



TA – CP001.002 – Process for Reassignment

Date: _____

Time: _____

TENTATIVE AGREEMENT

Article III – PAY, HOURS AND BENEFITS

Section W – REQUESTS FOR VOLUNTARY REASSIGNMENTS

III.W. REQUESTS FOR VOLUNTARY REASSIGNMENTS

539. The Department shall provide weekly electronic notifications to all nurses of vacancies in covered classifications. Such vacancies shall be posted online for ~~fourteen~~nine (149) calendar days. Full-time and part-time Permanent Civil Service employees who have passed their probationary period may request reassignment to available positions in their classification. The postings shall be a summary of approved vacant positions, which will include job title, location, shift, FTE, qualifications, selection criteria, and contact person.

540. Process for Reassignment

Permanent nurses who have passed their probationary period may request reassignment to another vacant position in their job classification during the posting period. The City agrees to retrain permanent nurses who request and who are accepted for reassignment. All employees seeking reassignment who meet the minimum qualifications and selection criteria of the applied-for specialty will be considered for reassignment prior to hiring from an eligible list. The Department will select RNs who requested reassignment during the posting period for reassignment based on selection methods appropriate for the position including, but not limited to, licensure, certification, interview scores (top scores are selected), minimum qualifications, and seniority. The Department shall pass over a nurse who has received a final disciplinary action of suspension-level or higher within the prior three (3) years or is currently on a developmental plan. Absent mutual agreement, an employee may not be reassigned pursuant to this Requests for Voluntary Reassignments provision more than twice in a two (2) year period. After the expiration of the posting period, the Department has the option to offer reassignment to nurses in the bargaining unit or to use any other means permissible under Civil Service rules.

italics = moved existing language

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541. This provision does not supersede the provisions of Seniority and Shift Assignment/Staff Nurses in Article III.

542. Selection Criteria

~~Registered~~—Nurses requesting reassignment to another position must meet the qualifications for the position and the criteria for selection. Subject to the preceding sentence, nurses shall be deemed qualified to apply for re-assignment to any position open to a new graduate nurse. In cases where applicants possess equal qualifications, based on selection criteria, seniority shall apply. In determining reassignment within a unit, seniority shall be a primary factor.

543. Order of Selection

When filling vacant nursing positions, prior to hiring from an eligible list of external candidates, the City agrees to give first priority in the following order:

1. ~~to permanent Registered Nurses~~ requesting reassignment within the unit,
2. a) second priority to ***P103 Per Diem Nurses on the P103 to 2320 eligible list who have worked an average of forty-eight (48) hours per month in the previous year within the unit where the vacancy exists. The Skilled Nursing Facility neighborhoods at Laguna Honda are considered one unit for purposes of 543.1 and 543.2; or,***
2. b) Exempt nurses (not P103 Per Diem Nurses) on the exempt to permanent eligible list who have worked an average of forty-eight (48) hours per month in the previous year within the unit where the vacancy exists,
3. ~~Permanent Registered Nurses~~ requesting reassignment within the facility division (ZSFG, Laguna Honda, Ambulatory Care), and third,
4. ~~priority to permanent Registered Nurses who apply for positions in~~ requesting reassignment to another facility or division within Department of Public Health.

544. Per Diem Nurses Class P103 and Exempt Nurses

Per Diem Nurses and exempt nurses must pass the Civil Service examination and attain eligibility on an eligible list in order to receive a permanent appointment and to be eligible for reassignment.

545. SFGH and Laguna Honda

SFGH and Laguna Honda agree to post notices of assignment opportunities for represented classifications as specified in this Agreement, outside of direct patient care, that become available from time to time. These work assignments, within a Unit, may be short term in nature or on-going. Out of Class Assignments are not posted. Permanent employees will be considered for such positions ahead of P103s.

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546. In the event there is an opportunity for a 0.5 FTE or greater Non-Direct Patient Care Assignment available for employees within the facility, the assignment will be posted for all employees in an eligible classification at that facility.
547. The intent of this section is to allow all employees represented through this Agreement to be considered for the assignment opportunity and for such employees to be able to try different work. Examples of these assignment opportunities are: project work to update computer records or to work on quality assurance projects in order to compile reports.
548. Community Clinics and Public Health
Employees in classifications represented through this Agreement assigned to Community Clinics and Public Health will be notified of all 0.5 FTE or greater assignments in such locations that are temporary in nature and that last longer than two (2) weeks, and thus not covered by the Reassignment Process in Article III Requests for Voluntary Reassignments. Permanent employees will be considered for such positions ahead of P103s.
549. Position Elimination Due to Reorganization or Other Operational Causes
This provision does not supersede the provisions of Seniority and Shift Assignment/Staff Nurses.

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ARTICLE II – EMPLOYMENT CONDITIONS

II.B CIVIL SERVICE EXAMINATIONS

1. CIVIL SERVICE EXAMS FOR STAFF NURSES

~~145. Under special authority from the Civil Service Commission and subject to its approval, the City shall conduct civil service examinations and establish lists of eligibles for all Registered Nurse classifications in a timely manner. The City will make every reasonable effort to assure that employees in Registered Nurse classifications are certified permanent within ninety (90) days of the first day of employment.~~

~~146. In order to reduce the number of provisional employees in all Staff Nurse classifications, the Union agrees, pursuant to CSC Rule 113 that the City may adopt the most expansive certification rule allowed under the Civil Service Commission rules. This agreement shall be subject to cancellation by the Union on July 1 or January 1, with six (6) months notice to the City. Prior to canceling this program, the Union shall notify and meet with the City in an effort to resolve any concerns about the program. This section covers matters within the jurisdiction of the Civil Service Commission, as set forth in Charter Section 10.100 et seq., and is not subject to any grievance arbitration or impasse resolution procedures.~~

~~147. Upon written request from the Union, the City shall provide the Union with a report of the utilization of Rule of the List certification for all Staff Nurse classifications, for review at City wide labor management meetings to determine renewal or cancellation.~~

147a. When filling vacant nursing positions, DPH will follow the order of selection described in Paragraph 543, Order of Selection.

2. PROBATIONARY PERIOD

148. The definition of a probationary period shall be as provided under the Rules of the Civil Service Commission. All permanent appointees shall serve a six **(6)** month probationary period. The probationary period duration for all appointees made by Advancement as defined in Civil Service Rule Section 114.8 Advancement from Part-Time or School-Term Position to Full-Time shall be one (1) week as a permanent full-time employee in the new assignment.

149. *Per Diem Nurses (P103) appointed to a permanent position on the same unit may be granted a three (3) month credit toward the probationary period if the nurse worked at least 520 hours in the prior six (6) month period.*

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Tentative Agreement:

FOR THE CITY

5/19/25

Chief Negotiator

Date

FOR THE UNION

5/16/25

Union Representative

Date

APPROVED AS TO FORM

5/19/25

CAT

Date

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