



Gavin Newsom  
Mayor

Philip A. Ginsburg  
Human Resources Director

**MEMORANDUM**  
**DHR No. 10-2005**

**DATE:** June 15, 2005

**TO:** Department Heads  
Personnel Officers

**FROM:** Philip A. Ginsburg  
Human Resources Director

**SUBJECT: Fiscal Year 2005-06 Citywide Layoff Action Items**

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

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 Emily Morrison, DHR – Layoff Processing Team by Friday, June 24, 2005 (emily.morrison@sfgov.org) Designated departmental coordinators will be invited to attend layoff updates and briefings.

▪ **Layoff Impacted Classifications**

DHR-LOPT will immediately “freeze” all personnel requisitions, regardless of classification, and perform the required analysis to determine Early Retirement Program (ERP) opportunities and/or return-to-duty placements. No new certifications will be issued and no oral authorizations (OA) will be granted. DHR-LOPT will hold all personnel 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. DHR will “release” the holds on requisitions (approved, open, and available) when our analysis shows that a requisition is not needed for the ERP or a return-to-duty.

▪ **Effective Date for Layoffs**

All budget-related layoffs should be effective COB August 31, 2005.

- **Early Retirement Program Continuation**

As many of you know, the Early Retirement Program (3+3 Program) is scheduled to expire on June 30, 2005. Legislation to extend the program for one fiscal year (July 1, 2005 through June 30, 2006) has been introduced at the Board of Supervisors and referred to the Government, Audit and Oversight Committee. Updated information regarding the ERP will be provided.

- **Special Conditions on Requisitions**

Effective immediately, no new requests for requisition modification to add or update special conditions on existing 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 Alice Villagomez, Assistant Employee Relations Director 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, 2005, 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.