



DEPARTMENT OF HUMAN RESOURCES MANAGEMENT
150 Frank H. Ogawa Plaza, 2nd Floor
Oakland, CA 94612-2019

Time/Date stamp

SENIORITY POINT REVIEW REQUEST FORM

IMPORTANT! During a period of layoff - Only **impacted employees** will have their requests reviewed. Following the layoff period, the Department of Human Resources Management will process the remaining requests. Depending on the volume of requests, DHRM will attempt to respond within 10 working days.

INSTRUCTIONS:

1. **Please read the back of this form for FAQs about Seniority Point Reviews and related questions.**
2. Employee should return signed and completed form to address listed above or fax to 238-2325.
3. Make sure to attach any pertinent/related documentation or information.
4. Reviewed forms will be returned to employees through their Department Personnel Coordinator.

Employee Name:	Employee Number:
Current Job Class:	Hire Date in Current Class (mo/day/year):
Department:	Division:
Work Phone:	Home or Mobile Phone:
Signature:	Date:

Specifically list issues you would like to bring to our attention: _____

Department of Human Resources Management use only:
Research findings:

Seniority Points: _____ Effective Date: _____

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Change Required

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No Change Required

DHRM Review Date: _____

Additional questions/concerns should be addressed in a follow-up Seniority Point Review Request Form.



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FREQUENTLY ASKED QUESTIONS
REGARDING SENIORITY POINTS

1. **How are Seniority Points calculated? Is it by my total service time with the City of Oakland?** Please note that your seniority is calculated by your service time within a classification. Classified/non-exempt (CC) employees receive one point per one month of service in their classifications. Unclassified/exempt (CU) employees do not accrue seniority points and are considered “at-will.” Overall City service time is generally only a factor when there is a tie to be broken between City employees who have the same amount of seniority points.
2. **How do I know if my job classification is classified/non-exempt (CC) or unclassified/exempt (CU)?** You can search to see if your job classification status is CC or CU (CC=Charter Classified, CU=Charter Unclassified) by looking up your job classification in the Salary Ordinance and then under the status column. The Salary Ordinance is available online: <http://www2.oaklandnet.com/w/OAK027348>
3. **How do I find out my rank on the seniority list within my Classification?** Please contact your Union Representative for a copy of the most recent Seniority Report to confirm your rank within your classification.
4. **Do I have reversion rights to a previous classification I held with the City of Oakland?** If you are in an impacted classification and you have sufficient seniority relative to others in a previously held classified position that still exists and you have passed probation, you may have reversion rights.
5. **Can I revert into an unclassified position?** Unclassified positions are exempt from Civil Service rules. Therefore, you would be unable to revert back into an unclassified position.
6. **What happens when I have two or more terms of service within a classification?** Depending on the specific circumstances, your terms of service may or may not be combined. Please see the Frequently Asked Questions Regarding Seniority and Layoff. Also note that our system cannot electronically combine two or more terms of service; we have to make a manual adjustment to include your previous term of service in your total classification time.
7. **What if I have previous Port of Oakland time in the same classification?** If the job classification is deemed “common” between the City of Oakland and the Port of Oakland (see Appendix B of the [Civil Service Rules](#)), then your Port and City time will be combined.
8. **How does Leave-Without-Pay count against my Seniority Points?** Depending on the type of LWOP taken and the duration (if the unpaid leave was for more than 30 consecutive days), there may be points deducted from your overall seniority within your classification.
9. **Do Performance Evaluation ratings make a difference to my Seniority?** No.
10. **What happens if I need to dispute any of the dates listed in the Seniority Report?** We will review any official documentation you submit. If the documents warrant changes or corrections to your job history, the changes will be made and you will be notified.