

Rule 202

Definitions

Applicability: Rule 202 shall apply to all classes of the Uniformed Ranks of the San Francisco Police Department

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Definitions

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Sec. 202.1 Appointments

202.1.1 Permanent Civil Service

An appointment made as a result of a certification from an eligible list to a permanent position or to a position declared permanent.

202.1.2 Probationary

Status of civil service employees during a trial period following permanent appointment.

202.1.3 Temporary Civil Service

An appointment made to a temporary position as a result of certification from an eligible list.

202.1.4 Provisional

An appointment to a permanent or temporary position in the absence of an available eligible or in an emergency which in either case, is time limited as provided elsewhere in these Rules.

202.1.5 Exempt

An appointment to a permanent or temporary position exempt from being filled from an eligible list in accordance with the provisions of Section 10.104 of the Charter.

Sec. 202.2 Appointing Officer

The head of an organizational unit having appointive authority within the organizational unit and the powers of a department head as defined by former Charter Section 3.501 as enacted into ordinance under Charter Section 18.103.

Sec. 202.3 **Appointment Date**

The date on which an appointing officer notifies the Department of Human Resources of his or her selection from a list of eligibles certified by the Department of Human Resources.

Sec. 202.4 **Bulletin Board**

The official bulletin boards, so designated, at the Civil Service Department and Department of Human Resources, used for posting of examinations and public announcements of the Civil Service Commission and Department of Human Resources.

Sec. 202.5 **Certification - Banding**

Banding is a certification process which provides a reasonable way in which to interpret a range of scores for the purpose of making employment decisions. This is done by creating “bands” within which the lowest score within the “band” is considered as equally qualified as the highest score in the “band” based upon valid psychometric data and, therefore eligible for consideration for employment or promotion.

Sec. 202.6 **Certification - Rule of Three Scores**

The names of eligibles with the three highest scores on the list of eligibles for a position, who are available for appointment, are certified to the appointing officer. When there are two or more approved personnel requisitions on file for the same class, the number of scores certified shall be equal to the number of positions to be filled plus two scores. An eligible list adopted under the Rule of Three Scores shall in all cases be exhausted when eligibles standing at less than three scores are available. Use of the eligible list when there is less than the minimum certification available shall be at the discretion of the appointing officer.

If all eligibles at a score waive appointment or fail to respond within the time limits provided in these Rules, the appointing officer may request supplementary certification(s) from the next highest score.

Sec. 202.7 **Certification Date**

The date on which the Department of Human Resources notifies an appointing officer of the name(s) of eligible(s) from which appointment(s) may be made to fill position.

Sec. 202.8 **Charter**

The Charter of the City and County of San Francisco.

Sec. 202.9 **City**

The City and County of San Francisco.

Sec. 202.10 **Civil Service Department**

The administrative office of the Commission under the direction of the Executive Officer.

Sec. 202.11 **Class**

A position or group of positions for which a common descriptive job title may be used.

Sec. 202.12 **Classification Plan**

All the classes which have been established, the procedures for maintaining the plan, and the specifications or descriptions of each of the classes.

Sec. 202.13 **Classified Service**

Includes all positions in the City service subject to competitive examination.

Sec. 202.14 **Civil Service Commission**

The administrative body of Civil Service Commissioners empowered to enforce the civil service provisions of the Charter.

Sec. 202.15 **Commissioner**

A member of the Civil Service Commission of the City and County of San Francisco, appointed by the Mayor.

Sec. 202.16 **Department**

Organizational unit or units under one appointing officer.

Sec. 202.17 **Department of Human Resources**

The Department charged with administering the policies, Rules, and procedures of the Civil Service Commission and performing such other duties and functions as set forth in the Charter.

Sec. 202.18 **Eligible**

A person who has standing on an eligible list.

Sec. 202.19 **Eligible List**

A list of names of persons who have passed a civil service examination.

Sec. 202.20 **Executive Session**

A meeting or part of a meeting of the Civil Service Commission legally held in private or with the general public excluded.

Sec. 202.21 **Human Resources Director**

Director of the Department of Human Resources.

Sec. 202.22 **Impact****Adverse Impact**

An adverse impact is a substantially different rate of selection in hiring, promotion or other employment decision disadvantaging members of a legally protected racial, gender or ethnic group not justified by a legitimate business necessity. When the selection rate for a particular legally protected group is less than four-fifths or eighty percent of the selection rate for the group with the highest selection rate, this may be regarded as evidence of an adverse impact. A selection rate larger than four-fifths or eighty percent will not be so regarded.

Sec. 202.23 **Layoff**

Separation from a position because of economy, lack of funds, or lack of work.

Sec. 202.24 **Near List**

An eligible list or a holdover roster in a class similarly related to a class for which there is no eligible list from which the Human Resources Director may authorize the certification of eligibles for temporary civil service appointment.

Sec. 202.25 **Part-Time Employment**

Part-time employment is regularly scheduled, less than full-time, permanent or temporary appointment to a permanent or temporary position.

Sec. 202.26 **Position**

Duties and responsibilities assigned by an appointing officer to be performed by one employee.

202.26.1 **Permanent**

A collection of duties, regardless of the source and nature of the funds, performed by one individual, which represent the ongoing work of the City and County. Such position(s) may be either:

- 1) enumerated in the Annual Salary Ordinance or Salary Resolutions of the School Districts for which funds have been provided on a continuing basis; or
- 2) a position declared to be permanent by action of the Human Resources Director.

202.26.2 **Temporary**

A position in which the duties and responsibilities exist for a maximum duration of 1040 hours except in the case of a special project, defined elsewhere in these Rules, for up to a maximum duration of 2080 hours.

202.26.3 **Part-Time**

Positions less than the established full-time normal schedule of hours per day or days per week.

202.26.4 **Exempt**

Temporary or permanent positions excluded from civil service hiring and removal procedures in accordance with the provisions of Section 10.104 of the Charter.

202.26.5 **As-Needed**

A temporary or provisional appointment on either a full-time or part-time work schedule against a temporary requisition designated as as-needed to cover peak workloads, emergency extra workloads, necessary relief, and other situations involving a fluctuating staff.

Sec. 202.27 **Post**

To place on the official Bulletin Board.

Sec. 202.28 **Seniority****202.28.1** **Civil Service - Permanent**

Seniority shall be determined by the date of certification which resulted in a permanent appointment to a position in a class in a department. In the event of identical dates, seniority shall be determined by rank on the eligible list, the higher eligible being the senior, or as provided elsewhere in these Rules.

202.28.2 **Civil Service - Temporary (from eligible list)**

Seniority shall be determined by the date of certification which resulted in a temporary appointment to a temporary position in a class in a department. In the event of identical dates, seniority shall be determined by rank on the eligible list, the higher eligible being the senior.

202.28.3 **Departmental**

Seniority for shift and work assignments, vacation or holiday schedule is determined by the appointing officer and is not within the authority of the Civil Service Commission or the Department of Human Resources.

Sec. 202.29 **Service**

The City and County of San Francisco government service, including the classified positions in the School Districts.

Sec. 202.30 **Start Work Date**

The date on which an appointee is first reported on the timeroll as working.

Sec. 202.31 **Time Periods**

Reference to time periods, such as one week or one month, etc., shall mean calendar days unless the rule specifically refers to business days.

Sec. 202.32 **Validation Date**

The date on which the Department of Human Resources notifies an appointing officer that it has approved an appointment.