



**Gavin Newsom**  
**Mayor**

**Micki Callahan**  
**Human Resources Director**

Date: March 1, 2010  
To: Labor Colleagues  
From: Martin Gran, Employee Relations Director  
Re: Update on Department of Human Resources' Layoff Processes and Procedures

---

The purpose of this memorandum is to provide you with information on updates to the Department of Human Resources' ("DHR") layoff processes and procedures so that you are able to respond to your members should they should have any questions.

- DHR has revised the City's layoff notice documents to provide more information, reduce delays in layoff processing and return-to-duty placements, and minimize the amount of paper mailed to each individual. Instead of requiring an individual to sign and return a separation notice, all important information will now be included on a shorter layoff notice, which will direct employees to a dedicated DHR Layoff Webpage (located at [www.sfgov.org/layoff](http://www.sfgov.org/layoff)) where all layoff information, forms and documents have been centralized for employee access. Moreover, return-to-duty notices will now include the number of scheduled hours of the new position, and salary information will be available on the DHR Layoff Webpage. In the event that an employee does not have access to a computer, the department will provide hard copies of all layoff forms and documents.
- Rather than provide the City's unions with hard copies of individual layoff notices, DHR will now provide comprehensive electronic spreadsheets with laid-off employee information in order to eliminate paper waste and to facilitate review and tracking.
- In order to ensure that employees who are laid off understand their rights under the Civil Service Rules and DHR layoff policies and processes, DHR has created an FAQ sheet. The FAQ document will be included as an informational resource on the DHR Layoff Webpage. In the event that an employee does not have access to a computer, the department will provide a hard copy of the FAQ document.
- Severance information and election forms will also now be placed on the DHR Layoff Webpage instead of circulated by U.S. mail, to the extent possible, in order to minimize delays in processing and return-to-duty placements. In the event that an employee does not have access to a computer, the department will provide hard copies of severance election forms.
- In the past, DHR has engaged in a paper-, time- and resource-intensive process for canvassing individuals by U.S. mail to determine whether they meet applicable special conditions. This process has required manual entry, resulting in errors and delays in return-to-duty placements. DHR is changing its canvassing processes and will now canvass for special conditions electronically, where feasible, using an electronic survey program. Laid-off employees will be instructed to go to the Layoff Webpage to fill out a survey for their particular class within a specific time period. Again, employees who do not have access to a computer will be assisted by department human resources staff.