



Gavin Newsom
Mayor

Philip A. Ginsburg
Human Resources Director

MEMORANDUM
DHR No. 18-2006

DATE: June 23, 2006

TO: Department Heads
Personnel Officers

FROM: Philip A. Ginsburg
Human Resources Director

A handwritten signature in black ink, appearing to read "Philip A. Ginsburg".

SUBJECT: Fiscal Year 2006-07 Citywide Layoff Action Items

The Department of Human Resources, Client Services Team has been charged with the coordination of the City's FY 06-07 Layoff program. A team of expert analysts from the Client Services will provide consistent, equitable, and expedient services in all aspects of managing the 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. Electronic copies of the revised Guidebook can be obtained by contacting Kerry Ko, Client Services Manager (kerry.ko@sfgov.org).

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, department supervisors are encouraged to provide meaningful orientations for employees "bumping" into their department. This should include the identification of the essential functions of the position as well as identification of the supervisor's specific expectations for the employee, including performance objectives.

Further, supervisors are encouraged to monitor the new employee's performance during the employee's probationary period and review with the employee any needed improvements in performance to successfully meet expectations. Feedback on less than satisfactory performance should occur as early as possible in the probationary period to allow the employee an opportunity to rectify performance problems.

To ensure the ultimate success of any employee bumping into a department, supervisors are encouraged to provide basic training to new employees and provide them with tools necessary to be successful in their new appointment when possible and appropriate.

I encourage all Departmental Layoff Coordinators to contact the Layoff Processing Team should additional information, assistance, or clarification of layoff policies and processes be needed.

In preparation and coordination for the new fiscal year's citywide budget reductions, 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, DHR will rely on the department coordinator to implement their respective 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 submit a list electronically; identifying the name(s), and contact telephone and fax number(s) of your designated departmental coordinator(s) to Kerry Ko, DHR Layoff Processing Team by Friday, June 30, 2006 (kerry.ko@sfgov.org) Designated departmental coordinators will be invited to attend layoff updates and briefings.

▪ **Layoff Impacted Classifications**

Effective July 1, 2006, DHR-LOPT will "hold" personnel requisitions in classifications affected by layoffs in order to perform the required analysis to determine Early Retirement Program (ERP) opportunities and/or return-to-duty placements. No new referrals will be issued and no oral authorizations (OA) will be granted in such classes during the analysis. Every attempt will be made to complete the analysis quickly and release requisitions. However, if there is an immediate or pressing hiring need and the requisition is on "hold", please contact Kerry Ko.

▪ **Effective Date for Layoffs**

All budget-related layoffs should be effective COB August 31, 2006.

▪ **Early Retirement Program Continuation**

On April 11, 2006, the Board of Supervisors extended the Early Retirement Program (ERP) for one year through June 30, 2007. The DHR Layoff Processing Team will be analyzing the proposed layoffs to determine opportunities for early retirement.

▪ **Special Conditions on Requisitions**

Effective July 1, 2006, no new requests for requisition modification to add or update special conditions on "held" requisitions will be processed.

▪ **PeopleSoft Data Base**

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 PeopleSoft system. DHR-LOPT will assume the accuracy of open and available job requisitions data in the PeopleSoft system and use this information to take action on return-to-duty placements.

- **Advance Notice of Layoff/Meet and Confer Obligation**

Departments are reminded to refer to applicable Memoranda of Understanding for layoff notification timelines and meet and confer obligations concerning the business impact(s) of layoffs. Advance notice templates have been developed and are available electronically for departmental use. For questions related to meet and confer obligations, please contact Micki Callahan, Assistant Employee Relations Director at 557-4845, or Alice Villagomez, Employee Relations Manager at 557-4921.

Also, please be advised that a DHR *Layoff Information Line* will be reestablished to provide pre-recorded information regarding the upcoming fiscal year's process. We will utilize the information line to provide updates to impacted individuals on subjects pertaining to placement activities and other related subjects. Beginning July 1, 2006, we encourage all Departmental Personnel Officers and Layoff Coordinators to become familiar with the information provided in these announcements and to direct concerned employees to this number for information. The DHR Layoff Information Line number is (415) 551-8920.

Thank you for your prompt assistance with these important matters. For further information on other related matters, please call your department's client services representative.