

Rule 402

Definitions

Applicability: Rule 402 shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA).

<u>Sec. 402.1</u>	<u>Appointment</u>
<u>Sec. 402.2</u>	<u>Appointing Officer</u>
<u>Sec. 402.3</u>	<u>Appointment Date</u>
<u>Sec. 402.4</u>	<u>Bulletin Board</u>
<u>Sec. 402.5</u>	<u>Certification Date</u>
<u>Sec. 402.6</u>	<u>Charter</u>
<u>Sec. 402.7</u>	<u>City</u>
<u>Sec. 402.8</u>	<u>Civil Service Department</u>
<u>Sec. 402.9</u>	<u>Class</u>
<u>Sec. 402.10</u>	<u>Classification Plan</u>
<u>Sec. 402.11</u>	<u>Classified Service</u>
<u>Sec. 402.12</u>	<u>Commission</u>
<u>Sec. 402.13</u>	<u>Commissioner</u>
<u>Sec. 402.14</u>	<u>Department</u>
<u>Sec. 402.15</u>	<u>Department of Human Resources</u>
<u>Sec. 402.16</u>	<u>Eligible</u>
<u>Sec. 402.17</u>	<u>Eligible List</u>
<u>Sec. 402.18</u>	<u>Executive Session</u>
<u>Sec. 402.19</u>	<u>Human Resources Director</u>
<u>Sec. 402.20</u>	<u>Layoff</u>
<u>Sec. 402.21</u>	<u>Near List</u>
<u>Sec. 402.22</u>	<u>Part-Time Employment</u>
<u>Sec. 402.23</u>	<u>Position</u>
<u>Sec. 402.24</u>	<u>Post</u>
<u>Sec. 402.25</u>	<u>School Districts</u>
<u>Sec. 402.26</u>	<u>Seniority</u>
<u>Sec. 402.27</u>	<u>Service</u>
<u>Sec. 402.28</u>	<u>Start Work Date</u>
<u>Sec. 402.29</u>	<u>Time Periods</u>
<u>Sec. 402.30</u>	<u>Validation Date</u>

Rule 402

Definitions

Applicability: Unless otherwise noted, Rule 402 shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA).

Unless otherwise required by the context, the words listed below and as used in these Rules have the following meanings:

Sec. 402.1 Appointment

402.1.1 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.

402.1.2 Probationary

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

402.1.3 Temporary Civil Service

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

402.1.4 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.

1) Non-Civil Service

Section 402.1.4 1) shall apply only to Service-Critical classes of the Municipal Transportation Agency (MTA) represented by the Transport Workers Union (TWU), Locals 200 and 250A.

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 to a maximum duration as provided elsewhere in these Rules.

Sec. 402.1 Appointment (cont.)**402.1.4 Provisional (cont.)****2) Limited Tenure**

Section 402.1.4 2) shall apply only to Service-Critical classes of the Municipal Transportation Agency (MTA) represented by the Transport Workers Union (TWU), Locals 200 and 250A.

An appointment to a permanent or temporary position in the absence of an available eligible. Use of limited tenure appointment is restricted as provided in these Rules.

402.1.5 Exempt

An appointment to a permanent or temporary position exempt from being filled from an eligible list in accordance with the provisions of Sections 10.104 and 8A.104 of the Charter.

Sec. 402.2 Appointing Officer

402.2.1 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 and existing Administrative Code Section 2A.30.

402.2.2 Appointing Officer - MTA

The MTA Director of Transportation.

Sec. 402.3 Appointment Date

402.3.1 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.

402.3.2 Appointment Date - MTA

The date on which the MTA Director of Transportation issues official notice of the selection from a list of eligibles.

Sec. 402.4 **Bulletin Board**

The official bulletin boards, so designated, at the Civil Service Department, Municipal Transportation Agency (MTA) and the City's Department of Human Resources, used for posting of examinations and public announcements of the Commission, MTA and the City's Department of Human Resources.

Sec. 402.5 **Certification Date**

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

402.5.2 **Certification Date - MTA**

The date the MTA Director of Transportation/ Designee issues a notice to eligibles from which appointments may be made to fill a Service-Critical position at the MTA.

Sec. 402.6 **Charter**

The Charter of the City and County of San Francisco.

Sec. 402.7 **City**

The City and County of San Francisco.

Sec. 402.8 **Civil Service Department**

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

Sec. 402.9 **Class**

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

402.9.1 **Job Code**

The term job code is used within the Human Resources classification system interchangeably with the Civil Service/Charter term class or classification.

Sec. 402.10 **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. 402.11 **Classified Service**

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

Sec. 402.12 **Commission**

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

Sec. 402.13 **Commissioner**

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

Sec. 402.14 **Department**

Organizational unit or units under one appointing officer.

Sec. 402.15 **Department of Human Resources**

The City-wide Department charged with performing such duties and functions as set forth in the Charter.

Sec. 402.16 **Eligible**

A person who has standing on an eligible list.

Sec. 402.17 **Eligible List**

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

Sec. 402.18 **Executive Session**

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

Sec. 402.19 **Human Resources Director**

Director of the City's Department of Human Resources.

Sec. 402.20 **Layoff**

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

Sec. 402.21 **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 City's Human Resources Director or the MTA Director of Transportation may authorize the certification of eligibles for temporary civil service appointment.

Sec. 402.22 **Part-Time Employment**

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

Sec. 402.23 **Position**

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

402.23.1 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 for which funds have been provided on a continuing basis; or
- 2) a position declared to be permanent by action of the City's Human Resources Director or the MTA Director of Transportation .

402.23.2 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.

402.23.3 Part-Time

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

Sec. 402.23 **Position (cont.)****402.23.4 Exempt**

Temporary or permanent positions excluded from civil service hiring and removal procedures in accordance with the provisions of Section 8A.104 or 10.104 of the Charter.

402.23.5 School-Term Only

Positions in the School Districts established for school term periods only.

402.23.6 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. 402.24 **Post**

To place on the official Bulletin Board.

Sec. 402.25 **School Districts**

San Francisco Unified School District and San Francisco Community College District.

Sec. 402.26 **Seniority****402.26.1 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. Employees who resign or are terminated and subsequently are reappointed shall have their seniority determined by their certification date following separation.

Sec. 402.26 **Seniority (cont.)****402.26.2** **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.

402.26.3 **Civil Service - Limited Tenure**

Section 402.26.3 shall apply only to Service-Critical classes of the Municipal Transportation Agency (MTA) represented by the Transport Workers Union (TWU), Locals 200 and 250A.

Seniority shall be determined by the date an appointee starts to work in a position in a class in a department on a limited tenure basis. Seniority in the event of ties shall be determined by the appointing officer.

402.26.4 **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.

Sec. 402.27 **Service**

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

Sec. 402.28 **Start Work Date**

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

Sec. 402.29 **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. 402.30 **Validation Date**

The date on which the City's Department of Human Resources notifies an appointing officer that it has approved an appointment or the MTA Director of Transportation/Designee issues a notice of having approved an appointment.