



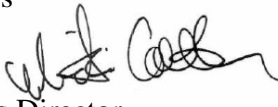
Gavin Newsom  
Mayor

Micki Callahan  
Human Resources Director

**MEMORANDUM**  
**DHR No. 06-2008**

**DATE:** May 8, 2008

**TO:** Personnel Officers

**FROM:** Micki Callahan   
Human Resources Director

**SUBJECT:** **Fiscal Year 2008-09 Citywide Layoff Action Items**

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The Department of Human Resources has been charged with the coordination of the City's layoff program. A team of expert analysts from the department has been established to manage all Citywide layoffs.

A revised Layoff Coordinators' Guidebook has been developed to provide you with current procedures for implementing departmental layoffs and information about subsequent Citywide displacement and return-to-duty processes. Document templates for use in noticing affected employees and their unions have been provided. The updated Coordinator's Guidebook contains the new seniority tie-breaking numbers for 2008. Electronic copies of the revised Guidebook can be obtained by contacting Emily Morrison at [Emily.Morrison@sfgov.org](mailto:Emily.Morrison@sfgov.org), or Kerry Ko, Client Services Manager at [Kerry.Ko@sfgov.org](mailto:Kerry.Ko@sfgov.org).

We expect that notice to affected employees will be provided on or around June 2, 2008. The effective date of the layoff is anticipated to be close of business, Friday, August 22, 2008.

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. To that end, the following action items require your immediate attention:

▪ **Authorizations for Department Layoff Coordinators**

Departments are requested to submit updates on authorized designees who will be the primary contact(s) with the Department of Human Resources Layoff Processing Team (DHR-LOPT) on all layoff-related matters. In addition to being the primary contact, the department coordinator will implement their department's layoff plan and act as a resource for individuals within the department who are affected by layoffs. Large departments may identify multiple coordinators to meet operational needs.

Please notify us of the name(s), contact telephone, email address and fax number(s) of your designated departmental coordinator(s) by email to Kerry Ko, DHR Layoff Processing Team not later than Friday, May 16, 2008 ([kerry.ko@sfgov.org](mailto:kerry.ko@sfgov.org)) Designated departmental coordinators will be invited to attend layoff updates and briefings.

- **Audit of Open Approved Requisitions**

The Department of Human Resources has established the PeopleSoft HRMS as the City's system of record for employment information. Departments are reminded that they continue to have the custodial responsibility for ensuring the accuracy and validity of job requisitions and employee records maintained in the system. To that end, Departments are reminded that that all open approved requisitions should be audited to ensure that position and funding authorization has been continued in the new fiscal year. In an effort to expedite the cancellation of requisitions, please submit a list electronically directly to Kerry Ko at [Kerry.Ko@sfgov.org](mailto:Kerry.Ko@sfgov.org).

- **Layoff Impacted Classifications**

Once the coordinated notice of layoffs has been issued, DHR-LOPT will immediately "freeze" all requisitions, regardless of classification, and perform the required analysis to determine return-to-duty placements. No new certifications will be issued and no oral authorizations (OA) for provisional appointments in these classes will be granted. DHR-LOPT will hold all requisitions until the analysis is completed.

During this period, DHR will not allow the routine cancellation of any approved, open, and available requisitions. Non-routine cancellations of approved, open, and available requisitions will require the approval of the Mayor's Budget Director or designee. DHR will "release" the holds on requisitions (approved, open, and available) when our analysis shows that a requisition is not needed for a return-to-duty.

- **Special Conditions on Requisitions**

To ensure that special conditions on requisitions are accurate, Departments are encouraged to audit all special conditions on existing requisitions. While no new special conditions will be approved for existing requisitions, Departments will be able to remove or replace existing special conditions to better reflect the duties of the position.

- **Meet and Confer Requests**

The Employee Relations Division will coordinate all requests to meet and confer regarding the impact of layoffs. When a request to meet and confer is received from the union, please immediately send an electronic copy of the request by email to: [EmployeeRelations@sfgov.org](mailto:EmployeeRelations@sfgov.org). A member of the Employee Relations team will follow directly with Departments.

Thank you for your prompt assistance with these important matters. 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](mailto:Ted.Yamasaki@sfgov.org).