



**CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO**

**LONDON N. BREED
MAYOR**

Date: September 11, 2023

To: Departmental Personnel Officers

From: Sandra Eng
Executive Officer

Subject: **Policy and Procedures for Processing and Scheduling of Appeals to the Civil Service Commission**

The purpose of this memorandum is to serve as a comprehensive guide on the Civil Service Commission's (Commission) procedures for processing and scheduling of appeals adopted by the Commission on August 7, 2023.

Authority

Consistent with its Charter authority (Sec. 10.101) to oversee the merit system and hear appeals from an action of the Human Resources Director, Director of Transportation, and the Executive Officer in accordance with its rules, the Commission sets procedures for the processing and scheduling of appeals.

Overview and Procedures

Appeals received by email, postmarked mail or delivered in-person are transmitted by email within seven (7) calendar days to the Department of Human Resources including the designated department or the Municipal Transportation Agency. Departments are provided with a tentative hearing date approximately sixty (60) days from the date of transmission. Acknowledgement letters are sent to the appellants on the same date, but without a tentatively scheduled meeting date.

Acknowledgement letters inform appellants of the following:

- Departments must prepare a staff report for the Commission before appeals are scheduled for hearing.
- The Commission generally meets on the first and third Mondays of each month except for holidays.
- Notice of Meeting and department staff reports are emailed two Fridays before the hearing date.
- Any additional information for the Commission to review must be received by 5 p.m. on the Tuesday preceding the meeting date.

Transmittal letters inform departments of the following:

- If the appeal is not timely or appropriate, use CSC Form 13 Action Request on pending appeal with supporting documentation to close this appeal (e.g., untimely, settlement agreement, not an appealable matter, correspondence with the appellant).
- The tentatively scheduled Commission meeting date (approximately 60 days).
- Due date and time for staff reports (11 a.m. Eleven (11) days before the scheduled meeting date)
- Please complete CSC Form 22 as the cover sheet for your staff report.
- Completion of CSC Form 13 Action Request to request a new meeting date with reason for postponement (e.g., availability of representatives, pending grievance, arbitration, or litigation) and a proposed alternate date.

Additional Information for Departments

- Departments may receive up to a one-month extension for delayed appeal responses due to staffing issues. A second request for delay due to staffing issues will require a department representative appear before the Commission to provide justification for their extension request and to inform the Commission of the meeting date they will be prepared for the hearing.
- Department extension requests due to grievance, arbitration, litigation, pending settlement agreements or similar will require departmental status updates from the department to Commission staff monthly until resolved and scheduling of the appeal within thirty (30) days of the resolution.
- Departments who do not meet the deadlines (e.g., monthly status updates, extension requests, staff report due dates) for reporting to the Commission will be scheduled to appear at the following Commission meeting to provide an explanation.

Scheduling of Appeals

- Commission staff will send approximately 2 week reminders to the departments before the staff report due date.
- Staff reports are due at 11 a.m. eleven (11) days prior to the meeting date (normally Thursday).
- Notices of Meeting and a copy of the staff reports are emailed to appellants on that same date.
- Appellants have 5 days (normally Tuesday) to review the staff report and submit additional information in response to the staff report by 5 p.m.
- Appellants may request their 1st postponement with the reason for the postponement (e.g. additional time to review the staff report, availability of appellant or representative to attend) directly to the Executive Officer;
- After the first postponement request is granted, the appellant will need to appear before the Commission to request any additional postponements.
- Before postponements are granted, Commission staff must check on the availability of the department representatives.

Resources

Civil Service Commission Instructions and Forms are available on our website.

Filing an appeal with the Civil Service Commission and the Appeal Form: <https://sf.gov/file-appeal-civil-service-commission>

Appellant Request for postponement: <https://sf.gov/ask-reschedule-civil-service-commission-hearing>

Appellant Presentation before the Civil Service Commission: <https://sf.gov/information/get-ready-your-civil-service-commission-appeal-hearing>

Departmental Requests for postponement and CSC Form 13 Action Request: <https://sf.gov/file-action-request-civil-service-commission-hearing>

Departmental Staff Reports and CSC Form 22 <https://sf.gov/step-by-step/prepare-staff-report-civil-service-commission>

Department Presentation before the Civil Service Commission: <https://sf.gov/information/prepare-represent-your-department-civil-service-commission-hearing>

Civil Service Commission Hearing Policies and Procedures: <https://sf.gov/reports/august-2022/civil-service-commission-hearing-policies-and-procedures>

For recordings of previous Civil Service Commission hearings, please go to our website at <https://sf.gov/departments/civil-service-commission-meetings>