



Gavin Newsom
Mayor

Micki Callahan
Human Resources Director

M E M O R A N D U M
DHR No. 01-2009

DATE: February 27, 2009

TO: Appointing Officers
Departmental Personnel Officers

FROM: Micki Callahan
Human Resources Director

SUBJECT: 2008-09 Citywide Layoff Update

A handwritten signature in black ink, appearing to read "Micki Callahan", written over the printed name in the "FROM" field.

As you know, the Department of Human Resources (DHR) has been charged with the coordination of the City's layoff program. A critical component to the success of the program is the direct involvement of departmental supervisors and personnel staff in ensuring that applicable Civil Service Rules and policies governing employee layoffs are applied with consistency, compassion and respect.

Please take note of the following items:

- **Support of Employees "bumping" into Your Department.**
Departments should provide support to employees "bumping" into the department. Employees should be advised of expectations on job performance, and allowed a reasonable amount of time to adjust to their new assignments. However, you should also be aware of the probationary periods that apply to such employees per the applicable Memorandum of Understanding (available online at the DHR website at www.sfgov.org/dhr).
- **Audit of Temporary Exempt (TEX) Positions in Layoff Classes**
Departments have the custodial responsibility of ensuring the accuracy and validity of job requisitions in the system. We recommend that departments audit their filled TEX requisitions, specifically in classes affected by layoffs. Please make every effort to ensure that the laid-off employees' work is not reassigned to a TEX employee in the same class and department. In general, departments should not be retaining or hiring TEX employees into classification affected by layoffs.
- **Special Conditions on Requisitions**
To ensure that special conditions on requisitions are accurate, departments should audit all special conditions on existing requisitions. While no new special conditions will be approved for existing requisitions in layoff classes, departments will be able to remove or replace existing special conditions to better reflect the duties of the position.

Should you have any questions or require additional information, please contact Ted Yamasaki, Managing Deputy Director at 415-557-4915 or Ted.Yamasaki@sfgov.org.