



Gavin Newsom
Mayor

Philip A. Ginsburg
Human Resources Director

MEMORANDUM
DHR #08-2005

DATE: May 26, 2005

To: Departmental Heads
Department Personnel Representatives

From: Philip A. Ginsburg
Director, Department of Human Resources

SUBJECT: **Automatic Extension of Temporary Exempt Requisitions and Appointments**

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

As you know, it has been an ongoing practice to require departments to re-submit temporary exempt requisitions at the beginning of the fiscal year. Under this practice, all temporary exempt employees were separated, and if necessary, reappointed to the newly approved requisitions.

As part of our efforts to carefully evaluate our human resources policies and practices for efficiencies and effectiveness, I am pleased to announce that in cooperation with the Controller's Office, all Temporary Exempt requisitions and appointments scheduled to expire will be automatically extended through June 30, 2006, subject to the availability of funds in your department.

Given this, if your department has Temporary Exempt requisitions and/or appointments that are scheduled to expire, you will **NOT** need to complete new requisitions or appointment processing documents to continue a temporary exempt employee into the new fiscal year.

If you do NOT want a requisition(s) or appointment(s) extended, please follow the standard procedure to separate a temporary exempt employee and/or submit a requisition modification form to cancel the requisition.

Departments are reminded of the following important notes:

- Temporary exempt appointments may only be made in accordance with Charter Section 10.104 (16), DHR Policies and Procedures, and applicable ASO provisions.
- In order to ensure Charter compliance, employees appointed in exempt category 16 are limited to work no more than 1040 hours in a fiscal year. DHR and the Controller's Office will continue to monitor employee hours in this exempt category. DHR will continue to provide data on employee hours to department contacts.
- In accordance with applicable Civil Service Rules addressing the separation of temporary employees upon the expiration of the term of employment, a separation report must be issued.
- Under CSC Rules, the appointee must be notified as to the duration of the appointment and must be notified in writing at least ten working days in advance of the final separation date.
- All newly appointed Temporary Exempt employees must receive and sign a Notice to Exempt Appointee.

For further information, please feel free to contact your DHR Client Service Representative.