



Classification & Compensation

City and County of San Francisco
Department of Human Resources

SEVERANCE

Updated Through Bargaining 2017

I. Eligible Appointment Types

Appointment Type	MAA	MEA Misc.	MSA	SEIU Misc.	SEIU Nurses	TWU L200	UAPD
Permanent Civil Service (PCS)	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Provisional (TPV)	Yes	Yes	No	No	No	Yes	Yes
Permanent Exempt (PEX)	Yes	Yes	No	No	No	Yes	Yes
Temporary Exempt (TEX)	No	No	No	No	No	No	No

II. Eligible Means of Separation

Separation		MAA	MEA Misc.	MSA	SEIU Misc.	SEIU Nurses	TWU L200	UAPD
Laid Off	Out the Door	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Decline to Displace	No	No	No	Yes	No	No	No
	Decline to Reinstatement	Yes	Yes	No	Yes	No	Yes	No
Displaced Employee		No	No	No	Yes	No	No	No
Terminated		Yes	Yes	No	No	No	Yes	No
Released		Yes	Yes	No	No	No	Yes	Yes
Demotion		Yes	No	No	No	No	No	No

Definitions:

- Laid Off – In lieu of being returned to duty to a vacant position, displacing a junior employee or reinstated to an underlying permanent class. May only receive severance if actually laid off (i.e., if layoff notice rescinded prior to the layoff, ineligible). Additionally, once the effective date of the layoff has occurred, no laid off employee is eligible to retroactively request severance, even if the employee otherwise would have been eligible prior to effective date of the layoff (separation).
- Displaced Employee – For SEIU Misc., employees displaced by senior employees may elect severance within 14 calendar days of being noticed of the displacement in writing (with an add. 5 calendar days if notified by mail).
- Terminated (May be subject to approval by the Appointing Officer, Controller and the Human Resources Director) (PCS, TPV or PEX)
- Released from an Exempt Appointment (PEX only); non-disciplinary
- Years of Service – unlike pension, covers unpaid leave so periods of unpaid absences count towards years of service.

III. Timelines to Elect

- MAA – The appointing officer will inform the attorney at last 30 calendar days before his/her final day of work. (Receive one day pay for each workday within a 30 business day period in which not noticed.)
- MEA Misc. – An employee must elect severance within 60 calendar days of being noticed of the layoff or if not noticed, from when released/terminated. (Receive one day pay for each workday within 30 day calendar period in which were not noticed.)
- MSA – An employee must elect severance within 14 calendar days of being noticed of the layoff in writing.
- SEIU Misc. – An employee must elect severance within 14 calendar days of being noticed of the layoff in writing (with an additional 5 calendar days if notified by mail).



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- SEIU Nurses – An employee will be given not less than a 60 day notice, in writing, prior to the effective date of the layoff. Employee is eligible only if they cannot bump or reinstate to an underlying position.
- TWU Local 200 – The City will inform the employee at least 30 calendar days before his/her final work day. (Receive one day pay for each workday within 30 business day period in which were not noticed.)
- UAPD – The City will inform the employee at least 30 calendar days before his/her final work day. (Receive one day pay for each workday within 30 calendar day period in which were not noticed.)

IV. Severance Calculations

- MAA – one to two weeks for each year of service, depending upon years of service
- MEA Misc. – one week for each year of service, up to 26 weeks
- MSA - one week for each year of service, up to five weeks
- SEIU Misc. – two weeks for each year of service for all other layoffs; one week for each year of service for layoffs resulting from contracting out
- SEIU Nurses – two weeks for each year of service
- TWU Local 200 – one week for each year of service, up to 26 weeks
- UAPD – Resulting from contracting out percentage of final pay per years of service; resulting from layoffs and non-disciplinary releases one week for each year of UAPD service (starting with the 6th year of service).

V. Consequences of Electing Severance

- Complete Separation From the City (i.e., must sever all appointments from the City, but does not create a prospective bar from employment with the City unless retire and then some limits that vary by MOU).
- Waive Hold Over Rights (i.e., period in which receive health benefits and right to reinstatement for any vacancy in the respective class)
- Release of Claims
 - Full Release (i.e., waiver of Section 1542 of the California Civil Code and claims under the Age Discrimination in Employment Act) – MEA Misc. and TWU, Local 200.
 - Limited Release – SEIU Misc., SEIU Nurses, MAA, MSA and UAPD; MEA Police and Fire.
- Prop. F Retirees – may not work for the same department from which retired and received severance for two years after separation (MEA)
- May not retire within 2 years or must otherwise reimburse the City – SEIU Misc. and SEIU Nurses
- Election is irrevocable