

MEMORANDUM

REVISION 20 SERIES D

TO: Holders of Career Service Rule Books
FROM: Career Service Board
DATE: September 15, 2016
SUBJECT: Revision of Career Service Rule 14 and related rule

The Career Service Rules review project continues to make progress. The project is modernizing our rules for a more progressive city, update them for the changes we've made in the city in recent years, remove duplication and redundancies, and consolidate rules wherever possible.

The following information provides an update on the most recent rules changes. The following changes and revisions to Rule 14 and Rule 1 were approved by the Career Service Board on September 15, 2016:

**Career Service Rule 14 SEPARATION OTHER THAN DISMISSAL
Career Service Rule 1 DEFINITIONS**

The following is a summary of the rule changes, their intention and impact. Also included are new rule pages to replace outdated information along with insertion instructions for Career Service Rule Books.

Please refer to the following tables for information on the former rule description, the revised rule description and the intended impact of the revisions for Rules 14 and 1.

Rule 14 SEPARATION OTHER THAN DISMISSAL:

CURRENT RULE	REVISED RULE	NEW RULE NUMBER	REVISION INTENTION & IMPACT
Limits notifications to hand delivery in person or by first class U.S. mail.	Adds the ability to deliver notifications via e-mail or by courier, and must include certificate or proof of delivery.	14-10 B	Provides flexibility in the process of serving notifications. Documents may be filed by email if the employee requests service by e-mail in writing. In such cases, both a hard copy and electronic copy must be retained.
When appropriation accounts are being consolidated or de-consolidated in preparation for a layoff, interested parties are provided the opportunity to be heard by the Career Service Board.	Provides the opportunity to be heard at a public hearing.	14-52 B. 3.	This is current practice; the addition clarifies the meaning of current practice.

CURRENT RULE	REVISED RULE	NEW RULE NUMBER	REVISION INTENTION & IMPACT
During layoffs, an employee with a significant and unique skill that is essential for the position may precede an employee who does not have that significant and unique skill.	If two or more employees have the significant and unique skill that is essential, the layoff order will be determined by the operation of 14-52.	14-52 F.	Current rule assumes that there are potentially one or two employees with the significant and unique skill; proposed change assumes that there could be more than two employees with the skill.
Non-career status	At-will status	14-10 A. 5., 14-40, and 14-52 E.	The term “non-career” was changed to “at will” when Career Service Rule 5 APPOINTMENTS AND STATUS was updated in November 2015. At will status describes on-call, employment probation, and paid trainee or paid intern status (see CSR 5-30).
Layoff definition: The involuntary separation of a career status unlimited employee, or a limited employee appointed prior to January 16, 2004, resulting from the abolishment of a position.	Removes “or a limited employee appointed prior to January 16, 2004.”	Rule 1	Removes outdated language; there are no longer employees in limited positions appointed prior to January 16, 2004.

	<u>Page Number</u>	<u>Issuance Dates</u>
<u>Remove:</u>		
Remove entire Rule 14	14-1 14-2 14-3 14-4 14-5 14-6 14-7, 14-8 14-9, 14-10 14-11, 14-12 and 14.A.-1, 14.A.-2	November 18, 2015 January 7, 2013 February 12, 2016 January 7, 2013 November 18, 2015 May 9, 2016 January 7, 2013 November 18, 2015 January 7, 2013
Remove page 4, Rule 1	1-4	May 9, 2016

	<u>Page Number</u>	<u>Issuance Dates</u>
<u>Replace with:</u>		
Entire Rule 14	14-1 14-2 14-3 14-4 14-5 14-6 14-7, 14-8 14-9, 14-10 14-11, 14-12 and 14.A.-1, 14.A.-2	September 15, 2016
Replace with page 4, Rule 1	1-4	

PLEASE INSERT IN YOUR RULE BOOK AS SOON AS POSSIBLE. THANK YOU.