



**Notice to Exempt Appointee**

\_\_\_\_\_  
Name of Appointee

\_\_\_\_\_  
Date Issued

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Job Code (Class) and Title

\_\_\_\_\_  
Department

**Category or Type of Exemption**

**Exempt Under Charter Section:** \_\_\_\_\_

**Anticipated Last Day of Employment:** Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

**ASO Section 1.1.D. (Authorization of Up To Six Months - Position for Succession Planning)**

**Last Date of Employment:** Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

**Appointment Status** (Check One)

**Work Schedule** (Check One)

- \_\_\_\_\_ Permanent Exempt
- \_\_\_\_\_ Temporary Exempt

- \_\_\_\_\_ Full-Time Regularly Scheduled
- \_\_\_\_\_ Part-Time Regularly Scheduled
- \_\_\_\_\_ REG<1040
- \_\_\_\_\_ School-Term, Full-Time Regularly Scheduled
- \_\_\_\_\_ School-Term, Part-Time Regularly Scheduled
- \_\_\_\_\_ As-Needed (not regularly scheduled)

**Important Information**

As an exempt appointee you acquire no guaranteed right or preference for permanent Civil Service employment. Your exempt appointment under certain Charter Sections, or under the ASO Section, is time limited (applicable box is checked).

- Charter Section 10.104-16: Limited to (6) months in a fiscal year.
- Charter Section 10.104-17: Limited to (2) years in 4-six month increments.
- Charter Section 10.104-18: Limited to (3) years.
- Charter Section A8.511: Limited to 960 hours in a fiscal year.
- Annual Salary Ordinance (ASO) Section 1.1.D.: Limited to 6 months only (or less if stated above – refer to Last Date of Employment).

Further, exempt employees serve at the pleasure of the Appointing Officer. Therefore, regardless of the anticipated or last date of employment noted above, your employment may be terminated at any time by the Appointing Officer with or without cause. You may also be displaced by an eligible from a Civil Service list at any time prior to the anticipated last date of employment indicated above.

The signature below is to acknowledge effective end date of employment, and the receipt of copy of this notice.

\_\_\_\_\_  
Signature of Appointee Date

\_\_\_\_\_  
Signature of Appointing Officer/Designee Date

**Original To: DHR Referral Unit**

**Copy To: Employee's Personnel Folder**

## **Guidelines & Instructions for Completing the Notice to Exempt Appointee Form (DHR 6-20)**

1. The Notice to Exempt Appointee form must be completed whenever an exempt employee is appointed, has the exempt appointment extended or has a change in work schedule (including a change from as-needed to regular work schedule.)
2. The original copy of the Notice to Exempt Employee form must be given to the employee and a copy placed in the employee's personnel folder in the department.

## **Applicable Civil Service Commission Rules**

Refer to applicable Civil Service Commission rules for provisions regarding exempt appointments.

- Civil Service Commission Rules, Article VIII
- Police Department Uniformed Personnel, CSC Rules, Article VI
- Uniformed Ranks of the San Francisco Fire Department, CSC Rules, Article VI
- Municipal Transportation Agency Service – Critical, CSC Rules, Article VII

## **1996 Charter - Sec.10.104: Exclusions from Civil Service Appointment**

All employees of the City and County shall be appointed through competitive examination unless exempted by this Charter. The following positions shall be exempt from competitive civil service selection, appointment and removal procedures, and the person serving in the position shall serve at the pleasure of the appointing authority.

In addition, with the approval of the Civil Service Commission, exempt employees shall include:

16. Temporary and seasonal appointments not to exceed the equivalent of half-time during any fiscal year, except that such positions may be filled through regular civil service procedures.

### Guidelines for making exempt appointments under Charter Section 10.104-16 (Limited Duration Exemption):

- Appointments shall be to either "temporary" or "seasonal" positions;
- No person shall exceed 1040 hours of employment under limited duration exempt appointment in any fiscal year;
- A position once exempted under this section shall not be offered to eligibles or holdovers;
- All appointments authorized under this section shall be "temporary exempt."

17. Appointments, which shall not exceed two years and shall not be renewable, as substitutes for civil service employees on leave, except that such positions may be filled through regular civil service procedures.

### Guidelines for making exempt appointments under Charter Section 10.104-17 (Substitute Exemption):

- An appointment proposed for exemption under this section shall be for a replacement or substitute for a civil service employee on an authorized leave of absence;
- The Human Resources Director may approve an appointment in increments of up to 1040 hours (six months); however, the appointment shall not exceed a maximum duration of 4150 hours; or a total of four six-months increments;
- A permanent holdover may displace an appointee occupying a position exempted under this section;
- An appointment authorized under this section may be either "permanent exempt" or "temporary exempt."

18. Appointments, which shall not exceed three years and shall not be renewable, for special projects and professional services with limited term funding, except that such positions may be filled through regular civil service procedures.

### Guidelines for making exempt appointments under Charter Section 10.104-18 (Special Project Exemption):

- An appointment authorized for exemption under this section must be to a position created for or dedicated to a special project or for professional services;
- Funding for appointments authorized under this section shall be for a limited term, e.g., a grant or a "one-time only" appropriation for a specific or special purpose;
- A position once exempted under this section shall not be offered to eligibles or holdovers;
- Appointments authorized under this section may be either "permanent exempt" or "temporary exempt."

**ASO Section 1.1.D.:** The Human Resources Director is authorized to issue permanent appointments to backfill anticipated vacancies for a period of up to 6 months by creating additional permanent positions to ensure implementation of successful succession plans and to facilitate the transfer of mission critical knowledge within City departments.

### Guidelines for ASO Section 1.1.D. Exemption (AS):

- Appointments, which shall not exceed 6 months and shall not be renewable, must be to a position created specifically to backfill anticipated vacancies to ensure implementation of successful succession plans within City departments;
- Funding for appointments authorized under this section shall be for a period up to six months, and must be approved by the Controller's Office;
- Appointees shall possess the minimum requirements for the class as established by the last examination announcement for the class;
- Appointments authorized under this section may either be "permanent exempt" or "temporary exempt."
- Appointees must sign a Notice to Exempt Appointee acknowledging the actual effective end date of their employment under ASO Section 1.1.D.