




Gavin Newsom
Mayor

Philip A. Ginsburg
Human Resources Director

MEMORANDUM
DHR No. 12-2005

DATE: July 7, 2005

TO: Department Heads
Personnel Officers

FROM: Philip A. Ginsburg
Human Resources Director 

**SUBJECT: Fiscal Year 2005-06 City Wide Layoff Update
Early Retirement Program**

To date, the DHR layoff team has received, reviewed, and processed 245 layoffs for FY 2005-06. The majority of layoffs (excluding the San Francisco Unified School District) are effective close of business, August 31, 2005.

On June 28, 2005, the Board of Supervisors extended the Early Retirement Program (ERP) for one year through June 30, 2006. The DHR Layoff Processing Team is currently analyzing the proposed layoffs to identify opportunities for early retirement.

As you may recall, the Early Retirement program requires that we obtain certification from the Controller that positions affected by layoffs have been eliminated from the budget prior to the extension of offers. Pending the Controller's formal certification of position eliminations, we expect that the first round of early retirement offers will be extended no later than August 1, 2005.

Please note that while the early retirement analysis is being conducted, we are obligated to continue all returns-to-duty and displacement (bumping) actions. In some instances, returns-to-duty and displacements may be amended or rescinded depending on the acceptance of Early Retirement offers. Departments will be immediately notified of such instances.

During this period of uncertainty we encourage you to remind your staff of the Employee Assistance Program. The EAP is available, at no cost, to all employees of the City and County of San Francisco and their family members. The EAP is located at 1360 Mission Street, between 9th and 10th Streets. Their contact telephone number is (415) 554-9580.