



Classification & Compensation

City and County of San Francisco
Department of Human Resources

Severance

Last Updated on 5/13/20

I. Eligible Appointment Types

Appointment Types	Craft Coal.	DA Inv.	Local 21	MAA	MEA Fire	MEA Misc.	MEA Police	MSA	Plum. L38	SEIU Misc.	SEIU Nurses	TWU L200	UAPD	Unrep.
Permanent Civil Service (PCS)	No	No	Yes	Yes	No	Yes	No	Yes	No	Yes	Yes	Yes	Yes	No
Provisional (TPV)	No	No	No	Yes	No	Yes	No	No	No	No	No	Yes	Yes	No
Permanent Exempt (PEX)	Yes ¹	Yes	Yes ¹	Yes	Yes	Yes	Yes	No	Yes ¹	No	No	Yes	Yes	Yes
Temporary Exempt (TEX)	Yes ¹	No	Yes ¹	No	No	No	No	No	Yes ¹	No	No	No	No	No

II. Eligible Means of Separation

Means of Separation		Craft Coal.	DA Inv.	Local 21	MAA	MEA Fire	MEA Misc.	MEA Police	MSA	Plumb. L38	SEIU Misc.	SEIU Nurses	TWU L200	UAPD	Unrep.
Laid Off	Out the Door	No	No	Yes	Yes	No	Yes	No	Yes	No	Yes	Yes	Yes	Yes	No
	Decline to Displace	No	No	No	No	No	No	No	No	No	Yes	No	No	No	No
	Decline to Reinstate	No	No	No	Yes	No	Yes	No	No	No	Yes	No	No	Yes	No
Displaced Employee		No	No	Yes	No	No	No	No	No	No	Yes	No	No	No	No
Terminated		No	Yes	No	Yes	Yes	Yes	Yes	No	No	No	No	Yes	No	No
Released		Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	No	No	Yes	Yes	Yes
Demotion		No	Yes	No	Yes	Yes	No	Yes	No	No	No	No	No	No	Yes

- 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 May only receive severance if actually laid off (i.e., if layoff notice rescinded prior to the layoff, ineligible).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, PEX or TEX)
- Released from an Exempt Appointment (PEX only); non-disciplinary
- Years of Service – Unlike with pensions, unpaid leaves count towards years of service. Some MOUs also allow for breaks in service (e.g., MAA).

¹ Only for Cat. 18 appointments exceeding 12 months; does not apply to releases due to discontinued projects or lack of funding.



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III. Severance Calculations

- Craft Coalition – One week for each year of service up to 9 weeks for releases of Cat. 18s
- DA Inv. – One week for each year of service with no cap
- Local 21 – One week for each year of service, up to 12 weeks for layoffs and 9 weeks for releases of Cat. 18s
- MAA – One to two weeks for each year of service, depending upon years of service
- MEA Fire – One week for each year of service, up to 20 weeks
- MEA Misc. – One week for each year of service, up to 26 weeks
- MEA Police – One week for each year of service, up to 20 weeks
- MSA – One week for each year of service, up to 5 weeks
- Plumbers – One week for each year of service up to 9 weeks for releases of Cat. 18s
- SEIU Misc. – One week for each year of service for layoffs resulting from contracting out; two weeks for each year of service for all other layoffs
- SEIU Nurses – Two weeks for each year of service with no cap
- 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)
- Unrep. – One week for each year of service, up to 26 weeks

IV. 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) – DA Inv., Local 21, MEA Fire, MEA Misc., MEA Police, TWU, Local 200 and Unrep.
 - Limited Release – SEIU Misc., SEIU Nurses, MAA, MSA and UAPD
- Prop. F Retirees – may not work for the same department from which retired and received severance for two years after separation (MEA Fire, MEA Misc., MEA Police, Unrep.)
- May not retire within 2 years or must otherwise reimburse the City – Local 21, SEIU Misc. and SEIU Nurses
- Election is irrevocable