

Rule 112

Eligible Lists

Article I: Administration of Eligible Lists

Applicability: Article I, Rule 112, shall apply to employees in all classes; except the Uniformed Ranks of the Police and Fire Departments, and MTA Service-Critical classes.

Article II: Holdover Rosters and Return to Duty

Applicability: Article V, Rule 112, shall apply to employees in all classes; except the Uniformed Ranks of the Police and Fire Departments and MTA Service-Critical classes, and classes in the Management (“M”) and Executive Management (“EM”) Bargaining Units including “Management Unrepresented” classes covered in the Unrepresented Ordinance.

Article III: Holdover Rosters and Return to Duty for Classes in the Management (“M”) and Executive Management (“EM”) Bargaining Units including “Management Unrepresented” Classes Covered in the Unrepresented Ordinance.

Applicability: Article VI, Rule 112, shall apply to employees in classes in the Management (“M”) and Executive Management (“EM”) Bargaining Units including “Management Unrepresented” classes covered in the Unrepresented Ordinance.

Article IV: Redevelopment-Only Priority Eligible List

Applicability: Article VII, Rule 112, implements Assembly Bill 26 (2011) and shall apply to employees transitioned from the former San Francisco Redevelopment Agency (SFRA) to the City & County of San Francisco (CCSF) and who were laid off from their positions effective March 30, 2012.

Article V: Office of Community Investment and Infrastructure-Only Eligible List

Applicability: Article VIII, Rule 112, shall apply only to employees from the former San Francisco Redevelopment Agency who were appointed and separated from the City and County of San Francisco effective July 8, 2013 and are currently employed by the Office of Community Investment and Infrastructure as of February 2, 2015, without a break in service.

Rule 112

Eligible Lists

Article I: Administration of Eligible Lists

Applicability: Article I, Rule 112, shall apply to employees in all classes; except the Uniformed Ranks of the Police and Fire Departments, and MTA Service-Critical classes.

Sec.112.1 Types of Eligible Lists

The names of applicants passing all phases of an examination shall be placed on one of the following types of eligible lists in the order of total score. Eligibles with tie scores shall be listed in alphabetical order. Applicant information, including applicant names on eligible lists shall not be made public, unless required by law; however, an eligible list shall be made available for public inspection upon request once the eligible list is exhausted or expired and referrals resolved.

112.1.1 Discrete Eligible Lists

Discrete eligible lists are lists derived from examinations which are open for filing for a specific time period and in which the selection procedure is administered on a specific date or dates.

112.1.2 Continuous Eligible Lists

A continuous eligible list may be used for a class after the Human Resources Director has designated the class as a "continuous list class." Each time an examination for such a class is given, the names of the eligibles resulting from the examination shall be added to the existing eligible list, ranked by the eligible's score on the examination taken. For eligibles with the same score, names shall be listed alphabetically.

112.1.3 Duration of Eligibility on Continuous Lists

Each examination announcement for a continuous list class shall state the time period during which the names of eligibles successfully passing the examination will remain on the continuous list. This time period will be referred to as the "eligibility period." An eligible's name shall be removed from a continuous list at the end of the eligibility period.

Sec.112.2 **Duration of Eligible Lists and of Eligibility****112.2.1** **Duration of Discrete Eligible List**

For discrete eligible lists, the eligible list shall state the duration of the list with the minimum duration being six (6) months and the maximum twenty four (24) months.

112.2.2 **Duration of Eligibility - Continuous Eligible Lists**

For continuous eligible lists, the examination announcement shall specify the duration of eligibility with the minimum period of eligibility being six (6) months and the maximum being twelve (12) months.

112.2.3 **Establishment of Duration of Eligible Lists**

In establishing duration of an eligible list or duration of eligibility, the Human Resources Director shall consider, among other factors, the size of the applicant pool, the number of positions in the class, the rate of turnover, and equal employment opportunity goals.

112.2.4 **Expiration of Eligible Lists and Eligibility**

If the expiration date of an eligible list or eligibility period falls on a Saturday, Sunday or legal holiday, the removal of all names shall be effective at the close of business on the following business day.

Sec.112.3 **Extension of Eligibility**

The Human Resources Director may extend the duration of an eligible list or eligibility periods for individuals on the eligible list based on the needs of the City or merit factors. Any extension of the eligible list or eligibility period shall occur prior to the expiration date with the exception of correcting errors. The maximum duration of the eligible list shall not exceed forty-eight (48) months. Affected eligibles shall be notified of the extension.

Sec.112.4 **Cancellation of Eligibility**

The Human Resources Director may cancel an eligible list after the minimum duration of six (6) months. In canceling an eligible list, the Human Resources Director shall consider, among other factors, the number of eligibles remaining, the length of time since the selection procedures were administered, equal employment opportunity goals, and labor market availability. Eligibles and the recognized employee organization representing the affected class shall be notified.

Sec.112.5 **Merging of Eligible Lists**

- 112.5.1** The Human Resources Director may authorize the merging of an earlier list in a class with a later eligible list in the same class.
- 112.5.2** The names of eligibles from the earlier eligible list shall be interpolated with the names of eligibles on the later eligible list by score. Eligibles with the same score shall be listed in alphabetical order.
- 112.5.3** The duration of the merged eligible list shall be established as provided elsewhere in these Rules and eligibles from the earlier eligible list shall have their eligibility extended accordingly.

Sec.112.6 **Priority of Eligible Lists**

Except as otherwise provided in these Rules, the order of priority of discrete eligible lists regardless of adoption dates is as follows:

- 1) promotive lists;
- 2) combined promotive and entrance lists; and
- 3) entrance lists.

Within each category earlier discrete eligible lists have priority over later discrete eligible lists.

Sec.112.7 **Posting Period for the Tentative Eligible List Examination Score Report and Review of Ratings by Examination Participants**

- 112.7.1** Examination participants shall have a minimum period as determined by the Human Resources Director not to be less than three (3) business days to review their own examination ratings to confirm the accuracy of the calculation of their scores and/or rankings. In establishing the minimum period, the Human Resources Director shall consider, among other factors, availability of technology to facilitate the review of ratings, technology or method used for scoring, type of exam, number of eligibles, stability and reliability of the messaging platform in sending and receiving notifications, extent of access by candidates to the means for receiving timely notification, and complexity of the examination ratings. The identity of the examiner giving any mark or grade shall not be disclosed.
- 112.7.2** The Human Resources Director shall establish the procedures for Review of Ratings.
- 112.7.3** The decision of the Human Resources Director shall be final and shall not be reconsidered by the Commission.

Sec.112.8 Documents Included in Review of Ratings and Maintenance of Anonymity of Examiners

Review of ratings of the final score calculations, if not exempted from inspection privileges, shall include rating sheets and other papers needed to verify accuracy of scores. Neither the identity of the examiner giving any mark or grade in an examination nor the questions and answers shall be provided. Individuals are not permitted to see other applicants' application materials, ratings or rating forms.

Sec.112.9 Appeal of Accuracy of Scores

The exclusive purpose of the review of ratings period is to review papers supporting a person's standing on the eligible list. Appeals during this period shall be limited to the accuracy of scores. Appeals must be filed in the office of the Department of Human Resources during the inspection period of the eligible list. The Human Resources Director shall rule on all appeals filed during this period. The decision of the Human Resources Director on the appeal shall be final and shall not be reconsidered by the Commission.

Sec.112.10 Adoption of Eligible List for Certification Purposes Only**112.10.1 Confidentiality of Applicant Information**

Applicant information, including applicant name on eligible lists shall not be made public, unless required by law. Therefore all eligible lists, upon adoption, will be used for certification purposes only. Changes in an eligible list because of clerical or computational errors shall not change the date of adoption of the eligible list.

112.10.2 The Human Resources Director may adopt an eligible list pending the resolution of any appeal, and may certify to the appointing officer the names of eligibles available for appointment in accordance with the established certification rule. The decision of the Human Resources Director shall be final and shall not be reconsidered by the Commission.

Sec.112.11 Maintenance of Eligibility

112.11.1 Except as otherwise provided in these Rules, eligibles who fail to possess or maintain the qualifications required by law and by the terms of the examination announcement under which they participated shall forfeit their eligibility.

112.11.2 Except for persons designated as "holdovers," promotive eligibles on a combined promotive and entrance eligible list who are separated from the City and County Service shall have all promotive credit points deleted from their final scores in the examination and their ranks on the eligible list shall be reduced accordingly. If re-employed and if the eligible list has not expired, upon written request and with the approval of the Human Resources Director, such promotive credit points and the previous rank shall be restored.

Sec. 112.11 Maintenance of Eligibility (cont.)

112.11.3 Except for persons designated as "holdovers," eligibles on a promotive only eligible list who are separated from the City and County service shall be removed from such eligible list. If re-employed and if the eligible list has not expired, upon written request and with the approval of the Human Resources Director, the person may be returned to the eligible list with promotive credit points and previous rank restored.

112.11.4 The Human Resources Director is authorized to remove eligibles from an eligible list in accordance with the conditions specified above.

Sec.112.12 The Use of Eligible Lists

Except for circumstances beyond the control of the Department of Human Resources, the initial Notice of Certification to eligibles as provided in Civil Service Rule 113 shall be issued within thirty (30) days from the date of adoption of an eligible list.

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Article II: Holdover Rosters and Return to Duty

Applicability: Article V, Rule 112, shall apply to employees in all classes; except the Uniformed Ranks of the Police and Fire Departments and MTA Service-Critical classes, and classes in the Management (“M”) and Executive Management (“EM”) Bargaining Units including “Management Unrepresented” classes covered in the Unrepresented Ordinance.

Sec.112.13 Holdover Status and Return to Duty

112.13.1 Holdover Roster - General Requirements

- 1) Subject to the provisions of this Rule, permanent or probationary civil service appointees who are laid off or placed on an involuntary leave of absence shall be designated as holdovers.
- 2) The names of holdovers shall be ranked on a holdover roster for the class or classes from which layoff occurs and in the order of total seniority in the class in the City and County service. Seniority prior to resignation or termination shall not be used in determining holdover rights in a class.
- 3) Holdovers shall be returned to duty in rank order from holdover rosters.
- 4) Holdovers shall, for a period of five (5) years from the date of layoff, have preference for appointment over eligibles on civil service lists, or employees requesting transfer, reinstatement, or reappointment. The Human Resources Director, upon review of all the circumstances, may extend the holdover status for such specified period of time as he/she may deem proper.
- 5) Holdover rosters shall be canvassed in the following order: first, permanent holdover rosters; then, temporary holdover rosters.
- 6) Permanent holdovers shall be returned to duty in temporary positions before temporary holdovers. Permanent holdovers shall displace any temporary or part-time exempt appointee in the same class in any City and County department. Permanent holdovers returned to duty in temporary positions shall retain their status on the permanent holdover roster. In the event of a displacement, the least senior temporary or part-time exempt appointee in the City and County service shall be laid off first.

Sec.112.13 Holdover Status and Return to Duty (cont.)**112.13.1 Holdover Roster - General Requirements (cont.)**

7) Permanent holdovers in classes with citywide seniority for layoff purposes shall be entitled to displace only the least senior permanent employee in that class in City service. Holdovers who waive such appointment shall remain on the holdover list for subsequent permanent appointment to vacant positions, but may accept a temporary position in the class, if available.

8) Exceptions to Return to Duty in Rank Order

If two (2) or more approved requisitions are on file, the Human Resources Director may permit holdovers in line for appointment, and in accordance with their standing on the roster, to select from the available requisitions the positions to which they desire appointment. In cases where holdovers on rosters who would be reached for appointment on requisitions, the Human Resources Director may consult with appointing officers and employees involved, and if it is in the best interest of the service, may offer out said positions to holdovers so as to make it possible for them to return to duty in the department from which laid off.

9) Holdovers who are notified that they are being returned to duty are required to respond to the Department of Human Resources within five (5) business days of the date of notification. The Human Resources Director may extend the time response period beyond five (5) business days. Failure of a holdover to respond within the time limits shall be considered a refusal of the offer and shall be subject to the penalty, if any, provided in this Rule.

10) Except as otherwise provided in these Rules, holdovers who fail to possess and maintain the qualifications required by law and by the terms of the examination announcement under which they participated shall forfeit their eligibility.

11) In all cases of change of address, the Department of Human Resources must be notified in writing separately for each class involved. Notice of change of address to the Post Office and/or the employee's current department only shall not be a reasonable excuse for special consideration in case of failure to respond to notice of return to duty within time limits.

Sec.112.13 Holdover Status and Return to Duty (cont.)**112.13.1 Holdover Roster - General Requirements (cont.)**

12) Except as otherwise directed by the Human Resources Director, holdovers being returned to duty shall not be required to pass a new medical examination.

13) A properly completed copy of the designated report of layoff or involuntary leave of absence form shall be forwarded to the Department of Human Resources as soon as possible (in advance of the action if possible) so that the Department of Human Resources may record the action and place the employee's name on a holdover roster for immediate consideration for return to duty.

14) Late reports of layoff shall not interfere with nor affect the rights of holdovers to whom notices of return to duty have already been mailed and who have been or may be returned to duty in response to such notices.

15) If there is no holdover roster for a class or if the holdover roster is exhausted, the Human Resources Director may authorize that a holdover be returned to duty from another holdover roster deemed suitable to temporarily provide the required service. If no other roster is available, the position shall be offered to eligibles on regular civil service eligible lists or to individuals requesting transfer, reinstatement or reappointment.

16) Holdovers returned to duty shall be reinstated with accrued compensatory time, if any, and with their original anniversary date for the purposes of computing sick leave and vacation benefits.

112.13.2 Holdover - Temporary Appointees

1) Appointees certified from an eligible list who have satisfactorily served under temporary appointment shall upon expiration of the list be designated a "temporary holdover."

2) Resignation from temporary appointment from a holdover roster or refusal of temporary appointment from a holdover roster cancels all temporary holdover rights in that class.

Sec.112.13 Holdover Status and Return to Duty (cont.)**112.13.3 Holdover - Permanent and Probationary Appointees**

1) A permanent or probationary appointee to a promotional or entrance position who is laid off shall be designated a "permanent holdover" and shall be returned to duty in a position in the class from which laid off from a holdover roster as provided in this Rule.

2) A permanent holdover returned to duty on a permanent basis in a department other than the one from which laid off shall serve a new probationary period.

3) Return to duty of a permanent holdover to a position in the class from which laid off shall be subject to the following conditions:

4) Return to Duty - Department From Which Laid Off

Permanent Vacancy - A permanent holdover who refuses an offer to return to duty on a permanent basis in the department from which laid off shall forfeit all holdover rights in that class, and shall be removed from all rosters for that class. Such refusal of return to duty shall be deemed a resignation.

Temporary Vacancy - Permanent holdovers may refuse an offer to return to duty on a temporary basis in the department from which laid off without affecting future offers to be returned to duty. Waiver of temporary appointment shall not be removed without the permission of the Human Resources Director.

5) Return to Duty - Department Other Than the One From Which Laid Off

Permanent holdovers may refuse an offer to return to duty on a permanent or temporary basis in a department other than the department from which laid off without affecting future offers to be returned to duty. Such departmental waivers shall not be withdrawn without the approval of the Human Resources Director.

6) A permanent holdover who was laid off during the probationary period and who is returned to duty in the department from which laid off shall complete the remaining period of probationary service.

Sec.112.13 **Holdover Status and Return to Duty (cont.)****112.13.3** **Holdover - Permanent and Probationary Appointees (cont.)**

7) Transferees who are laid off during the probationary period shall be ranked on the permanent holdover roster for the class in accordance with their seniority in the class in the City and County service.

8) Permanent holdovers who resign or are released during the probationary period may be returned to the holdover roster from which appointed subject to the provisions of these Rules. Such holdovers shall not displace any current permanent or probationary employees, but shall remain on the list for subsequent permanent appointment to vacant positions and may accept a temporary position in the class, if available.

Rule 112

Eligible Lists

Article III: Holdover Rosters and Return to Duty for Classes in the Management (“M”) and Executive Management (“EM”) Bargaining Units including “Management Unrepresented” Classes Covered in the Unrepresented Ordinance.

Applicability: Article VI, Rule 112, shall apply to employees in classes in the Management (“M”) and Executive Management (“EM”) Bargaining Units including “Management Unrepresented” classes covered in the Unrepresented Ordinance.

Sec. 112.14 Holdover Status and Return to Duty

112.14.1 Holdover Roster – General Requirements

- 1) Subject to the provisions of this Rule, permanent or probationary civil service appointees who are laid off or placed on an involuntary leave of absence shall be designated as holdovers.
- 2) The names of holdovers shall be ranked on a holdover roster for the class or classes from which layoff occurs and in the order of total seniority in the class in the City and County service. Seniority prior to resignation or termination shall not be used in determining holdover rights in a class.
- 3) Holdovers shall be returned to duty in vacant positions, in rank order from holdover rosters.
- 4) Holdovers shall, for a period of five (5) years from the date of layoff, have preference for appointment over eligibles on civil service lists, or employees requesting transfer, reinstatement, or reappointment. The Human Resources Director, upon review of all the circumstances, may extend the holdover status for such specified period of time as he/she may deem proper.
- 5) Holdover rosters shall be canvassed in the following order: first, permanent holdover rosters; then, temporary holdover rosters.
- 6) Permanent holdovers shall be returned to duty in temporary positions before temporary holdovers. Permanent holdovers shall displace any temporary or part-time exempt appointee in the same class in any City and County department. Permanent holdovers returned to duty in temporary positions shall retain their status on the permanent holdover roster. In the event of a displacement, the least senior temporary or part-time exempt appointee in the City and County service shall be laid off first.

Sec. 112.14 Holdover Status and Return to Duty (cont.)**112.14.1 Holdover Roster – General Requirements (cont.)**

7) Permanent holdovers in classes with citywide seniority for layoff purposes shall not be entitled to displace permanent or probationary employees in that class in City service with the following exception:

a) Any active employee in classes in the Management (“M”) and Executive Management (“EM”) Bargaining Units including “Management Unrepresented” classes covered in the Unrepresented Ordinance with a minimum of twenty (20) years of continuous service on January 1, 2007.

i. Continuous service for the purpose of this section is defined as continuous service in a permanent civil service appointment to any class(es) in the Management (“M”) and Executive Management (“EM”) Bargaining Units including “Management Unrepresented” classes covered in the Unrepresented Ordinance.

ii. Provisional and exempt service in a class(es) in the Management (“M”) and Executive Management (“EM”) Bargaining Units including “Management Unrepresented” classes covered in the Unrepresented Ordinance will not constitute a break in continuous service.

8) Exceptions to Return to Duty in Rank Order

If two (2) or more approved requisitions are on file, the Human Resources Director may permit holdovers in line for appointment, and in accordance with their standing on the roster, to select from the available requisitions the positions to which they desire appointment. In cases where holdovers on rosters who would be reached for appointment on requisitions, the Human Resources Director may consult with appointing officers and employees involved, and if it is in the best interest of the service, may offer out said positions to holdovers so as to make it possible for them to return to duty in the department from which laid off.

9) Holdovers who are notified that they are being returned to duty are required to respond to the Department of Human Resources within five (5) business days of the date of notification. The Human Resources Director may extend the time response period beyond five (5) business days. Failure of a holdover to respond within the time limits shall be considered a refusal of the offer and shall be subject to the penalty, if any, provided in this Rule.

10) Except as otherwise provided in these Rules, holdovers who fail to possess and maintain the qualifications required by law and by the terms of the examination announcement under which they participated shall forfeit their eligibility.

Sec. 112.14 Holdover Status and Return to Duty (cont.)**112.14.1 Holdover Roster – General Requirements (cont.)**

11) In all cases of change of address, the Department of Human Resources must be notified in writing separately for each class involved. Notice of change of address to the Post Office and/or the employee's current department only shall not be a reasonable excuse for special consideration in case of failure to respond to notice of return to duty within time limits.

12) Except as otherwise directed by the Human Resources Director, holdovers being returned to duty shall not be required to pass a new medical examination.

13) A properly completed copy of the designated report of layoff or involuntary leave of absence form shall be forwarded to the Department of Human Resources as soon as possible (in advance of the action if possible) so that the Department of Human Resources may record the action and place the employee's name on a holdover roster for immediate consideration for return to duty to vacant positions.

14) Late reports of layoff shall not interfere with nor affect the rights of holdovers to whom notices of return to duty to vacant positions have already been mailed and who have been or may be returned to duty to vacant positions in response to such notices.

15) If there is no holdover roster for a class or if the holdover roster is exhausted, the Human Resources Director may authorize that a holdover be returned to duty to a vacant position from another holdover roster deemed suitable to temporarily provide the required service. If no other roster is available, the position shall be offered to eligibles on regular civil service eligible lists or to individuals requesting transfer, reinstatement or reappointment.

16) Holdovers returned to duty in vacant positions shall be reinstated with accrued administrative leave, if any, and with their original anniversary date for the purposes of computing sick leave and vacation benefits.

112.14.2 Holdover Roster – Temporary Appointees

1) Appointees certified from an eligible list who have satisfactorily served under temporary appointment shall upon expiration of the list be designated a "temporary holdover."

2) Resignation from temporary appointment from a holdover roster or refusal of temporary appointment from a holdover roster cancels all temporary holdover rights in that class.

Sec. 112.14 Holdover Status and Return to Duty (cont.)**112.14.3 Holdover - Permanent and Probationary Appointees**

1) A permanent or probationary appointee to a promotional or entrance position who is laid off shall be designated a "permanent holdover" and shall be returned to duty in a vacant position in the class from which laid off from a holdover roster as provided in this Rule.

2) A permanent holdover returned to duty on a permanent basis in a department other than the one from which laid off shall serve a new probationary period.

3) Return to duty of a permanent holdover to a vacant position in the class from which laid off shall be subject to the following conditions:

4) Return to Duty - Department From Which Laid Off

Permanent Vacancy - A permanent holdover who refuses an offer to return to duty on a permanent basis in the department from which laid off shall forfeit all holdover rights in that class, and shall be removed from all rosters for that class. Such refusal of return to duty shall be deemed a resignation.

Temporary Vacancy - Permanent holdovers may refuse an offer to return to duty on a temporary basis in the department from which laid off without affecting future offers to be returned to duty. Waiver of temporary appointment shall not be removed without the permission of the Human Resources Director.

5) Return to Duty - Department Other Than the One From Which Laid Off

Permanent holdovers may refuse an offer to return to duty on a permanent or temporary basis in a department other than the department from which laid off without affecting future offers to be returned to duty. Such departmental waivers shall not be withdrawn without the approval of the Human Resources Director.

6) A permanent holdover who was laid off during the probationary period and who is returned to duty in the department from which laid off shall complete the remaining period of probationary service.

7) Transferees who are laid off during the probationary period shall be ranked on the permanent holdover roster for the class in accordance with their seniority in the class in the City and County service.

8) Permanent holdovers who resign or are released during the probationary period may be returned to the holdover roster from which appointed subject to the provisions of these Rules. Such holdovers shall not displace any current permanent or probationary employees, but shall remain on the list for subsequent permanent appointment to vacant positions and may accept a temporary position in the class, if available.

Rule 112

Eligible Lists

Article IV: Redevelopment-Only Priority Eligible List

Applicability: Article VII, Rule 112, implements Assembly Bill 26 (2011) and shall apply to employees transitioned from the former San Francisco Redevelopment Agency (SFRA) to the City and County of San Francisco (CCSF) and who were laid off from their positions effective March 30, 2012.

Sec. 112.15 Redevelopment-Only Priority Eligible List

112.15.1 Redevelopment-Only Priority Eligible List – General Requirements

- 1) Former San Francisco Redevelopment Agency (SFRA) employees transitioned to the City and County of San Francisco (CCSF) and who were laid off from their positions effective March 30, 2012 will be placed on a Redevelopment-Only Priority Eligible List in rank order according to recognized seniority established at the former SFRA.
- 2) Redevelopment-Only Priority Eligible List will not include any employee who is employed by the City.
- 3) In the event an employee on the Redevelopment-Only Priority Eligible List obtains other City employment, s/he will be removed from the List.
- 4) The duration of eligibility on the Redevelopment-Only Priority Eligible List shall be two (2) years and may be extended only by action of the Commission.
- 5) Eligibles on the Redevelopment-Only Priority Eligible List shall possess and maintain minimum qualifications for the class.

112.15.2 Redevelopment-Only Priority Eligible List - Placement

- 1) The Human Resources Director shall identify classifications similarly related to Redevelopment-Only classifications affected by layoffs effective March 30, 2012.
- 2) Former SFRA employees affected by the March 30, 2012 layoff will be placed in the identified similarly related classifications on the Redevelopment-Only Priority Eligible List in rank order of their SFRA seniority.
- 3) The Human Resources Director's decision on classification matters is subject to appeal to the Commission.

Sec. 112.15 Redevelopment-Only Priority Eligible List (cont.)**112.15.3 Redevelopment-Only Priority Eligible List – Promotive Points**

- 1) Former SFRA employees laid off from their Redevelopment Agency Classifications effective March 30, 2012 and are active on Redevelopment-Only Priority Eligible List shall be considered promotive applicants.
- 2) Applicants for promotive-only or combined promotive and entrance examinations shall meet the requirements of the examination announcement under which they apply. If otherwise qualified, City employees with six (6) consecutive months (1040 hours) of verifiable experience in any job classification in any appointment type qualify as promotive applicants.

112.15.4 Redevelopment-Only Priority Eligible List - Certification

- 1) Redevelopment-Only Priority Eligible List will have priority of certification before regularly adopted eligible lists, with no right of refusal.
- 2) The Human Resources Director shall certify for Temporary Civil Service (TCS) appointment, in rank order, an eligible from the Redevelopment-Only Priority Eligible List to available permanent requisition(s) for position(s).
- 3) An eligible appointed from the Redevelopment-Only Priority Eligible List who completes six (6) months of documented satisfactory job performance subject to approval of the Civil Service Commission shall be granted permanent civil service status in the appointed classification. Paid or unpaid time off shall not count towards the completion of the six (6) month service requirement.
- 4) Seniority shall be established based on the date of certification to permanent civil service status.
- 5) The Human Resources Director is authorized to take such administrative action not in conflict with these Rules as is required to make this section operative.

112.15.5 Redevelopment-Only Priority Eligible List – Reports to the Civil Service Commission

- 1) The Department of Human Resources shall provide to the Civil Service Commission status reports on the Redevelopment-Only Priority Eligible List for all citywide classifications, including the names and rank order and appointment of former SFRA employees.

Sec. 112.15 Redevelopment-Only Priority Eligible List (cont.)

112.15.5 Redevelopment-Only Priority Eligible List – Reports to the Civil Service Commission (cont.)

2) Status Reports shall be submitted to the Civil Service Commission at the second meeting in August, commencing in 2012 and annually thereafter. The Civil Service Commission may request additional reports as it deems necessary.

112.15.6 Redevelopment-Only Priority Eligible List - Inoperability

This Rule shall become inoperable and removed on January 31, 2014 unless otherwise authorized by action of the Commission. The Rule shall be recorded and retained as part of the permanent Civil Service Commission records.

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Eligible Lists

Article V: Office of Community Investment and Infrastructure-Only Eligible List

Applicability: Article VIII, Rule 112, shall apply only to employees from the former San Francisco Redevelopment Agency who were appointed and separated from the City and County of San Francisco effective July 8, 2013 and are currently employed by the Office of Community Investment and Infrastructure as of February 2, 2015, without a break in service.

Sec. 112.16 Office of Community Investment and Infrastructure-Only Eligible List

112.16.1 Authority and Purpose

- 1) This Rule provides authority to establish and adopt Office of Community Investment and Infrastructure-Only Eligible Lists based on open and competitive recruitment and selection processes conducted by the former San Francisco Redevelopment Agency for merit based permanent appointments.
- 2) As provided under the Charter Section 10.103 of the City and County of San Francisco, the Human Resources Director shall have the duty and authority to establish a system of job classification and to allocate each position to a job class.
- 3) The Human Resources Director shall have the responsibility and authority to allocate new positions to a class based on the level and type of assigned duties as applicable under this Rule. Groups of positions form a class when it is determined by the Human Resources Director that the duties are at the same level of responsibility and authority.
- 4) The Human Resources Director has the authority to make changes to the Classification Plan including creating new classes, abolishing, consolidating or amending classes consistent with the Classification Plan.
- 5) The decision of the Human Resources Director regarding classification matters, including the authority to determine the status of an employee, shall be final unless appealed to the Civil Service Commission.

Sec. 112.16 Office of Community Investment and Infrastructure-Only Eligible List (cont.)**112.16.2 General Principles**

- 1) Only classifications determined by the Human Resources Director to be similarly related to the former “R” classifications will be established based on the open and competitive selection processes administered by the former San Francisco Redevelopment Agency to select and appoint former San Francisco Redevelopment Agency employees subject to appeal to the Civil Service Commission.
- 2) Office of Community Investment and Infrastructure-Only Eligible Lists shall only be comprised of former San Francisco Redevelopment Agency employees who meet the criteria established by this Rule, and shall be placed in rank order determined by the San Francisco Redevelopment Agency seniority date effective immediately prior to the date of San Francisco Redevelopment Agency dissolution.

112.16.3 Definitions**1) San Francisco Redevelopment Agency**

A governmental agency independent of the City and County of San Francisco. The San Francisco Redevelopment Agency was dissolved by California State law (ABX1-26, Community Redevelopment), effective June 27, 2012.

2) Successor Agency

Pursuant to ABX1-26, the City and County of San Francisco was identified as the successor agency to the former San Francisco Redevelopment Agency. Subsequently, California State law (AB 1484 Community Redevelopment) amended the definition of the Successor Agency, with explicit requirements that the Successor Agency be a separate public entity from the public entity that provides for its governance, and that the two entities shall not merge. On October 4, 2012, Ordinance No. 215-12 Successor Agency to the Former Redevelopment Agency was signed into law by the Mayor, acknowledging and confirming that the Successor Agency is a separate legal entity from the City, including confirmation that all employees in “R” classification are employees of the separate legal entity, now known as the Office of Community Investment and Infrastructure.

Sec. 112.16 Office of Community Investment and Infrastructure-Only Eligible List (cont.)**3) Office of Community Investment and Infrastructure**

The current successor agency to the former San Francisco Redevelopment Agency.

4) “R” Classifications

Abolished classification created by the City and County of San Francisco to reflect the classification structure and titles in the former San Francisco Redevelopment Agency.

112.16.4 Classification

The Human Resources Director shall establish Office of Community Investment and Infrastructure Only classifications similarly related to the former San Francisco Redevelopment Agency classifications (“R” classifications) in which affected employees were appointed immediately prior to the dissolution of the San Francisco Redevelopment Agency. The Human Resources Director’s decision on classification matters is subject to appeal to the Civil Service Commission.

112.16.5 Eligibility Requirements

Only those former San Francisco Redevelopment Agency employees transitioned to the City and County of San Francisco and subsequently separated effective July 8, 2013 and currently employed by the Office of Community Investment and Infrastructure as of February 2, 2015 without a break in service will be placed on the Office of Community Investment and Infrastructure-Only Eligible List in the Office of Community Investment and Infrastructure-Only classification determined by the Human Resources Director to be similarly related to their appointment in the respective “R” classification at the time of the San Francisco Redevelopment Agency dissolution.

112.16.6 Eligible Lists

1) Former San Francisco Redevelopment Agency employees will be placed on the Office of Community Investment and Infrastructure-Only Eligible List in rank order determined by the San Francisco Redevelopment Agency seniority date effective immediately prior to the date of San Francisco Redevelopment Agency dissolution.

Sec. 112.16 Office of Community Investment and Infrastructure-Only Eligible List (cont.)**112.16.6 Eligible Lists (cont.)**

2) Office of Community Investment and Infrastructure-Only Eligible Lists shall be ninety (90) days and may be extended only by action of the Commission.

112.16.7 Certification Rule of the List

1) The names of all eligibles on the Office of Community Investment and Infrastructure-Only Eligible Lists shall be certified to each available position.

2) An Office of Community Investment and Infrastructure-Only Eligible List adopted under the Rule of the List shall not be deemed exhausted without advance approval of the Commission.

112.16.8 Permanent Appointments

Permanent Appointment(s) will be made as a result of certification(s) from the Office of Community Investment and Infrastructure-Only Eligible Lists.

112.16.9 Probationary Period

Permanent appointments made from the Office of Community Investment and Infrastructure-Only Eligible Lists will be subject to the probationary period.

112.16.10 Reports to the Civil Service Commission

1) The Department of Human Resources shall provide to the Civil Service Commission status reports on the permanent civil service appointments offered to eligibles from all Office of Community Investment and Infrastructure-Only Eligible Lists, including the names and rank order and appointment of former San Francisco Redevelopment Agency employees.

2) The status report shall be submitted to the Civil Service Commission no later than thirty (30) days prior to the expiration date of the Office of Community Investment and Infrastructure-Only Eligible Lists. The Civil Service Commission may request additional reports as it deems necessary.

Sec. 112.16 **Office of Community Investment and Infrastructure-Only Eligible List**
(cont.)

112.16.11 Inoperability

This Rule shall become inoperable and removed on June 1, 2015 unless otherwise authorized by action of the Civil Service Commission. The Rule shall be recorded and retained as part of the permanent Civil Service Commission records.