City and County of San Francisco

Department of Human Resources

Overview Presentation on

Severance

Why Do We Offer Severance?

- To mitigate the employee's loss of employment.
- To avoid litigation by an employee.
- In exchange for foregoing holdover rights which include access to healthcare for up to 5 years.
- To avoid disruption in the workplace from reinstatement to an underlying position.

Consequences of Electing Severance

- Separate from the City (all appointments)
- Forego Holdover Rights
- Sign Waiver (*MEA Misc., MAA and UAPD*)
- May not retire within 2 years or must otherwise reimburse the City (*SEIU Misc. and Nurses*)
- Election is irrevocable

SEIU, Local 1021 - Miscellaneous

- *Who?*
  - Permanent Civil Service (PCS)
  - Temporary Provisional (TPV)
- *When?*
  - Upon Notice of Layoff
  - In lieu of placement in a vacant position in the same class, displacement of a less junior person in the same class, or reinstatement to a lower paying classification, one may elect severance within 14 days of being informed (with an additional 5 days if notified by mail).

SEIU, Local 1021 - Miscellaneous

- *What Does the Employee Receive?*
  - Two weeks of severance for each year of *City* service (one week for each year of City service if layoff due to contracting out)
- *What Must the Employee Do?*
  - Separate from the City
  - Forego Holdover Rights
  - May not retire within 2 years or must otherwise reimburse the City

SEIU, Local 1021 - Miscellaneous

	Elect Severance (if PCS)	Placed on Holdover Roster	Elect to Retire
Employment	Continue employment through effective day of layoff; separation prior to effective date nullifies severance.	Continue employment through effective date of layoff and placed on holdover roster for up to 5 years if not returned to duty in same classification or reinstated to an underlying	May continue employment through effective day of layoff.
Retirement	May not retire for 2 years or must reimburse City for severance. Age Factor for service retirement purposes freezes (e.g., if separate from the City at age 60 and retire two years later, your age factor for service retirement purposes will be age 60).	Age Factor for service retirement purposes continues to age (e.g., if go on the holdover roster at age 60 and retire two years later, your age factor for service retirement purposes will be age 62).	Eligible to retire if at least age 50. Eligible for a service retirement if at least age 50 with 20+ years or at least age 60 with 10+ years.
Health Insurance	Eligible for COBRA.	Continue to receive employee health insurance for duration of active holdover status.	Receive retiree health insurance.
Vacation	Cashed out upon separation.	May not cash-out unless elect an involuntary layoff.	Cashed out upon separation.
Sick Pay	May not cash-out.	May not cash-out.	~~May cash-out a portion under MOU wellness program, if applicable, if a service or disability retirement.~~
2% Retiree Health Trust Fund Deduction	Must pay if ever reemployed with the City.	Will not pay if ever reemployed with the City unless elect involuntary layoff.	Must pay if ever reemployed with the City as a Prop. F Retiree.
Unemployment	Eligible.	Eligible.	Not eligible.

MEA - Miscellaneous

- *Who?*
  - Permanent Civil Service (PCS)
  - Temporary Provisional (TPV)
  - Permanent Exempt (PEX)
- *When?* **Within 60 calendar days of**:
  - Layoff (or notice thereof) in which separate from the City *(including separation that is in lieu of reinstatement to an underlying permanent position)*
  - Terminated (unless gross misconduct)
  - Released from an Exempt Appointment

MEA - Miscellaneous

- *What Does the Employee Receive?*
  - Notice – Receive one day pay for each workday within 30 day calendar period in which were not noticed. May reinstate to an underlying position and still receive, but only receive the difference in compensation between the positions for the severance period.
  - Years of Service – One week of severance for each year of *City* service, up to 26 weeks.
- *What Must the Employee Do?*
  - Separate from the City
  - Forgo Holdover Rights
  - Sign Waiver

MAA

- *Who?*
  - Permanent Civil Service (PCS)
  - Temporary Provisional (TPV)
  - Permanent Exempt (PEX)
- *When?*
  - Layoff in which separate from the City *(including separation that is in lieu of reinstatement to an underlying permanent attorney position)*
  - Terminated (unless gross misconduct)
  - Released from an Exempt Appointment

MAA

- *What Does the Employee Receive?*
  - Notice – Receive one day pay for each workday within 30 day calendar period in which were not noticed.
  - Years of Service – One to Two weeks of severance for each year of *City* service
- *What Must the Employee Do?*
  - Separate from the City
  - Forgo Holdover Rights
  - Sign Waiver

SEIU, Local 1021 - Nurses

- *Who?*
  - Permanent Civil Service (PCS)
  - Temporary Provisional (TPV)
- *When?*
  - Layoff in which separate from the City *(if can bump or can reinstate to an underlying position, employee is not eligible)*

SEIU, Local 1021 - Nurses

- *What Does the Employee Receive?*
  - Two weeks of severance for each year of *City* service
- *What Must the Employee Do?*
  - Separate from the City
  - Forgo Holdover Rights
  - May not retire within 2 years or must otherwise reimburse the City

UAPD

- *Who?*
  - Permanent Civil Service (PCS)
  - Temporary Provisional (TPV)
  - Permanent Exempt (PEX)
- *When?*
  - Layoff in which separate from the City
  - Released from an Exempt Appointment (non-disciplinary)

UAPD

- *What Does the Employee Receive?*
  - Notice – Receive one day pay for each workday within 30 day calendar period in which were not noticed.
  - Years of Service – One week of severance for each year of *UAPD* service
- *What Must the Employee Do?*
  - Separate from the City
  - Forgo Holdover Rights
  - Sign Waiver