



Gavin Newsom
Mayor

Micki Callahan
Human Resources Director

M E M O R A N D U M
DHR No. 04-2010

DATE: April 6, 2010

TO: Appointing Officers
Departmental Personnel Officers

FROM: Micki Callahan
Human Resources Director 

SUBJECT: **Important Update on Citywide Layoff Processes and Timelines**

The purpose of this memorandum is to provide you with the most recent developments in layoff processing and anticipated time lines. As you know, the Mayor directed departments to make further budgetary reduction proposals, which are due to the Mayor's Budget Director on Friday, April 9, 2010. In addition, the labor relations team has been in ongoing negotiations with our labor partners to finalize the various labor agreements. Once those tentative agreements are finalized, employees of each participating union must vote to ratify the agreement.

To ensure that the layoff processing, including the return-to-duty offers to part-time positions and timelines for anticipated displacements, is coordinated with the new budget reduction instructions and the ratification of the tentative agreements, the Mayor has agreed to extend the layoff effective date from Friday, May 14, 2010 to **Friday, June 11, 2010, close-of-business. Departments are required to communicate the layoff extension date, via group and/or electronic message, to their affected employees as soon as possible.**

As each union ratifies a tentative agreement that provides alternatives to the planned reorganization with part-time employment, layoff notices associated with that reorganization will be rescinded for those represented employees. However, we must continue our preparations and processing of layoffs during this time period, because we cannot be sure that all of these MOU agreements will ultimately be ratified. In addition, there are some employees who will need to be laid off to close the budget gap. We must begin to notify these employees of their circumstances, as they may otherwise be laboring under the false assumption that their positions are included in the fiscal year 2010-11 budget.

While we expect to begin offering part-time positions to employees within a few weeks; we recommend that departments begin advising affected employees of the position eliminations as soon as practical. To help guide you through this process, we are recommending the following:

- 1) Identify employees in your department who received a layoff notice and whom you do not expect to provide an offer of part-time employment. Meet with them individually or in small groups to advise them of this. Remind them that this does not mean they will ultimately be unemployed, as they may have civil service rights to other positions. Please provide them with information about the City's Job Transition Services Program at this time (see the DHR layoff website at www.sfgov.org/layoff for details).

- 2) To the extent that you expect to be able to offer part-time positions to employees in the department, meet with your managers and ask them to communicate this information to those for whom they are responsible. Please note that reductions in other departments mean that you cannot guarantee that all such employees will be able to stay in the department.
- 3) Please note that upon rescission of any layoffs, including those associated with the City's reorganization with part-time employment, all related offers and elections will also be voided. If a return-to-duty offer to a part time position was extended, the offer will also be rescinded. Likewise, any severance offer and election will be voided.

As a reminder, the DHR Workforce Development Team has developed a 2-hour session targeted to managers and supervisors on "Delivering Bad News to Your Employees." The session is free of charge and will be offered from 2 p.m. to 4 p.m. on Tuesday, April 13th and Wednesday, April 14th in the DHR training rooms on the 4th floor of One South Van Ness Avenue. I would encourage you and your management/supervisory staff to attend one of these sessions. Please email WD.DHR@sfgov.org to reserve a spot.

Questions

Should you have any questions about the layoff process or timelines, please contact Ted Yamasaki, Managing Deputy Director at (415) 557-4915 or Ted.Yamasaki@sfgov.org.

Employees who have questions about their own circumstances or about the layoff process should be encouraged to go to the DHR layoff webpage at www.sfgov.org/layoff or to call the DHR Layoff Customer Service Call Center at (415) 557-4800.