



**CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO**

**LONDON N. BREED
MAYOR**

Sent via Electronic Mail

July 27, 2023

NOTICE OF CIVIL SERVICE COMMISSION MEETING

Amro Elsakkar



**SUBJECT: REQUEST FOR A HEARING BY AMRO ELSAKKAR ON THEIR FUTURE
EMPLOYMENT RESTRICTION WITH THE MUNICIPAL
TRANSPORTATION AGENCY.**

Dear Amro Elsakkar:

The above matter will be considered by the Civil Service Commission at a hybrid meeting (in-person and virtual) in Room 400, City Hall, 1 Dr. Goodlett Place, San Francisco, California 94102 and through Cisco WebEx to be held on **August 7, 2023, at 2:00 p.m.** You will receive a separate email invite from a Civil Service Commission staff member to join and participate in the meeting.

The agenda will be posted for your review on the Civil Service Commission's website at www.sf.gov/CivilService under "Meetings" no later than end of day on Wednesday, August 2, 2023. Please refer to the attached Notice for procedural and other information about Commission hearings. A copy of the department's staff report on your appeal is attached to this email.

In the event that you wish to submit any additional documents in support of your appeal, please submit **one hardcopy 3-hole punch, double-sided and numbered at the bottom of the page, to the CSC Office at 25 Van Ness Ave., Suite 720 and email a PDF version** to the Civil Service Commission's email at civilservice@sfgov.org by **5:00 p.m. on Tuesday, August 1, 2023**, please be sure to redact your submission for any confidential or sensitive information that is not relevant to your appeal (e.g., home addresses, home or cellular phone numbers, social security numbers, dates of birth, etc.), as it will be considered a public document.

Attendance by you or an authorized representative is recommended. Should you or a representative not attend, the Commission will rule on the information previously submitted and any testimony provided at its meeting. Where applicable, the Commission has the authority to uphold, increase, reduce, or modify any restrictions recommended by the department. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance.

You may contact me at (628) 652-1100 or at Sandra.Eng@sfgov.org if you have any questions.

CIVIL SERVICE COMMISSION

/s/

SANDRA ENG
Executive Officer

Attachment

Cc: Jeffrey Tumlin, Municipal Transportation Agency
Kimberly W. Ackerman, Municipal Transportation Agency
Shana Dines, Municipal Transportation Agency
David Garcia, Municipal Transportation Agency
Yaya Holmes, Municipal Transportation Agency
Paul Okunewitch, Municipal Transportation Agency
Pete Wilson, TWU Local 250A
Commission File
Commissioners' Binder
Chron

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (628) 652-1100. The fax number is (628) 652-1109. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civilservice/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original copy on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy on Materials being Considered by the Commission

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting on the Civil Service Commission's website at <https://sf.gov/civilservice> and in its office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials will be available for public inspection at the Civil Service Commission's during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

E. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (628) 652-1100 and confirmed in writing or by fax at (628) 652-1109.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

F. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

G. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission.

Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

H. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civilservice/.

I. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

J. Public Comment and Due Process

During general public comment, members of the public sometimes wish to address the Civil Service Commission regarding matters that may come before the Commission in its capacity as an adjudicative body. The Commission does not restrict this use of general public comment. To protect the due process rights of parties to its adjudicative proceedings, however, the Commission will not consider, in connection with any adjudicative proceeding, statements made during general public comment. If members of the public have information that they believe to be relevant to a matter that will come before the Commission in its adjudicative capacity, they may wish to address the Commission during the public comment portion of that adjudicative proceeding. The Commission will not consider public comment in connection with an adjudicative proceeding without providing the parties an opportunity to respond.

K. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (628) 652-1100 or email civilservice@sfgov.org to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Victor Young, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: soff@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <https://sfethics.org/>.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION REPORT TRANSMITTAL (FORM 22MTA) Applicable to Municipal Transportation Agency Service-Critical Classes

Refer to Civil Service Commission Procedure for Staff - Submission of
Written Reports MTA for Instructions on completing and processing this Form

1. Civil Service Commission Register Number: 0057 - 23 - 7

2. For Civil Service Commission Meeting of: August 7, 2023

3. Check One: Ratification Agenda _____

 Consent Agenda _____

 Regular Agenda X

4. Subject: Amro Elsakkar re: Restrictions on Future Employability
Adopt the report, cancel any current examination and eligibility status. Future
employment is subject to the review and approval of the Director of Transportation
5. Recommendation: after satisfactory completion of 24 months of verifiable work experience outside of
CCSF
services..

6. Report prepared by: Yaya Holmes Telephone number: 415-701-5050

7. Notifications: **(Attach a list of the person(s) to be notified in the format described in IV. Commission Report Format -A**

8. Reviewed and approved for Civil Service Commission Agenda:

Municipal Transportation Agency Director: Kimberly Ackerman

Kimberly W. Ackerman, Chief People Officer, SFMTA

Date: July 27, 2023

9. Submit the original time-stamped copy of this form and person(s) to be notified (see Item 7 above) along with the required copies of the report to:

**Executive Officer
Civil Service Commission
25 Van Ness Avenue, Suite 720
San Francisco, CA 94102**

10. Receipt-stamp this form in the ACSC RECEIPT STAMP box to the right using the time-stamp in the CSC Office.

CSC RECEIPT STAMP

NOTIFICATIONS

Amro Elsakkar

Email: [REDACTED]

Jeffrey Tumlin -Director of Transportation
1 South Van Ness Ave. 8th Floor
San Francisco, CA 94103
Email: Jeffery.Tumlin@sfmta.com

Kimberly W. Ackerman – Chief People Officer, SFMTA Human Resources
1 South Van Ness Ave. 6th Floor
San Francisco, CA 94103
Email: Kimberly.Ackerman@sfmta.com

Shana Dines - Employee & Labor Relations Manager
1 South Van Ness Ave. 6th Floor
San Francisco, CA 94103
Email: Shana.Dines@sfmta.com

David Garcia - Labor Relations Manager
1 South Van Ness Ave. 6th Floor
San Francisco, CA 94103
Email: David.Garcia@sfmta.com

Paul Okunewitch – Potrero Division Manager
2640 Geary Blvd,
San Francisco, CA 94108
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Yaya Holmes – Sr. Human Resource Analyst
1 South Van Ness Ave. 6th Floor
San Francisco, CA 94103
Email: Yaya.Holmes@sfmta.com

Pete Wilson – TWU Local 250A, Executive Vice President
1508 Fillmore St. #211
San Francisco, CA 94115
Email: pwilson@twusf.org



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

LONDON N. BREED
MAYOR

Sent via Email

March 29, 2023

Amro Elsakkar



Arement1@yahoo.com

Subject: Register No. 0057-23-7: Requesting a Hearing on their Future Employability with the City and County.

Dear Amro Elsakkar:

This is in response to your appeal submitted to the Civil Service Commission on March 27, 2023, requesting a hearing on your future employability with the City and County of San Francisco. Your appeal has been forwarded to the Municipal Transportation Agency for investigation and response to the Civil Service Commission.

If your appeal is timely and appropriate, the department will submit its staff report on this matter to the Civil Service Commission in the near future to request that it be scheduled for hearing. The Civil Service Commission generally meets on the 1st and 3rd Mondays of each month. You will receive notice of the meeting and the department's staff report on your appeal two Fridays before the hearing date via email, as you have requested on your appeal form.

The Civil Service Commission has the authority to remove restrictions or impose additional restrictions on your future employability. However, the Commission **CANNOT** reverse the department's decision to terminate your employment. In the meantime, you may wish to compile any additional information you would like to submit to the Commission in support of your position. The deadline for receipt in the Commission office of any additional information you may wish to submit is 5:00 p.m. on the Tuesday preceding the meeting date by email to civilservice@sfgov.org. Please be sure to redact your submission for any confidential or sensitive information (e.g., home addresses, home or cellular phone numbers, social security numbers, dates of birth, etc.), as it will be considered a public document.

You may contact me by email at Sandra.Eng@sfgov.org or by phone at (628) 652-1100 if you have any questions. You may also access the Civil Service Commission's meeting calendar, and information regarding staff reports and meeting procedures, on the Commission's website at www.sfgov.org/CivilService.

Sincerely,

CIVIL SERVICE COMMISSION

/s/

SANDRA ENG
Executive Office

AMRO ELSAKKAR

• Conflict

March 24, 2023

Appeal to SFMTA EEO FILE No.4502

And also To

Subject : appeal letter for termination of ~~X3~~ my employment ~~3X~~

Respected: commissioner

Of civil service commission

At 25 Van Ness Ave. room 720 San Francisco, CA 94102

I am writing this appeal letter to request a hearing for the directors of transportation, the agency to reconsider my termination letter. I have always tried my best to put in a good effort to fulfill my job responsibilities as accurately and professionally as possible. I also clearly understand the terms of the agency, which I had received at the time of employment, which stated, not achieving the target would result in the termination of my employment. However, I would request you to consider my previous performance records provided that the superintendent is happy with my performance.

This termination was a shock to me as you all aware of the current market situation and meeting the target are really difficult being terminated. This would bring a very bad remark on my résumé, and I would not be in a position to search for a job elsewhere, I would like to arrange With the Director and the commissioner regarding this decision and would like to appeal regarding my position and future restriction future employment with this agency

I hope to receive a gratifying response

Sincerely

Amro elsakkar

0057-237

X1 JTumber
C to K Ackerman
S Dines

Received
3/27/2023
12:00 PM
J Holmer



London Breed, Mayor

Amanda Eaken, Chair
Stephanie Cajina, Vice Chair
Steve Heminger, Director

Fiona Hinze, Director
Lydia So, Director
Manny Yekutieli, Director

Jeffrey Tumlin, Director of Transportation

MEMORANDUM

DATE: August 7, 2023

TO: The Civil Service Commission

THROUGH: Kimberly W. Ackerman ^{KA}
Chief People Officer, SFMTA

FROM: David Garcia ^{DG}
Labor Relations Manager, SFMTA

SUBJECT: Appeal of Future Employability Restrictions by Amro Elsakkar – Former 9163 Transit Operator (Register No.0057-23-7)

BACKGROUND

The San Francisco Municipal Transit Agency (Agency) hired Amro Elsakkar (Appellant) as a Permanent Civil Service (PCS) Transit Operator (Job Code 9163). Elsakkar was absent without leave (AWOL) from March 14, 2023, to March 20, 2023. The Agency released him from his position on March 25, 2023. The Appellant failed to follow the inspector's directions after an incident occurred on his bus on March 6, 2023. An investigative conference was scheduled on March 14, 2023, the first day the Appellant was AWOL. The Appellant's release from their PCS was disciplinary. The Agency recommends a two-year restriction on his future employability. Specifically, the Agency and the City and County of San Francisco (CCSF) should cancel his current examinations and eligibility status and offer no future employment with the Agency or the CCSF for two years.

On March 29, 2023, the Appellant sent a request for appeal to the Civil Service Commission (CSC). The Appellant appealed the restriction because he tried his best to put in a good effort to fulfill his job responsibilities as accurately and professionally as possible. See Appeal to the Civil Service Commission, March 29, 2023 (Form CSC-12). The Appellant appeals the Agency's "Future Employability Recommendation" following his release from the position of Transit Operator (Job Code 9163.) In accordance with the Civil Service Rules, the Agency submits this staff report for the Commission's review and consideration.

ISSUE



Is it reasonable to preclude the Appellant from future employment with the SFMTA and the CCSF, for two years and to cancel his examination and eligibility status?

AUTHORITY AND STANDARDS

The Agency's procedure for dismissal of permanent employees is governed by the Civil Service Commission Rule as set forth below:

Sec. 417.1 Requirement for a Probationary Period

- 417.1.1** Any person appointed to a permanent civil service position shall serve a probationary period.
- 417.1.2** Nothing in these provisions is intended to infringe upon or restrict the authority of an appointing officer in releasing a probationary employee as provided in these Rules.

Sec. 417.2 Definition of Probationary Period

- 417.2.1** The probationary period is defined as the final and most important phase of the selection process and is to be used for evaluating the performance of an employee in the position to which appointed; and
- 417.2.2** A period of regularly scheduled hours worked, excluding any time off for leave, vacation, other types of time off (not including legal holidays), or overtime.

Sec. 417.9 Release of Employee During the Probationary Period

417.9.1 Authority and procedures for release of probationary employee.

- 1)** An employee may be released by the MTA Director of Transportation/Designee at any time during the probationary period upon written notice to the employee.
- 2)** Consistent with these Rules and subject to the approval of the Commission, the MTA Director of Transportation/Designee shall establish and promulgate procedures for administering and processing the release of probationary employees.

417.9.2 Release of probationary employee for disciplinary reasons.

- 1)** If the release of a probationary employee is for disciplinary reasons, a determination of the employee's future employability shall be as provided in this section.
- 2)** The decision on future employability reached through the procedures established under these Rules shall be final and shall not be subject to reconsideration.



The Appellant must comply with all the policies and rules contained in the CCSF Employee Handbook and the SFMTA Rules and Instructions Handbook as set forth below:

CCSF Employee Handbook (Exhibit A)

- Attendance and Punctuality

SFMTA Rules and Instructions Handbook (Exhibit B)

- Rule 4.1.1 Operators must report for duty to a designated location before their scheduled start time; failure to do so will be considered absence without leave.
- Rule 4.3.1 A regular employee who is AWOL will be charged with an additional AWOL on each succeeding day (except on regular days off) the operator fails to notify the Division Dispatcher at least one hour before the reporting time of their regular assignment on such days.
- Rule 4.3.3 Transit operators must report for duty not later than the times indicated on schedules or detail list, unless absent with proper authorization. Failure to report as required will be considered AWOL.

According to the SFMTA Rules and Instructions Handbook (handbook), operators must report to duty at the designated location before their schedule: failure to do so will be considered AWOL if they do not call at least an hour before their reporting time. Further, it says that an employee will be charged for each additional AWOL if the operator fails to notify the dispatcher of their absence. Operators must adhere to their schedule or the proper notification of their absence. Adherence to the rules outlined in the handbook is essential to the reliable operation of the SFMTA railway and streets. Violation of any of the rules in the handbook is considered sufficient cause for disciplinary action up to and including dismissal.

FINDINGS

On October 10, 2022, the Agency hired the Appellant into the permanent civil service job class, 9163 Transit Operator, and released him from this position on March 25, 2023, for five AWOLs **(EXHIBIT C)**.

On March 6, 2023, the Appellant called TMC because a passenger was banging on the vehicle panel. The inspector told the Appellant to tie up the coach. The Appellant moved the coach to the next stop and let a wheelchair passenger off the bus. The Inspector informed the Appellant he was to stay at the original location and not move the bus. The inspector created a report, which was forwarded to the Appellant's manager. **(EXHIBIT D)**.



On March 10, 2023, the Appellant was sent an investigative conference notice to meet with the manager to discuss the incident that occurred on March 6, 2023. The conference was scheduled for March 14, 2023, at 2:00 PM. **(Exhibit E)**.

On March 12, 2023, the Appellant reported mechanical issues. The inspector attempted to explain how to troubleshoot but reported the Appellant was dismissive and agitated during the conversation. The report stated the Appellant failed to remain polite and respectful in their conversation with the dispatcher. **(Exhibit F)**.

On March 14, 2023, the Appellant sent an email with the subject line: Letter of concern to Eric Lavina, with the Human Resources Department at 1:20 am and he also cc'd SFMTA Executive Managers. The email reported he was facing harassment from inspectors. He called 911 and was informed that if he was on duty only TMC can call. In the email, he stated he did not feel safe returning to his current division **(Exhibit G)**.

On March 14, 2023, he was scheduled to report to his run at 2:23 PM, but he was a no-call no-show on that day. The employee was off on March 15, 2023, and March 16, 2023. He was AWOL on March 17, 2023, March 18, 2023, March 19, 2023, and March 20, 2023 **(Exhibit H)**.

On or about March 18, 2023, the division reached out to the Union that a wellness check should be completed. The manager received a call from SFPD that there was nothing to report. The SFPD representative contacted the Appellant and there was nothing out of the ordinary **(Exhibit I)**.

The Agency separated the Appellant from their position on March 4, 2023, and due to his conduct and his AWOLs, the Agency recommended future employment restrictions **(Exhibit J)**.

DISCUSSION AND ANALYSIS

The Appellant was hired on October 10, 2022, as a Permanent Civil Service 9163 Transit Operator. The Agency released him from his probation on March 25, 2023. The Appellant violated the CCSF Employee Handbook – Attendance and Punctuality. The Appellant also violated SFMTA Rules and Instructions Handbook.

The Appellant was AWOL for five consecutive days and has violated multiple crucial rules outlined in the Handbook, specifically Rule 4.1.1, Rule 4.3.1, and Rule 4.3.3. The Appellant sent an email listing out his concerns in the early morning hours on March 14, which was the same day he was AWOL for the first time. A wellness check was completed on or about March 18th, and the Appellant was AWOL again on March 19th and 20th.

The Appellant submitted two doctors' notes after he was AWOL. The Appellant may have had to care for an ill family member on March 20, 2023, although the Appellant never made a request to be



absent on March 20, 2023, even though his family member became ill March 16, 2023 – his regularly scheduled date off. The Appellant should have notified his supervisor about his foreseeable absence before March 20, 2023. Therefore, the notes do not excuse his AWOLs that occurred from March 14, through March 20, 2023.

The SFMTA is committed to safe, respectful, and reliable service. SFMTA transit services operate on strict schedules, and the absence of even a few key employees can disrupt the entire network, leading to delays and inconveniences for passengers. Prompt attendance ensures that all personnel are available to fulfill their designated roles, thus minimizing the risk of disruptions and enhancing service reliability. Frequent AWOL instances disrupt the agency's planned operations, causing delays, cancellations, and service gaps. Such disruptions can tarnish the agency's reputation and lead to dissatisfied customers.

CONCLUSION

For the reasons mentioned herein, the Appellant's failure to report to work or call with the proper notice led to his release on March 25, 2023, and the Agency placed future employment restrictions. Neither the SFMTA nor CCSF can tolerate employees who have shown they are not reliable.

RECOMMENDATION

Adopt the findings, deny the appeal, and approve the future employability restrictions.



London Breed, Mayor

Amanda Eaken, Chair
Stephanie Cajina, Vice Chair
Steve Heminger, Director

Fiona Hinze, Director
Lydia So, Director
Manny Yekutieli, Director

Jeffrey Tumlin, Director of Transportation

Attachments:

- Exhibit A: City and County of San Francisco Employee Handbook
- Exhibit B: SFMTA Rules and Instructions Handbook
- Exhibit C: CCSF Appointment Summary
- Exhibit D: Transit Inspector Report
- Exhibit E: Investigative Conference Notice
- Exhibit F: Transit Management Violation Report
- Exhibit G: Appellant's Letter of Concern
- Exhibit H: AWOL Card March 14, 2023 – March 20, 2023
- Exhibit I: Wellness Check
- Exhibit J: Separation

Exhibit A

AFTER YOU ARE HIRED

Attendance and Punctuality

Regular and prompt attendance is an essential requirement of your job. As a City employee, you are to report to your work station at your scheduled work time. Your time records must accurately reflect the time you start work and the number of hours worked in every work day.

All planned absences must be requested and approved in advance. If illness or some other emergency causes an unplanned or unforeseeable absence, you must notify your department as soon as possible on the first day of absence, and keep the department advised daily during the absence. In the case of an extended unforeseeable absence, you may be asked to complete forms and submit medical certifications as appropriate during your leave. Improper use of sick leave, failure to present medical certification when required, excessive absenteeism, tardiness, unauthorized absence or failure to notify your department when you are unable to report to work, may result in sick leave restriction, disciplinary action or termination.

Appearance and Dress Code

As a City employee, you represent the City and your department when you are on duty and/or when you are in a City uniform. Employees are expected to be neat and clean, and to dress for work according to generally accepted business and professional standards as dictated by their work assignment and as required by their department. The City reserves the right to restrict dress for legitimate reasons relating to safety, hygiene or environmental conditions.

Maintenance of Minimum Qualifications

You must possess and maintain the qualifications required by law and by the announcement of the examination under which you were appointed.

Business Hours

Except as otherwise provided in a collective bargaining agreement applicable to you or based on your department's operational needs, the typical workweek is 40 hours, consisting of five workdays of eight hours each. The City's official business hours are from 8:00 a.m. to 5:00 p.m.

Overtime and Compensatory Time Off

If you are required by your manager/supervisor to work overtime, contact your departmental personnel officer for information regarding your eligibility for overtime payment or compensatory time off. Employees in classifications designated "Z" are exempt from overtime under the Fair Labor Standards Act, but may be entitled to compensatory time off if provided by the collective bargaining agreement.

Exhibit B

4. OPERATING RULES

4.1 Reporting For Duty

- 4.1.1** Operators must report for duty to a designated location before their scheduled start time; failure to do so will be considered absence without leave.
- 4.1.2** The daily register must be signed in the proper place by all operators who report at their division headquarters before going on duty. In addition, 'report operators' must report in person to the Dispatcher when going on and off 'report'.
- 4.1.3** Operators reporting sick by telephone or otherwise must notify their Division Dispatcher at least 45 minutes ahead of their scheduled reporting time. Employees who report to the Dispatcher in person and request to be placed on the sick list must report at least fifteen minutes before their scheduled reporting time and must be in full uniform. Employees who do not comply with this rule may be charged with absence without leave.
- 4.1.4** Operators reporting for duty must have the assigned equipment to perform their jobs. Operators reporting for duty without the minimum regulation uniform, Rule Book, all LRV keys and pins, current Class B-P driver's license, medical and VTT in their immediate possession are not prepared for work and will not be paid. Pay will resume when the operator presents him/herself to the Dispatcher with all required equipment. Failure to present themselves to the dispatcher on the same day with all required equipment will result in the individual being considered AWOL.

4.1.5 Operators on sick leave must notify their Division Dispatcher before 12:30 P.M. on the day preceding the day on which they wish to resume work.

4.1.6 Operators will not be excused by the Night Dispatcher except in case of sickness or extreme necessity.

4.2 Operator's Documents

4.2.1 A current California Class B-P License, Medical and VTT card is required to operate a vehicle and must be in the operator's possession while on duty.

4.2.2 Operators are required to maintain a valid California license and report any changes/conditions to their driver's status.

4.2.3 A current medical certificate and a valid California Class C license are required for all non-revenue rail operators.

4.3 Absent Without Leave (AWOL)

4.3.1 A regular employee who is AWOL will be charged with an additional AWOL on each succeeding day (except on regular days off) the operator fails to notify the Division Dispatcher at least one hour before the reporting time of their regular assignment on such days.

4.3.2 An extra list employee who is AWOL and who fails to report to the Division Dispatcher at least one hour before the scheduled reporting time, or before 12:30 P. M., whichever is earlier on their next working day, will be charged with an additional AWOL. Furthermore, an AWOL will be charged each time the operator fails to report before 12:30 P.M. on each succeeding workday.

4.3.3 Transit operators must report for duty not later than the times indicated on schedules or detail list, unless absent with proper authorization. Failure to report as required will be considered AWOL.

4.4 Timepieces

4.4.1 While on duty, every uniformed employee must carry a reliable watch.

4.4.2 Employees, whose duties are affected by the timetable, must use an approved watch and prior to start of duty, must synchronize their time with official Railway time.

4.4.3 Employees not having access to official Railway time must obtain the correct time from OCC.

4.5 Preparatory Duties – Operators

4.5.1 Operators scheduled to pull out vehicles are to sign the daily register, check bulletin board, pick up outfit, and check location of vehicle assigned to their run. No car or coach may be taken from car house or garage unless assigned by proper authority.

4.5.2 Before taking cars or coaches out of the car house or garage, operators must make a careful inspection of both the interior and exterior of the vehicle.

4.5.3 Immediately notify the shop of defects affecting proper operation of the vehicle.

4.5.4 Check farebox for proper operation and program the farebox to ensure proper acceptance of fares.

4.5.5 Before starting coaches, operators are to make sure that no one is working on or under the vehicle that the shift lever(s) are in neutral position, and that the hand brake (parking brake) is properly applied.

Exhibit C

Job Appointment Summary

Personalize | Find | View All |

First 1-6 of 6 Last

Eff Date	Appt Date	Action	Description	Payroll Status	Job Code	Union Code	Empl Class	Exmpt Cat	Full/Part Time	Elig List #	Rank	POS #	Dept Sen Date	Dept	Location	Cert Date	Citywd Snrty Date	Company Seniority Date	Vacation Anniversary Date	Sick Anniversary Date
03/25/2023	10/10/2022	TER	Release from Probation-Discp	Terminated	9163	253	PCS	NA	F	T00032	11.00	01021003	09/30/2022	MTA	MTA001	09/30/2022	09/30/2022	10/10/2022	10/10/2022	10/10/2022
10/10/2022	10/10/2022	REH	Rehire	Active	9163	253	PCS	NA	F	T00032	11.00	01021003	09/30/2022	MTA	MTA001	09/30/2022	09/30/2022			
01/19/2022	01/10/2022	TER	Release fr Probation-NonDiscp	Terminated	9163	253	PCS	NA	F	M00229	31.00	00103794	01/04/2022	MTA	MTA001	01/04/2022	01/04/2022			
01/10/2022	01/10/2022	REH	Rehire	Active	9163	253	PCS	NA	F	M00229	31.00	00103794	01/04/2022	MTA	MTA001	01/04/2022	01/04/2022			
10/01/2019	03/18/2019	TER	Release fr Probation-NonDiscp	Terminated	9163	253	PCS	NA	F	M00214	64.00	01033943	03/18/2019	MTA	MTA001	02/22/2019	03/18/2019			
03/18/2019	03/18/2019	HIR	New Hire	Active	9163	253	PCS	NA	F	M00214	64.00	01033943	03/18/2019	MTA	MTA001	02/22/2019	03/18/2019			

Save

Return to Search

Notify

Exhibit D

CONFIDENTIAL TO CITY ATTORNEY

Report Information

Report Details

Record No.	33885
Created By	Ezequiel Mendez
Prepared By	██████████
DSW No.	
Created By	6282495121
Phone No.	
Star No.	418
Date Created	3/6/23 15 54 32
Date Modified	3/9/23 16:40:15
Modified By	Diema Mobley
Date Submitted	03/06/2023 16:34:32
Submitted By	Ezequiel Mendez
Operator/Driver Involved	Amro Elsakkar
Division	POTRERO
Was TMC contacted?	Yes
TMC Incident No.	-139037
TMC Incident No. Missing?	

Incident Details

03/06/2023 14 45 00

**Date and
Time of
Incident**

**Have you
verified that
the Date and
Time of the
Incident are
correct to
the best of
your
knowledge?**

Yes

**Initial
Incident
Type
Category**

Security

**Secondary
Incident
Type
Category**

**Incident
Type
Subcategory
(Security)**

Vandalism

**Potential
Hate Crime?**

Mode

Trolley Coach

**Incident
Start Time**

03/06/2023 14:45:00

**Vehicle
Delay
Cleared Time
Line delay?**

03/06/2023 15:33:00

**Line Delay
Cleared Time
Articulated?**

**Operator's/Driver's
Version of the
Incident**

I was driving down the street and this kid with a scooter was trying to break the panel in the rear . I told him to stop what he was doing and he told me to just drive the damn bus. I called TMC and told them the situation and i told them that i had a wheelchair passenger. Once the kid saw that i was on the phone he took off running on the scooter.

**Based on
evidence
reviewed,**

Yes

did the operator violate an SOP or Rule Book rule?

General Rules

What category does the violation fall under?

Was Intersection Control Violated?

No

Please describe the violation.

in speaking with tmc 15 operator did not stay at location of incident

Was the operator coached?

Yes

Further explanation regarding coaching.

Was the operator/driver returned to duty/service?

Yes

Time Inspector received call

14 52 00

Time Inspector arrived on scene

15:18:00

Time Inspector went code #713 (scene clear)

15:33:00

Inspector's Incident Narrative

Operator [REDACTED] was operating on Fillmore Northbound near Sutter when he saw a young male (P#2) was banging on the panel towards the rear doors with a scooter. Operator informed P#2 to stop banging the panel and the youth told the operator to keep driving. Operator called TMC upon which TMC 15 informed him to tie up the coach. P#2 saw the operator speaking with central on the phone and got off the coach running. Operator stated

that he had a wheelchair passenger on the coach and moved on to Broadway st from Sutter St and tied up the coach there once he let the wheelchair patron off. TMC called 5t62b Mendez to check and interview operator. Upon arriving, 62b interviewed operator who said that TMC 15 didnt give him a location to tie up the coach at and since he had a wheelchair passenger he went to Broadway to tie up the coach. After inspecting the panel to see if it was loose (which it was not) 62b placed operator back in service with orders. After speaking with TMC 15 he informed me that the operator said it was vandalsim from the youth. 62B got back on coach and saw the panel which did have scratches but cannot confirm if they were there previously and they are illegible to make out anything. I informed operator that next time he should have stayed at location of Incident (Sutter st) instead of moving to Broadway but he kept stating that TMC 15 didnt give him clear orders and didnt give him the incident number. Operator placed back in service with orders. No injuries reported. No post incident drug test. Scene clear at 15:33.

**Were
photographs
taken?** No
**Damage to
City Property** Yes

Incident Location Details

**Right of Way
(ROW) Type** Surface Operations - Non-Exclusive ROW (including Red Lanes)
**Was the
operator
working
their regular
run or block?** No
**Was the
operator
assigned to
an extra
board or
floating
extra board?** Yes
**Was the
operator
working on
their RDO?** No
**Surface
Location
Type** Intersection
**Location:
Intersection** On FILLMORE ST at SUTTER ST

Traffic Control Signal Control

Signal Control Green Ball

Did the incident occur at a transit stop or station? No

Additional Location Detail

Operator/Driver Details

First Name Amro

Last Name Elsakkar

DSW No. [REDACTED]

CAP ID [REDACTED]

Email Contact

Phone No.

Are there any comments or edits regarding the Operator/Driver Details on the Operator/Driver Form?

Are they classified as a "9163 transit Operator"? Yes

Was the operator working their regular run or block? No

Was the operator Yes

assigned to
an extra
board or
floating
extra board?

Was the
operator
working on
their RDO? No

SFMTA Vehicle Details

Vehicle's
Division Potrero

Run No. 383

Line No. 022 (22 FILLMORE)

Revenue
Collecting
Vehicle No 5745 - New Flyer 40ft Trolley

Vehicle
Manufacturer New Flyer 40 SR2117 7/18 BAE

Location:
Intersection On FILLMORE ST at SUTTER ST

Location On FILLMORE ST

Location At SUTTER ST

Longitude 122.4332715

Latitude 37.78608545

Direction Inbound

Have you
verified that
the Run,
Line,
Direction,
and Vehicle
Number are
correct to
the best of
your
knowledge?

Yes

Have you
verified that

Yes

the Date and Time of the Incident are correct to the best of your knowledge?

Vehicle Action at Time of Incident (Not Collisions)

- | | | |
|--|---|---|
| <input type="checkbox"/> Backing | <input type="checkbox"/> Changing Lanes or Merging | <input type="checkbox"/> Going Straight |
| <input type="checkbox"/> Maneuvering to Avoid Object, Person, or Vehicle | <input type="checkbox"/> Making Left Turn | <input type="checkbox"/> Passing Other Vehicle |
| <input type="checkbox"/> Stalled/Disabled | <input type="checkbox"/> Making U Turn | <input type="checkbox"/> Making Right Turn |
| | <input type="checkbox"/> Slowing/Stopping | <input type="checkbox"/> Negotiating a Curve |
| | <input type="checkbox"/> Stopped in Traffic | <input type="checkbox"/> Sudden Stop |
| | <input type="checkbox"/> Stalled/Disabled with Flasher On | <input checked="" type="checkbox"/> Stopped at Signal |
| | | <input type="checkbox"/> Standing/Loading/Unloading |
| <input type="checkbox"/> Pulling from Curb/Zone | <input type="checkbox"/> Parking | <input type="checkbox"/> Pulling to Curb/Zone |
| | <input type="checkbox"/> Parked in Zone | <input type="checkbox"/> Parked (Not in Zone) |
| <input type="checkbox"/> Door Opening/Door Open | <input type="checkbox"/> Starting | <input type="checkbox"/> Double-Parked |
| <input type="checkbox"/> Skidding | <input type="checkbox"/> Traveling Wrong Way | <input type="checkbox"/> Sudden Start |
| | <input type="checkbox"/> Other | <input type="checkbox"/> Entering/Exiting Driveway |

Which geographical direction was the vehicle facing at the time of the incident?

North

Approximate Vehicle Speed at Time of Incident (mph)

0

Was there any damage to the SFMTA vehicle?

Yes

Describe the damage

scratches on panel in front of seats next to rear door

Injury Details

Was the operator/driver injured? No

Were other people injured? No

Was ambulance called? No

Count of Fatalities 0

Count of Injured Parties Transported to Hospital 0

Hold Instructions

Was vehicle placed on hold? No

Was the video pull requested? Yes

Video Pull Instructions

Video Pull Requested By Ezequiel Mendez

Division of Employee Who Requested the Video Pull TRANSIT SVC DIVISION

Video Pull Requester's Contact No. 6282495121

Other Instructions

Would you like to re-assign the inspector report? No

Review Details

Reviewed By Lesley Sherron

Review Date 03/08/2023

Review Comments Review 3/8/2023

Person Involved

Record No.	First Name	Last Name	Person Type	Age Range	Gender Identity
------------	------------	-----------	-------------	-----------	-----------------

Injury

Record No.	Injury Type at Scene	Injury Description	Person Involved	Date Created
------------	----------------------	--------------------	-----------------	--------------

Witness

Record No.	First Name	Last Name	Witness Type	Age	Gender Identity

Other Vehicle Involved

Record No.	Hit/Run?	Vehicle Type	Vehicle Description	Vehicle Color	Driver First Name	Driver Last Name

Emergency/Incident Response

Record No.	Badge No.	Case No.	Citation No. (if known)	Emergency/Incident Responder Type	First Name	Last Name	Other Emergency/Incident Responder Info

Decision for Post-Accident Drug and Alcohol Testing Form

Record No.	Operator	Accident Date and Time	Location: Intersection	Is testing required?	Date Created

Inspector Report Type

Is This a Base Report or a Cover Sheet? Base Report

Related Cover Sheets

Record No.	Initial Incident Type Category	Division	Date and Time of Incident	Created By	Current Stage
------------	--------------------------------	----------	---------------------------	------------	---------------

Form Status

I have completed this form to the best of my ability and am ready to submit the form for review.

Private Document Attachment - Max 25,000,000 Bytes Total for All Pictures (JPG, BMP, PNG)

Attachment Name	URL	Bytes	Date Created
-----------------	-----	-------	--------------

Workflow Tracking

Stage	Date Submitted	Action	Message	Submitted By
	3/8/23 18:40:22	Completed		SFMTA API
Awaiting Signature Review	3/8/23 18:40:22	Action executed	API - Auto Close	SFMTA API
Review	3/8/23 18:39:55	Action executed	Approve - Complete Review	Lesley Sherron
Awaiting Signature	3/6/23 16:35:32	Action executed	Complete	SFMTA API
Open	3/6/23 16:34:32	Action executed	Submit	Ezequiel Mendez

Merge Templates

Template Name

Exhibit E



POTRERO DIVISION

2500 Mariposa Street
San Francisco, CA 94110

687

probation
ends 4/9

March 10, 2023

Mail #23-0647

Amro Elsakkar [REDACTED]
9163 Transit Operator

Subject: Investigative Conference – Operating Rules Violation on 3.6.2023 (TMC rpt)

This notice is to advise you that a mandatory meeting with me is required.

Your attendance may be monitored at this meeting.

You are to report to the Potrero Division Manager's Office on:

Tuesday, March 14, 2023 @ 2:00 PM

If you wish to have a TWU 250-A representative join this meeting, you are responsible for making the pre-arrangement. Your Union Representative can be reached at 415-254-3373. The TWU Local 250-A office can be reached at 415-922-9495.

Regards,

Paul Okunewitch

Paul Okunewitch
Potrero Division Manager
Bus Operations

CC: Union
Division
Dispatcher

Exhibit F



Transportation Management Center

Violation Report

Day: Sunday	Date: 03-12-2023	Time: 1404
Controller Name: L. Caruso	TMC # 11	
Run: 418	Line: 14	Vehicle: 7254
Operator ID: XXXXXXXXXX		
Location: Mission / San Jose	Direction: Inbound	

The following violations were observed for the employee listed above:

<input type="checkbox"/> General rules	<input checked="" type="checkbox"/>	Operator Conduct
<input checked="" type="checkbox"/> Communications		Cable Car Operations
<input checked="" type="checkbox"/> Operating Rules		Schedule
<input type="checkbox"/> Signals & Signs		Major Safety
<input type="checkbox"/> Communicating with Passengers		No Show
<input type="checkbox"/> Off Route		Miscellaneous ()
<input type="checkbox"/> Unreported Incidents		

Rule Violation Number(s): 2.2.10, 2.8.1

Violation Description:

Operator reported mechanical issues with inductive switch RCS Trk #249 responded and found inductive to be in wrong position

TMC attempted to explained troubleshooting with operator, which in operator beoming dismissive and agitated with conversation, requesting time and place resfuing to politely listen to information being provided.

Operator failed to proper idntify alignment of inductive to allow for operation towards properly operating vehicle, in accordance with rules

Operator Failed to remain polite and respectful conversation with TMC Dispatcher during communication

Previously Consulted: Yes No **Number of Times Consulted:** _____

Copy to:

<input checked="" type="checkbox"/> Division Superintendent / Operations	<input type="checkbox"/> Maintenance
<input type="checkbox"/> Other _____	<input type="checkbox"/> Islais Creek
<input type="checkbox"/> Cable Car	<input type="checkbox"/> Flynn
<input type="checkbox"/> Kirkland	<input type="checkbox"/> Potrero
<input type="checkbox"/> Green / MME	<input type="checkbox"/> Presidio
<input type="checkbox"/> Woods	

Supervisor Signature: <i>L. Caruso</i>	Manager Signature: <i>William Mc Manus</i>
---	---

Exhibit G

From: [Armo Elsakkar](#)
To: [Lavina, Eric \(HRD\)](#)
Cc: [Tumlin, Jeffrey](#); [Ackerman, Kimberly](#); [Harmon, Virginia](#); [Dines, Shana](#); [Martinez, Amalia \(HRD\)](#); [Burke, Jennifer \(HRD\)](#); brian.weber@ic.fbi.gov
Subject: Letter of concern
Date: Tuesday, March 14, 2023 1:20:04 AM
Attachments: [IMG_1351.PNG](#)
[image001.png](#)

EXT

Greetings, all

Paul :

I am writing to notify you of the constant harassment. I have been receiving from my supervisors inspectors for a few weeks.

I have been here for four months without incident have created a grade working relationship. You will find that my work incident file is zero to none I strive to do my best for SFMTA . I am asking why I was given a hard time
I implore you for your help in this matter
I was informed by the 911 dispatcher when I call the police
They do not show up if I am on duty
Only the agency central control (TMC) can call them for us. I am sorry to say they fail to do so.
Is this really happening?
I am wondering

If I was held hostage at the SFMTA facility on board the buses
Or being harmed by a staff member
Or threaten that mean, they cannot respond to my calls
I am asking SFMTA
TO INVESTIGATE A FEAR FOR MY LIFE
FOR THOSE REASON, I CANNOT RETURN TO THE SAME DIVISION
I HAVE REPORTED MANY TIMES
MY SUPERIORS inspectors
Wrongdoing
I face retaliation
I was forced to drive, defective buses should never been pulled out
I complained
Singled out
I activated almost every WebCam camera I was trying to bring attention. I was hoping for somebody to review video footage or hear back and forth radio conversation, listen to the recording
At this point, I am fearful of my life. For those reasons I cannot attend tomorrow meeting.
Unless anything happened to me while
While on duty I cannot call for help
From my own personal phone
Please see the attachment.
I implore you to look into this matter

all the miscellaneous and the previous incident report, the police report nothing found



Inline image



Inline image



Sincerely,
THANK YOU

On Friday, December 16, 2022, 1:37 PM, Lavina, Eric (HRD) <eric.lavina@sfgov.org> wrote:

Dear Amro Elsakkar:

Please find attached a determination letter from Jeffrey Tumlin, Director of Transportation, San Francisco Municipal Transportation Agency, regarding the above-referenced complaint. Feel free to contact our office should you have any questions.

Thank you,



**Eric Lavina, EEO Management Assistant
(he/him/his)**

Department of Human Resources
One South Van Ness Ave., 4th Floor
San Francisco, CA 94103
Phone: (415) 557-4818
Website: www.sfdhr.org

This message is from outside of the SFMTA email system. Please review the email carefully before responding, clicking links, or opening attachments.

Exhibit H

RECORD

OFFENSE FOR QUARTERLY PERIOD

DATE 3/14/23

OPR DMPD ELSAKKAR ID [REDACTED]

DETAILED FOR RUN 424 LINE 22

REPORTING TIME 223 AM PM

PULL OUT RELIEF

REPORTED AT _____ AM _____ PM

IN PERSON BY TELEPHONE

FINISHED WORK PREVIOUS DAY 957 AM PM

NO SHOW/NO CALL

ALLOWED TO WORK? ()

WORKED OWN RUN OR

RUN _____ LINE _____

EXCUSE GIVEN time called starting operator no show at P.P.

dispatch called (3)

times, no answer.

SIGNED [Signature] over →

TITLE [Signature]

REMARKS _____

ACTION TAKEN _____

SIGNED _____

TITLE _____ ID _____

D-272-R2

Voiceless not set up, unable to leave
voiceless.

RECORD

OFFENSE FOR QUARTERLY PERIOD

OPR AMP PO 658 AKK AP ID

DATE 3/17/23

DETAILED FOR RUN 432 LINE 30

REPORTING TIME 314 AM PM

RULL OUT RELIEF

REPORTED AT _____ AM PM

IN PERSON BY TELEPHONE

FINISHED WORK PREVIOUS DAY _____ AM PM

NO SHOW/NO CALL

ALLOWED TO WORK? ()

WORKED OWN RUN OR

RUN _____ LINE _____

REMARKS
EXCUSE GIVEN JMC called,
no call/no show.
Dispatch called →

ACTION TAKEN _____

SIGNED EPOBANA

TITLE Handoff Supervisor ID _____

D-272-R2

CELL phone on file, no answer.

██████████ VOICEMAIL NOT SET UP, UNABLE

to leave message.

AWOL RECORD

OFFENSE FOR QUARTERLY PERIOD

OPR ANPO ELSAKKAR ID [REDACTED]

DATE 3/18/23

DETAILED FOR RUN 411 LINE 14

REPORTING TIME 1254 AM PM

FULL OUT RELIEF

REPORTED AT _____ AM PM

IN PERSON BY TELEPHONE

FINISHED WORK PREVIOUS DAY AWOL AM PM

NO SHOW/NO CALL

ALLOWED TO WORK? ()

WORKED OWN RUN OR

— RUN — LINE —

EXCUSE GIVEN truck called operator missed relief 2nd no call / no show AWOL

SIGNED [Signature]

TITLE Transport Supervisor

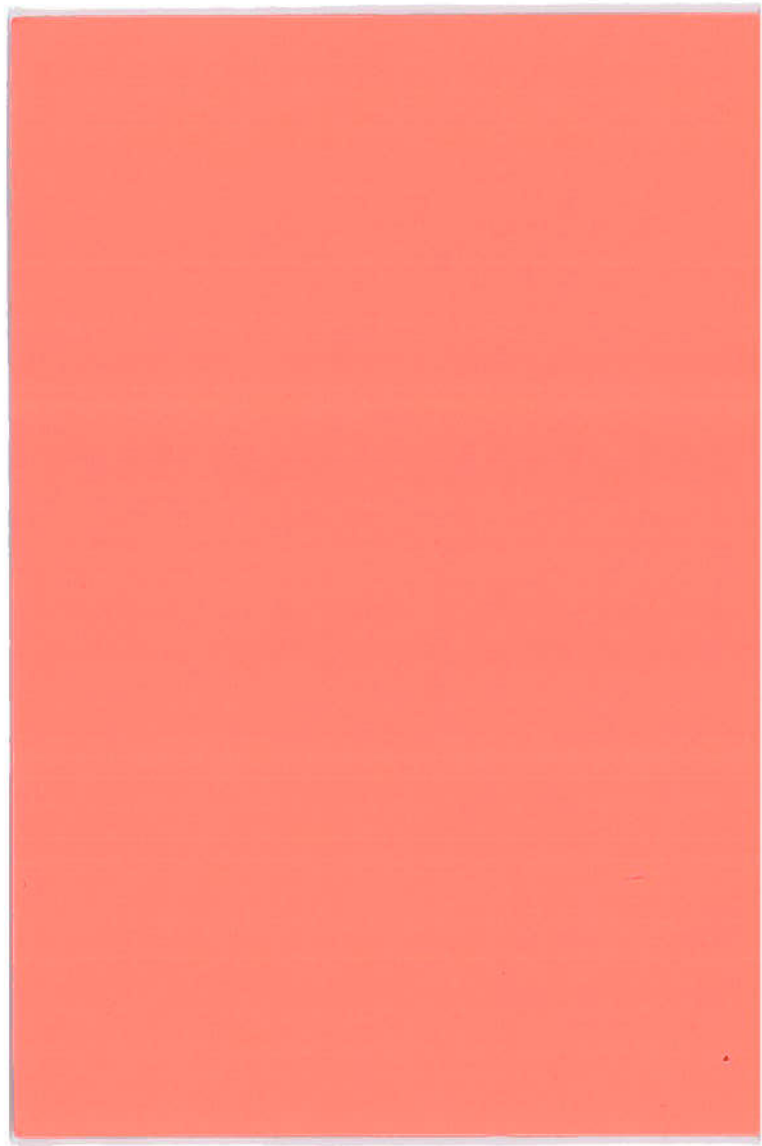
REMARKS _____

ACTION TAKEN _____

SIGNED _____

TITLE _____ ID _____

D-272-R2



AWOL RECORD

OFFENSE FOR QUARTERLY PERIOD

OPR AMPD BLSAKKAR ID [REDACTED]

DATE 3/19/23

DETAILED FOR RUN _____ LINE _____

REPORTING TIME 11 AM PM

FULL OUT RELIEF

REPORTED AT _____ AM PM

IN PERSON BY TELEPHONE

FINISHED WORK PREVIOUS DAY AWOL AM PM

NO SHOW/NO CALL

ALLOWED TO WORK? ()

WORKED OWN RUN OR

____ RUN _____ LINE _____

REMARKS _____

ACTION TAKEN _____

SIGNED _____ ID _____

TITLE _____ ID _____

EXCUSE GIVEN ASSIGNED

to 11am report. NO call

NO SHOW AWOL. →

SIGNED E. Morala

TITLE Plant Supervisor

DISPATCH called phone numbers
on file, no response.

AWOL RECORD

OFFENSE FOR QUARTERLY PERIOD

OPR Elsakkar, Amro ID _____

DATE 3-20-23

DETAILED FOR RUN _____ LINE _____

REPORTING TIME 9:15 AM PM

Report RELIEF

REPORTED AT _____ AM PM

IN PERSON BY TELEPHONE

FINISHED WORK PREVIOUS DAY _____ AM PM

NO SHOW/NO CALL 5TH DAY AWOL

ALLOWED TO WORK? (No)

WORKED OWN RUN OR

RUN _____ LINE _____

REMARKS EXCUSE GIVEN No Call, No Show for 9:15 report. Had conference scheduled for team

SIGNED E. Matias

TITLE Dispatcher ID 9139

REMARKS _____

ACTION TAKEN _____

SIGNED _____

TITLE _____ ID _____

D-272-R2

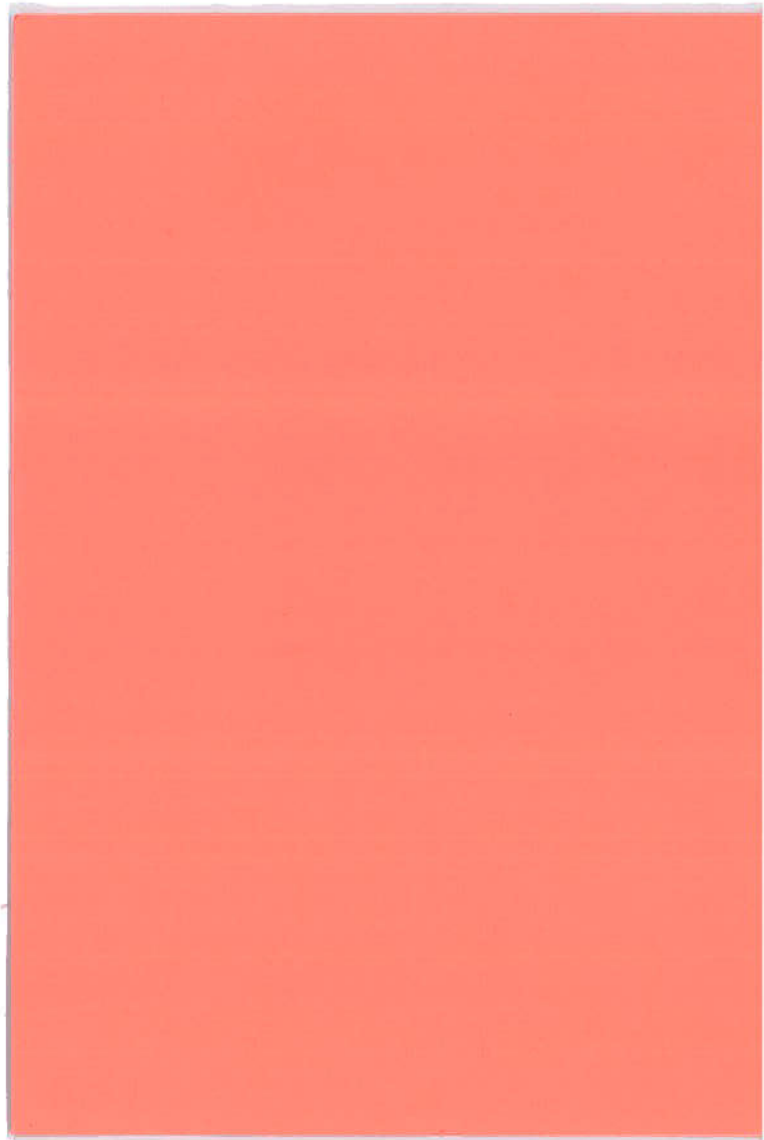


Exhibit I

From: [Okunewitch, Paul](#)
To: [Holmes, Yaya](#)
Subject: # [REDACTED] Elsakkar, Amro
Date: Monday, July 24, 2023 7:42:52 AM

[REDACTED] Elsakkar, Amro, was AWOL beginning 3/14. On or about the 18th when the employee was still AWOL I remember a dispatcher brought it to my attention and I discussed with the union reps that a wellness check should be completed. I believe the union called SFPD to go to the employee's home. I remember the SFPD calling me stating he went over there and there was nothing to report, that the officer contacted # [REDACTED] Elsakkar, Amro and nothing out of the ordinary going on at the residence.

Thank you,
Paul Okunewitch
Potrero Division Manager
Paul.okunewitch@sfmta.com
(415) 735-8015

Exhibit J



London Breed, Mayor

Amanda Eaken, Chair
Gwyneth Borden, Vice Chair
Stephanie Cajina, Director

Steve Heminger, Director
Fiona Hinze, Director
Manny Yekutieli, Director

Jeffrey Tumlin, Director of Transportation

Via U.S. Certified Mail & First-Class Mail

March 23, 2023

Amro Elsakkar

Re: Notice of Release from Permanent Probationary Appointment
Transit Operator (9163)

Dear Amro Elsakkar:

In accordance with San Francisco Municipal Transportation Agency (SFMTA), Civil Service Commission (CSC) Rule 417.9 - Release of Employee during the Probationary Period, you are hereby notified that you are being released from your probationary appointment as a 9163 Transit Operator effective March 24, 2023.

The SFMTA is recommending to the Civil Service Commission that your future employment be restricted as follows:

- Cancel any current examination and eligibility status.
- Future employment is subject to the review and approval of the Department of Human Resources Director after satisfactory completion of 24 months of verifiable work experience outside of City and County of San Francisco services.

If you have any questions regarding this matter, please contact HR ELR at HR-ELR@sfmta.com.

Sincerely,

Shana Dines
Employee & Labor Relations

Attachments: Separation Report, Notice & Report on Probationary Status and Notice of Release from Probationary Appointment, Future Employment Restrictions

cc:
Ammee Alvior/Leda Rozier, Transit Operation
Paul Oknuewitch, Potrero Division Manager

Emily Williams, Transit Administration
Nicolle Lewis/Payroll Operations, Payroll
Ruby Liu, Brian Lim, Valerie Colman HR Operations
Rie Butler, Client Services, DHR
Personnel File/HR-ELR





SEPARATION REPORT

INSTRUCTIONS: Please complete the Separation Report to:

1. Document internal departmental processes. Please do not send to DHR.
2. Document that the employee separation is not a complete separation from City service, Separation Report must be completed by the sending department and submitted to the receiving department to be attached to the AP ESR.
3. To process a layoff. Please send to the DHR layoff coordinator.
4. To administer a settlement agreement involving the separation of the employee-submit documentation to your Client Services Representative. (Reference TER_RZA)*

Date of Request: 3/23/23

Department Contact: HR ELR Email: HR-ELR@sfmta.com Phone: _____

SECTION I: PERSONAL AND JOB INFORMATION

Name (Last, First, M.I.): Elsakkar, Amro Employee I.D.: ██████

Job Code: 9163 Job Title: Transit Operator

Position Number: 01021003 Hourly Rate: \$29.6125 Step: 1 Effective Date: 3/24/23

Empl. Class: PCS Work Schedule: Full-Time

Is the employee serving a probationary period at the time of the separation? Yes No

Is this a complete separation from City and County Service? Yes No

If no, continuing in:

Department Code: (Select One) Status: _____ Job Code: _____ Effective Date: _____

Is employee granted leave pursuant to Civil Service Rule 120.31? Yes No

If no, is employee a transfer? No Yes, type of Transfer: (Select One)

SECTION II: SEPARATION INFORMATION

Resignation

Satisfactory Services (TER_RSS)

Unsatisfactory Services (TER_RUS)
(Form DHR 1-13 must be on file)

By the appointee: I hereby freely and voluntarily resign from the above position. I request approval of this resignation as of the effective date with the full understanding that once approved, I may acquire another position in this class only as provided in the rules of the Civil Service Commission (see employee copy and CSC Rules 114&119).

Employee Signature

Date

Lay-off

Involuntary Leave (PCS_LIL) Elective Involuntary Leave (PCS_EIL)

Involuntary Lay-off (PCS_LIO) Voluntary Lay-off (PCS_LVO)

(PV & EX Only): (Select One)

Reason for lay-off: (Select One)

Employee acknowledges receipt of the DHR information leaflet.

Employee Signature

Date

SEPARATION REPORT

DEPARTMENT USE ONLY

Termination

Settlement Agreement (TER RZA)
*(Separation Report and Settlement Agreement must be forwarded to Client Services Rep.)

Release from appointment:

Release from probation:

Dismissal:

Terminated for cause (TFC) (TPV,NCS, & Exempts only)

Automatic Resignation (ARS)

Never Reported to Work (DSH)

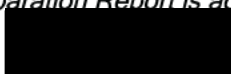
Death of an employee (DEA)

Other (Specify): _____

Retirement:

DEPARTMENT CERTIFICATION

The Appointing Officer/Authorized Designee named below hereby certifies that the information provided on this Separation Report is accurate, complete, and in compliance with applicable CCSF rules and policies.



Appointing Officer/Authorized Designee Signature

Telephone

Name/Title: Shana Dines, Employee & Labor Relations Manager

Department Number: 68 Department Name: SFMTA

Personnel File Forwarded? Yes No

Forwarded to:

Department: _____ Contact: _____

DHR USE ONLY

Action Pending? Yes No

Analyst Name

Telephone

SR Ref Number: _____ Holdover Canvass: _____

Reference Number used for layoff actions: _____



NOTICE OF RELEASE FROM PROBATIONARY APPOINTMENT

Mailing Date March 23, 2023

Name Amro Elsakkar Department/Division SFMTA/Transit (68)
 Address [REDACTED] Type of Appointment: PCS
 City [REDACTED] Entrance Probationary
 State [REDACTED] Zip [REDACTED] Promotive Probationary

This notice is to inform you that effective 3/24/23, you are released from your appointment in Class 9163,
 Title Transit Operator.

The following checked item applies (check only one):

- A. Non-Disciplinary Release: The decision of the Appointing Officer is final. There are no restrictions on your future employment with the City and County of San Francisco.
- B. Disciplinary Release (see documents attached): Should you elect to appeal the recommendation(s), follow the procedures. You may request a hearing before the Civil Service Commission on your future employability with the City and County of San Francisco. The Civil Service Commission has the authority to modify employment restrictions or impose additional restrictions on your future employability. However, the Commission CANNOT reverse the department's decision to release you from your employment.
- C. Automatic Reversion (Non-Disciplinary Release): You have automatic rights of reversion to the previous class from which promoted; if necessary, displacements in the former class shall occur. You will revert to the class from which promoted: Class _____, Title _____

You may request a hearing for review of any restrictions on your future employability (when box B above is checked) with the Civil Service Commission within twenty (20) calendar days of the mailing date of this notice or from the date of release, whichever is later. The request must be submitted in writing to the Executive Officer, Civil Service Commission, 25 Van Ness, Suite 720, San Francisco, CA 94102 by April 12, 2023. Requests received after this date will not be considered and your right to a hearing will be forfeited. If you do not request a hearing, the Human Resources Director will take final administrative action and the restriction(s) recommended, if any, will be in effect.

The items checked below are the recommendations made by your department on your future employability for positions covered by the San Francisco civil service system:

<input type="checkbox"/> No restrictions on future employability.	<input checked="" type="checkbox"/> Cancel any current examination and eligibility status.
<input type="checkbox"/> No future employment with this department.	<input type="checkbox"/> No future employment with the City and County of San Francisco.
<input checked="" type="checkbox"/> Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of <u>2</u> year(s) experience outside the City and County service.	
<input type="checkbox"/> Other (specify):	

If this matter is subject to the Code of Civil Procedures (CCP) Section 1094.5, the time by which judicial review must be sought is set forth in CCP Section 1094.6

MUST BE COMPLETED BY DEPARTMENT:
 Rank: 11 List# T00032
 SSN: [REDACTED]
 Employee Organization TWU, Local 250-A, TransitOpr
 METHOD OF SERVICE:
 Certified Mail Hand Delivered _____
 Certified Mail # [REDACTED]
 Attachment(s)
 DHR 1-14 (8/00)

[REDACTED]

 SIGNATURE OF APPOINTING OFFICER
Shana Dines
 NAME
Employee & Labor Relations Manager
 TITLE

ADDITIONAL INFORMATION FOLLOWING RELEASE

1. This document serves as the official notice of your release to you, the Civil Service Commission, and the Department of Human Resources. You will be removed from the eligible list from which you were appointed.
2. If this is a Disciplinary Release (box B is checked) and you request a hearing within the time limits, you are entitled to:
 - a) Representation by an attorney or authorized representative of the employee's own choice.
 - b) Notification of date, time and place of hearing at a reasonable time in advance.
 - c) Inspection by the employee's attorney or authorized representative of those records and materials in the Civil Service Commission which relate to the separation.
3. The decision of the Civil Service Commission is final and not subject to reconsideration.
4. In the absence of a timely request for a hearing as provided above, no later request for a hearing will be considered.

NOTICE OF RELEASE FROM PROBATIONARY APPOINTMENT

Instructions for completing Form DHR 1-14

Refer to Civil Service Commission Rule 117 - Probationary Period

Use this form for a Probationary Employee when:

Probation began on or after March 16, 1998 and performance does not meet the standards for passing probation in the class.

Complete the information on the top section of the form: Name, Address, City, State, Zip, Mailing Date, Department/Division, and Type of Appointment. Type of Appointment: Entrance Probationary if the employee was certified from an entrance (E) list or certified from a combined promotive and entrance (CPE) list but did not advance to the position from another permanent appointment. Promotive Probationary if the employee was certified from a promotive (P) or combined promotive and entrance (CPE) list and advanced to the position from another permanent appointment.

In the first sentence enter the effective date of the release. This date must be before COB (close of business) on the last day of probation. Use the form Report of Probationary Status (DHR 6-37) to calculate end date of probation. Enter the Class Number and Title of the employee's position.

Check one box, A, B or C, to indicate the type of release:

A - Non-Disciplinary Release for entrance probationary employee.

B - Disciplinary Release for either entrance or promotive probationary employee in cases when release is for misconduct.

C - Automatic Reversion (Non-Disciplinary) for promotive probationary employee who does not meet standards of the current class. For box C, also enter the Class Number and Title of previous appointment.

If you have checked box B - Disciplinary Release:

- 1) Indicate the date by which the appeal must be filed in the space provided. Count twenty (20) calendar days from the mailing date of the notice or the effective date of release, whichever is later. When counting the days, count the day after the mailing date as the first day of the twenty (20) calendar days.
- 2) Indicate the recommended restrictions on future employability by checking the appropriate boxes. If you check the box requiring outside work experience, you must also type in the number of years. Attach a copy of all separation-related letters and supporting documentation.

Complete the information on the bottom section of the form: Rank, List#, SSN, and Employee Organization. Check the Method of Service used.

The Appointing Officer must sign the form. Type in the name and title of the Appointing Officer.

Make two copies of the form. Send a copy to DHR, Certification Unit; and retain a copy in the Employee Personnel File. Send the original to the employee.



NOTICE OF FUTURE EMPLOYMENT RESTRICTIONS

Amro Elsakkar
 Employee Name

 Street Address

 City State Zip

March 23, 2023
 Mailing Date
 SFMTA/Transit(68)
 Department/Division
 PCS
 Type of Appointment

This notice is to inform you that a future employment restriction is being imposed along with your separation action, or with the action of automatic resignation, reported to the Department of Human Resources separating you from your position in Class 9163 Title Transit Operator, effective 3/24/23, for the reasons outlined in the attached document(s).

The items checked below are the restrictions made by the department on your future employability for positions covered by the San Francisco civil service system:

<input type="checkbox"/> No Restrictions on Employment <input type="checkbox"/> Permanent Restriction <input checked="" type="checkbox"/> Conditional Restriction	<input checked="" type="checkbox"/> Citywide <input type="checkbox"/> Department(s): _____ <input type="checkbox"/> DOT/SAPP <input type="checkbox"/> Job Code(s): _____ <input checked="" type="checkbox"/> Cancel Current Examination & Eligibility Status
---	--

Conditional restrictions may be lifted by proving you have satisfactorily met the following requirements:

Requirement Type	Description:	Level of Measurement:	Measurement Value:
CER: Certification			
EXP: Work Experience	Verifiable satisfactory work experience outside of	24	Months
LIC: Licensure			
SAP: Substance Abuse Program			
Other:			

In addition to the noted conditional restrictions, you are also restricted from specific attributes of a job class and/or department until you satisfactorily prove you meet the requirements to lift the restriction(s) as noted below:

Future Employment Restrictions	Description:	Level of Measurement:	Measurement Value:
001: Vehicle/Heavy Machinery			
002: Vulnerable Populations			
003: Face to Face Contact w/Public			
004: Contact w/Animals			
005: Signing/Approving City Docs			
006: Financial Instruments			
007: Confidential/Privileged Information			
008: IT Infrastructure			
009: Means of Entry to Living Spaces			
010: Pharmaceutical/Drug Inventory			
011: CDC Defined Toxins			
012: Weapons/Explosives			
013: City Property Valued > \$100			

You may request a hearing before the Civil Service Commission on your future employability with the City and County of San Francisco. The Civil Service Commission has the authority to remove restrictions or impose additional restrictions on your future employability. You may request a hearing for review of any restrictions on your future employability with the Civil Service Commission within 20 calendar days of the mailing date of this notice or from the date of separation, whichever is later. The request must be submitted in writing to the Executive Officer, Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102 by 4/12/2023. Requests received after this date will not be considered and your right to a hearing will be forfeited. If you do not request a hearing or file an appeal, the Human Resources Director will take final administrative action to confirm the restriction(s) in effect on the date of separation (Note: Future Employment Restriction(s) effective immediately).

If this matter is subject to the Code of Civil Procedures (CCP) Section 1094.5, the time by which judicial review must be sought is set forth in CCP Section 1094.6. (SEE BELOW)

List #: <u>T00032</u>	Rank #: <u>11</u>	<input type="checkbox"/> Pending	<input checked="" type="checkbox"/> Final	Status of Action
DSW: <u>[REDACTED]</u>		<u>[REDACTED]</u>		
Emp Organization: <u>TWU, Local 250-A, TransitOpr</u>		SIGNATURE		
METHOD OF SERVICE:		Shana Dines		
<input type="checkbox"/> Hand Delivered		NAME		
<input checked="" type="checkbox"/> Certified Mail	<u>[REDACTED]</u>	Employee & Labor Relations Manager		
		TITLE		

INFORMATION FOR FORMER EMPLOYEE FOLLOWING SEPARATION

1. This document serves as an official notice of future employment restrictions imposed with the Notice of Automatic Resignation from Employment to the former employee or with a Separation Action that is subject to the provisions of a collective bargaining agreement, to the Civil Service Commission, and the Department of Human Resources.
2. A separated employee may request a hearing before the Civil Service Commission only for review of any restrictions on their future employability with the City and County of San Francisco.
3. Such appeals or requests for hearing must be in writing and received from the employee or the employee's representative by the date specified on this notice, or within twenty (20) calendar days from the mailing date of this notice, or the effective date of the separation, whichever is later. The request must be submitted to the Executive Officer, Civil Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.
4. An employee who requests a hearing within the time limits is entitled to:
 - a. Representation by an attorney or authorized representative of the employee's own choice.
 - b. Notification of date, time, and place of hearing at a reasonable time in advance.
 - c. Inspection by the employee's attorney or authorized representative of those records and materials on file with the Civil Service Commission which relate to the restrictions on future employability.
5. Any interested party may request that the hearing be continued or postponed.
6. The decision of the Civil Service Commission is final and not subject to reconsideration.
7. In the absence of a timely request for a hearing as provided above, no later request for a hearing will be considered.

DEPARTMENT INSTRUCTIONS FOR COMPLETING FORM DHR 1-13E

- Refer to related provisions of appropriate collective bargaining agreements
- Refer to CSC Rule 122, Article VI: Absence From Duty Without Leave (Misc)
- Refer to CSC Rule 222, Article IV: Absence From Duty Without Leave (UPPD)
- Refer to CSC Rule 322, Article VI: Absence From Duty Without Leave (UPFD)

Use this form when:

The appointing officer or Human Resources Director has taken action of automatic resignation on an employee on the basis of abandonment of position, regardless of employment status; and/or the separation action is subject to the provisions of the collective bargaining agreement.

Complete the information on the top section of the form: Name, Address, City, State, Zip, Mailing Date, Department/Division, Type of Appointment, Type of Separation.

In the first paragraph of the notice, enter the Class Number, Title and effective date of the separation.

If there are no restrictions imposed with the separation, the box “*no restrictions on future employability*,” must be checked to indicate this action, and attach applicable documents, e.g., a settlement agreement.

Indicate the restrictions on future employability by checking the appropriate boxes. If the restrictions are conditional, you must complete the section on the requirements needed to lift the restrictions, including the level of measurement (entry, journey, etc.) and values (length of time in months, years, etc.) of the requirements.

If Future Employment Restrictions are included, complete that section including details on the requirements needed to lift the restrictions. Attach a copy of all separation-related letters and supporting documentation. Documentation must provide justification and the rationale for the imposed restrictions.

The separated employee may request a hearing for review of any restrictions on future employability. Indicate the date by which the appeal must be filed in the space provided. Consistent with the separation action, count twenty (20), or thirty (30), calendar days from the mailing date of the notice or the effective date of release, whichever is applicable. When counting the days, count the day after the mailing date as the first day.

Complete the information on the bottom section of the form: Rank, List#, DSW#, and Employee Organization. Check the method of service used and tracking # if applicable.

Indicate status of action:

- Select “Pending” if Notice of Future Employment Restrictions is subject to the provisions of a collective bargaining agreement
- Select “Final” if the status is not subject to the provisions of a collective bargaining agreement, or to update a previously reported “Pending” action.

Type in the name and title of the appointing officer. The appointing officer must sign the form.

Send the *original* Notice of Future Employment Restrictions along with the *original* Notice of Automatic Resignation from Employment (DHR 1-48a) to the employee. Make two sets of copies of the notices; send one set of *copy* to DHR - Client Services along with the *original* Separation Report (DHR Form 1-67); and retain the other set of *copy* in the Official Employee Personnel Folder.

Reminder: Imposed restrictions on future employability are effective immediately, and must be reported to DHR – Client Services concurrent with the departmental notice to separate the employee. This will enable timely and appropriate updates to DHR systems and other dependent programs, such as exams, adoptions of eligible lists, citywide recruitments, and certifications/referrals.



City and County of San Francisco
NOTICE AND REPORT OF PROBATIONARY STATUS

CAP# [Redacted]

Part I: Notice of Probationary Status at Time of Appointment

Complete at time of appointment

Original: Personnel File
Copy: Employee

Elsakkar Amro 68 / SFMTA
Last Name First Name Department/Division
9163 Transit Operator TWU 250A
Job Code Title Employee Organization/Union

Congratulations on your Permanent Civil Service (PCS) appointment!

You are now serving your probationary period, which is used to evaluate your performance on the job. It is the final and most important phase of the selection process. During your probationary period, you may be released by your appointing officer at any time in accordance with Civil Service Rule 117 - Probationary Period. The duration of your probationary period is governed by provisions in the Memorandum of Understanding (MOU) or ordinance covering your job code. Extensions of your probationary period are governed by Civil Service Rules and provisions in the MOU or ordinance covering your job code. Please refer to your human resources representative if you have any questions.

Duration of the Probationary Period (per MOU or Ordinance): 6 months

Did the employee received credit for prior service?: No

If yes, provide dates: from to Total time credited: days

Provide justification for credit (cite Civil Service Rule Section or MOU Section):

Probationary Period Begin Date: 10/10/2022

Expected Probationary Period End Date: 4/9/2023 COB

(Probation begins on the employee's start work date in PCS status, not the certification date)

Voluntary Resumption of the Probationary Period. To be used only as specifically authorized by Civil Service Rule 117.8.

Employee has previously completed probation for this job code in this department, and is voluntarily resuming a probation period not to exceed six (6) months.

Resumed Probationary Period Begin Date:

Expected Resumed Probationary Period End Date:

Please sign below acknowledging that you understand this notice and have received a copy of it.

Employee

Amro A Elsakkar

Printed Name

Department Head/Designee

Valerie Coleman

Printed Name

9/30/2022

Signature

and

Date

Signature

and

Date



City and County of San Francisco
NOTICE AND REPORT OF PROBATIONARY STATUS

Part IV: Report of Release from Probationary Appointment
Complete prior to the Expected or Adjusted Probationary Period End Date

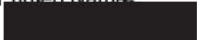
Original: Personnel File
Copies: Employee, DHR-Client Services

- Employee is released during the probationary period effective: **March 24, 2023**
Department must complete a Notice of Release from Probationary Appointment (DHR Form 1-14)

Department Head/Designee

**Shana Dines, Employee & Labor Relations,
Manager**

Printed Name



March 24, 2023

Signature and Date

Part V: Report of Successful Completion of Probationary Period
Complete on the Expected or Adjusted Probationary Period End Date

Original: Personnel File
Copies: Employee

- Employee successfully completed probation. Completion Date:

Department Head/Designee

Printed Name

Signature and Date

Certificate Of Completion

Envelope Id: E539A8DC0F5E444CAB8CFFBA5350F13E	Status: Completed
Subject: Complete with DocuSign: CSC - Staff Report - Amro Elsakkar 0057-23-7 Redacted.pdf	
Source Envelope:	
Document Pages: 67	Signatures: 1
Certificate Pages: 2	Initials: 2
AutoNav: Enabled	Envelope Originator:
Enveloped Stamping: Disabled	David Garcia
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	1 South Van Ness, 3rd Floor
	San Francisco, CA 94103
	David.Garcia@sfmta.com
	IP Address: 75.10.236.9

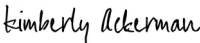
Record Tracking

Status: Original	Holder: David Garcia	Location: DocuSign
7/27/2023 8:16:32 AM	David.Garcia@sfmta.com	

Signer Events

Signature	Timestamp
David Garcia david.garcia@sfmta.com Security Level: Email, Account Authentication (None)	Sent: 7/27/2023 8:18:29 AM Viewed: 7/27/2023 8:21:01 AM Signed: 7/27/2023 8:21:06 AM
Signature Adoption: Pre-selected Style Using IP Address: 75.10.236.9	

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Kimberly Ackerman Kimberly.Ackerman@sfmta.com Chief People Officer HR Security Level: Email, Account Authentication (None)		Sent: 7/27/2023 8:21:07 AM Viewed: 7/27/2023 8:27:07 AM Signed: 7/27/2023 8:27:17 AM
Signature Adoption: Pre-selected Style Using IP Address: 75.10.236.24		

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

In Person Signer Events **Signature** **Timestamp**

Editor Delivery Events **Status** **Timestamp**

Agent Delivery Events **Status** **Timestamp**

Intermediary Delivery Events **Status** **Timestamp**

Certified Delivery Events **Status** **Timestamp**

Carbon Copy Events **Status** **Timestamp**

Yashika Holmes yashika.holmes@sfmta.com SFMTA Security Level: Email, Account Authentication (None)	<div style="border: 2px solid blue; padding: 5px; display: inline-block; color: blue; font-weight: bold; font-size: 1.2em;">COPIED</div>	Sent: 7/27/2023 8:27:19 AM Viewed: 7/27/2023 8:28:11 AM
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Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Carbon Copy Events	Status	Timestamp
Amy Nuque Amy.Nuque@sfmta.com SFMTA Security Level: Email, Account Authentication (None)	<div style="border: 2px solid blue; padding: 5px; display: inline-block;">COPIED</div>	Sent: 7/27/2023 8:27:19 AM Viewed: 7/27/2023 8:30:54 AM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	7/27/2023 8:18:29 AM
Certified Delivered	Security Checked	7/27/2023 8:27:07 AM
Signing Complete	Security Checked	7/27/2023 8:27:17 AM
Completed	Security Checked	7/27/2023 8:27:19 AM

Payment Events	Status	Timestamps
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