

Department of Human Resources
and Office of the Controller
Welcomes You...

HR Forum





Human Resources Policy & Procedures Manual (eHRPPM)

PERSONNEL APPOINTMENTS

Types of Appointments

PURPOSE: To define the types of appointments to positions in the City and County service.

AUTHORITY:

Charter Section Article X: Personnel Administration
CSC Rule 14 - Appointments
CSC Rule 21 - Layoff

DEFINITION

An appointment is the act by which an individual is employed by the City and County of San Francisco. Most appointments require validation by the Department of Human Resources (DHR) staff before an employee may begin working.

TYPES OF APPOINTMENTS

Permanent Civil Service (PCS)

The person is certified from a permanent holdover roster; an eligible list; a reemployment register; or the person is appointed by reinstatement, transfer or reappointment.

- A permanent civil service appointment is made against a permanent or a declared permanent PERSONNEL REQUISITION (DHR 6-60).
- A permanent civil service appointee is a member of the Retirement System, may immediately become a member of the Health Service System, is covered by and contributes to FICA (Social Security), and is eligible for salary increments.

PERSONNEL APPOINTMENTS

Appointment Processing Form and Appointment Processing (continued)

7. Exact title of the classification as it appears on the Class Specification.

- Centralized Resource
- Up to date
- Streamlined
- Checklist

| | | | | | | |
|---------------------------------------|--------------------------------------|---------------|----------------|-----------------|------|----------------|
| TYPE OF APPOINTMENT | NON-CIVIL SERVICE | PART-TIME HRS | DHR REQ NUMBER | RANK | LIST | DATE CERTIFIED |
| <input type="checkbox"/> PERMANENT | <input type="checkbox"/> EXEMPT-PERM | (12) | (13) | (14) | (15) | (16) |
| <input type="checkbox"/> CERTIFIED | <input type="checkbox"/> EXEMPT-TEMP | | NUMBER | DEPARTMENT NAME | | |
| <input type="checkbox"/> TEMP | | | (17) | (18) | | |
| <input type="checkbox"/> PROVISIONAL | | | | | | |
| <input type="checkbox"/> LIMITED TERM | | | | | | |

10. Type of Appointment. See descriptions of the various types of appointment beginning on page 6-1, and check appropriate line.
11. Work schedule. Check appropriate lines based on the hours or schedule to be worked.
12. Part-time Hrs. The number of hours worked by regularly-scheduled, part-time employees. If employee works 20 or more hours per work week, enter 20+. If employee works less than 20 hours per work week, enter <20. Do not complete for full-time, school term, or as-needed employees.
13. DHR Requisition Number. The number issued by the PeopleSoft System when the department issued this Personnel Requisition. This information is also contained on the NOTICE OF REFERRAL listing the requisitions being referred.

PERSONNEL APPOINTMENTS

Appointment Processing Form and Appointment Processing (continued)

7. Exact title of the classification as it appears on the Class Specification.

- Based on Standard Operating Procedures

- Best Practices Identified

- Essential Components

| TYPE OF APPOINTMENT | NON-CIVIL SERVICE | WORK SCHEDULE | PART-TIME HRS | DHR RQ NUMBER | RANK | LIST | DATE CERTIFIED |
|--|--------------------------|---------------|---------------|---------------|------|------|----------------|
| <input type="checkbox"/> PERMANENT | <input type="checkbox"/> | (11) | | | | | (6) |
| <input type="checkbox"/> CERT | | | | | | | |
| <input type="checkbox"/> TEMP | | | | | | | |
| <input type="checkbox"/> PROV | | | | | | | |
| <input type="checkbox"/> LIMITED TERM (10) | | AS NEEDED | | | | | |

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11. Work schedule. Check appropriate lines based on the hours or schedule to be worked.
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Human Resources Policy and Procedure

City and County of San Francisco
Department of Human Resources

| | | | |
|------------|-------|--|------------|
| Module | 6 | Separations | |
| Unit | 6.1 | Resignations | |
| Process | 6.1.1 | Resignation Satisfactory Services | |
| Effective: | | Last Updated: | 04/13/2012 |

| | |
|---------|---|
| Purpose | <i>This process is used to separate an employee who is voluntarily resigning from his/her position in the City and County service, and whose performance has been satisfactory.</i> |
| | <i>Communicates Intent to Resign</i> |
| | <i>may be</i> |
| | <i>19</i> |
| | <i>Employee Handbook – Separation Procedures</i> |

The New eHRPPM

Procedure

| | | | |
|--------------------------|--|--------------------------|---|
| <input type="checkbox"/> | 1) Department ensures that both Department HR and Supervisor/Manager are informed of employee's resignation or intent to resign. | | |
| <input type="checkbox"/> | a) Department HR confirms with Supervisor/Manager that employee's performance has been satisfactory. If performance was unsatisfactory, use procedure 6.1.2 Resignation Unsatisfactory Service | | |
| <input type="checkbox"/> | b) Department HR reminds Supervisor/Manager to retrieve any dept. issued equipment, IDs, keys, DSW badge, etc. prior to EE's last day. | | |
| <input type="checkbox"/> | 2) Department HR conducts City Employment History Review to determine employment/benefit rights | <input type="checkbox"/> | See Process 6.X.X: Employment History Review. |

Human Resources Policy and Procedure

City and County of San Francisco
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- CSC Rule 21 - Layoff

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|---------------------|---|
| Purpose | <i>This process is used to separate an employee who is voluntarily resigning from his/her position in the City and County service, and whose performance has been satisfactory.</i> |
| Situational Trigger | <i>Employee communicates intent to resign, either orally or in writing. Employee may be continuing employment in the City and County service.</i> |
| Authority | Civil Service Rule Series 19 Employee Handbook – Separation Procedures |

Procedure

| | | | |
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| <input type="checkbox"/> | 1) Department ensures that both Department HR and Supervisor/Manager are informed of employee's resignation or intent to resign. | | |
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| | | | |
|--------------------------|--|--------------------------|---|
| <input type="checkbox"/> | 3) Department verifies employee's intent to resign from current position, and intent with regard to employment rights in other positions. | | |
| <input type="checkbox"/> | a) Department HR confirms employee's intent to resign from all positions; OR | | |
| <input type="checkbox"/> | b) Department HR confirms employee's intent to abridge leave and return to Permanent position; Department HR notifies prior department of employee's intent to abridge leave and return to prior department. | | |
| <input type="checkbox"/> | c) Department verifies whether employee is accepting or continuing non-PCS employment. | | |
| <input type="checkbox"/> | 4) If necessary, department consults/advises employee on employment/benefit rights. | | |
| <input type="checkbox"/> | 5) Department completes Separation Report acknowledging employee's resignation. Distribution: Original to OEPPF; copy to employee | <input type="checkbox"/> | DHR Form: Separation Report . |
| <input type="checkbox"/> | 6) Department determines appropriate PeopleSoft Action/Action Reason code. | <input type="checkbox"/> | See Decision Diagram 6.1: Resignation |
| <input type="checkbox"/> | a) TER Actions: Department HR enters TER Action into PeopleSoft, attaching relevant documentation as required. | | |
| <input type="checkbox"/> | b) DTA Actions: Department HR forwards Separations Report to DHR. DHR enters DTA Action into PeopleSoft, attaching relevant documentation as required. | | |
| <input type="checkbox"/> | 7) Print PeopleSoft Termination Report. Distribution: Original to OEPPF; copy to employee | <input type="checkbox"/> | PeopleSoft: Termination Report |

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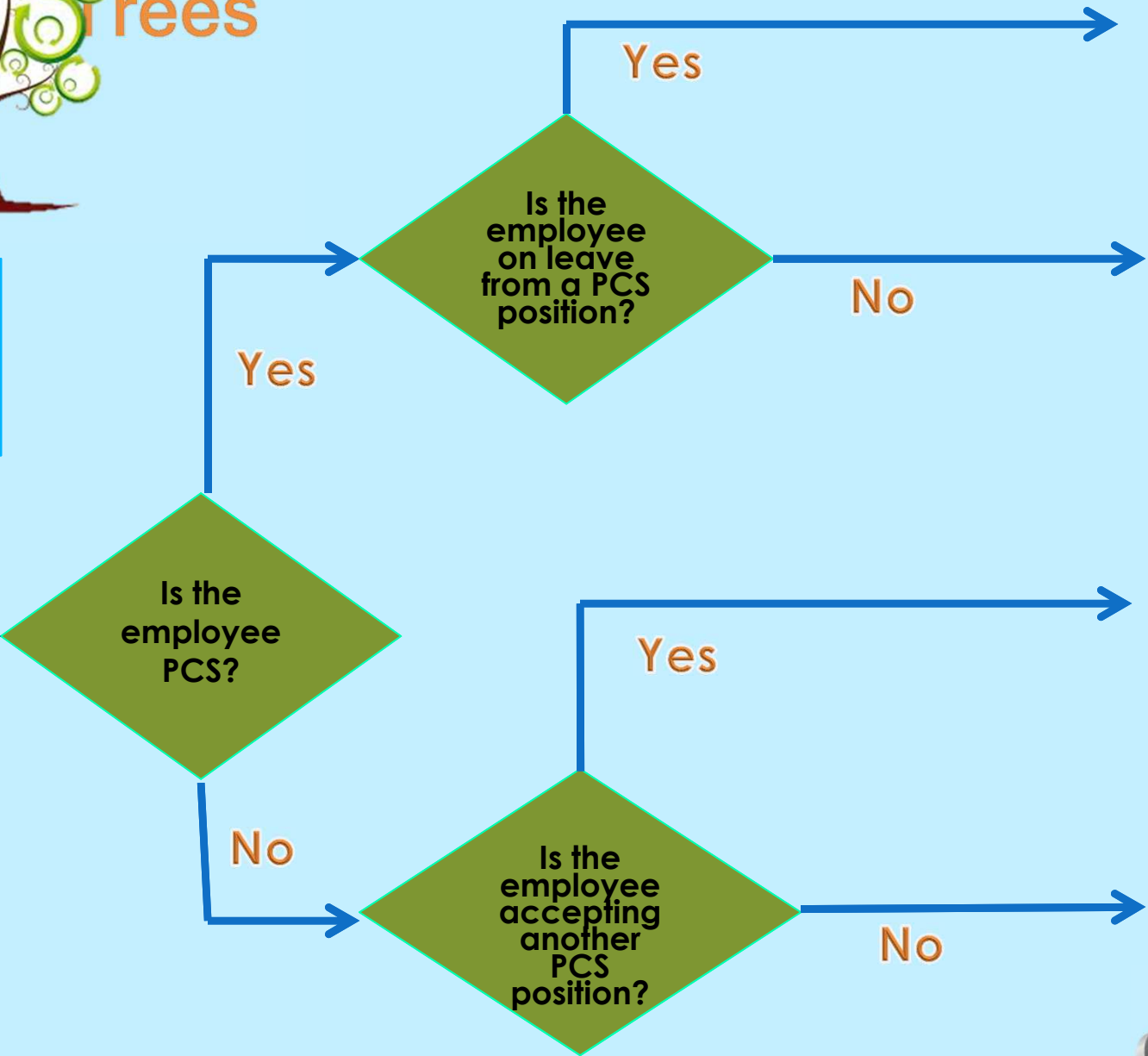
Training: Decision Trees



Decision Trees



**Voluntary
Resignation**



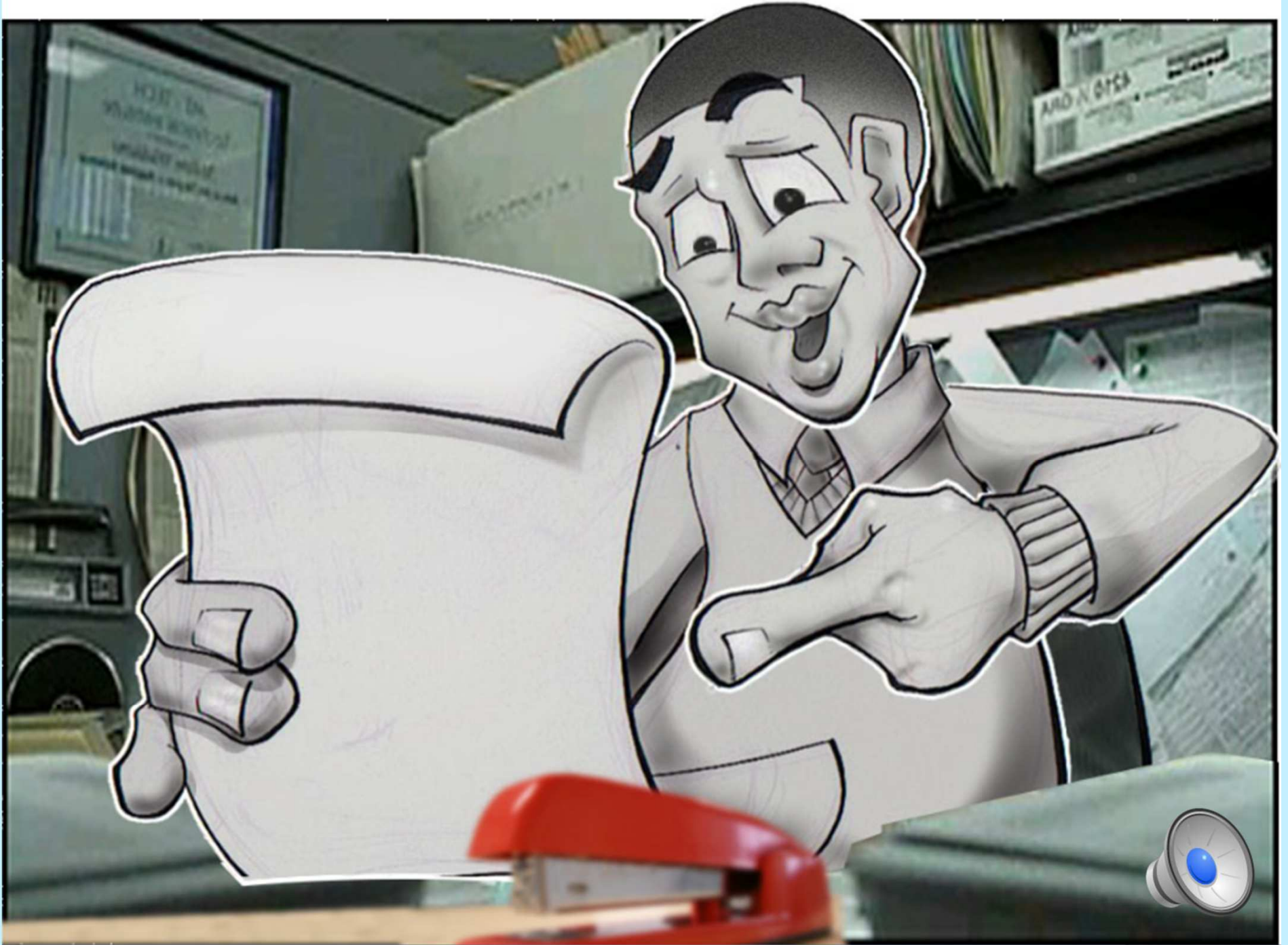
Action / Action Reason



TER/RSS
Termination /
Resignation Satisfactory Service

Terminated



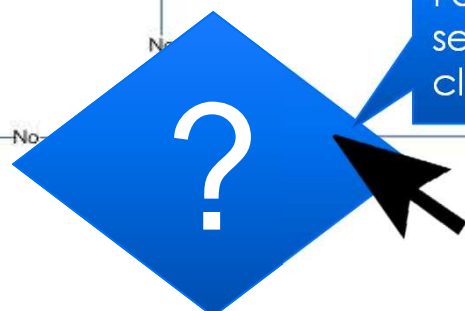


Decision Tree

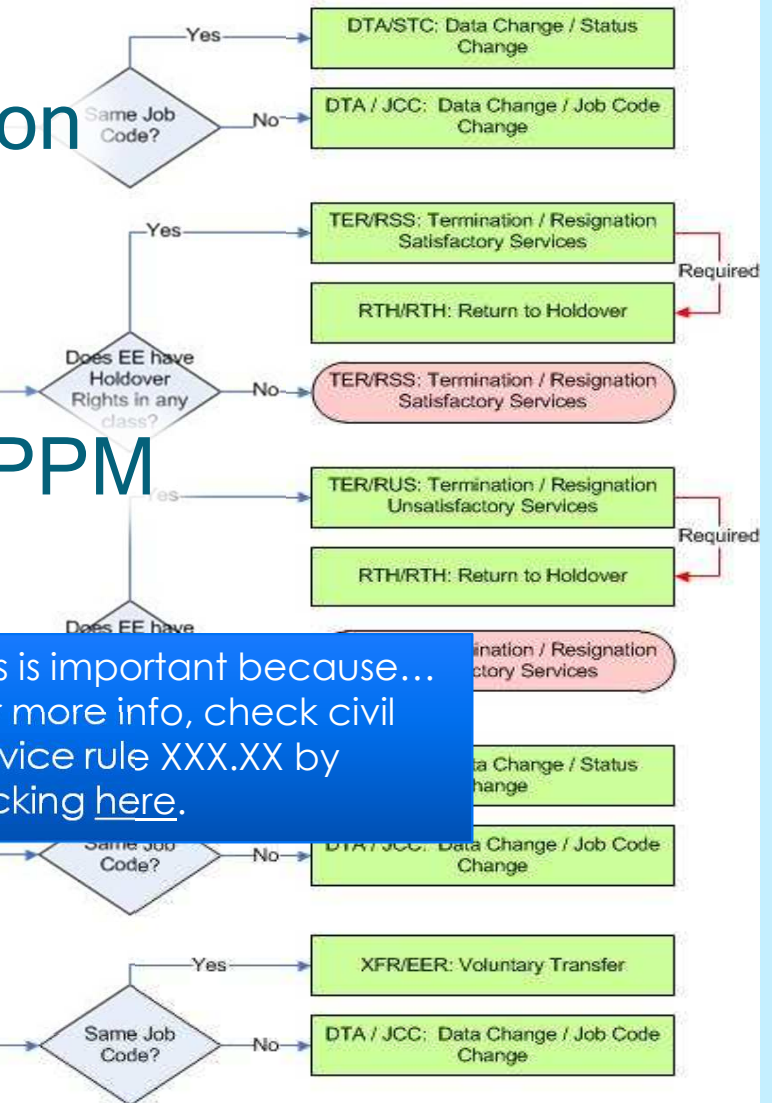
Decision Diagram 6.1 Resignations

| | |
|----------------|-------|
| Employee # | FIELD |
| Effective Date | FIELD |
| Prep. Date | FIELD |
| Date Prepared | FIELD |

- Think globally
- Gather important information
- Understand ripple effects
- User Friendly, Interactive
- HR Forum Web Site, eHRPPM
- Updatable



This is important because...
For more info, check civil service rule XXX.XX by clicking [here](#).





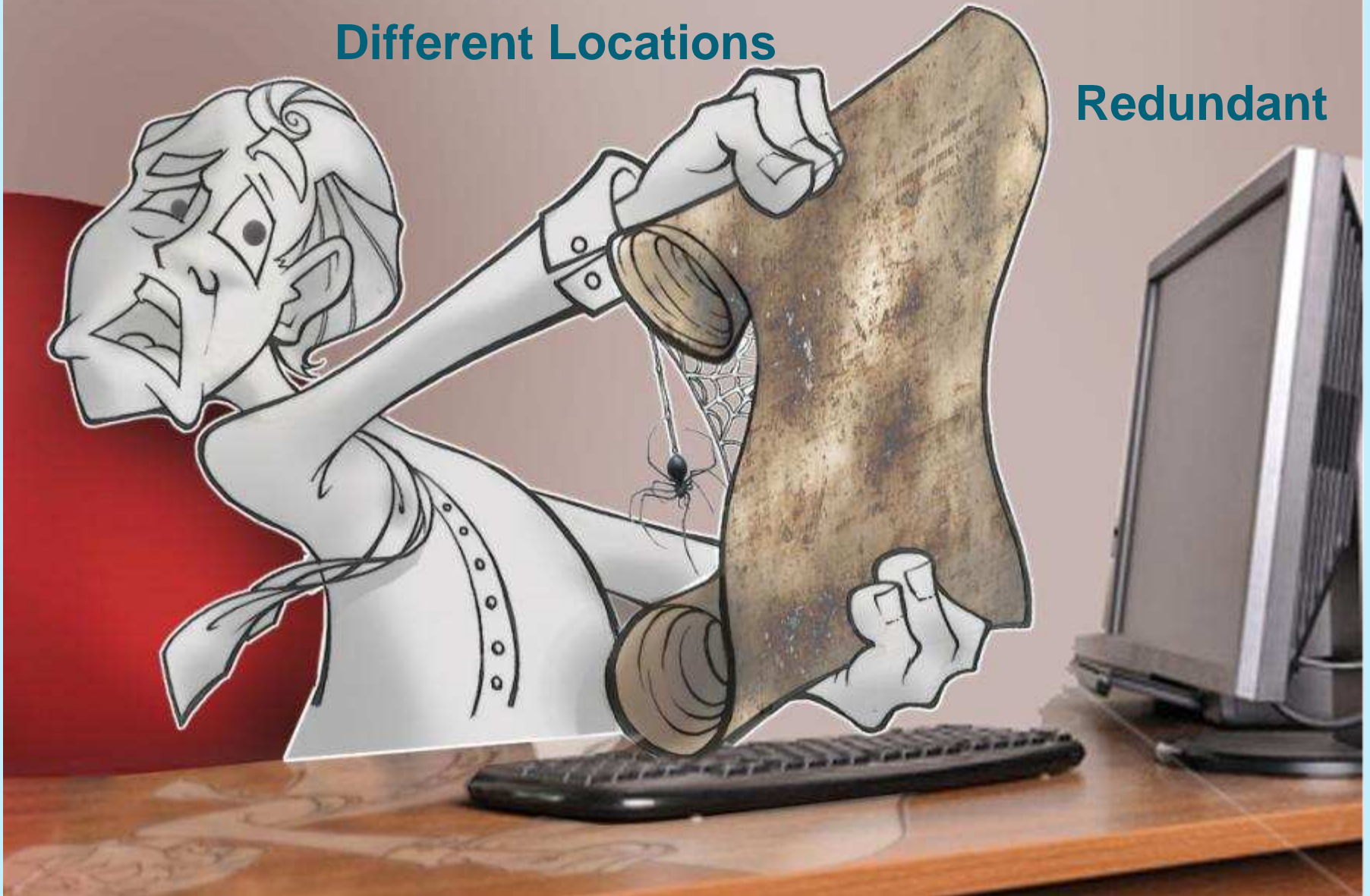
Electronic Forms (EF) & Electronic Service Requests (ESR)

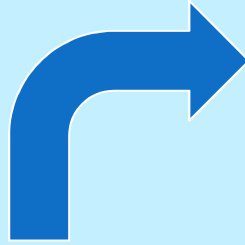
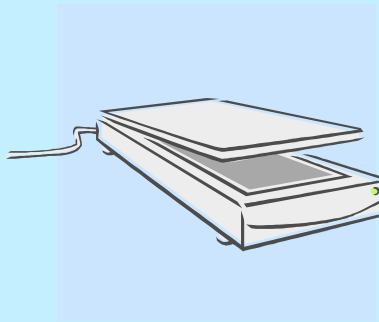
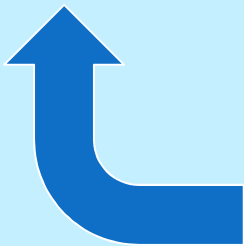
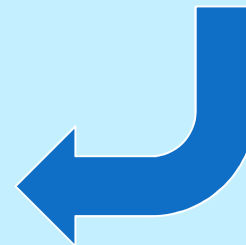
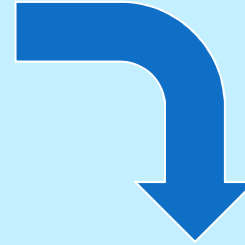
Different Formats

Outdated

Different Locations

Redundant





Electronic Forms & Electronic Service Requests



- * Online
Fillable Forms
- * Accessible
- * One Central
Location

Electronic Form (EF)

- Online fillable PDF
- Save or Print

Electronic Service Request (ESR)

- Simplify approval process
- “Submit” button
- Automatically route to DHR
- Email notification
- Confirmation
- Final approved form in PDF

Page 1 of 1 **YOUR COMPANY NAME**

107 Victoria Park, Suite 200, 223, 2247
107 Victoria Park, Suite 200, 223, 2247

LUMBAR EXAM FORM

PATIENT INFORMATION
 Last Name M F First Name SSN# 100-40-0000 Date of Birth 2/23/1980

VITALS
 BP / mmHg Pulse Bpm Eyes Shallowing Rhythm Temperature Height in Weight lbs

INSPECTION, PALPATION AND PERCUSSION
 Findings

RANGES OF MOTION
 Flex degrees Ext degrees M/L degrees L/R degrees M degrees L/R degrees

ORTHOPEDIC EXAMS
 ● + - ● A L R Finding
 ● + - ● A L R Finding
 ● + - ● A L R Finding
 ● + - ● A L R Finding
 ● + - ● A L R Finding
 ● + - ● A L R Finding

DEEP TENDON REFLEXES
 S1/Patellar S/L S2/Semimembranosus S/L S1/Achilles S/L
 S2/Patellar S/L S2/Semimembranosus S/L S1/Achilles S/L

MYOTOMES & DERMATOMES
 S1/Quadriceps S/L S/L S2/Dorsiflexion S/L S3/Toe Extension S/L
 S2/Quadriceps S/L S/L S2/Dorsiflexion S/L S3/Toe Extension S/L
 S1/Hamstrings S/L S2/Plantarflexion S/L

Dermatomes: Freshhead examination is normal/abnormal

Possible Name Possible Age Title Date / / 2007 Possible Signature

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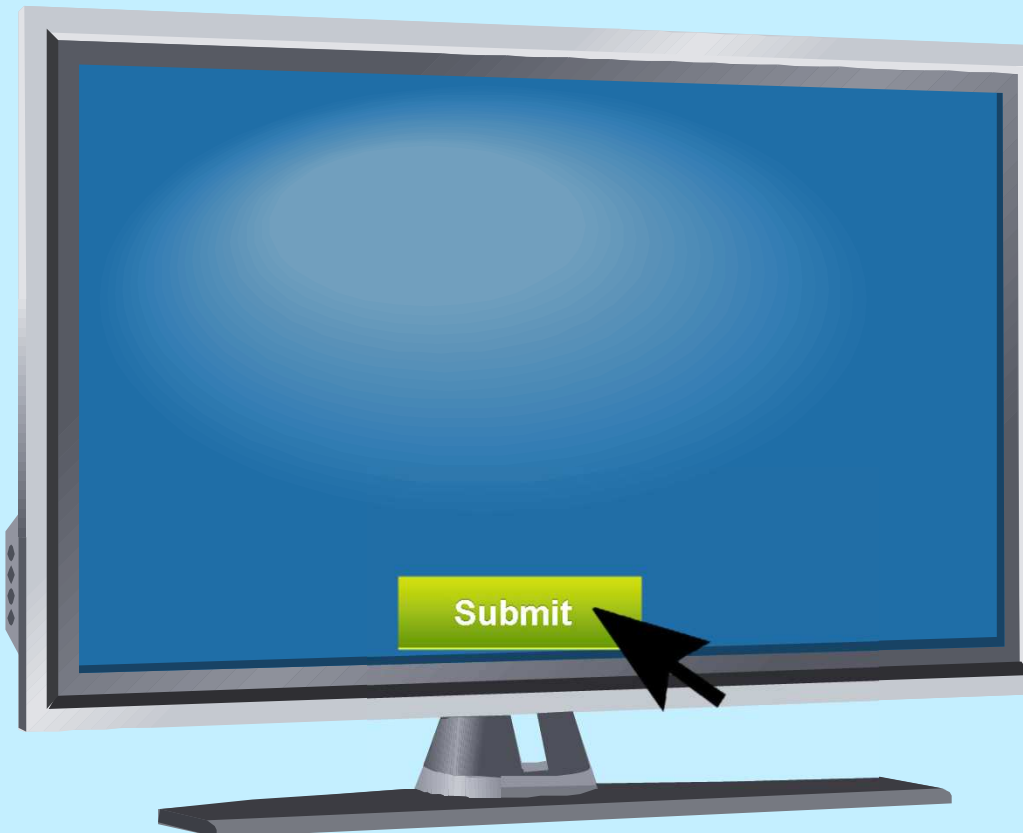
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eMerge PeopleSoft



eMerge PeopleSoft

The screenshot shows a web browser window displaying the login page for the eMerge PeopleSoft system. The browser's address bar shows "Log In". The page header includes the "sf.gov" logo and navigation links for "SFGov", "Residents", "Business", "Government", "Visitors", and "Online Services", along with a "Help" link. The main content area features a banner for the "City and County of San Francisco" with a background image of the Golden Gate Bridge. Below the banner is a "Login" section with the heading "LOG IN". The text instructs users to enter their username and password to log into eMerge. It provides links for "Register/Change Password Recovery" and "Recover My Password". A form titled "Account Information" contains two input fields: "Username:" and "Password:". A "Log In" button is located at the bottom right of the form. A circular seal of the City and County of San Francisco is visible on the right side of the page.

Log In

sf.gov SFGov | Residents | Business | Government | Visitors | Online Services Help

City and County of
San Francisco

Login

LOG IN

Please enter your username and password to log into eMerge.
[Register/Change Password Recovery](#) , if you login for the first time or want to change your Question/Answer.
[Recover My Password](#) , if you forgot your password.

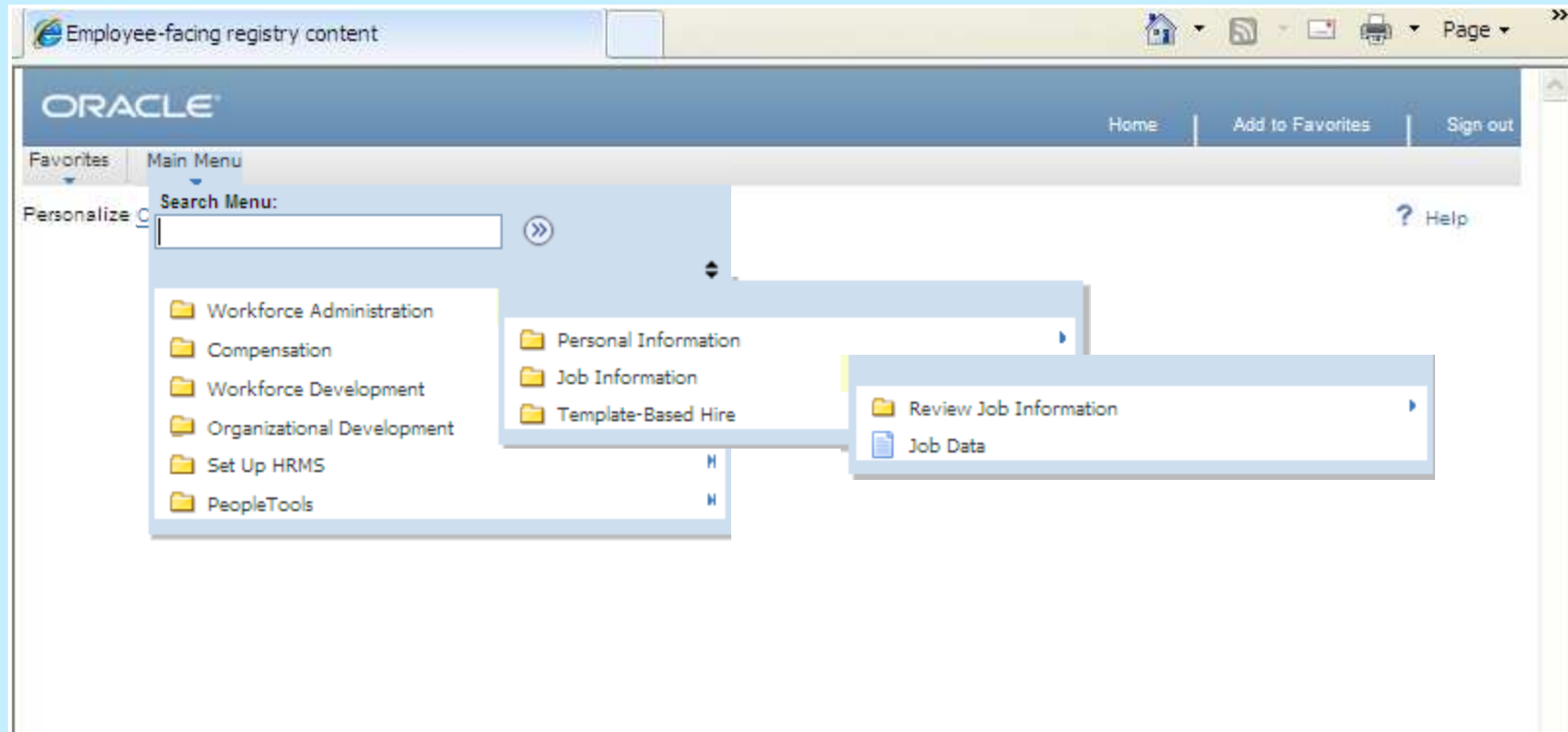
Account Information

Username:

Password:

Log In

eMerge PeopleSoft



Remaining Activities

April - July

August

September →

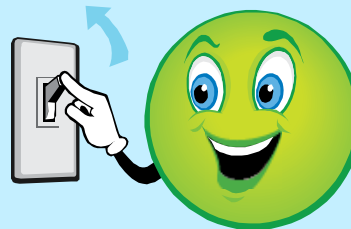
**Business
Process
Documentation**



**User
Testing**



**Pre-Go Live
Training**



GO LIVE!

**Post-Go Live
Training**



**User Support
/ Help Desk**



Communications



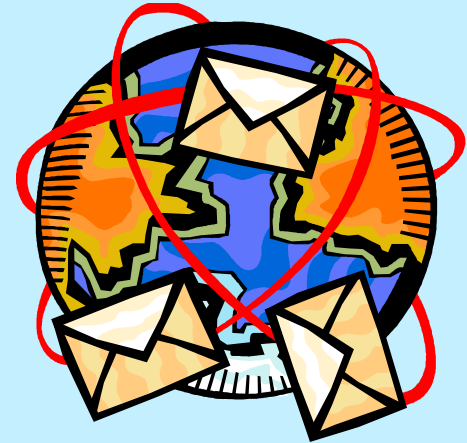
Communications



- Venue for the HR Community to Connect
- Socialization of HR Community to PS 9 Business Processes
- Collecting & Integrating the HR Communities Feedback
- Accurate, Timely and Up to Date Information
- Ongoing Support
- Tools and Resources to Achieve Success

Communications

- Presentations to HR Community
- Survey Monkey
- Brown Bags and Blue Bags
- HR Forum Mailbox on DHR Website or email directly to: HRForum@sfgov.org
- COMING SOON: HR Forum Website with all Tools/Resources





HR Forum

Knowledge. Support. Success.