Service Commission Staff, 628-652-1100

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Jacqueline Minor, Commissioner

**CIVIL SERVICE COMMISSION - NO. 026/2025  
OUT-OF-CLASS ASSIGNMENT**



# CIVIL SERVICE ADVISER

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*The Civil Service Commission has established the Civil Service Adviser to enhance delivery of information on important employment issues and policies affecting the merit system of the City and County of San Francisco.*

*(Authority: Civil Service Commission Rules Volumes I-IV: Rule 10 Series; Volumes I & IV: Rule 111A Series)*

## **OUT-OF-CLASS ASSIGNMENT - POLICY REMINDER**

The Civil Service Commission reminds all department heads, human resources staff, managers, supervisors, and employees that the Commission's Rules and long-standing policy and practice require that out-of-class assignments must be properly documented.

## **TEMPORARY OUT-OF-CLASS ASSIGNMENTS**

The Civil Service Commission establishes the definition of temporary out-of-class assignments. A Department Head/Designee may make a temporary out-of-class assignment to maintain the provision of any public service. This means the assignment of an employee without change in classification to perform the day-to-day duties and responsibilities of another classification that are not covered under the class to which the employee is appointed.

## **DEPARTMENT HEAD AUTHORITY**

Department heads have broad discretion in the work assignment of employees. Work assignments of employees under the authority of the department head must be consistent with the types of duties and level of responsibility/authority of the employee's appointed classification. These assignments, although consistent with the classification, may not always be listed in the job duties or class specification.

Department Heads may also make a temporary out-of-class assignment to maintain the provision of any public service. This means the assignment of an employee without a change in their classification to perform the day-to-day duties and responsibilities of another class that are not covered under the class to which the employee is appointed. The Rules do not require employees to meet the minimum qualifications of the classification to which they are assigned in order to receive an out-of-class assignment, however, the collective bargaining agreement must be reviewed for any possible requirements (e.g. eligible list, rotation, duration).

It is recommended that departments consider employees who do meet the minimum qualifications for the classification of the out-of-class assignment and rotating assignments to provide opportunities for qualifying work experience for promotional opportunities.

## **DOCUMENTATION REQUIRED**

Consistent with Civil Service Commission Rules, out-of-class assignments must be properly documented. Civil Service Commission Rules require that out-of-class assignments be recorded and placed in the personnel file at the same time (contemporaneous) the assignment is made. It is important that employees who, at the direction of their supervisor or manager, "step up to the plate" to perform a majority of the duties of a higher classification receive credit for the work. When the required documentation is not placed in an employee's file, employees may be penalized by not receiving credit for the work experience obtained during the assignment when they apply for promotional opportunities. Both managers and employees have a responsibility to see that assignments of out-of-class job duties are correctly documented and placed in the personnel file.

Rules do allow credit for out-of-class duties based on non-contemporaneous documentation with the certification of the Appointing Officer and the approval of the Human Resources Director, or, for Service-Critical classes at the Municipal Transportation Agency certification of the Human Resources Director, and the approval of the Director of Transportation. Please see the Civil Service Adviser on contemporaneous and non-contemporaneous documentation.

## **APPEALS TO THE CIVIL SERVICE COMMISSION**

In accordance with Civil Service Commission Rules 109 and 409, decisions of the Human Resources Director and the Director of Transportation/designee for service-critical classes at the Municipal Transportation Agency may be appealed to the Civil Service Commission.

## **QUESTIONS?**

Policy application - Department of Human Resources, 628-652-0880

Civil Service Rules – Civil Service Commission Staff,  
628-652-1100

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**CIVIL SERVICE COMMISSION - NO. 035/2025**  
**MINIMUM QUALIFICATIONS VERIFICATION**



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**January 2025**

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## **MINIMUM QUALIFICATION VERIFICATION – Required for All Appointments**

*(Authority: Civil Service Commission Rules Volumes I-IV: Rule 10 Series and Civil Service Commission Policy and Procedures on Exempt Appointments)*

Each volume of the Civil Service Rule -10 Series requires applicants to possess and maintain the minimum qualifications to compete in examinations. Each volume says, in part, "Every applicant for an examination must possess and maintain the qualifications required by law and by the examination announcement for the examination."

The rules on exempt appointments state that exempt appointees must possess the minimum requirements (also known as minimum qualifications) for their class or position as established by the last examination announcement or class specification, whichever was issued most recently. Experience gained in violation of Civil Service Commission Rules is not recognized. City and County employees shall receive credit for out-of-class experience if it is documented as provided elsewhere in the Rules.

### **What are Minimum Qualifications?**

Minimum qualifications reflect the lowest level of acceptable education and/or experience required of an individual such that the individual can reasonably be expected to satisfactorily perform the duties of the position for which they are filing an application. An applicant must meet the minimum qualifications in order to compete in the examination or selection process.

The examination announcement may also require the presentation of an official college transcript or copy of a license or certificate in order to meet the minimum qualifications.

### **Is Substitution for Education or Experience available?**

There are instances in which some or all of the required education may be substituted with on-the-job experience. However, for positions in which it is not only critical to know how to perform the specific tasks, but to also understand the underlying theories and principles behind the tasks, such work experience may not be a substitute for all the required education.

For instance, journey level classifications requiring a bachelor's degree/apprenticeship program may allow substitution of years of experience for years of education on a 1:1 ratio basis.

Due to the nature of these classifications, comparable experience can be gained through obtaining a bachelor's degree, completion of an apprenticeship program or working in the field (e.g., IS series classifications - 104X – 109X series, 09XX series, 7XXX Series).

In some cases, additional education may be used in place of experience. For instance, certain classifications may allow a master's degree to substitute for one year of required experience. The specific substitutions permitted for each classification will be outlined in the class specification or exam announcement.

### **Special Conditions are Minimum Qualifications**

When a city department determines that a position requires special skills or qualifications not identified in the classification specification (e.g., the ability to speak a foreign language, or specific number of years of experience in a specialty area), the department may request that the Human Resources Director or Director of Transportation place a "special condition(s)" on the position. Special conditions placed on a position are also included with the minimum qualifications. The Department of Human Resources or Municipal Transportation Agency reviews each request and posts the proposed and the final approved special condition(s). Posted special conditions are appealable to the Civil Service Commission within 30 calendar days of the final posting.

### **Protests**

Protests of disqualification from an examination must be submitted to the Human Resources Director; and for service critical positions to the Director of Transportation, by the fifth business day following mailing/e-mailing of the decision notice. Following this protest period, only questions that address interpretation of requirements will be considered.

### **Appeals**

Written appeals concerning an examination announcement must be received in the Civil Service Commission Office by close of business within five (5) business days from the original issue date of the announcement. Written appeals concerning disqualification from an examination may be submitted to the Civil Service Commission office by close of business within 5 business days after the notice of disqualification from a Class-Based Test Examination. Appellants will be notified in writing concerning their appeals.

## **QUESTIONS?**

**Policy application - Department Of Human Resources - 628-652-0880**

**Civil Service Rules – Civil Service Commission Staff – 628-652-1100**

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**CIVIL SERVICE COMMISSION - NO. 036/2025  
CONTEMPORANEOUS/NON-CONTEMPORANEOUS  
VERIFICATION DOCUMENTATION**



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**January 2025**

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## Verification Documentation required for examinations

City and County employees shall only receive service credit for the duties of the class they are appointed or assigned to unless "sufficient and credible" documentation is provided to verify performance of other duties (generally belonging to a classification other than the one to which appointed or assigned). Employees may receive credit for duties not usually performed by incumbents in a class if their official employee personnel file contains contemporaneous documentation that the duties were assigned and performed. Credit for duties not usually performed by incumbents in a class based on non-contemporaneous documentation shall require the approval of the Human Resources Director.

## Contemporaneous Documentation

City employees receive credit for the duties of their classification unless their appointing officer officially assigns other duties in writing, at the time of the assignment, and in accordance with Civil Service Commission Rules. It is the supervisor's and the employee's responsibility to ensure that work outside of the employee's classification is appropriately and timely documented and filed in the employee's personnel file (e.g., performance appraisal, acting assignment pay form, memo acknowledging duties performed). Failure to do so may disqualify the employee's claimed experience outside their classification in connection with an application for a promotional opportunity.

## Non-Contemporaneous Documentation

Non-contemporaneous documentation (e.g. - tax forms, business license, recent memo from a former manager) used to verify applicants meet the minimum qualifications of a position posting

requires the certification of the appointing officer and the approval of the Human Resources Director or their designee.

For service critical positions, non-contemporaneous documentation requires the Municipal Transportation Agency's Human Resources Director's certification and the approval of the Director of Transportation or their designee.

## Protests

Protests of disqualification from an examination based on lack of contemporaneous or non-contemporaneous documentation must be submitted to the Human Resources Director; and for service critical positions to the Director of Transportation by close of business of the fifth business day following mailing/e-mailing of the decision notice. Following this protest period, only questions that address interpretation of requirements will be considered.

## Appeals

Written appeals concerning an examination announcement must be received in the Civil Service Commission Office by close of business within five (5) business days from the original issue date of the announcement. Written appeals concerning the disqualification for the position may be submitted to the Civil Service Commission office by close of business (5 p.m.) within 5 business days after the notice of disqualification from a Class-Based Test Examination. Appellants will be notified in writing concerning their appeals.

## QUESTIONS?

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