

CIVIL SERVICE BOARD MEETING AGENDA

Date: June 20, 2024	
OPEN SESSION 5:30 p.m.	
City Hall, One Frank H. Og	gawa Plaza, Hearing Room 1
BOARD MEMBERS:	Chairperson, Yvonne Hudson- Harmon; Vice Chair, Lauren Baranco; Michael Brown; Beverly A. Williams
STAFF TO THE BOARD:	Mary Hao, HRM Director/Secretary to the Board Tina Pruett, Human Resources Manager/Staff to the Board Amber Lytle, Human Resources Manager/Staff to the Board Ayana Smith, Administrative Assistant II/Staff to the Board Meeti Sudame, Attorney to the Board

The following options will be available to observe this meeting:

Online video teleconference (via ZOOM):

Please click the link below to join the webinar:

https://us02web.zoom.us/j/84770081425?pwd=N0V1VTExeTZnRjdvUDBhQ09oaUZWQT09

Passcode: CSB2024

One tap mobile +16699006833,,84770081425#,,,,*7708206# US (San Jose) +16694449171,,84770081425#,,,,*7708206# US

Please note: the Zoom link and access number are to view/listen to the meetings only, not for participation.

Telephone: Dial (for higher quality, dial a number based on your current location): +1 669 444 9171 US or +1 669 900 6833 US (San Jose) or +1 253 205 0468 US or +1 253 215 8782 US (Tacoma) or +1 346 248 7799 US (Houston) or +1 719 359 4580 US or +1 646 931 3860 US or +1 689 278 1000 US or +1 929 205 6099 US (New York) or +1 301 715 8592 US (Washington DC) or +1 305 224 1968 US or +1 309 205 3325 US or+1 312 626 6799 US (Chicago) or +1 360 209 5623 US or +1 386 347 5053 US or +1 507 473 4847 US or +1 564 217 2000 US Webinar

ID: Webinar ID: 847 7008 1425 Passcode: 7708206

Find your local number: https://us02web.zoom.us/u/kbf5JUxHxH

OPEN SESSION AGENDA

ROLL CALL

Page 2

1) PUBLIC COMMENT:	
COMMENTS ON ALL AGENDA ITEMS AND ITEMS NOT ON THE A WILL BE TAKEN AT THIS TIME.	AGENDA
2) APPROVAL OF THE JUNE 20, 2024, CIVIL SERVICE BOARD MEETING AGENDA	ACTION
3) UPDATES, SECRETARY TO THE BOARD	INFORMATION
4) CONSENT CALENDAR:	ACTION
a) Approval of Provisional Appointment (2)	
• Information Technology Department (2)	
b) Approval of Employee Requests for Leave of Absence (47)	
 City Attorney's Office (1) Oakland Police Department (1) Oakland Public Library (45) 	
c) Approval of Revised Classification Specifications (3)	
 Ethics Analyst I and Ethics Analyst II (2) Inspector General Performance Analyst (1) 	
5) OLD BUSINESS:	
a) Approval of the May 16, 2024, Civil Service Board Meeting Minutes	ACTION
b) Determination of Schedule of Outstanding Board Items	ACTION
c) Informational Report on the Status of Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs) Including a Report of the Names, Hire Dates, and Departments of all ELDE's and TCSEs in	INFORMATION

Accordance with the Memorandum of Understanding Between the City and Local 21

6) NEW BUSINESS:

INFORMATION

• Updated Civil Service Board Unpaid Leave of Absence Request Form.

CLOSED SESSION AGENDA

ROLL CALL

The Civil Service Board will Convene in Closed Session pursuant to California Government Code Section 54957 and will Report Out any Final Decisions in Open Session Before Adjourning the Meeting pursuant to California Government Code Section 54957.1:

1) IFPTE Local 21 Appeal under Rules 4.05 - Eligibility to Compete In Competitive Examination Process, 4.06 Basis for Rejection of Applications, and Rule 4.20 – The Establishment of Eligible Lists for GIS/ LIS Administrator and GIS Analyst position PORT- 2024-AP01.

OPEN SESSION AGENDA

7) REPORT OF ACTIONS TAKEN IN CLOSED SESSION

8) OPEN FORUM

9) ADJOURNMENT

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, July 18, 2024. All materials related to agenda items must be submitted by Monday, July 1, 2024. For any materials over 100 pages, please also submit an electronic copy of all materials.

Submit items via email or U.S. Mail to:

City of Oakland - Civil Service Board 150 Frank H. Ogawa Plaza, 2nd floor Oakland, CA 94612



Do you need an ASL, Cantonese, Mandarin or Spanish interpreter or other assistance to participate? Please email <u>civilservice@oaklandca.gov</u> or call (510) 238-3112 or (510) 238-3254 for TDD/TTY five days in advance.

¿Necesita un intérprete en español, cantonés o mandarín, u otra ayuda para participar? Por favor envíe un correo electrónico <u>civilservice@oaklandca.gov</u> o llame al (510) 238-3112 o al (510) 238-3254 Para TDD/TTY por lo menos cinco días antes de la reunión. Gracias.

你需要手語,西班牙語,粵語或國語翻譯服務嗎?請在會議前五個工作天電郵 civilservice@oaklandca.gov

或致電 (510) 238-3112 或 (510) 238-3254 TDD/TTY



CITY OF OAKLAND

MEMORANDUM

DATE:	June 20, 2024			
TO:	The Honorable Civil Service Board	FROM:	Alanna Butler Human Resource Analyst	
THROUGH:	Mary Hao, Director of Human Resources Secretary to the Board			
THROUGH:	Amber Lytle, Human Resources Manager			
SUBJECT:	Request for Provisional Appointment in Classification of Custom Application Developer III to be ratified at Civil Service Board Meeting of June 20, 2024			

Attached is a request from the Information Technology Department to make a provisional appointment to a Custom Application Developer III vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

A Custom Application Developer III is primarily responsible for defining custom data structures and application solutions that are appropriate to customer requirements; develops, supports, maintains, and tests software applications for business units; designing, developing, and implementing various business-related applications; coding, documenting, and implementing project specifications; provides technical advice and training; overseeing timely completion of new and on-going projects while adhering to prescribed budget limits. The minimum qualifications for Custom Application Developer III are a bachelor's degree from an accredited college or university in computer science, engineering, statistics, or a related field and 4 years of progressively responsible experience developing in C/C++/C#, ASP, and ASP.Net MVC applications, information systems or software engineering.

Based on the information provided by the candidate, they meet the minimum qualifications for this position. Their experience includes a master's degree in engineering and more than 6 years of experience designing and developing databases and preparing custom reports.

Recruitment and Classification is in the process of conducting the recruitment to permanently fill this vacancy within 120 days. The eligible list has been established, interviews are pending.

I recommend that the Civil Service Board ratify the provisional appointment to this Custom Application Developer III vacancy in the Information Technology Department beginning on June 4, 2024, and ending on or before October 2, 2024.

OAKLAND CIVIL SERVICE BOARD PROVISIONAL APPOINTMENT REQUEST

SCHEDULED MEETING DATE FOR CONSIDERATION: June 20, 2024

AREA REQUESTED

POSITION: Custom Application Developer III DEPARTMENT: Information Technology Department APPOINTMENT DURATION:120 days maximum

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: N/A, no previous eligible list DATE PERSONNEL REQUISITION SUBMITTED: November 10, 2023 CURRENT STATUS OF EXAMINATION: Job announcement posted and scheduled to close May 23, 2024

JUSTIFICATION:

Reason Needed:

This provisional appointment is needed to fill one current vacancy. The requisition requesting a permanent appointment was approved on November 22, 2023. A provisional appointment will allow the work to be performed while the interview process is conducted.

Other Alternatives Explored and Eliminated:

IMPACT IF REQUESTS ARE NOT APPROVED (i.e., services, fiscal, other):

Recruitment and Classification Staff Recommendation, including the following pertinent information:

- Summary of Application Qualifications \checkmark
- Current Residency Status:
- Not an Oakland Resident
- Current Employment Status:

Current City of Oakland employee



CITY OF OAKLAND

MEMORANDUM

DATE:	June 20, 2024		
TO:	The Honorable Civil Service Board	FROM:	Alanna Butler Human Resource Analyst
THROUGH:	Mary Hao, Director of Human Resources Secretary to the Board		
THROUGH:	Amber Lytle, Human Resources Manager		
SUBJECT:	Request for Provisional Appointment in Cla at Civil Service Board Meeting of June 20.		of Database Administrator to be ratified

Attached is a request from the Information Technology Department to make a provisional appointment to a Database Administrator vacancy. The basis for this request is detailed in the attached Provisional Appointment Form as supporting documentation.

A Database Administrator is primarily responsible for identifying and coordinating all procedures, standards, and methods for the physical design, implementation, performance, security, and recoverability of all enterprise-wide databases for the sharing of data by all departments in the City of Oakland; budgeting for hardware and software needs; and supervising and training staff in all aspects of database management. The minimum qualifications for Database Administrator are a bachelor's degree from an accredited college or university in computer science, management information systems, business administration, electrical engineering, or a related field and 5 years of experience in the successful analysis, design, and implementation of medium-to-large scale data processing systems, including two years of supervisory experience.

Based on the information provided by the candidate, they meet the minimum qualifications for this position. Their experience includes a master's degree in physical chemistry and over 20 years of experience designing and installing databases and developing scripts to generate database reports, and two years of supervisory experience.

Recruitment and Classification is in the process of conducting the recruitment fill this vacancy within 120 days. The eligible list has been established, interviews are pending.

I recommend that the Civil Service Board ratify the provisional appointment to this Database Administrator vacancy in the Information Technology Department beginning on June 9, 2024, and ending on or before October 7, 2024.

OAKLAND CIVIL SERVICE BOARD PROVISIONAL APPOINTMENT REQUEST

SCHEDULED MEETING DATE FOR CONSIDERATION: June 20, 2024

AREA REQUESTED

POSITION: Database Administrator DEPARTMENT: Information Technology Department APPOINTMENT DURATION: 120 days maximum

STATUS OF RECRUITMENT AND EXAMINATION PROCESS

DATE ELIGIBLE LIST EXPIRED OR WAS EXHAUSTED: April 6, 2016 DATE PERSONNEL REQUISITION SUBMITTED: November 3, 2022 CURRENT STATUS OF EXAMINATION: Eligible list established, interviews to be scheduled.

JUSTIFICATION:

Reason Needed:

This provisional appointment is needed to fill one current vacancy. The requisition requesting a permanent appointment was approved on November 3, 2023. A provisional appointment will allow the work to be performed while the interview process is conducted.

Other Alternatives Explored and Eliminated:

IMPACT IF REQUESTS ARE NOT APPROVED (i.e., services, fiscal, other):

Recruitment and Classification Staff Recommendation, including the following pertinent information:

- Summary of Application Qualifications ✓
- Current Residency Status:
- Not an Oakland Resident
- Current Employment Status:

Current City of Oakland employee



DATE:	June 20, 2024
TO:	The Honorable Civil Service Board

FROM: Mary Hao, HRM Director / Secretary to the Board

SUBJECT: Request Authorization for Employee Requests for Leave of Absence

HRM is in receipt of forty-seven (47) Unpaid Leave of Absence requests pursuant to Personnel Manual Section 8.07 Miscellaneous Leaves of Absence.

Employee Name	Classification Tittle	Department	Dates	Civil Service Provision
Johnson, Casey	Lieutenant	Oakland Police Department	May 01, 2024 - Indefinitely	CSR 8.07 (c)
Luby, Oliver	Deputy City Attorney	City Attorney's Office	June 01, 2024 – September 30, 2024	CSR 8.07 (c)

The Oakland Public Library is requesting multiple Miscellaneous Leaves of Absence for forty-five (45) employees due to ongoing construction at the City of Oakland's public libraries. These absences may be intermittent or consecutive during the timeframe beginning on May 17, 2024, through September 30, 2024, based on the employees' requests to accommodate the construction. Attached to this narrative are the Leave of Absence Requests 'detailing each employees requested leave timeline.

Alperin, Joshua Karl Arellano-Meli, Brianna Christine Betz, Carlyle Jane Birenbaum, Rachel Bowen, Anita Elizabeth Chang, Youjin English, Amber Lernetha Flores, Cristina Ford, Nitoshia Gamez Cabrera, Lesly O Garcia, Alma E. Gomez Delgado, Adolfo Ivan Highland, Rebecca Frances Hug, Katherine Laura

Membreno, Brenda Marilli Moorhead, Susy S Moullen, Natasha L. Nachem, Jessica L Pena, Iliana Perry, Nathan Kirk Priaulx, Jade Miyoko Propernick, Anthony Rodriguez-Macias, Liliana Shaw, Rainn Marie Shaw, Stephen A Shen, Alex Nicholas Simmons, Mani Delfine Singleton, Stephanie Lynn Jackson, Celia Wadsworth Jeon, Yoon Jae Kuo, Dayni Lindsay, Ryan E Macias, Salvador Martinez Vitela, Maria Y Martinez, Susan Elizabeth McClendon, Sadie J. McNeely, Amy Ann Medow, Miriam L. Sungold, Maya

Thomas, Christy Trimmer, Jessica Elizabeth Vargas, Natalia Weston, Eboni Antawnette Woods, Donielle N Wu, Anna

RECOMMENDATION:

Staff recommends that the Civil Service Board approve the requested Leave of Absence forms.

<u>S</u>	Unp	aid Leav		Type: L - Family Care Ext N - Family Death (i	
CITY OF OAKLAI		Absence		IP - Military Leave	(no pay) 🦵 Maternity Leave (no pay)
Employee's Na	me Johnson, Cas	ey	Employe	e's ID 12876	Today's Date 5/13/24
Department/Di	vision Support (Operations	E	Employee Job Title	Lieutenant
I Request:	No. of Days or Hours	Select Days or	Hours Fron Hours	n May 11, 2024	To Indefinite
Unpaid Leave T	aken This Year?	└ Yes ⋉ No	lf yes, what ty		appropriate code)
		Comp	parison of Diffe	erant Leave Type	S
Leave Type	Maximum Duration	Keep Accured Seniority?	Accrue Seniority?	Keep Health Benefits?	Other
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & ujnpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 mos*	For military training and service
SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted
ANP	1 year	Yes	No	No*	Miscellaneous leave (no pay)
P	1 year	No	No	No *	Maternity Leave

Employees on ANP, MNP, SLV or Maternity leave may continue to participate in a City group health plan under COBRA at their own cost.

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid maternity, an employee may take up to a maximum of 5 months leave.

Casey Johnson May 10, 2024			
Employee's Signature Date	Civil Service Board Approval	Date	
1/2 / 1 5-11-24			
Department Head Approval Date	City Manager Approval	– Date	

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.

			Print Form
		Leave Type:	
		FCL - Family Care Exten	ded 🛛 SLV - Sick Leave (no pay)
	Unpaid Leave	FDN - Family Death (no	
	-		
	of Absence	MNP - Military Leave (no	p pay) Parental Leave (no pay)
Employee's Name	Dliver Luby	Employee's ID 20868	Today's Date 5/24/23
Department/Division	City Attorney's c		Deputy City Attorney
Department/Division			Deputy Oity Attorney
Request: 4 n	10S Days	Hours From 6/1/24	то 9/30/24
	Days or Hours Select Days or H		· · · · · · · · · · · · · · · · · · ·
Unpaid Leave Taken	This Year? Yes No	If yes, what type of leave SUPP.	to paid leave for medical
		(Write ap	propriate code)
	native graze (10440) (12) of the age again to the contract of the contract of the second		
	Compa	arison of Different Leave Types	化化学学 医胸膜炎 石
Leave Type Max	kimum Keep Accrued	Keep Health	Other

	Duration	Seniority?	Seniority?	Benefits?	
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 mos*	For military training and service
SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted
ANP	1 year	Yes	No	No*	Miscellaneous leave (no pay)
PNP	1 year	No No	No	No *	Parental Leave (no pay)

Employees on ANP, MNP, SLV or PNP may continue to participate in a City group health plan under COBRA at their own cost.

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid parental, an employee may take up to a maximum of 5 months leave.

Oliver Luby Diver Luby Date: 2024.05.24 13:40:35	у			
Employee's Signature	Date	Civil Service Board Approval	Date	
Conting Parker	5/30/2024	•		
Department Head Approval	Date	City Manager Approval	Date	

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.

Depends*

For 5 mos#

Yes

No*

No*

No *

Comb. of paid & unpaid leave

For military training and service

Sick leave (paid) exhausted

Miscellaneous leave (no pay)

Parental Leave (no pay)

Family death leave (paid) exhausted

_	the second se		
-	A		-
	Naamanai	Information	

4 mos*

5 days

1 year

1 year

1 year

1 year

Yes

Yes

Yes

Yes

Yes

No

FCL

FDN

MNP

SLV

ANP

PNP

Employees on ANP, MNP, SLV or PNP may continue to participate in a City group health plan under COBRA at their own cost.

No

No

Yes

No

No

No

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid parental, an employee may take up to a maximum of 5 months leave.

Employee's Signati **Civil Service Board Approval** Date Date Department Head Approval **City Manager Approval** Date Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.

			 195.1 	· · · ·	Print Form
	-	oaid Leav Absence	ve 🗍 FD	Type: L - Family Care Extr N - Family Death (r IP - Military Leave (no pay) ANP - Miscellaneous (no pay)
Employee's Na	me Brianna	Arellano-M	eli Employe	esii 26179	Today's Date 4/26/2024
Department/D	ivision Libra	ary		Employee Job Title	Librarian I
Request:	10	Days	Hours From	n 8-5-2024	то 8-16-2024
	No. of Days or Hour		br Hours		i new na new
Unpaid Leave	Taken This Year?	Yes V N	O Herizie alternation		•
			o If yes, what ty	-	
	• •		 n yes, what ty 	-	ppropriate code)
			n yes, wherey	-	Rug and Rug and Second Controls.
Leave Type	Maximum Duration		nparison of Diffi	(Write a	Rug and Rug and Second Controls.
Leave Type FCL		Con Keep Accrue	nparison of Diffi	Write a erent Leave Type Keep Health	
	Duration	Con Keep Accruec Seniority?	nparison of Diffi Seniority?	(Write a erent Leave Type Keep Health Benefits?	s Other Comb. of paid & unpaid leave
Fc	Duration 4 mos*	Con Keep Accrued Seniority? Yes	nparison of Diffi I Seniority? No	Write a erent Leave Type: Keep Health Benefits? Depends*	s Other
FCL FON	Duration 4 mos* 5 days	Con Keep Accrued Seniority? Yes Yes	nparison of Diffe J Seniority? No No	(Write a erent Leave Type: Keep Health Benefits? Depends* Yes	s Other Comb. of paid & unpaid leave Family death leave (paid) exhausted
FCL FDN MNP	Duration 4 mos* 5 days 1 year	Con Keep Accruec Seniority? Yes Yes Yes Yes	nparison of Diffi Seniority? No No Yes	Write a erent Leave Type Keep Health Benefits? Depends* Yes For 5 mos*	s Other Comb. of paid & unpaid leave Family death leave (paid) exhausted For military training and service

Employees on ANP, MNP, SLV or PNP may continue to participate in a City group health plan under COBRA at their own cost.

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid parental, an employee may take up to a maximum of 5 months leave.

Employee's Signature Date

Departh

4/26/2024

Civil Service Board Approval

Date

pproval Date

City Manager Approval

Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.

CITY OF DAKLAND	Unpaid Leave of Absence	Leave Type: FCL - Family Care Exte FDN - Family Death (no MNP - Military Leave (n	o pay) ANP - Miscellaneous (no pay)
Employee's Name	Carlyle Jane Betz	Employee's ID 13791	2 Today's Date 04/13/2024
Department/Divisio	Library	Employee Job Title	- PPT Library Assistant
Request: 6	Days Hours Select Days or Hours	lours From 06/05/2024	то 06/18/2024
Unpald Leave Taker		yes, what type of leave AN	P

Comparison of Different Leave Types							
Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other ·		
FCL	4 moș#	Yes	No	Depends*	Comb. of paid & unpaid leave		
FDN	5 daýs	Yes	No	Yes	Family death leave (paid) exhausted		
MNP	1-year	Yes	Yes	For 5 mos*	For military training and service		
5LV	1 <u>y</u> éar	Yes	No	Not	Sick leave (paid) exhausted		
ANP	1 year	Yes	No.	No*	Miscellaneous leave (no pay)		
PNR	1 year	No	No	No *	Parental Leave (no pay)		

(Write appropriate code)

* Additional Information

Employees on ANP, MNP, SLV or PNP may continue to participate in a City group health plan under COBRA at their own cost,

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid parental, an employee may take up to a maximum of 5 months leave.

Att	04/13/2024	· · ·		
EmployeevSignature	Date	Civil Service Board Approval	Date	
Andi	5/3/24		_	
Department Head Xpproval	Date	City Manager Approval	Date	

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.

			Leave 1	lvne:	
		aid Leav Absence	e FCI	, - Family Care Exte N - Family Death (n P - Military Leave (r	o pay) ANP - Miscellaneous (no pay)
Employee's Na	me <u>fachel</u> i	S water an	Employee	e's ID 210107	Today's Date 123, 126 23
Department/Di	ivision	~~* ⁵ ~		mployee Job Title	Librar an I
Request:	ing	Days	Hours From	n. ê <i>t</i> :	S To 8.7 4
	No. of Days or Hour	tion to the second		¢},	S TO 8/9 AND G TO 9/7
	No. of Days or Hours Faken This Year?	Select Days or		pe of leave	AND (p. T.c. 9/7 opropriate code)
		Yes No	lf yes, what ty	pe of leave	spropriate code)
		Yes No	lf yes, what ty	oe of leave (Write a	spropriate code)
Jnpaid Leave 1	Faken This Year? Maximum	Yes No Comj Keep Accrued	lf yes, what typ parison of Diffe	oe of leave (Write a) erent Leave Types Keep Health	spropriate code)
Jnpaid Leave 1 Leave Type	Faken This Year? Maximum Duration	Yes No Comp Keep Accrued Seniority?	lf yes, what typ parison of Diffe Seniority?	oe of leave (Writea) erent Leave Types Keep Health Benefits?	spropriate code) Other
Jnpaid Leave 1 Leave Type FCL	Faken This Year? Maximum Duration 4 mos*	Yes No Comj Keep Accrued Seniority? Yes	lf yes, what typ parison of Diffe Seniority? No	erent Leave Types Keep Health Benefits? Depends*	propriate code) Other Comb. of paid & unpaid leave
Jnpaid Leave 1 Leave Type FCL FDN	Faken This Year? Maximum Duration 4 mos* 5 days	Ves No Comj Keep Accrued Seniority? Yes Yes	lf yes, what typ parison of Diffe Seniority? No No	erent Leave Types Keep Health Benefits? Depends* Yes	opropriate code) Other Comb. of paid & unpaid leave Family death leave (paid) exhausted
Jnpaid Leave 1 Leave Type FCL FDN MNP	Faken This Year? Maximum Duration 4 mos* 5 days 1 year	Ves No Comp Keep Accrued Seniority? Yes Yes Yes	lf yes, what typ parison of Diffe Seniority? No No Yes	erent Leave Types Keep Health Benefits? Depends* Yes For 5 mos*	opropriate code) Other Comb. of paid & unpaid leave Family death leave (paid) exhausted For military training and service

Employees on ANP, MNP, SLV or PNP may continue to participate in a City group health plan under COBRA at their own cost.

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid parental, an employee may take up to a maximum of 5 months leave.

Employee's Signature Civil Service Board Approval Date Date Department Head Approval **City Manager Approval** Date Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.

	Leave Type:	
CITY OF OAKLAND OF Absence	FCL - Family Care Extended	SLV - Sick Leave (no pay)
Employee's Name Anita Bowen	Employee's ID 27608	Today's Date 04/12/2024
		prarian 1
Request: 13 No. of Days or Hours Select Days or Ho	Hours From 09/12/2024 To	09/50/2024
	f yes, what type of leave	
	(Write appropria	te code)
	ison of Offerent Leave Types	Marine State of the second second
Leave Type Maximum Keep Acarued Duration Seniority? FCL 4 most set of the second set of the second s	ieniofity? + zBenefits? Depends* - Gom Galler - Family - Family - Family - Gom Galler - Family - Family - Family - Family - Family - Gom	n of the second se
SLV	es Eorisinas Eorisinas Eoris	villtany training, and service
PNP 1, Tyear No Ann N		Haneous leave (bo pay) ; ; ; ; ; ; ; ; ; ; ; ; ; ; ; ; ; ; ;

* Additional Information

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Employee's Signature Civil Service Board Approval Date Date. Department Head Approval **City Manager Approval** Date Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.

Leave Type: Unpaid Leave CITY OF OAKLAND Of Absence Leave Type: FCL - Family Care Extended FDN - Family Death (no pay) MNP - Military Leave (no pay) Parental Leave (no pay) Parental Leave (no pay)
Employee's Name Youjin Chang Employee's ID 21280 Today's Date 4/20/24
Department/Division Library Employee Job Title Library Assistant
Request: 444 Days Hours From 6/1/24 To 9/30/24
Unpaid Leave Taken This Year? Yes No If yes, what type of leave ANP
(Write appropriate code)
Comparison of Different Leave Types

Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits7	Other
FCL	4 mos*	Yes	Νό	Depends*	Comb. of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 mos*	For military training and service
SLV	1 year	Yes	Nó	No*	Sick leave (paid) exhausted
ANP	1 year	Yes	No	No*	Miscellaneous leave (no pay)
PNP	1 year	No	No	No.*	Parental Leave (no pay)

Employees on ANP, MNP, SLV or PNP may continue to participate in a City group health plan under COBRA at their own cost.

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid parental, an employee may take up to a maximum of 5 months leave.

	4/20/24	· · · · · ·	
Employee's Signature	Date	Civil Service Board Approval	Date
Depaitment Head Approval	5324 Date	City Manager Approval	Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.

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Abata Barris and Abata Barrasa

CITY OF OAKLA		oaid Leav Absence	7 e 🗍 FC	Type: C Family Care Ext DN - Family Death (i NP - Military Leave (no pay) ANP - Miscellaneous (no pay)
Employee's Na	HMMER	English	Employe	e's ID 15695	Today's Date 4/12/24
Department/D	ivision Libro	n		Employee Job Title	Assistant
Request:	n	ППБауз Г			1 2021 August 5th 2024
nçonaçanığ				white contest	$\alpha \alpha \alpha \beta \gamma \alpha \beta \alpha \beta \gamma \beta \gamma \beta \beta \beta \beta \beta \beta \beta \beta $
Unpaid Leave 1	No. of Days or Hour Faken This Year?	Select Days of	7 * 12409 (A		
Jnpaid Leave 1	and the second	Select Days of	9 Y 12409 (2)	pe of leave FA	ALA
Jnpaid Leave 1	and the second	3 Select Days of	If yes, what ty	pe of leave FA	NLA Ippropriate code)
	Faken This Year?	3 Select Days of Yes No Comj	If yes, what ty	pe of leave FA	NLA Ippropriate code)
Leave Type	Faken This Year? Maximum Duration	3 Select Days of	If yes, what ty	pe of leave FA	NLA Ippropriate code)
4 5	Faken This Year? Maximum	3 Select Days of Yes No Comj Keep Accrued	If yes, what ty parison of Diff	pe of leave FA Writea erent Leave Type Keep Health	ALA Ippropriate code) S
Loave Type	Faken This Year? Maximum Duration	Select Days of Yes No Comp Keep Accrued Seniority?	If yes, what ty parison of Diffi Seniority?	pe of leave FA Write a erent Leave Type Keep Health Benefits?	ALA ppropriare code: s Other
Leave Type FCL FDN	Faken This Year? Maximum Duration 4 mos*	Select Days of Yes No Com Keep Accrued Seniority? Yes	If yes, what ty parison of Diff. Seniority? No	pe of leave FA (Write a erent Leave Type Keep Health Benefits? Depends*	ALA ppropriate code) S Other Comb. of paid & unpaid leave Family death leave (paid) exhausted
Leave Type FCL FDN MNP	Faken This Year? Maximum Duration 4 mos* 5 days	Select Days of Yes No Comp Keep Accrued Seniority? Yes Yes	f f yes, what ty parison of Diffi Seniority7 No No	pe of leave FA (Write a erent Leave Type Keep Health Benefits? Depends* Yes	ALA ppropriate code: S Other Comb. of paid & unpaid leave Family death leave (paid) exhausted For military training and service
Leave Type FCL	Faken This Year? Maximum Duration 4 mos* 5 days 1 year	s Select Days of Yes No Comp Keep Accrued Seniority? Yes Yes Yes	f f yes, what ty parison of Diffi Seniority7 No No Yes	pe of leave FA Writed erent Leave Type Keep Health Benefits? Depends* Yes For 5 mos*	ALA ppropriate code) S Other Comb. of paid & unpaid leave Family death leave (paid) exhausted

Employees on ANP, MNP, SLV or PNP may continue to participate in a City group health plan under COBRA at their own cost.

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid parental, an employee may take up to a maximum of 5 months leave.

Employee's Signature	4/12/2024 Date	Civil Service Board Approval	Date
Department Head Approval	5/3/24 Date	City Manager Approval	Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.

			Leave	ívne:	Rrint Form
		aid Leav Absence		y Family Care Exter - Family Death (no P - Military Leave (n	pay) ANP - Miscellaneous (no pay)
Employee's Nam	e Cristina	a Flores	Employee	rsid 3314	Today's Date 04/23/2024
Department/Divi	_{isión} Main-	Library	Ę	mployee Job Title	- Library Aide
Request:	10	Days	Hours From	06/03/2024	то 06/14/2024
Unpaid Leave Ta	ken This Year?	Yes	lf yes, what typ		
			, ii yes) whatiyi		διούησιο coqe).
		Çom	iparison of Diffe	(Write ap	
LeaveType	Maximum Buration		iparison of Diffe	(Write ap	
		Com Keep Actrued	idarison of Diffe	(Write ap arent Leave. Types Keep Health	
FCL	Duration	Com Keep Actrued Seniority?	parison of Diffe Seniarity?	(Write ap arents Leave, Types Keep, Haalth Benefits?	Othër
FCL	Buration 4 mos	Com Keep Actrued Seniority? Yes	idarison of Diff Seniarity7 No	Write op srent Leave. Types Keep. Health Benefits? Depends*	Other Comb. of paid & unpaid leave Family death leave (paid) exhausted.
FCL FON	Puration 4 mos# Sidays	Com Keep Actrued Senlority? Yes Yes	idarison of Diffs Seniarity7 No No	Write op srent Leave-Types Keep Health Benafits? Depends* Yes	Othër Comb.of paid.& unpaid.leave Family death leave (paid) exhausted For military tretning and service
FCL EØN MNP SLV	Puration 4 mos ^s 5 clays 1 year	Com Keep Accrued Senlority? Yes Yes Yes	<mark>Parison of Diffs Seniarity?</mark> No No Yes	Write op srent-Leave-Types Keep Health Benefits? Depends* Yes For5, mos*	Other Comb. of paid & unpaid leave Family death leave (paid) exhausted.

Employees on ANP, MNP, SLV or PNP may continue to participate in a City group health plan under COBRA at their own cost.

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	04/23/2024	Civil Service Board Approval	
holl	Date	end service poold Apploval	Date
(hubde	5/3/24		
Department Head Approval	Date	City Manager Approval	Date

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Diffubulion: Original to DirRM Adnive, Copy in HRIS Operations, Deputand Employee

CITY OF OAKLAND	Unpaid Leave of Absence	Leave Type: FCL - Family Care Exter FDN - Family Death (no MNP - Military Leave (n	o pay) 🚺 ANP - Miscellaneous (no pay)
Employee's Name	Nitoshia Ford	Employee's ID 27833	Today's Date 19 Apr 2024
Department/Divisio	Library	Employee Job Title	Librarian II
Request: 12		rs From 29 Aug	то 10 Sept
Unpaid Leave Taken		s, what type of leave	
		(Write ap	ppropriate code)

Comparison of Different Leave Types								
Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other			
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave			
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted			
MNP	1 year	Yes	Yes	For 5 mos*	For military training and service			
SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted			
ANP	1 year	Yes	No	No*	Miscellaneous leave (no pay)			
PNP	1 year	No	No	No *	Parental Leave (no pay)			

Employees on ANP, MNP, SLV or PNP may continue to participate in a City group health plan under COBRA at their own cost.

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid parental, an employee may take up to a maximum of 5 months leave.

Ach	19 Apr 2024		
Employee's Signature	Date	Civil Service Board Approval	Date
Anubok	5/3/24		
Department Head Approval	Date	City Manager Approval	Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.

				• •	Print Form
		aid Leav Absence		「ype: Family Care Exte N - Family Death (n P - Military Leave (r	o pay) 🚺 ANP - Miscellaneous (no pay
mployee's Nan	ne Lesly	Gamez	Employee	a's ID 26322	Today's Date 04-14-2024
epartment/Div	vision Oaklar	nd Public Lib	rary _E	Employee Job Title	Library Aide
Request:	36	Days	기Hours Fron	n May 27th 2024	To Sept 30th 2024
Inpald Leave T	aken This Year?	Select Days of Yes VNo Com	If yes, what ty	pe of leave n/a (Write a erent Leave Type:	ppropriate code) S
Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 mos*	For military training and service
sLV.	1 year	Yes	No	No*	Sick leave (paid) exhausted
ANP	1 vear	Yes	No	No*	Miscellaneous leave (no pav)

1 year

No

PNP

Employees on ANP, MNP, SLV or PNP may continue to participate in a City group health plan under COBRA at their own cost.

No*

Parental Leave (no pay)

No

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid parental, an employee may take up to a maximum of 5 months leave.

04-14-2024 **Civil Service Board Approval** Em Date Date **City Manager Approval** Department Head Approval Date Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.

CITY OF DAKLAND	Unpaid Leave of Absence	Leave Type: FCL - Family Care Exter FDN - Family Death (no MNP - Military Leave (n	pay) ANP - Miscellaneous (no pay)
Employee's Name	Alma Garcia	Employee's ID 7243	Today's Date 4/11/2024
Department/Divisio	Library	Employee Job Title	- Sr. Library Asst
	Days or Hours Select Days or Hou		то 8/24/24
Unpaid Leave Taker	This Year? Yes Mo If	ves, what type of leave ANI	propriate code)

Comparison of Different Leave Types							
Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority7	· Keep Health Benefits?	Other		
FCL	4 mos*	Yes.	110	Depends**	Comb. of paid & unpaid leave		
FDN	5 days,	Yes "	'No	Yeş	'Family death leave (paid) exhausted		
	,l.year™-	Yes	Ýes	For 5 mos*	For military training and service		
SLV* i	1.year	Yes	Ņo	'No#	Sick leave (paid) exhausted		
ANP.	l year	Yes	No	No*	Miscellaneous leave (no pay)		
PNP	1 year	No-	No	No *	Rarental Leave (no pay)		

Employees on ANP, MNP, SLV or PNP may continue to participate in a City group health plan under COBRA at their own cost.

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid parental, an employee may take up to a maximum of 5 months leave.

Employee's Signature

Date

Civil Service Board Approval

Date

Department Head Approval

City Manager Approval

Date

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Date

		Print Form
		Leave Type:
AT SERVICE		FCL - Family Care Extended SLV - Sick Leave (no pay)
	Unpaid Leave	FDN - Family Death (no pay) ANP - Miscellaneous (no pay)
CITY OF OAKLAND	of Absence	MNP - Military Leave (no pay)
Employee's Name	Adol to Gomez-Dely	DEmployee's IF 24915 Today's Date 4/12/24
Department/Division	. Librarg	Employee Job Title Labrangn II
Request: 18	Days or Hours Select Days or Hour	ours From 9/1/24 To 9/30/24
Unpaid Leave Taken		es, what type of leave SUV
		(Write appropriate code)
	Comparis	ion of Different Leave Types

	이 그는 것이 같아.	cout	anson or Dine	erent Leave Type:	
Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 mos*	For military training and service
SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted
ANP	1 year	Yes	No	No*	Miscellaneous leave (no pay)
PNP	1 year	No	No	No*	Parental Leave (no pay)

Employees on ANP, MNP, SLV or PNP may continue to participate in a City group health plan under COBRA at their own cost.

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid parental, an employee may take up to a maximum of 5 months leave.

4/12/24 **Employee's Signature** Date Department prova

Civil Service Board Approval

Date

Date

City Manager Approval

Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.

			Leave	Turse	Print Form
	- -	oaid Leav Absence		Type, L - Family Care Ext IN - Family Death (i IP - Military Leave	no pay) 🔽 ANP - Miscellaneous (no pa
Employee's Na	^{me} Highlan	d, Rebecca	Employe	e ^{ts ID} 2479	0 Today's Date 4/13/24
Department/D	ivision Libra	ary		Employee Job Title	Librarian I, PPT
· · ·	6 No. of Days or Hour	Select Days o		n <u>6/18-19</u>	To and 8/21,22,24,28
Uripaid Léave 1	Taken This Year?	Yes No	lf yes, what ty	pe of leave SL	V ippropriate code)
	····	Com	parison of Diffe	erent Leave Type	5
Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 mos*	For military training and service.
SLV	I year	Yes	No	No#	Sick leave (paid) exhausted
ANP	1 year	Yes	No	No*	Miscellaneous leave (no pay)

1 year

No.

PNP

Employees on ANP, MNP, SLV or PNP may continue to participate in a City group health plan under COBRA at their own cost.

No *

No

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits; while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid parental, an employee may take up to a maximum of 5 months leave.

4/13/24 Date Department Head Date

Civil Service Board Approval

Date

Parental Leave (no pay)

City Manager Approval

Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.

CITY OF OAKLAND	Unpaid Leave of Absence	FDN - Fan	illy Care Extend nily Death (no p Itary Leave (no)	ed SLV - Sick Leave (ay) 🖌 ANP - Miscellaned	ous (no pay)
Employee's Name	Katherine Hug	Employee's ID	19949	Today's Date 4/1	5/24
Department/Division	library	Employ	vee Job Title	ibrarian II	
Request: 21	Days or Hours Select Days or Hour		/22/24	то 8/16/24	
Unpald Leave Taken		es, what type of l		opriàta code)	

	Comparison of Different Leave Types						
Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other		
FCL	4 mos#	Yes	No	Depends*	Comb. of paid & unpaid leave		
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted		
MNP	1 year	Yes	Yes	For 5 mos*	For military training and service		
SLV ·	1 yéar	Yes	No	No*	Sick leave (paid) exhausted		
ANP	1 year	Yes	No	No*	Miscellaneous leave (no pay)		
PNP	1 year	No	No	No *	Parental Leave (no pay)		

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totto Huc	4/15/24		
Employee's Signature	Date	Civil Service Board Approval	Date
Ambr	5/3/24		
Department Head Approval	Date	City Manager Approval	Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.

			Leave I	fane	Print Form
CETY OF CARLAN		aid Leav Absence	e 6	- Family Care Exte N - Family Death in P - Military Leave G	o pay: 🕅 ANP - Miscellaneou - no pay
i mplovee's Na	me (tuA	J 4: F)	J Employee	esiD 2009.	2 Today's Date 4/12/24
Department D	vision L	132A124		imployee Job Title	LIBEARIAN II
Request	24 Se al Dansat Hours	Days Select Days O		n 5/30/24	To _ 9 30 24
	laken This Year?	وتستنع وتستعم	lf yes, what ty		FMLA LWOP
	nan ina mpanana an am manani kalim nda 190 a	Comj	parison of Diffe	erent Leave Type	an wan kanala ya tana ana ana ana ana ana ana ana ana a
Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other
Fa	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave
FDM	S davs	Yes	No	Yes	Family death leave inaidi exhausted

	FON	5 days	Yes	No	Yes	Family death leave (paid) exhausted
~~	MNP	1 year	Yes	Yes	For 5 mos*	For military training and service
	SEV	t year	Yes	No	No*	Sick leave (paid) exhausted
	ANP	Tyear	Yes	No	No*	Miscellaneous leave (no pay)
Christian and	PNP	1 year	No	No	No •	Parental Leave (no pay)
í.	· Additional infor	mation	and the second	······································		

Employees on AMP, MMP, SLV or PMP may continue to participate in a City group health plan under COBRA at their own cost.

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep treat health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid parental, an employee may take up to a maximum of 5 months leave.

41224 ture L constants Date

Civil Service Board Approval

Date

Date

City Manager Approval

Note Cant Service Board approval is required for leave of S days or more for classified employees. City Manager approval is required for leave of \$ days or more for exempt employees.

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CITY OF OAKLAND	Unpaid Leave of Absence	Leave Type: FCL - Family Care Extended FDN - Family Death (no pay) MNP - Military Leave (no pay)	SLV - Sick Leave (no pay) ANP - Miscellaneous (no pay) Parental Leave (no pay)
Employee's Name(Joon Jax Jeon	Employee's ID 22376	Today's Date 4/12/2024
Department/Divisio	n Library	Employee Job Title	brary Assistant
Request: 7	days Days Hours Select Days or Hours	ours From 6/17/24 To	
Unpaid Leave Taker	n This Year? Yes No If y	res, what type of leave (Write appropriate	code)

Comparison of Different Leave Types						
Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other	
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave	
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted	
MNP	1 year	Yes	Yes	For 5 mos*	For military training and service	
SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted	
ANP	1 year	Yes	No	No*	Miscellaneous leave (no pay)	
PNP	1 yeár	No	No	No *	Parental Leave (no pay)	

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Employee's Signature **Civil Service Board Approval** Date Date Department Head Approval City Manager Approval Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.

. *			Leave 1	Гуре	Print Form
CITY OF OAKLAN		oaid Leav Absence	e EDI	L - Family Care Exte N - Family Death (no P - Milítary Leave (n	o pay) 🖌 ANP - Miscellaneous (no pay)
Employee's Na	me Dayni	Kuo	Employee	e's ID 16207	Today's Date 4/14/24
Department/Di	ivision Libra	ıry	F	Employee Job Title	 Librarian 2
Request:	126 No. of Days or Hours	Select Days or	Hours Fron	- to make a	то 9/30/24
Unpaid Leave 1	Taken This Year?	Yes 🗸 No	If yes, what ty	pe of leave	
-				(Write aj	ppropriate code)
		Comp	parison of Diffe	erent Leave Types	
Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave
FDN	5 dave	Vec	No	Vac	Enmilie dansk Janua (metal) with a set of

MNP	1 year	Yes	Yes	Yes For 5 mos*	Family death leave (paid) exhausted For military training and service
SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted
ANP	1 year	Yes	No	No*	Miscellaneous leave (no pay)
PNP	1 year	No	No	No *	Parental Leave (no pay)

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Dayni Kuo

4/14/24

Employee's Signature

Date

Department Head Approval

Civil Service Board Approval

Date

Date

City Manager Approval

Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.

CITY OF DAKLAND OF Absen		SLV - Sick Leave (no pay) ANP - Miscellaneous (no pay) Parental Leave (no pay)
Employee's Name Ryan Lindsa	IY Employee's ID 20004	Today's Date 4/13/2024
Department/Division Library		rary Assistant, FT
Request: 15	s Hours From 8/5/2024	5 <u>8/24/24</u>

Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave
FDN	5 days	Yes	No	Xes	Family death leave (paid) exhausted.
MNP	1 year	Yes.	Yes	For S mos*	For military training and service
SLV	l year	Yes	No	No*	Sick leave (paid) exhausted
ANP	1 year	Yes	No	No*	Miscellaneous leave (no pay)
PNP	1 year	No	No	No.*	Parental Leave (no pay)

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Employee Simatul

Date

Date

Civil Service Board Approval

Date

Depa ment Head Approval

City Manager Approval

Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.

	Unpaid Leave of Absence	Leave Type: FCL - Family Care Extended FDN - Family Death (no pay) MNP - Military Leave (no pay)	SLV - Sick Leave (no pay) ANP - Miscellaneous (no pay) Parental Leave (no pay)
Employee's Name	Balvador Macias	Employee's ID 26268 To	oday's Date 4-12-24
Department/Division	Library		mary Aide
Request: No. of	Days or Hours Select Days or Hours		1/25
Unpaid Leave Taken	This Year? Yes No If ye	s, what type of leave	
		(Write appropriate cod	le)

Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 mos#	For military training and service
SLV	1 year	Yes	No	Ňo*	Sick leave (paid) exhausted
ANP	1 year	Yes	No	No*	Miscellaneous leave (no pay)
PNP	1 yéar	No	No	No *	Parental Leave (no pay)

tional information

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Employee's Signature

Date

Department Head Approval

Civil Service Board Approval

Date

Date

City Manager Approval

Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.

		oaid Leav Absence	e FDI	Type: L - Family Care Exte N - Family Death (n IP - Military Leave (r	no pay) 🔽 ANP - Miscellaneous (no pay)
Employee's Na	me Maria M	lartinez Vitela	a Employee	e's ID 22256	5 Today's Date 04/16/24
Department/Di	ivision OPL	•	E	Employee Job Title	PPT Library Aide
Request:	8	Days	Hours Fron	n 08/24/24	то 09/07/24
	No. of Days or Hour Faken This Year?	Annual Annual Contractor	r Hours If yes, what ty	pe of leave	
		· · · · · · ·		(Write a	ppropriate code)
		Comp	parison of Diffe	erent Leave Type:	
Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 mos*	For military training and service
SLV	1 voar	Vac	No	NAX.	

Sick leave (paid) exhausted NO ANP 1 year Yes No No* Miscellaneous leave (no pay) PNP 1 year No No No * Parental Leave (no pay)

* Additional Information

Employees on ANP, MNP, SLV or PNP may continue to participate in a City group health plan under COBRA at their own cost.

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid parental, an employee may take up to a maximum of 5 months leave.

04/16/24 Employee's Signatu **Civil Service Board Approval** Date Date Department Head Approval **City Manager Approval** Date Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.

CITY OF GARLAND OF Ab	
Employee's Name Martinez, S	Isan E. Employee's ID 19659 Today's Date 04/15/24
	Employee Job Title Senior Librarian
Request: 20 No. of Days or Hours Unpaid Leave Taken This Year?	Days Hours From 6/17 To 7/14 elect Days of Hours es No If yes, what type of leave (Write appropriate code)

		Comp	parison of Diffe	erent Leave Type	5
Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other
FCL	4 mos#	Yes	No	Depends*	Comb. of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
,M N P	1 [°] y ea r	Yès	Yes	For 5 mos*	For military training and service
SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted
ANP	1 year	Yes	No	No*	Miscellaneous leave (no pay)
PNP	1 year	Np	No	No *	Parental Leave (no pay)

Employees on ANP, MNP, SLV or PNP may continue to participate in a City group health plan under COBRA at their own cost.

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid parental, an employee may take up to a maximum of 5 months leave.

Augan Martine J	4/157/24		
	Date'	Civil Service Board Approval	Date
Department Head Approval	5 3/24		<u></u>
Department Head Approval	Date	City Manager Approval	Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.

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		oaid Leav Absence	re 🗍 🕫	Type: 'L - Family Care Ex IN - Family Death (IP - Military Leave	no payl X ANP - Miscellaneous (no pay)
		MCCL	CONEmploye	***10 <u>226</u> %	7 Today's Date 4/29/24
Départment/	Division L.	brary		Employee Job Title	Libratian L
[] Request	t <u>15</u> No d'Eascriber	Select Days	Hours From		14 To <u>8/31/24</u>
Umpaid Leave	• Taken This Year?	·	n Moors) - If yes, what ty	pe of leave Th	1
· · · · · · · · · · · · · · · · · · ·	aan die Sooraan aan op op op op op die gegeen van die sooraan die sooraan die sooraan die sooraan die sooraan Geboord is die sooraan die s	Com	parison of Diffe	erent Leave Type	en e
Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other
FCL	4 mas*	Yes	Na	Depends*	Comb. of paid & unpaid leave
FON	S days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes.	Yes	For 5 mos*	For military training and service
SLV .	1 year	Yes	No	No*	Sick leave (paid) exhausted
ANP	1 year	Yes	No	No*	Miscellaneous leave (no pay)
PNP	1 vear	No.	Mo	n i i i i i i i i i i i i i i i i i i i	

Employees on ANP, MNP, SLV or PNP may continue to participate in a City group health plan under COBRA at their own cost.

No *

No

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost: If the leave is unpaid parental, an employee may take up to a maximum of S months leave.

Employee's Signature Date

Distortation Congonal to F44994 Astronic Acars to 1480 to paraternic Dispatement Congeterate

1 year

No

Departy

Date

124/24

Civil Service Roard Approval

Date

Date

Parental Leave (no pay)

City Manager Approval

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.

		oaid Leav Absence		Type: L - Family Care Exte N - Family Death (n P - Military Leave (i	o pay) 🔽 ANP - Miscellaneous (no pay)
Employee's Na	ame Amy I	McNeely	Employe	e's ID 26646	5 Today's Date 4/15/2024
Department/D	Division Libra	ary	Ĩ	Employee Job Title	Librarian II
Request:	22 No. of Days or Hours Taken This Year?	Days Select Days of Yes No		n <u>5/30/24</u> pe of leave LW	To 6/20/2024
an 🕷 With London	· · · · · · · · · · · · · · · · · · ·		ii yes, what ty	مىسىنىيە شەركىيىيىكى	ppropriate code)
<u> </u>		Com	parison of Diffe	erent Leave Type	
Leave Type FCL	Maximum Duration 4 mos*	Keep Accrued Seniority? Yes	Seniority? No	Keep Health Benefits? Depends*	Other Comb. of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (mild) extended
					Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 mos*	For military training and service
MNP SLV	1 year 1 year	Yes Yes	Yes No	For 5 mos* No*	
		and the second second			For military training and service

* Additional Information

Employees on ANP, MNP, SLV or PNP may continue to participate in a City group health plan under COBRA at their own cost.

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid parental, an employee may take up to a maximum of 5 months leave.

ΔM	4/15/224		
Employee's Signature	Date	Civil Service Board Approval	– Date
Anstale	5/3/24		
Department Head Approval	Date	City Manager Approval	Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.

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AND.	ł.			- Family Care Eu	knied 🚺 S.2 Sub-Davenness
	🦹 Üne	aid Leave	a 17 10	Family Death (ларау: 🔀 АСР Масевенского ро
стано <u>ж</u> аз		Absence		2. Mbary Lesce	ino pays Perentari saver ap sav
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	laken This Year Maximum	Scient Day of Yes No Comp Keep Accrued	lf yes, what iy sarison of Diffe	ph of leave where crent Leave Type Keep Health	Nexteen δ = 100 (βμθα μηθα το 1 μαγγία (5.1.00) ματροποιού (π. η το 10 (βμθα μηθα το 1 μαγγία (5.1.00)) ματροποιού (π. η το 10 (βμθα μηθα το 1 μαγγία (5.1.00)) ματροποιού (π. η το 10 (βμθα μηθα το 1 μαγγία (5.1.00)) ματροποιού (π. η το 10 (βμθα μηθα το 1 μαγγία (5.1.00)) ματροποιού (π. η το 10 (βμθα μηθα το 1 μαγγία (5.1.00)) ματροποιού (π. η το 10 (βμθα μηθα το 1 μαγγία (5.1.00)) ματροποιού (π. η το 10 (βμθα μηθα το 1 μαγγία (5.1.00)) ματροποιού (π. η το 10 (βμθα μηθα το 1 μαγγία (5.1.00)) ματροποιού (π. η το 10 (βμθα μηθα το 1 μαγγία (5.1.00)) ματροποιού (π. η το 10 (βμθα μηθα το 1 μαγγία (5.1.00)) ματροποιού (π. η το 1 μαγγία (5.1.00)) ματροποιού (5.1.00) ματροποιού (5.1.0
AN Unpaditease 1 Leave Type	(aken This Year) Maximum Duration	Ves No Comp Keep Accrued Seniority?	if yes, what (y) earlson of Diffe Seniority?	ph of leave Twee erent Leave Type Keep Health Benefits?	
All Unpadilease 1 Leave Type FCI,	(aken This Year* Maximum Duration 4 mos*	Ves No Comp Keep Accrued Seniority? Yes	If yes, what (y) earlson of Diffe Seniority? No	ph of leave Twee erent Leave Type Keep Health Benefits? Depends*	oppropriot of each of paid & unpaid leave
ZSU Unpund Leave 1 Leave Type FCI, FDN	(aken This Year* Maximum Duration 4 mos* 5 days	Comp Keep Accrued Seniority? Yes	if yes, what (y) earlson of Diffe Seniority? No No	pe of leave Were grent Leave Type Keep Health Benefits? Depends* Yes	oggroup at a side Other Comb, of paul & unpaid leave Family death leave speid) exhausted
AN Unpaditente 1 Leave Type ACL FDN MNP	Aken This Year* Maximum Duration 4 mos* 5 days 1 year	Comp Ves No Comp Keep Accrued Seniority? Yes Yes Yes	lf yes, what iyj arison of Diffe Seniority? No No Yas	pe of leave were crent Leave Type Keep Health Benefits? Depends* Yes For 5 mes*	ogenerates of Other Comb. of paul & topaid leave Family death leave specti extracisted Far military training and service

Employees on ANP, MNP, SLV or PNP may continue to participate in a City group health plan under COBRA at these and costs of

Face), Cyro Extended Leave allows employees to use a combination of pold and unpaid leave. Employees using baid struckeep their health benefits, while employees on unpaid leave for this category air entitled. In extend their communic using COBRA at their own cost. If the leave is unpaid parental an employee may take up to a maximum of a most instead

Signature

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Civil Service Bound Approx. 4

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COY OF CAKEA		baid Leav Absence	re 🗍 🗉	Type: E - Family Care Ex IN - Family Death (IP - Military Leave	no pay) ANP - Miscellaneous (no pay)
Employee's Na	me Brenda	Membreño	Employe	e's ID 2175	7 Today's Date 4/12/2024
Department/D	atvision Libra	ary	:	Employee Job Title	Senior Library Assistant
Request:	18 No. of Days of Hour Taken This Year?				то 9/30/2024
		بنيسية ² من المسيد الم	er yws, writer cy	a contractor a contra	ippropriate code) S
Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other
FCL	4 mos*	i i i es	No	Depends*	Comb. of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	l year	Yes	Yes	For 5 mos*	For military training and service
SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted
ANP	1 year	Yes	No	No*	Miscellaneous leave (no pay)
					answeigene generate filo budd

Employees on ANP, MNP, SLV or PNP may continue to participate in a City group health plan under COBRA at their own cost

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under CO6PA at their own cost. If the leave is unpaid parental, an employee may take up to a maximum of 5 months leave.

12/20

Employee's Signature

Dephriment Head Approval

Date

Date

Civil Service Board Approval

City Manager Approval

Date

Date

Note: Civit Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.

Connection Congrestion Only Anno a Copy to Hills Operations Expl. and Employee

CITY OF OAK		paid Leave FAbsence	Leave Type: FCL - Family Care FDN - Family Dea MNP - Military Lea	hth (ho pay) ANP - Miscellaneous (no pay)
Employee's Department	Division Lib	Moortheac Rey / Rocki	RIDIC Employee Job	184 Today's Date 4/12/24
Unpaid Leav	t: No:of Days or Hou re Taken This Year	is Select Days or Ho	yes, what type of leave	The appropriate code
Leave Type FGL	Maximum Duration 4most	Keep Accrued Seniority? S.	Ison of Different Leave T KeepiHeal enlority? Benefits?	
FDN	5 days	Yes N Yes N		Comb. of paid & unpaiditeave Familly death leave (paid) exhausted
MNR	1.year	Yeş ye	5. For 5 mos*	
, SLV	1 year	Yesi	Nož.	Sick leave (pate), exhausted
ANP	J-year. T-year	Yes Ne		Miscellaneous(<u>cave (riopay</u>)
* Additional In		No	No*	Parental Leave (no pay)

Employees on ANP, MNP, SLV or PNP may continue to participate in a City group health plan under COBRA at their own cost,

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid parental, an employee may take up to a maximum of 5 months leave.

(AAAA)	· · · · · · · · · · · · · · · · · · ·	naurus icave,
Employee's Signature Date	Civil Service Board Approval	Date
Department Head Approval Date	City Manager Approval	Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.

					Print Form
			Leave T		
		aid Leav Absence		- Family Care Exte I - Family Death (n 2 - Military Leave (r	o pay) 🔽 ANP - Miscellaneous (no pay)
mployee's Nar	^{ne} Natas	ha Moulle	n Employee	^{sid} 22374	Today's Date 4/18/24
epartment/Di	vision Libra	ary	É	mployee Job Title	Librarian II
Request:	23	Days -	Hours From	9/1/24	то 9/30/24
	No of Days or Hour	Select Days of	or Hours	<u>Ala farina di kana di kana di kana di</u>	
Inpaid Leave T	aken This Year?	Yes 🖌 No	If yes, what typ		ppropriate code)
· · · · · · · · · · · · · · · · · · ·					 Operating the second sec
		Com	parison of Diffe	erent Leave Type	≸
Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 mos*	For military training and service
SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid parental, an employee may take up to a maximum of 5 months leave.

 4/18/24

 Employee's Signature
 Date

 Civil Service Board Approval
 Date

Employees on ANP, MNP, SLV or PNP may continue to participate in a City group health plan under COBRA at their own cost.

No*

No *

Department Head Approval

1 year

1 year

* Additional Information

Yes

No

No

No

ANP

PNP

City Manager Approval

Date

Miscellaneous leave (no pay)

Parental Leave (no pay)

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.

Distribution: Orginal to DHRM Admin. Copy to HRIS Operations, Depu; and Employee

Date

CITY OF OAKLAND	Unpaid Leave of Absence	Leave Type: FCL - Family Care Extended FDN - Family Death (no pay MNP - Military Leave (no pay	ANP - Miscellaneous (no pay)
Employee's Name	Jessica Nachem	Employee's ID 20403	Today's Date 4/12/24
Department/Divisi	on Library	Employee Job Title, Lik	prarian II
Request: 1	2 Days Hours Select Days or Hours	ours From 6/24-6/28	
Unpaid Leave Take	in This Year? Yes 🖌 No If y	res, what type of leave n/a	
		(Write approprie	até.code)

Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 mos#	For military training and service
SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted
ANP	1 year	Yès	No	No*	Miscellaneous leave (no pay)
PNP	1 year	No	No	No *	Parental Leave (no pay)

Employees on ANP, MNP, SLV or PNP may continue to participate in a City group health plan under COBRA at their own cost.

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid parental, an employee may take up to a maximum of 5 months leave.

ployee's Signature Date

4/12/24

Date

Department Head Approval

Civil Service Board Approval

Date

City Manager Approval

Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.

CITY OF DAKLAND	Unpaid Leave of Absence	Leave Type: FCL - Family Care Exter FDN - Family Death (no MNP - Military Leave (no	pay) 🖌 ANP - Miscellaneous (no pay)
Employee's Name	Iliana Peña	Employee's ID 22697	Today's Date 4/17/2024
Department/Divisio	Library	Employee Job Title	Library Assistant
Request: 1	f Days or Hours Select Days or Hours	- 0/5/000/	то 9/4/2024
Unpaid Leave Take	n This Year? Yes No If yes	, what type of leave	
		(Write ap)	propriate code)

Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other
FCL.	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 mos*	For military training and service
SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted
ANP	1 year	Yes	Nó	No*	Miscellaneous leave (no pay)
PNP	1 year	No	No	No *	Parental Leave (no pay)

Employees on ANP, MNP, SLV or PNP may continue to participate in a City group health plan under COBRA at their own cost.

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid parental, an employee may take up to a maximum of 5 months leave.

4/17/2024 **Employee's Signature** Date

Department Head Approval

Civil Service Board Approval

Date

Date

City Manager Approval

Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.

CITY OF OAKLA		oaid Leav Absence		Type: CL - Family Care Ext DN - Family Death (NP - Milítary Leave	no pay) ANP - Miscellaneous (no pay)
Employee's Na	me Nathan I	Perry	Employe	e's ID 24916	Today's Date 4/12/2024
Department/D	ivision Library	•	-	Employee Job Title	Librarian I
X Request:	20 No. of Days or Hour	XDays	Hours From	^m June 1	^{To} June 30
Unpaid Leave	Taken This Year?				appropriate code)
		Com	parison of Diff	erent Leave Type	s.
Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other
FCL	4 mos*	Yes	Nø	Depends*	Comb. of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 mos*	For military training and service
SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted
ANP	1 year	Yes	No	No*	Miscellaneous leave (no pay)
PNP	1 year	No	No	No *	Parental Leave (no pay)

Employees on ANP, MNP, SLV or PNP may continue to participate in a City group health plan under COBRA at their own cost.

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid parental, an employee may take up to a maximum of 5 months leave.

1/12/2024 Employee's Sign **Civil Service Board Approval** Date Date Department Head Approval **City Manager Approval** Date Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.

CITY OF OAKLAND	Unpaid Leave of Absence	Leave Type: FCL - Family Care Extend FDN - Family Death (no p MNP - Military Leave (no	oay) 🖌 ANP - Miscellaneous (no pay)
Employee's Name	Jade Priaulx	Employee's ID 26274	Today's Date 4/17/2024
Department/Divisio	n Library	Employee Job Title	_ibrary Aide
Request: 36	Days or Hours Select Days or Ho	Hours From 5/27/24 Durs f yes, what type of leave	то 9/30/24
			ropriate code)
Leave Type M	Compa	rison of Different Leave Types Keep Health	Other

Leave Type	Duration	Seniority?	Seniority?	Benefits?	Vine
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 mos*	For military training and service
SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted
ANP	1 year	Yes	No	No*	Miscellaneous leave (no pay)
PNP	1 year	No	No	No*	Parental Leave (no pay)

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Employees on ANP, MNP, SLV or PNP may continue to participate in a City group health plan under COBRA at their own cost.

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid parental, an employee may take up to a maximum of 5 months leave.

Jul	-4/17/24			
Employee' Signature	Date	Civil Service Board Approval	Date	
Department Head Approval	- <u>5/3/24</u> Date	City Manager Approval	Date	
	Date		Date	

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.

			Leave	Гуре:	Print Form
CITY OF OAKLAN		aid Leav Absence		Family Care Exte N - Family Death (n P - Military Leave (r	o pay) 🚺 ANP - Miscellaneous (no pay)
Employee's Nar	me Anthon	y Propernic	K Employee	^{≥s ID} 15417	Today's Date 4/26/2024
Department/Di	vision Libra	ry	. E	imployee Job Title	Senior Library Assistant
	7 No. of Days or Hours aken This Year?	Days Select Days or	Hours Fron Hours If yes, what ty		то 7/7/2024
			ii yes, what ty	miniiiiiimeentu	ppropriate code)
		Comp	parison of Diffe	erent Leave Types	
Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other
FCL	4 mos*	Yes	Νο	Depends*	Comb. of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted

MNP 1 year Yes Yes For 5 mos* For military training and service SLV 1 year Yes No No* Sick leave (paid) exhausted ANP 1 year Yes No No* Miscellaneous leave (no pay) PNP 1 year No No No* Parental Leave (no pay)

* Additional Information

Employees on ANP, MNP, SLV or PNP may continue to participate in a City group health plan under COBRA at their own cost.

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid parental, an employee may take up to a maximum of 5 months leave.

Digitally signed by Anthony Anthony Properties Date: 2024.04.26 18:38:46 4/26/202 Propernick **Employee's Signature Civil Service Board Approval** Date Date **Department Head Approval City Manager Approval** Date Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.

		aid Leav Absence		Fype: L - Family Care Exte N - Family Death (n P - Military Leave (i	o pay) 🔽 ANP - Miscellaneous (no pay)
Employee's Nai	me Liliana Ro	odriguez Macia	S Employed	e's ID 21277	Today's Date 4/19/2024
	vision Oaklar 5 No. of Days or Hours Faken This Year?	Id Public Libra	Hours Fron	pe of leave	Library Assistant FT
		Com	parison of Diffe	erent Leave Type	s
Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other
FCI.	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 yéar	Yes	Yes	For 5 mos*	For military training and service
SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted
ANP	1 year	Yes	No	No*	Miscellaneous leave (no pay)

PNP

Employees on ANP, MNP, SLV or PNP may continue to participate in a City group health plan under COBRA at their own cost.

No *

No

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid parental, an employee may take up to a maximum of 5 months leave.

4/19/24

Date

Employee's Signature

Date

No

Civil Service Board Approval

Date

Parental Leave (no pay)

Department Head Approval

City Manager Approval

Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.

CITY OF OAKLA	_	oaid Leav Absence	/e 🗍 FD	Type: L - Family Care Ext N - Family Death (P - Military Leave	no pay) 🖌 ANP - Miscellaneous (no pay)
Employee's Na	me Rainr	n Shaw	Employe	e's ID 2127	8 Today's Date 4-12-2024
Department/D		ary	I	Employee Job Title	Library Assistant, Sr.
Request:	15 No. of Days or Hour		Hours From	n <u>6-14-202</u> 4	то 7-19-2024
	Taken This Year?		. yes, mac ly		appropriate code)
Leave Type	Maximum Duration	Keep Accrued Seniority?		Keep Health Benefits?	Other
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 mos*	For military training and service
SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted
ANP	1 year	Yes	No	No*	Miscellaneous leave (no pay)
PNP	1 year	No	No	No *	

Employees on ANP, MNP, SLV or PNP may continue to participate in a City group health plan under COBRA at their own cost.

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid parental, an employee may take up to a maximum of 5 months leave.

-12-2024 Employee's Signature Date

Department Head Approval

Date.

Civil Service Board Approval

Date

City Manager Approval

Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.

CITY OF OAKLA		oaid Leav Absence	e F D	Type: L - Family Care Ext N - Family Death (r IP - Military Leave (no pay) 🚺 ANP - Miscellaneous (no pay)
Employee's Na	me Steph	en Shaw	Employe	e's ID 2394	Today's Date 4/12/24
Department/D		ary	I	Employee Job Title	Librarian 1
	17 No. of Days or Hour Faken This Year?	Select Days	Hours From Hours If yes, what ty		то 9/19
			n yes, what ty	••••••••••••••••••••••••••••••••••••••	ppropriate code)
		Comj	parison of Diffe	erent Leave Type	S
Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 mos*	For military training and service
SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted

1 year

1 year

Yes

No

ANP

PNP

Employees on ANP, MNP, SLV or PNP may continue to participate in a City group health plan under COBRA at their own cost.

No*

No*

Miscellaneous leave (no pay)

Parental Leave (no pay)

No

No

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid parental, an employee may take up to a maximum of 5 months leave.

Stephen Shaw **Employee's Signature Civil Service Board Approval** Date Date Department Head Approval **City Manager Approval** Date Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.

CITY OF OAKLAND	Unpaid Leave of Absence	Leave Type: FCL - Family Care Exter FDN - Family Death (no MNP - Military Leave (no	pay) ANP - Miscellaneous (no pay)
Employee's Name	Alex Shen	Employee's ID 21763	Today's Date 4.18.24
Department/Divisior	. Daklar	A Public T	Librarian Assistant
Request: (ours From Many 17th	To Aug 23rd 2024
Unpaid Leave Taken		ves, what type of leave	
		(Write ap)	propriate code)

7.6 3

Comparison of Different Leave Types						
Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other	
FCL	4 mos#	Yes	No	Depends*	Comb. of paid & unpaid leave	
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted	
MNP	1 year	Yes	Yes	For 5 mos*	For military training and service	
SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted	
ANP	1 year	Yes	No	No*	Miscellaneous leave (no pay)	
PNP	1 year	No	No	No *	Parental Leave (no pay)	

* Additional Information

Employees on ANP, MNP, SLV or PNP may continue to participate in a City group health plan under COBRA at their own cost.

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid parental, an employee may take up to a maximum of 5 months leave.

<u>9.18.29</u> Date **Employee's Signature**

Department Head Approval

5/3/2

Civil Service Board Approval

Date

5 3 24 Date

City Manager Approval

Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.

CITY OF OAKLAND	Unpaid Leave of Absence	P FDN - F	e: amily Care Exte amily Death (no Military Leave (n	o pay)	ANP - Mis	Print Form Leave (no pay) scellaneous (no pay) Leave (no pay)
Employee's Name	Mani Simmons	Employee's il	^D 21765	•	Today's Date	April 13, 2024
Department/Division	on Library	Emp	loyee Job Title	Librai	y Assistant	
 A standard standard 	days		August 5	То	August 22	ning any initial factor of the second sec
No. o Unpaid Leave Take	of Days or Hours Select Days or Hours on This Year? Yes Ves	iours If yes, what type o	a net market in a second second	opropriate	(ade)	W Mentodawa a ji wa si wa ya wa wa a wa a wa wa wa

Comparison of Different Leave Types						
Leave Type	Maximum Duration	Keep Accrued Seniority?	and the second		or and the second se	
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave	
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted	
MNP	1 year	Yes	Yes	For 5 mos*	For military training and service	
SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted	
ANP	1 year	Yes	No	No*	Miscellaneous leave (no pay)	
PNP	1 year	No	No	No *	Parental Leave (no pay)	

Employees on ANP, MNP, SLV or PNP may continue to participate in a City group health plan under COBRA at their own cost.

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid parental, an employee may take up to a maximum of 5 months leave.

Employee's Signature Civil Service Board Approval Date Date Department Head Approval **City Manager Approval** Date Date

Note: Civil Service Board approval is required for feave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.

	•		f. Same 3	#	Print Form
CITY OF OAKLA		aid Leav Absence	e 🗍 FD	rype: L - Family Care Exte N - Family Death (n IP - Military Leave (i	o pay) 🚺 ANP - Miscellaneous (no pay)
Employee's Na	me Stephanie	Singleton	Employe	e's ID 25680	Today's Date 04/20/2024
Department/E	vivision Public I	Library		Employee Job Title	Librarian II
Request:	7	Days	Hours From	n 6/17/2024	то 6/23/2024
Unpaid Leave	No. of Days or Hour Taken This Year?			na oflasva FMLA	A Contract of the second s
Unpaid Leave	a ang manana s a ang ang ang ang ang ang ang ang ang an			-	ppropriate code)
Unpaid Leave	a ang manana s a ang ang ang ang ang ang ang ang ang an	√ Yes No	lf yes, what ty		ppropriare code)
Unpaid Leave	a ang manana s a ang ang ang ang ang ang ang ang ang an	√ Yes No	lf yes, what ty	(Write a	ppropriare code)
	Taken This Year? Maximum	Yes No Comp	lf yes, what ty parison of Diffe	(Writea erent Leave Type: Keep Health	ppropriate code) S
Leave Type	Taken This Year? Maximum Duration	Yes No Com Keep Accrued Seniority?	lf yes, what ty parison of Diffe Seniority?	(Write a erent Leave Type: Keep Health Benefits?	ppropriate codė) s Other
Leave Type FCL	Taken This Year? Maximum Duration 4 mos*	Yes No Comp Keep Accrued Seniority? Yes	lf yes, what ty parison of Diffe Seniority? No	(Write a erent Leáve Type: Keep Health Benefits? Depends*	ppropriate code) S Other Comb. of paid & unpaid leave
Leave Type FCL FDN	Taken This Year? Maximum Duration 4 mos* 5 days	Yes No Comp Keep Accrued Seniority? Yes Yes	lf yes, what ty parison of Diffe Seniority? No No	Write a erent Leave Type: Keep Health Benefits? Depends* Yes	ppropriate code) s Other Comb. of paid & unpaid leave Family death leave (paid) exhausted
Leave Type FCL FDN MNP	Taken This Year? Maximum Duration 4 mos* 5 days 1 year	Yes No Comp Keep Accrued Seniority? Yes Yes Yes	lf yes, what ty parison of Diffe Seniority? No No Yes	(Write a erent Leave Type: Keep Health Benefits? Depends* Yes For 5 mos*	ppropriate code) s Other Comb. of paid & unpaid leave Family death leave (paid) exhausted For military training and service

Employees on ANP, MNP, SLV or PNP may continue to participate in a City group health plan under COBRA at their own cost.

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid parental, an employee may take up to a maximum of 5 months leave.

Stephanie Singleton	04/20/2024		
Employee's Signature	Date	Civil Service Board Approval	Date
- Anhol	5/3/24		
Department Head Approval	Date	City Manager Approval	Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.

CITY OF OAKLAN	-	aid Leave Absence		ype: Family Care Exte N - Family Death (no P - Military Leave (n	o pay) 🖌 ANP - Miscellaneous (no pay)
Employee's Nar	me Stephanie	Singleton	Employee	2's ID 25680	Today's Date 04/20/2024
Department/Di	vision Public I	ibrary	E	mployee Job Title	Librarian II
	17 No. of Days or Hours Taken This Year?	Select Days or Select Days or		pe of leave FMLA	To 7/19/2024
		Com	parison of Diffe	erent Leave Type:	
Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 mos*	For military training and service
SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted
ANP	1 year	Yes	No	No*	Miscellaneous leave (no pay)
PNP	1 vear	No	No	No*	Parental Leave (no pay)

1 year

Employees on ANP, MNP, SLV or PNP may continue to participate in a City group health plan under COBRA at their own cost.

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid parental, an employee may take up to a maximum of 5 months leave.

Stephanie Singleton	4/20/2024		
Employee's Signature	Date	Civil Service Board Approval	Date
6 Milde	5/3/24	2 	
Department Head Approval	Date	City Manager Approval	Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.

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To A Point			Leave Type:	ve Type: FCL Family Care Extended	ded SLV - Sick Leave (ho pay)
CITY OI OAKLAND		Unpaid Leave of Absence		FDN - Family Death (no pay) MNP - Military Leave (no pay)	K 🗆
Employee's Nan	ne Maya	Employee's Name Maya Sungeld	Employee's ID	הדרטג ^מ	Today's Date H/16/2021
Department/Division	dicion Li L	Library	Ē	Employee Job Title	Librarian (
Request:	S. Na. of Days or Houris	Seket Days or	É	From 8/4 : 8/16	To \$1/2 : \$125
Unpaid Leave T	Unpaid Leave Taken This Year?	Ves No If yes, what type of leave	f yes, what type	. I.	(Write appropriate code)
		Compa	rison of Differ	Comparison of Different Leave Types	
Leave Type	Maximum Duration	Keep Accrued Seniority?	Senioritv?	Keep Health Benefits?	Office
Fc	4 mos*		No	Depends	combiof paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	Far 5 most	For military training and service
SLV	1 year	ų,	No	No*	Sick leave (paid) exhausted
ANP	1 year	Yes	No	No*	Miscellaneous leave (no pay)
PNP	1 year	No	No	No.*	Parental Leave (no pay)
* Additional Information Employees on ANP, MN	vrmation NNP, MNP, SLV	or PNP may continue	to participate i	n a Citv oroun hea	* Additional Information Employees on ANP, MNP, SLV or PNP may continue to participate in a City proven health name rouged at their comm

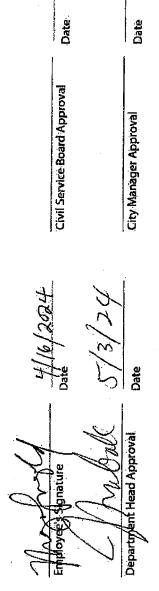
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keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid parental, an employee may take up to a maximum of 5 months leave. Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave

about:blank



Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.

Distribution: Original to DHRM Admin. Copy to HRIS Operations, Dept., and Employee

4/16/2024, 12:06 PM

		aid Leav Absence		Type: Family Care Exte N - Family Death (n P - Military Leave (r	o pay) 🚺 ANP - Miscellaneous (no pay)
Employee's Na	me Christy	/ Thomas	S Employee	e's ID 14457	Today's Date 04/18/24
Department/Di	ivision Libra	ary		mployee Job Title	Senior Librarian
Request:		Days	Hours From	June 3, 202	4 To June 28, 2024
	No. of Days or Hours Faken This Year?	Select Days		· · · · · · · · ·	ppropriate code)
		Cor	nparison of Diffe	erent Leave Type	S
Leave Type	Maximum Duration	Keep Accrue Seniority?	d Seniority?	Keep Health Benefits?	Other
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 mos*	For military training and service
SLV	1 year	Yes	Νο	No*	Sick leave (paid) exhausted

PNP 1 year No No * Additional Information

Yes

1 year

ANP

Employees on ANP, MNP, SLV or PNP may continue to participate in a City group health plan under COBRA at their own cost.

No*

No *

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid parental, an employee may take up to a maximum of 5 months leave.

4/18/2024

Employee's Signature

Department Head Approval

Date

Date

Civil Service Board Approval

Date

Miscellaneous leave (no pay)

Parental Leave (no pay)

No

City Manager Approval

Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.

			Leave	Туре:	
		oaid Leav Absence	'e 🗍 FD	CL - Family Care Ext NN - Family Death (r NP - Military Leave (no pay) ANP - Miscellaneous (no pay
Employee's Na	me Christ	y Thomas	Employe	^{e's ID} 14457	Today's Date 4/18/24
Department/D	ivision Libra	ary	-	Employee Job Title	Senior Librarian
Request:	6	Days	Hours From	n August 2, 202	24 To August 12, 2024
	No. of Days or Hour	s Select Days or			
Inpaid Leave 1	No. of Days or Hour Faken This Year?	Yes No	lf yes, what ty	(Write a	ippropriate code)
	·	Yes No	lf yes, what ty	(Write a erent Leave Type Keep Health	
Leave Type	Faken This Year? Maximum	Yes No Comp	lf yes, what ty parison of Diffe	(Write a	8
Leave Type FCL	Faken This Year? Maximum Duration	Yes No Comp Keep Accrued Seniority?	lf yes, what ty parison of Diffe Seniority?	(Write a erent Leave Type Keep Health Benefits?	s Other
Leave Type FCL FDN	Faken This Year? Maximum Duration 4 mos*	Yes No Comp Keep Accrued Seniority? Yes	lf yes, what ty parison of Diffe Seniority? No	(Write a erent Leave Type Keep Health Benefits? Depends*	s Other Comb. of paid & unpaid leave
Leave Type FCL FDN MNP	Taken This Year? Maximum Duration 4 mos* 5 days	Yes No Comp Keep Accrued Seniority? Yes Yes	If yes, what ty parison of Diff, Seniority? No No	(Write a erent Leave Type Keep Health Benefits? Depends* Yes	s Other Comb. of paid & unpaid leave Family death leave (paid) exhausted
Jnpaid Leave 1 Leave Type FCL FDN MNP SLV	Faken This Year? Maximum Duration 4 mos* 5 days 1 year	Yes No Comp Keep Accrued Seniority? Yes Yes Yes Yes	lf yes, what ty parison of Diffi Seniority? No No Yes	(Write a erent Leave Type Keep Health Benefits? Depends* Yes For 5 mos*	s Other Comb. of paid & unpaid leave Family death leave (paid) exhausted For military training and service

Employees on ANP, MNP, SLV or PNP may continue to participate in a City group health plan under COBRA at their own cost.

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid parental, an employee may take up to a maximum of 5 months leave.

4/18/2024

Employee's Signature

Date

Date

Civil Service Board Approval

Date

Department Head Approval

City Manager Approval

Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.

CITY OF OAKLAND OF Absen	LANNES AND AND A COMPANY	pay) 🖌 ANP - Miscellaneous (no pay)
Employee's Name Jessica Trimmer	Employee's ID 24360	Today's Date 4/19/2024
Department/Division Library	Employee Job Title	lbrary Assistant
Request: 23	s Hours From 6/28/24	то 7/20/24
Unpaid Leave Taken This Year? Yes	No If yes, what type of leave SLV	ropriate code)
	Comparison of Different Leave Types	
Leave Type Maximum Keep Accr	1971 - A. S. Martin (1997) - A. S. S. S. S. S. MARTIN (1997) - A. S.	Other

Print Form

Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 mos*	For military training and service
SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted
ANP	1 year	Yes	No	No*	Miscellaneous leave (no pay)
PNP	1 year	No	No	No *	Parental Leave (no pay)

* Additional Information

Employees on ANP, MNP, SLV or PNP may continue to participate in a City group health plan under COBRA at their own cost.

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid parental, an employee may take up to a maximum of 5 months leave.

4/19/24 **Employee's Signature Civil Service Board Approval** Date Date Department Head Approval **City Manager Approval** Date Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.

TTY OF OAKLAND		id Leave bsence	FDN - F	mily Care Extende amily Death (no pa Ailitary Leave (no p	ay) ANP- Miscellaneous (no pay)
Employee's Name	Jessica Trin	nmer	Employee's l		Today's Date 4/19/2024
			Ėm	ployee Job Title	ibrary Assistant
Department/Divis		Days			To 9/14/24
Request: 14 No Unpaid Leave Ta	of Days of Hours	Select Days or H	lours If yes, what type	e of leave SLV	propriate code)
		Comr	parison of Diffe	rent Leave Types	
Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits? Depends*	Other Comb. of paid & unpaid leave

	-	Yes	No	Dependo	
FCL	4 mos*	•	Nö	Yes	Family death leave (paid) exhausted
FDN	5 days	Yes			For military training and service
MNP	1 year	Yes	Yes	For 5 mos*	
IAIRAL.		Yes	Νό	No*	Sick leave (paid) exhausted
SLV	1 уеаг		No	No*	Miscellaneous leave (no pay)
ANP	1 year	Yes	No		Parental Leave (no pay)
ONTR	1 vear	No	No.	No *	T GI CITARY ALL CALL

Employees on ANP, MNP, SLV or PNP may continue to participate in a City group health plan under COBRA at their own cost.

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled. to extend their coverage under COBRA at their own cost. If the leave is unpaid parental, an employee may take up to a maximum of 5 months leave.

4/19/24

Employee's Signature

Date Date

City Manager Approval

Civil Service Board Approval

Date

Date

Dutait Einim

Department Head Approval

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.

CITY OF OAKLAN		aid Leav Absence		Type: L - Family Care Exte N - Family Death (r P - Military Leave (o pay) ANP - Miscellaneous (no pay)
Employee's Nar	^{me} Varga	s, Natalia	Employe	e's ID 2788	Today's Date 04/12/2024
Department/Di	vision Libra	ary		Employee Job Title	Librarian I
V	9 No. of Days or Hour	Days [Hours Fron	n 7/22-7/26, 7/29-7/30	то 8/9-8/10
	aken This Year?	s Select Days		-	ppropriate code)
		Con	nparison of Diffe	erent Leave Type	S
Leave Type	Maximum Duration	Keep Accrue Seniority?	i Seniority?	Keep Health Benefits?	Other
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 mos*	For military training and service
SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted

ANP 1 year Yes PNP 1 year No

* Additional Information

Employees on ANP, MNP, SLV or PNP may continue to participate in a City group health plan under COBRA at their own cost.

No*

No*

No

No

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid parental, an employee may take up to a maximum of 5 months leave.

04/12/2024

Date

Date

Department Head Approval

Civil Service Board Approval

Date

Miscellaneous leave (no pay)

Parental Leave (no pay)

City Manager Approval

Date

ł

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.

		oaid Leav Absence		• Type: CL - Family Care Ex DN - Family Death (NP - Military Leave	(no pay) X ANP - Miscellaneous (no pay)
Employee's Na	ime <u>Ebon</u> i	A Westor	Employe	e's ID <u>2644</u>	D Today's Date 4/15/24
Department/D	ivision Oak	land fibli	c Libram	Employee Job Title	Library Aticles FTE
Request:	27 No. of Days or Hours	X Days	Hours From		24 To July 29, 2029
Unpaid Leave	Taken This Year?	Yes No		pe of leave	
	-			(Write a	ippropriate code)
		Com	parison of Diff	erent Leave Type	
Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave

I CLL	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 mos*	For military training and service
SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted
ANP	1 year	Yes	No	No*	Miscellaneous leave (no pay)
PNP	1 year	No	No	No *	Parental Leave (no pay)
* Additional Ini	formation		willing and the second s	والمستحدث ومستواد وتستحد والمتنا والمشتك وتحمد والتشاف	· · · · · · · · · · · · · · · · · · ·

information

Employees on ANP, MNP, SLV or PNP may continue to participate in a City group health plan under COBRA at their own cost.

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid parental, an employee may take up to a maximum of 5 months leave.

Elon A Wester	4/15/24		
Employee's Signature	Date	Civil Service Board Approval	Date
(Jubal	5/3/24		
Department Head Approval	Date	City Manager Approval	Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.

CITY OF OAKLAND	Unpaid Leave of Absence	Leave Type: FCL - Family Care Extended FDN - Family Death (no pay MNP - Military Leave (no pa	ANP - Miscellaneous (no pay)
	Eboni A Weston	Employee's ID <u>26440</u>	Today's Date 4115 24
Department/Division	Onkland Public Lib		ibray Mide, FTF
Request:	A Select Days or Hours	urs From Anal, 2024 T	° Sept. 30, 2024
Unpaid Leave Taken	This Year? Yes No If ye	25, what type of leave	
		(Write approprie	ile code)
	Connect		and the second

Leave Type	Maximum	Keep Accrued	Comparison of Different Leave Types		· · • • · · · · · · · · · · · · · · · ·
	Duration	Seniority?	Seniority?	Keep Health Benefits7	Other
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 mos*	For military training and service
SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted
ANP	1 year	Yes	No	No*	Miscellaneous leave (no pay)
PNP Additional Info	1 year	No	No	No *	Parental Leave (no pay)

Employees on ANP, MNP, SLV or PNP may continue to participate in a City group health plan under COBRA at their own cost.

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid parental, an employee may take up to a maximum of 5 months leave.

Elon A Veste	4/15/24		
Employee's Signature	Date	Civil Service Board Approval	Date
LAball	5/3/24		
Department Head Approval	Date	City Manager Approval	Nato

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.

		aid Leave Absence	FDN - Fa	mily Care Exter mily Death (no ilitary Leave (n	pay)	ANP - Misce	Print Form eave (no pay) ellaneous (no pay) ave (no pay)
Employee's Na		A Weston	Employee's ID	2644			4/15/24
	ivision Oaki	and lublic L	- bray Emplo	yee Job Title	Librau	fide	, PTE
Request:	45 No. of Days or Hours	X Days Ho	iurs From Ju	4 1 <u>, 202</u>			2024
Unpaid Leave 1	aken This Year?	Yes No If ye	es, what type of I	eave			
		······································	5 7 6 6 7 6 7	in the second second	propriate code)		
	····						
		Comparis	on of Different	Leave Types		·····	
Leave Type	Maximum Duration	Keep Accrued	Ke	ep Health nefits?	Other		

FCL	Duration 4 mos*	Seniority? Yes	Seniority? No	Benefits?	Other
FDN	5 days	Yes	No	Depends* Yes	Comb. of paid & unpaid leave Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 mos*	For military training and service
SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted
ANP	1 year	Yes	No	No*	Miscellaneous leave (no pay)
PNP Additional Info	1 year	No	No	No*	Parental Leave (no pay)

Employees on ANP, MNP, SLV or PNP may continue to participate in a City group health plan under COBRA at their own cost.

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid parental, an employee may take up to a maximum of 5 months leave.

Employee Date **Civil Service Board Approval** Date Department Head Approval **City Manager Approval** Date Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.

		Leave Type:	Print Form
CITY OF OAKLAND	Unpaid Leave of Absence	FCL - Family Care Extende FDN - Family Death (no pa MNP - Military Leave (no p	ay) 🔽 ANP - Miscellaneous (no pay)
Employee's Name	Donielle Woods	Employee's ID 25625	Today's Date 4/23/2024
Department/Divisior	Library	Employee Job Title	ibrarian II
Request: 23 No. of Unpaid Leave Taken	Days or Hours Select Days or Hours		To <u>9/27/2024</u>
		Write appro	priáte coděj
	Comparise	on of Different Leave Types	

Leave Type	Maximum Duration	Keep Accrued Seniority?	Seniority?	Keep Health Benefits?	Other
۶Œ	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave
FON	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	fiyear -	Yes	Yes	For 5 mos*	For military training and service
siv	1 year	Yes	No	No*	Sick leave (paid) exhausted
NNP	1 year	Yes	No	No*	Miscellaneous leave (no pay)
PNP	1 year	No	No	No *	Parental Leave (no pay)

Employees on ANP, MNP, SLV or PNP may continue to participate in a City group health plan under COBRA at their own cost.

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid parental, an employee may take up to a maximum of 5 months leave.

4/23/2024 Employee's Signature **Civil Service Board Approval** Date Date Department Head Approval **City Manager Approval** Date Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.

		•			Print Form
	· · · ·		Léave T	ype:	· · · · · · · · · · · · · · · · · · ·
			F.CL	- Family Care Exte	nded SLV - Sick Leave (no pay)
	linr	baid Leav		- Family Death (n	
				P - Military Leave (
CITY OF OAKIAS	sp. Of	Absence		r ≈inimitary cenve ()	
Employee's Nai	••• Anna	Wu	Employee	17842	2 Today's Date 4/19/2024
Department/Di	vision Oakla	nd Public Li	brary _E	mployee Job Title	Library Assistant
Request:	11	Days	Hours From	7/22/2024	то 08/03/2024
L	No. of Days or Hour	s Select Days	or Hours.		
Unpaid Leave T	aken This Year?	Yes 🖌 N	• If yes, what typ	oe of leave	
			•	(\Vrite a	ppropriate code;
		Cor	position of Diffe	rent Leave Type	
Leave Type	Maximum	· ·	••••••••••••••••••••••••••••••••••••••	Keep Health	Other
Leave type	Duration	Keep Accrue Seniority?	a Seniority?	Benefits?	Other
FCL	4 mos*	Yes	No	Depends*	Comb. of paid & unpaid leave
FDN	5 days	Yes	No	Yes	Family death leave (paid) exhausted
MNP	1 year	Yes	Yes	For 5 mos*	For military training and service
SLV	1 year	Yés	No	No*	Sick leave (paid) exhausted

PNP 1 year

1 year

Yes

No

* Additional Information

ANP

Employees on ANP, MNP, SLV or PNP may continue to participate in a City group health plan under COBRA at their own cost.

No*

No *

No

No

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid parental, an employee may take up to a maximum of 5 months leave.

Employer's Signature

Department Head Approval

4/19/2024 Date

Date

City Manager Approval

Civil Service Board Approval

Date

Date

Miscellaneous leave (no pay)

Parental Leave (no pay)

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Manager approval is required for leave of 5 days or more for exempt employees.



June 20, 2024

DATE:

MEMORANDUM

TO:	The Honorable Civil Service Board	FROM: Jaime Pritchett Principal Human Resource Analyst		
THROUGH:	Tina Pruett, Human Resources Manager, F	Recruitment & Classification		
THROUGH:	Mary Hao, Director of Human Resources Management Secretary to the Board			
SUBJECT:	Approval of Revised Classification Specif Analyst II	ications for Ethics Analyst I and Ethics		

Based upon a classification review at the request of the Public Ethics Commission (PEC), staff has proposed revision of the **Ethics Analyst I and Ethics Analyst II** classification specifications. Ethics Analyst I was established in July 2015 and has not been revised since that time. Ethics Analyst II was also established in July 2015 but was revised in April 2023.

In November 2022, Oakland voters approved Ballot Measure W, the Oakland Fair Elections Act (OFEA), which created a newly designed public campaign financing program. This new program will disperse \$100 Democracy Dollars vouchers to eligible Oakland residents who can then assign the vouchers to their preferred candidate. The PEC is charged with developing, implementing, and administering the program that will involve: distributing Democracy Dollars to all Oakland registered voters and eligible residents; developing a public engagement plan to inform Oakland residents about the program; encouraging participation; and designing the procedures to process and track the Democracy Dollar vouchers, from assignment to validation to creating invoices for fund disbursements to candidates. The program will also involve significant engagement to promote candidate participation and include training and system controls to ensure compliance with regulations. Measure W includes funding for four additional full-time PEC staff positions, which is expected to include two new Ethics Analysts.

The new Ethics Analyst positions will participate in the creation and implementation of this innovative public financing program from the ground up. Minor classification specification updates have been proposed to better reflect the work that has gradually evolved since the position was initially created and include necessary references to the new Democracy Dollars program. These changes were already added to the Ethics Analyst II classification specification last year, and they are now being added to the Ethics Analyst I classification specification to ensure alignment.

The proposed edits to the Ethics Analyst I description are summarized below:

- Refine the Definition and Distinguishing Characteristics sections to reflect public financing programs and the current reporting structure.
- In the Examples of Duties section, add language to incorporate the new Democracy Dollars program tasks.

- In the Abilities section, delete outdated requirements.
- In the Education section of the Minimum Qualifications, broaden the list of relevant degree types. In the Experience section, expand the kinds of qualifying experience and add new desirable areas of experience.

Additionally, the Ethics Analyst I and II classifications are now eligible for flexible staffing in accordance with the City's Flexible Staffing policy. This language is being added to both classifications.

The PEC is working to get positions added in the new fiscal year. The revised descriptions will be used to initiate recruitment and selection processes once the positions are added to the PEC's budget and can be filled.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed revisions to both descriptions. City and union representatives met in April and May 2024 to discuss the proposed revisions. In an email dated May 22, 2024, the union conveyed that there were no objections to the proposed revisions.

Staff recommends that the Civil Service Board approve the revised classification specifications of **Ethics Analyst I and II** as proposed.

Attachments: Proposed Revised Ethics Analyst I and II classification specifications.



ETHICS ANALYST I

Class Code: AP444 FTE

Civil Service Classified

DEFINITION

Under general supervision in the Public Ethics Commission (PEC), assists with the development and implementation of the PEC's education, engagement, <u>public financing</u>, and <u>online</u> disclosure programs to ensure compliance with campaign finance, lobbyist reporting, government ethics, and transparency-related laws and requirements; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Ethics Analyst I is an entry level classification in the Ethics Analyst series. This classification is distinguished from the higher level Ethics Analyst II in that incumbents of the latter will be responsible for the most complex and sensitive projects and assignments in the Public Ethics Commission. It is further distinguished from the higher level Ethics Analyst III in that the incumbent of the latter supervises assigned staff.

The incumbent receives general supervision from the <u>PEC's Executive Director Ethics Analyst III</u> or other management staff and Deputy Director and may provide technical or lead direction to assigned support or <u>clerical administrative</u> staff.

EXAMPLES OF DUTIES - *Duties may include, but are not limited to the following:*

Assist with drafting and developing education, engagement, and online disclosure tools to inform City staff, elected officials, candidates, and <u>citizens-residents</u> regarding state and local campaign finance, lobbying, transparency, and ethics laws<u>and the Democracy Dollars Public Financing</u> program; evaluate organizational learning needs and user experiences to determine effectiveness of the PEC's education and engagement resources.

Provide assistance with technology projects to implement the PEC's electronic filing<u>and</u> disclosure<u>, and public financing</u> programs and utilize open data, data <u>analysis and</u> visualization <u>platformsapplications</u>, <u>as well as and other computer programming/coding applicationscontent and</u> <u>customer management platforms</u>.

Administer PEC programs such as the Campaign Finance Disclosure program, the Limited Democracy Dollars Public Financing (of campaigns) program, and the Lobbyist Registration program by preparing forms and systems to execute program objectives, receive and process records and payments within established timeframes, publish information on the Commission's website and the City's open data portal, maintain files, and monitor and track compliance with legal requirements.

Assist with the PEC's online and social media communications and conduct outreach to City public servants, candidates, lobbyists, City contractors, and the public.

Provide technical assistance to public servants, committee treasurers, candidates, lobbyists, and

other regulated individuals; respond to requests for information from elected officials, other government agencies, and the public.

Analyze data, conduct research, and draft correspondence and reports regarding an individual's compliance with state and local campaign finance, transparency, and ethics law<u>s</u> and the Democracy Dollars Public Financing program; assist with audits and investigations as needed.

Assist with making recommendations regarding innovations in systems or changes in local laws and policies to enhance the PEC's effectiveness in achieving the goals for which it was created.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Strategies and tools for conducting public engagement, communications, and educational campaigns.
- Research and data analysis methods and techniques.
- Social media and online engagement platforms.
- Computer applications, including word processing, spreadsheets, database, and web content management systems.
- Campaign finance, ethics, or government transparency laws.
- Computer programming code-and applications related to open-source data and open government technology platforms.

Ability to:

- Assist with the planning, administration, and evaluation of policies and programs.
- Create new and innovative methods of sharing information and data to enhance access and usability of the information.
- Communicate effectively in writing and orally with the public, including City departments and State agencies; make presentations to a variety of audiences.
- Learn and interpret state and local laws and regulations pertaining to ethics, campaign finance, transparency, or related laws.
- Translate complex legal concepts into plain language.
- Use web-based content management system and other computer programs to publish and disseminate information.
- Analyze information and data sets; prepare clear, concise summaries and reports; and maintain records.
- Collaborate with team members to meet tight deadlines and accomplish Commission goals.
- Write computer programming code.
- <u>Utilize computer systems and software applications.</u>
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

MINIMUM QUALIFICATIONS

Any combination of education and experience that is equivalent to the following minimum qualifications may be acceptable.

Education:

<u>A</u> Bachelor's degree in business or public administration, sociology, education, economics, political science, <u>marketing</u>, communications/<u>public relations</u>, journalism, <u>business</u>, finance, accounting, computer science, or a related field from an accredited college or university. <u>A</u> Master's degree in a related field is desirable.

Experience:

Two (2) years of progressively responsible professional work experience assisting with and/or developing and implementing education, engagement, <u>marketing</u>, communications, or online <u>content information and data visualization and/or disclosure programs and related materials</u>. Experience with campaign finance, <u>lobbying</u>/lobbyist<u>s</u>, transparency or ethics laws and regulations is highly desirable. <u>Other desirable experience includes business analysis</u>, user research and experience (UX), and/or application development.

LICENSE OR CERTIFICATE

Individuals who are appointed to this position will be required to maintain a valid California Driver's License throughout the tenure of employment OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties.

OTHER REQUIREMENTS

None required.

FLEXIBLE STAFFING

Incumbents in the Ethics Analyst I classification are eligible to promote to the Ethics Analyst II classification in accordance with established City policy related to flexible staffing.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY						
Established: 07/16/2015 Exempted: Y 🗌 N 🔲	CSB Resolution #: 44772 Exemption Resolution #:	Salary Ordinance #:				
Revision Date:/Re-titled Date:/	CSB Resolution #: CSB Resolution #:	Salary Ordinance #:				
(Previous title(s):)						



ETHICS ANALYST II

Class Code: AP445 FTE

Civil Service Classified

DEFINITION

Under general supervision in the Public Ethics Commission (PEC), develops and implements the PEC's education, engagement, public financing, and disclosure programs to ensure compliance with campaign finance, lobbyist reporting, government ethics, and transparency-related laws and requirements; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Ethics Analyst II is a journey level classification in the Ethics Analyst series. This classification is distinguished from the lower level Ethics Analyst I in that the former will be responsible for the most complex and sensitive projects and assignments. This classification is distinguished from the higher level Ethics Analyst III in that the incumbent of the latter supervises assigned staff.

The incumbent receives general supervision from the Ethics Analyst III or other management staff and may provide technical or lead direction to assigned professional or administrative staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

- Develop education, engagement, and online disclosure tools to inform City staff, elected officials, candidates, and <u>eitizens-residents</u> regarding state and local campaign finance, lobbying, transparency, and ethics laws and the Democracy Dollars Public Financing program; evaluate organizational learning needs and user experiences to determine effectiveness of the PEC's education and engagement resources.
- Coordinate technology projects to implement the PEC's electronic filing, disclosure, and public financing programs and utilize open data, data analysis and visualization applications, as well as content and customer management platforms.
- Plan and implement PEC programs such as the Campaign Finance Disclosure program, the Democracy Dollars Public Financing (of campaigns) program, and the Lobbyist Registration program by preparing forms and systems to execute program objectives, receive and process records and payments within established timeframes, publish information on the Commission's website and the City's open data portal, maintain files, and monitor and track compliance with legal requirements.
- Coordinate the PEC's online and social media communications and conduct outreach to City public servants, candidates, lobbyists, City contractors, and the public.
- Provide technical assistance to public servants, committee treasurers, candidates, lobbyists, and other regulated individuals; respond to requests for information from elected officials, other government agencies, and the public.
- Analyze data, conduct research, and draft correspondence and reports regarding compliance with state and local campaign finance, transparency, <u>and</u> ethics laws, and the Democracy Dollars Public Financing program; conduct audits and investigations as needed.
- Recommend innovations in systems or changes in local laws and policies to enhance the

PEC's effectiveness in achieving its goals.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Strategies and tools for conducting public engagement, communications, and educational campaigns.
- Research and data analysis methods and techniques.
- Social media and online engagement platforms.
- Computer applications, including word processing, spreadsheets, databases, and web content management systems.
- Campaign finance, ethics, or government transparency laws.
- Computer programming and applications related to open-_source data and open government technology platforms.

Ability to:

- Assist with the planning, administration, and evaluation of policies and programs.
- Create new and innovative methods of sharing information and data to enhance access and usability of the information.
- Communicate effectively in writing and orally with the public, including City departments and State agencies; make presentations to a variety of audiences.
- Learn and interpret state and local laws and regulations pertaining to ethics, campaign finance, transparency, or related laws.
- Translate complex legal concepts into plain language.
- Use web-based content management system and other computer programs to publish and disseminate information.
- Analyze information and datasets; prepare clear, concise summaries and reports; and maintain records.
- Collaborate with team members to meet tight deadlines and accomplish Commission goals.
- Utilize computer systems and software applications.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

MINIMUM QUALIFICATIONS

Any combination of education and experience that is equivalent to the following minimum qualifications may be acceptable.

Education:

A Bachelor's degree in business or public administration, sociology, education, economics, political science, marketing, communications/public relations, journalism, finance, accounting, computer science, or a related field from an accredited college or university A Master's degree in a related field is desirable.

Experience:

Three (3) years of progressively responsible professional work experience assisting with and/or developing and implementing education, engagement, marketing, communications, or online

content and data visualization and/or disclosure programs and related materials. Experience with campaign finance, lobbying/lobbyists, transparency or ethics laws and regulations is highly desirable. Other desirable experience includes business analysis, user research and experience (UX), and/or application development.

LICENSE OR CERTIFICATE

Individuals who are appointed to this position will be required to maintain a valid California Driver's License throughout the tenure of employment OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties.

OTHER REQUIREMENTS

None required.

FLEXIBLE STAFFING

Incumbents in the Ethics Analyst I classification are eligible to promote to the Ethics Analyst II classification in accordance with established City policy related to flexible staffing.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY						
Established: $07/16/2015$ CSB Resolution #: 44772 Exempted:Y \square N \square Exemption Resolution #:	Salary Ordinance #:					
Revision Date:04/20/2023CSB Resolution #:451Re-titled Date://CSB Resolution #:	97 Salary Ordinance #:					
(Previous title(s):)						



MEMORANDUM

DATE:June 20, 2024TO:The Honorable Civil Service BoardFROM: Jaime Pritchett
Principal Human Resource AnalystTHROUGH:Tina Pruett, Human Resources Manager, Recruitment & ClassificationTHROUGH:Mary Hao, Director of Human Resources Management
Secretary to the BoardSUBJECT:Approval of Revised Classification Specification for Inspector General
Performance Analyst (formerly titled Inspector General Program and Performance
Auditor)Based upon a classification review at the request of the Office of the Inspector General (OIG),

Based upon a classification review at the request of the Office of the Inspector General (OIG), staff has proposed minor revisions and a title change to the **Inspector General Performance Analyst** classification specification. It was established in May 2022 and revised in October 2023.

The OIG continues to experience challenges in recruiting for and filling vacancies in this classification. Revisions were approved late last year to make the Minimum Qualifications clearer to applicants. However, recruitment challenges persist.

Staff performed research and determined that the title might be contributing to the recruitment challenges. The applicant pool has been attracting financial auditors, whereas the necessary work involves performance evaluations. Therefore, staff is proposing to change the title from "Inspector General Program and Performance Auditor" to "Inspector General Performance Auditor" to more accurately convey the purpose of the classification.

A variety of changes are necessary to update the job description:

- In the Definition, Distinguishing Characteristics, and Examples of Duties sections, delete references to auditing and add more references to inspection, investigation, and performance evaluations.
- Remove fiscal references in the Knowledge and Abilities section.
- Amend the Experience section of the Minimum Qualifications to better reflect qualifying experience.
- Delete certifications that are no longer applicable in the License or Certificate section.

There is one filled position, and two positions are vacant. The revised description will be used to initiate the upcoming recruitment and selection process.

The International Federation of Professional and Technical Engineers (IFPTE, Local 21) was notified of the proposed revisions and title change. City and union representatives met in April and May to discuss the proposed revisions. Based on union feedback, minor edits were exchanged to finalize the draft. In an email dated May 22, 2024, the union conveyed that there were no lingering objections to the proposed revisions.

The title change also requires City Council approval. A salary ordinance amendment will be routed for approval in the fall.

Page 2

Staff recommends that the Civil Service Board approve the revised and retitled classification specification of **Inspector General Performance Analyst** as proposed.

Attachment: Proposed Revised Inspector General Performance Analyst classification specification.



INSPECTOR GENERAL PROGRAM AND PERFORMANCE AUDITORANALYST

Class Code: APXXX FTE Civil Service Classified

DEFINITION

Under the general supervision in Oakland Police Commission's Office of the Inspector General (OIG), performs compliance <u>evaluations</u> and performance audits <u>and reviews</u> of the Oakland Police Department's (OPD) procedures; conducts inspections, audits, reviews, and evaluations that are impartial and objective in accordance with the City Charter, <u>and</u> Ordinances, and national best practices; <u>performs investigative reviews and prepares reports of findings</u>; assists in the review of Internal Affairs Division and Community Police Review Agency (CPRA) Reports of Investigations (ROIs) and <u>complaint and</u> investigative procedures; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a journey-level, professional, civilian classification whose incumbents objectively perform program compliance audit-functions. Incumbents provide recommendations, which may enable OPD's units and the CPRA to better reach their established performance measures, tasks, and objectives, that will also align with national best practices._—Incumbents are responsible for overseeing, planning, and conducting complex police performance and, program, and fiscal audits, evaluations, and inspections. Incumbents must clearly and concisely convey information regarding actual and predicted patterns of practice and recommendations. This classification is distinguished from the higher level Inspector General Program and Performance Audit Manager in that incumbents of the latter approve audit and evaluation scopes and plan and complete the most complex projectsaudits, in addition to supervising assigned staff.—.

The incumbent receives general supervision from <u>an-the</u> Inspector General Police Program and Performance Audit Manager or other management staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Conduct impartial and objective performance audits_{$\frac{1}{2}$} and evaluations; and reviews of OPD operations; and assess police operations and programs for effectiveness, efficiency, and economy.

Assess whether OPD operations are in compliance with applicable laws, regulations, charter provisions, ordinances, grant provisions, contract requirements, and established policies and procedures.

Evaluate and assess areas of risk, determine if effective controls are in place, and recommend approaches for addressing risk.

Develop audit-objectives, scope, and methodologies; perform appropriate and measurable audit tests to assess performance; and verify the accuracy of data-<u>usedbeing audited</u>.

Collect data through interviews, observations, documents, reports, and other appropriate research methods. Compile, evaluate, analyze, and interpret data regarding the efficiency of the department in meeting established compliance standards.

Conduct entrance and exit audit conferences with OPD and CPRA with auditees.

Prepare work documents, forms, and reports to support conclusions and recommendations; determine adequacy <u>of</u> policies and procedures; modify <u>audit scopes of projects programs</u> with approval.

Prepare<u>detailed and comprehensive</u> audit_reports<u>that</u>, includeing specific findings and recommendations.

Communicate <u>audit</u>-results<u>compiled in reports</u>-to the Inspector General, Police Commission, Police Chief, and all involved parties, as appropriate.

Perform investigative audits, reviews, audits, or and inspections of CPRA's investigative procedures, policies, and standards.

Select random samples of CPRA reports of investigations and review them to ensure thoroughness and accuracy in accordance with national best practices.

Perform follow-up on implementation of management recommendations; assist in monitoring the implementation of external auditors' and stakeholder recommendations.

KNOWLEDGE AND ABILITIES

Knowledge of:

- General auditing principles and procedures including Generally Accepted Government Auditing Standards (GAGAS).
- Governmental accounting, auditing, review, investigation, inspection, and reporting standards.
- Law enforcement and public safety organizations including principles, practices, methods, and equipment; legal auditing practices.
- Quantitative and qualitative analysis; and budgeting and management control systems; and data analytics.
- Computerized accounting and tracking systems.
- Performance evaluation systems, program evaluation, and performance and procedural analysis.
- Program and budget management.
- Principles and techniques of persuasive oral and written reports and the effective presentation of recommendations.
- Principles and practices of performance <u>evaluations</u>, <u>analytics and/or</u> auditing.
- Statistical methods and rResearch techniques.
- Report writing techniques that are consistent with best practices for auditing and/or investigations.
- English syntax, language mechanics, punctuation, and grammar.
- <u>Personal cComputer systems and software applications including word processing,</u> spreadsheet, database, and presentation software programs; basic accounting and budgeting applications; and computerized tracking systems.

Ability to:

Conduct impartial performance <u>audits</u>, <u>reviews</u>, <u>inspections</u>, <u>and</u> program and/or fiscal audits and investigatiinvestigative reviews ons.

APXXX – INSPECTOR GENERAL PROGRAM AND PERFORMANCE AUDITORANALYST Page 3

- Gather and analyze-financial, program, performance, and statistical data.
- Research, understand, and apply laws, regulations, administrative policies, and procedures.
- Conduct best practices research.
- Use computer systems and software applications.
- Reduce complex issues to their most basic form; identify causes of unsatisfactory performance; develop sound, logical, fact-based conclusions; formulate reasonable and achievable recommendations with available resources.
- Identify potential risk exposures to the City; assist with making recommendations to rectify situations.
- Communicate clearly and concisely in both oral and written form.
- Prepare clear and concise reports, correspondence, and written materials.
- Make verbal presentations to both large and small groups.
- Work effectively as a member of a team and independently.
- Work in stressful situations and under strict deadlines.
- Exercise discretion and work in a highly confidential environment.
- Work collaboratively with sworn and civilian staff, elected officials, representatives from other organizations and the public.
- Provide lead direction to assigned administrative support staff.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

MINIMUM QUALIFICATIONS

Any combination of education and experience that is equivalent to the following minimum qualifications may be acceptable:

Education:

A Bachelor's degree from an accredited college or university in criminal justice, business administration, public administration, public policy, economics, or a related field. A Master's Degree in a related field is desirable.

Experience:

Two (2) years of progressively responsible experience as an <u>auditor analyst</u> in a public or private setting, including previous experience with <u>conducting program compliance</u> evaluation, performance audits, police misconduct investigations, and policy review._{τ} Experience should include performing analysis of programs and projects in accordance with generally accepted standards, and preparing written recommendations and reports on efficiency and effectiveness measures.

LICENSE OR CERTIFICATE

Successful incumbents in this job are expected to operate automotive vehicles in the performance of the assigned duties. Due to the nature of the assignment and the hours worked, public transportation may not be a cost-effective or efficient method for traveling to the various locations required. Individuals who are appointed to this position will be required to maintain a valid California Driver's License throughout the tenure of employment OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties.

Possession of one (or more) of the following professional designations is highly desirable:

- Certified Inspector General Evaluator/Inspector (CIGIE)
- Certified Public Accountant (CPA)
- Certified Internal Auditor (CIA)
- Certified Government Auditing Professional (CGAP)
- Certified Internal Control Auditor (CICA)
- Certified Fraud Examiner (CFE)
- Certified Information Systems Auditor (CISA)
- Certified Inspector General Auditor (CIGA)
- <u>Certified Inspector General Investigator (CIGI)</u>
- Certified Government Financial Manager (CGFM)

OTHER REQUIREMENTS

Must pass a thorough background investigation.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY									
Established:	05/19/2022	CSB Resolution #:	45131	Salary Ordinance #:					
Exempted:	$Y \square N \boxtimes$	Exemption Resolution	n #:						
Revision Date Re-titled Date		CSB Resolution # CSB Resolution #		Salary Ordinance #:					
Previous title	(s):								



CIVIL SERVICE BOARD MEETING AGENDA MINUTES (DRAFT)

Date: May 16th, 2024OPEN SESSION 5:30 p.m.City Hall, One Frank H. Ogawa Plaza, Hearing Room 1BOARD MEMBERS:Chairperson, Yvonne Hudson- Harmon; Vice Chair, Lauren Baranco;
Michael Brown; Beverly A. WilliamsSTAFF TO THE BOARD:Mary Hao, HRM Director/Secretary to the Board
Tina Pruett, Human Resources Manager/Staff to the Board
Ayana Smith, Administrative Assistant II/Staff to the Board
Meeti Sudame, Attorney to the BoardThe following options will be available to observe this meeting:

Online video teleconference (via ZOOM):

Please click the link below to join the webinar:

https://us02web.zoom.us/j/84770081425?pwd=N0V1VTExeTZnRjdvUDBhQ09oaUZWQT09 Passcode: CSB2024 [One tap mobile +16699006833_84770081425#_*7708206# US (San Jose)

+16699006833,,84770081425#,,,,*7708206# US (San Jose)

+16694449171,,84770081425#,,,,*7708206# US

Please note: the Zoom link and access number are to view/listen to the meetings only, not for participation

• Telephone: Dial (for higher quality, dial a number based on your current location): +1 669 444 9171 US or +1 669 900 6833 US (San Jose) or +1 253 205 0468 US or +1 253 215 8782 US (Tacoma) or +1 346 248 7799 US (Houston) or +1 719 359 4580 US or +1 646 931 3860 US or +1 689 278 1000 US or +1 929 205 6099 US (New York) or +1 301 715 8592 US (Washington DC) or +1 305 224 1968 US or +1 309 205 3325 US or+1 312 626 6799 US (Chicago) or +1 360 209 5623 US or +1 386 347 5053 US or +1 507 473 4847 US or +1 564 217 2000 US Webinar ID: 869 0003 5016 Passcode: 6922601

Find your local number: https://us02web.zoom.us/u/kbf5JUxHxH

OPEN SESSION AGENDA

ROLL CALL

1) PUBLIC COMMENT:

No Public comments were taken at this time.

2) APPROVAL OF THE MAY 16, 2024, CIVIL SERVICE BOARD A MEETING AGENDA

45251 Member Williams motioned to approve the May 16, 2024 Civil Service Board Meeting agenda, seconded by Member Brown. Votes: Board Member Ayes: -Hudson-Harmon, Baranco, Brown,Williams Board Member Noes: None Board Member Abstentions: None Board Members Absent: None

3) UPDATES, SECRETARY TO THE BOARD

4) CONSENT CALENDAR:

- a) Approval of Provisional Appointment (3)
 - Human Services (2)
 - Planning and Building (1)
- b) Approval of Employee Requests for Leave of Absence (2)
 - Economic Workforce Development (1)
 - Human Services (1)
- c) Approval of Revised Classification Specifications
 - There are no Revised Classification Specifications this Month.

45252 Member Brown motioned to approve the May 16, 2024 Consent Calendar, seconded by Member Williams. Votes: Board Member Ayes: -Hudson-Harmon, Baranco, Brown,Williams Board Member Noes: None Board Member Abstentions: None Board Members Absent: None

5) OLD BUSINESS:

ACTION

INFORMATION

ACTION

a) Approval of April 18, 2024, Civil Service Board Meeting Minutes	ACTION
45253 Member Williams motioned to approve the April 18, 2024 Civil Service Board Meeting Agenda Minutes seconded by Vice Chair Baranco. Votes: Board Member Ayes: -Hudson-Harmon, Baranco, Brown,Williams Board Member Noes: None Board Member Abstentions: None Board Members Absent: None	
b) Determination of Schedule of Outstanding Board Items	INFORMATION
c) Informational Report on the Status of Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs) Including a Report of the Names, Hire Dates, and Departments of all ELDE's and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21	INFORMATION

6) NEW BUSINESS:

INFORMATION

• There is no new business this month.

7) ADJOURNMENT

45254 Member Williams motioned to adjourn the meeting, seconded by Member Brown. Votes: Board Member Ayes: -Hudson-Harmon, Baranco, Brown,Williams Board Member Noes: None Board Member Abstentions: None Board Members Absent: None

NOTE: The Civil Service Board meets on the 3rd Thursday of each month. The next meeting is scheduled to be held on Thursday, June 18th, 2024. All materials related to agenda items must be submitted by Monday, June 3rd, 2024. For any materials over 100 pages, please also submit an electronic copy of all materials. Submit items via email or U.S. Mail to:

City of Oakland - Civil Service Board 150 Frank H. Ogawa Plaza, 2nd floor Oakland, CA 94612



Do you need an ASL, Cantonese, Mandarin or Spanish interpreter or other assistance to participate? Please email <u>civilservice@oaklandca.gov</u> or call (510) 238-3112 or (510) 238-3254 for TDD/TTY five days in advance.

¿Necesita un intérprete en español, cantonés o mandarín, u otra ayuda para participar? Por favor envíe un correo electrónico <u>civilservice@oaklandca.gov</u> o llame al (510) 238-3112 o al (510) 238-3254 Para TDD/TTY por lo menos cinco días antes de la reunión. Gracias.

你需要手語,西班牙語,粵語或國語翻譯服務嗎?請在會議前五個工作天電郵 civilservice@oaklandca.gov

或致電 (510) 238-3112 或 (510) 238-3254 TDD/TTY



CIVIL SERVICE BOARD APPEALS & HEARINGS CALENDAR <u>PENDING LIST – June 20, 2024</u>

1. OPEN

Case Number	Classification	Dept.	Action Pending	Hearing Date	Notes/Next Steps
CPRA-2024-AP01	Complaint Investigator II	Community Police Review Agency	6.05 – Appeal of probationary release	July 18, 2024	
PORT-2024-AP02	GIS/LIS Administrator	Port of Oakland	4.08 – Type and Scope of Competitive Examination	June 20, 2024	
OPD-2022-AP01	Police Officer	Oakland Police Department	10.03 – Appeal of Disciplinary Action	Further hearing dates scheduled for March 4, 5, 6, and 13, 2025	Referred to Hearing Officer

2. OTHER PENDING ITEMS

Date Requested	Subject	Report From	Date Due

3. CLOSED

Case Number	Classification	Dept.	Action Pending	Date Received	Notes
OPW-2024-AP03	Street Maintenance Leader	Oakland Public Works	10.03 – Appeal of Disciplinary Action	January 15, 2024	Closed due to lack of response from requester

4. UNDER REVIEW

Case Number	Classification	Dept.	Action Pending	Action Date	Notes
OFD-2024-AP03	Administrative Assistant II	Oakland Fire Department	10.03 Appeal of Disciplinary Action	June 4, 2024	



DATE: June 20, 2024
TO: THE HONORABLE CIVIL SERVICE BOARD
FROM: Mary Hao, Human Resources Director & Secretary to the Board
SUBJECT: TEMPORARY EMPLOYEES – Informational Report on the Status of Temporary Assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs) Including a Report of the Names, Hire Dates, and Departments of All ELDEs and TCSEs in Accordance with the Memorandum of Understanding Between the City and Local 21

SUMMARY

Staff has prepared this report to provide the Civil Service Board with an update on compliance with the Civil Service Rules related to temporary employees since the last report at the May 16, 2024, meeting. This report focuses on temporary employees in the categories of Exempt Limited Duration Employees (ELDEs) and Temporary Contract Service Employees (TCSEs), who are currently employed in the City of Oakland.

As of the pay period ending May 21, 2024, there was a total of one hundred thirty-five (135) employees in the following categories: TCSE (31), TCSE/Annuitant (31), and ELDE (73). One of these assignments is out of compliance with Rule 5.06.

Reports showing all the temporary assignments discussed in this report are included in a list *(Attachment A)* and a chart of trends *(Attachment B)* attached to this narrative report to provide a snapshot of the overall changes month to month.

BACKGROUND

The use of temporary employees is allowed under Civil Service Rule 5 (Certification and Appointment) in recognition that standard Civil Service employment practices can be cumbersome when a time-sensitive assignment arises, or existing resources do not fit a specific need. Pursuant to the Civil Service Rules, Section 5.06 governing temporary assignments, ELDE assignments may not exceed one year and TCSE assignments may not be "ongoing or repetitive."

STATUS OF NON-COMPLIANT ASSIGNMENTS

Of the one hundred thirty-five (135) temporary assignments, there is one (1) reported as out of compliance with Rule 5.06.

Page 2

RECOMMENDATION

Staff recommends that the Civil Service Board accept the monthly report on temporary assignments for Temporary Contract Service Employees (TCSEs) and Exempt Limited Duration Employees (ELDEs).

For questions regarding this report, please contact Human Resources Director Mary Hao at (510) 238-6338.

Attachments:

- A. TCSE/ELDE Report: For Payroll Period Ending May 21, 2024.
- B. TCSE/ELDE Compliance Trend Chart.

CITY OF OAKLAND CIVIL SERVICE BOARD

JUNE MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS

						ELDE	TCSE		
DEPT	EMPLOYEE LAST NAME	EMPLOYEE FIRST NAME	ORG	JOB DATE	TYPE	DATE	HOURS	NOTES	STATUS
			CLOSED THIS PERIOD (3)						
HSD	Jacobs	Jacqueline	78362 - CSBG - Programs	29-OCT-22	TCSE		1006.00		NON-COMPLIANT
HSD	Ali	Kareema	78231 - HS Classroom & Seasonal	5/13/23		5/13/23			COMPLIANT
HSD	Williams	Dwight	78361 - CSBG - Admin	15-APR-23	ELDE	4/15/23			COMPLIANT
			NEW THIS PERIOD (7)						
FINANCE	Fong	Angelica Leigh	08121 - Finance and Management: Payroll	11-MAY-24	ELDE	11-MAY-24			COMPLIANT
FINANCE FINANCE	Kane	Benjamin	08121 - Finance and Management: Payroll	27-APR-24 27-APR-24	ELDE ELDE	27-APR-24 27-APR-24			COMPLIANT COMPLIANT
FINANCE	Urtecho Wang	Jessica Del Carmen	08121 - Finance and Management: Payroll 08121 - Finance and Management: Payroll	27-APR-24 27-APR-24	ELDE	27-APR-24 27-APR-24			COMPLIANT
FINANCE	Wang Wilson	Yan Harold	08243 - Purchasing	27-APR-24 27-APR-24	ELDE	27-APR-24 27-APR-24			COMPLIANT
ANIMAL SERVICES		Sakeara Elizabeth	62111 - Animal Services	11-MAY-24	ELDE	11-MAY-24			COMPLIANT
HSD	Htoo	Hsar	78231 - HS Classroom & Seasonal	11-MAY-24	TCSE	11-MAY-24			COMPLIANT
			COMPLIANT (126)						
CAO	James	Cooke	02111 - City Administrator: Administration Unit	12-JUN-21	TCSE		157.00		COMPLIANT
CAO	Michael	Enslow	02112 - Communications & Media	10-JUN-23	ELDE	6/10/23			COMPLIANT
CAO	Rudi	Tcruz	02112 - Communications & Media	21-JAN-23	TCSE		0.00		COMPLIANT
CAO	Lisa	Logan	02151 - City Administrator Call Center	11-MAY-24	ELDE	5/11/2024			COMPLIANT
CITY CLERK	Ihsan	Mekki	03121 - City Clerk Unit	08-AUG-20	TCSE		0.00		COMPLIANT
CITY ATTORNEY	Chan	Patrick	04111 - City Attorney Administration Unit	30-OCT-23	ELDE	10/31/23			COMPLIANT
CITY ATTORNEY	Guzman	Ashley	04111 - City Attorney Administration Unit	19-AUG-23	ELDE	8/19/23			COMPLIANT
CITY ATTORNEY	Rossi	Daniel	04111 - City Attorney Administration Unit	08-SEP-20	TCSE/ANNUITANT		588.00		COMPLIANT
CITY ATTORNEY	Savitsky	Zoe Darvl	04111 - City Attorney Administration Unit	20-JAN-24	TCSE/ANNUITANT		63.50		COMPLIANT
	Look Luna	Eduardo	05211 - Employment and Classification Unit 07111 - City Auditor Unit	13-DEC-21 28-OCT-23	TCSE/ANNUITANT TCSE/ANNUITANT		650.50 724.50		COMPLIANT COMPLIANT
FINANCE	Boxdell	Ashley	08121 - Finance and Management: Payroll	17-FEB-24	ELDE	2/17/24	724.50		COMPLIANT
FINANCE	Tiwari	Sandeep	08111 - Finance and Management: Administration	16-SEP-23	ELDE	9/16/23			COMPLIANT
FINANCE	Treglown	Donna	08222 - General Ledger	18-JUN-18	TCSE/ANNUITANT		668.50		COMPLIANT
FINANCE	Walston	Valarie	08121 - Finance and Management: Payroll	28-OCT-23	TCSE/ANNUITANT		503.75		COMPLIANT
FINANCE	Woodward-Gonzales	Laura	08243 - Purchasing	14-OCT-23	ELDE	10/14/23			COMPLIANT
FINANCE	Zheng	Kelly	08121 - Finance and Management: Payroll	30-Mar-24	ELDE	3/30/24			COMPLIANT
FINANCE	Wright	Lisa Dorene	08121 - Finance and Management: Payroll	30-Mar-24	TCSE				COMPLIANT
POLICE	Harris	Regina	103310 - Communications Unit	19-MAR-22	TCSE/ANNUITANT		0.00		COMPLIANT
POLICE	Hicks	Mark	106610 - Background & Recruiting	18-MAR-23	TCSE/ANNUITANT		408.50		COMPLIANT
POLICE	Johnson	Carmen	106610 - Background & Recruiting	18-JAN-14	TCSE/ANNUITANT		797.00		COMPLIANT
POLICE	Lau	Peter	106610 - Background & Recruiting	19-AUG-23	TCSE/ANNUITANT		529.00		COMPLIANT
POLICE	Lighten Marshall	Ronald	106610 - Background & Recruiting 106510 - Fiscal Services	23-SEP-13 10-SEP-23	TCSE/ANNUITANT ELDE	9/10/23	861.00		COMPLIANT COMPLIANT
POLICE		LaRajia Edward	106610 - Background & Recruiting	23-SEP-13	TCSE/ANNUITANT	9/10/23	699.00		COMPLIANT
POLICE	Thipavong	Becky	101130 - Office of the Inspector General	19-AUG-23	TCSE/ANNUITANT		377.50		COMPLIANT
POLICE	Thomas	Mark	106610 - Background & Recruiting	04-MAR-23	TCSE/ANNUITANT		46.00		COMPLIANT
POLICE	Williams	Pamela	106610 - Background & Recruiting	04-MAR-23	TCSE/ANNUITANT		95.50		COMPLIANT
FIRE	Cole	Veronika	20711 - Emergency Services Program Unit	06-JAN-24	ELDE	1/6/24			COMPLIANT
FIRE	Cummings	Matthew	20311 - Fire Marshals Office Unit	17-FEB-24	ELDE	1/17/24			COMPLIANT
FIRE	Hellige	Scott	20813 - Fire Boat	12-AUG-19	TCSE/ANNUITANT		113.00		COMPLIANT
FIRE	Skillern	Sheryl	20331 - Inspectional Services Unit	28-MAY-22	TCSE/ANNUITANT		708.00		COMPLIANT
FIRE	Smyj	Matthew	20711 - Emergency Services Program Unit	06-JAN-24	ELDE	1/6/24			COMPLIANT
OPW	Andersen	Joseph	30541 - Equipment Services Administration	25-NOV-23	ELDE	11/25/23	~~		COMPLIANT
OPW	Ferguson	David	30111 - Director and Human Resources Unit	31-JAN-23	TCSE/ANNUITANT		88.50		COMPLIANT
OPW OPW	Flood	Cameron	30541 - Equipment Services Administration	16-MAR-24 11-SEP-23	TCSE ELDE	9/17/23	262.00		COMPLIANT COMPLIANT
OPW	Henry Hightower Sr	Nocosha Albert	30211 - Engineering and Construction - Administration 30559 - Facilities: Custodial - OPL	30-Mar-24	TCSE	9/17/23	159.00		COMPLIANT
OPW	Law	Allen	30244 - Sanitary Sewer Design	30-Mar-24 18-MAR-23	TCSE TCSE/ANNUITANT		960.00		COMPLIANT
OPW	Law Loman	Alexius	30557 - Facilities: Structural	01-JUL-23	ELDE	7/1/23	000.00		COMPLIANT
OPW	Santiago III	Jose	30652 - Landscape Maintenance	28-OCT-23	TCSE/ANNUITANT		920.00		COMPLIANT
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CITY OF OAKLAND CIVIL SERVICE BOARD

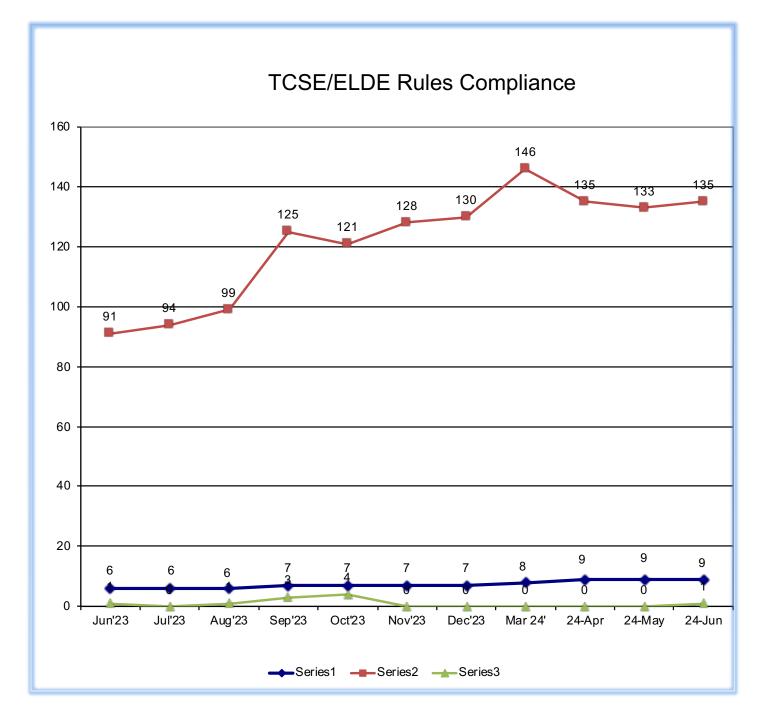
JUNE MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS

						ELDE	TCSE		
DEPT	EMPLOYEE LAST NAME	EMPLOYEE FIRST NAME	ORG	JOB DATE	TYPE	DATE	HOURS	NOTES	STATUS
OPW	Suarez Fuentes	Claudia	30559 - Facilities: Custodial - OPL	02-MAR-24	TCSE		389.00		COMPLIANT
OPW	Vargas Jr	Abel	30541 - Equipment Services Administration	14-OCT-23	TCSE/ANNUITANT		960.00		COMPLIANT
OPW	Weiss	Steven	30111 - Director and Human Resources Unit	14-OCT-23	TCSE		596.50		COMPLIANT
OPW	Williams	Tedd	30673 - Graffiti Abatement & Rapid Response	10-JUN-23	ELDE	6/10/23			COMPLIANT
DOT	Krohn	Jeffrey	35219 - Structures & Emergency Response	07-JAN-23	TCSE/ANNUITANT		443.50		COMPLIANT
DOT	Kueh	Sow	35121 - DOT Fiscal Services	10-JUN-23	TCSE/ANNUITANT		674.50		COMPLIANT
DOT	Lee	LaMejonna	35247 - Mobility Management	08-JUL-23	ELDE	7/8/23			COMPLIANT
DOT	Meza	Ruth	35421 - Transforming Oakland Waterfront Neighborhoods (TOWN)	11-May-24	ELDE	5/23/23			COMPLIANT
DOT	Wlassowsky Jr	Wladimir	35219 - Structures & Emergency Response	13-NOV-21	TCSE/ANNUITANT		664.50		COMPLIANT
ITD	Bailey	Ryan	46271 - Telecommunications	06-JAN-24	ELDE	1/6/24			COMPLIANT
ITD	Ibrahim	Mamadou	46341 - Application Development	10-JUN-23	ELDE	6/10/23			COMPLIANT
ITD	MacLeod	Robert	46341 - Application Development	30-OCT-21	TCSE/ANNUITANT		553.00		COMPLIANT
ITD	Messac	Patrick	46531 - Public Safety Applications	18-FEB-23	TCSE		410.00		COMPLIANT
ITD	Wei	Mingyi	46341 - Application Development	10-JUN-23	ELDE	6/10/23			COMPLIANT
OPR	Canedo	Joseph	502332 - East Oakland Sports Center	16-SEP-23	ELDE	9/16/23			COMPLIANT
ANIMAL SERVICES		Linda	62111 - Animal Services	06-JAN-24	TCSE		135.00		COMPLIANT
ANIMAL SERVICES		April	62111 - Animal Services	06-JAN-24	TCSE		535.00		COMPLIANT
ANIMAL SERVICES	5	Catherine	62111 - Animal Services	25-NOV-23	TCSE		576.00		COMPLIANT
ANIMAL SERVICES		Melinda	62111 - Animal Services	03-FEB-24	ELDE	2/3/24			COMPLIANT
ANIMAL SERVICES		Suzanne	65111 - Public Ethics Commission	16-SEP-23	ELDE	9/16/23			COMPLIANT
PEC	Lim	Trishia	65111 - Public Ethics Commission	02-MAR-24	TCSE		217.50		COMPLIANT
POLICE COMM	Gums	Kiana	66311 - Inspector General	07-JAN-23	ELDE				COMPLIANT
POLICE COMM	Hartford	Charlie	66211 - Community Police Review Agency	20-JAN-24	TCSE		189.50		COMPLIANT
POLICE COMM	Hitt	Clara	66211 - Community Police Review Agency	25-NOV-23	ELDE	11/25/23			COMPLIANT
POLICE COMM	Koehler	Mary	66211 - Community Police Review Agency	11-NOV-23	ELDE	11/11/23			COMPLIANT
POLICE COMM	Matz	Madeleine	66211 - Community Police Review Agency	11-NOV-23	ELDE	11/11/23			COMPLIANT
POLICE COMM	Montgomery	Mykah	66111 - Police Commission	25-NOV-23	ELDE	11/25/23			COMPLIANT
POLICE COMM	Smith	Roger	66211 - Community Police Review Agency	17-FEB-24	ELDE	2/17/24			COMPLIANT
POLICE COMM	Peredon Mendez	Karla	66211 - Community Police Review Agency	02-MAR-24	ELDE	3/2/24			COMPLIANT
POLICE COMM	Bezehertny	Dillon	66211 - Community Police Review Agency	30-Mar-24	ELDE	3/30/24			COMPLIANT
EWD	Berens	Matthew	67211 - Workplace Standards	10-JUN-23	ELDE	6/10/23			COMPLIANT
EWD	Jack	Christina	67411 - Compliance	10-JUN-23	ELDE	6/10/23			COMPLIANT
VIOLENCE PREV	Caplan	Gillian	70111 - Violence Prevention Administration	25-NOV-23	ELDE	11/25/23			COMPLIANT
VIOLENCE PREV	Corona Orellana	Ashley	70211 - Oakland Unite	05-AUG-23	ELDE	8/5/23			COMPLIANT
VIOLENCE PREV	Liboiron-Cohen	Zachary	70111 - Violence Prevention Administration	16-MAR-24	ELDE	3/16/24			COMPLIANT
VIOLENCE PREV	Romero	Jennifer	70211 - Oakland Unite	30-Mar-24	ELDE	3/30/24			COMPLIANT
HSD HSD	Boatwright	David	75631 - Senior Center Unit 75631 - Senior Center Unit	03-FEB-24 05-AUG-23	ELDE ELDE	2/3/24 8/5/23			COMPLIANT COMPLIANT
HSD	Galbraith	Angela Janell	75631 - Senior Center Unit	02-SEP-23	ELDE	9/2/23			COMPLIANT
HSD	Hampton King	Janeli Jennifer	75631 - Senior Center Unit	15-APR-23	ELDE TCSE/ANNUITANT	9/2/23	575.00		COMPLIANT
HSD	Li		75231 - Multipurpose Senior Service Program Unit	05-AUG-23	ELDE	8/5/23	575.00		COMPLIANT
HSD	Poston	Qingxing	75231 - Multipurpose Senior Service Program Unit 75631 - Senior Center Unit	05-AUG-23 08-FEB-20	TCSE	6/5/23	810.50		COMPLIANT
HSD	Steelman	Dorothy Misty	75631 - Senior Center Unit	05-AUG-23	ELDE	8/5/23	610.50		COMPLIANT
HSD	Banks		78111 - DHS Administration Unit		ELDE	6/5/23 11/25/23			COMPLIANT
HSD		Nicole		25-NOV-23 25-NOV-23	ELDE				COMPLIANT
HSD	Black	Tracey	78231 - HS Classroom & Seasonal	30-SEP-23	ELDE	11/25/23 9/30/23			COMPLIANT
HSD	Boyd	Marshay	78111 - DHS Administration Unit	03-FEB-24	TCSE	9/30/23	401.50		COMPLIANT
HSD	Buchanan Craig	Wanda Cameron	78231 - HS Classroom & Seasonal 78111 - DHS Administration Unit	03-FEB-24 06-JAN-24	ELDE	1/6/24	401.50		COMPLIANT
HSD	Eddings	Marquitta	78111 - DHS Administration Unit	30-SEP-23	ELDE	9/30/23			COMPLIANT
HSD	Faughtner	Audenaye	78231 - HS Classroom & Seasonal	03-FEB-24	TCSE	5/30/23	85.00		COMPLIANT
HSD	Faughtner Fernandez	Audenaye Lillian	78231 - HS Classroom & Seasonal 78231 - HS Classroom & Seasonal	03-FEB-24 03-FEB-24	TCSE		85.00 92.10		COMPLIANT
HSD	Gonzalez Mora	Deisy	78231 - HS Classroom & Seasonal	03-FEB-24 03-FEB-24	TCSE		92.10 116.50		COMPLIANT
HSD	Hatcher Jr.	Lucius	78231 - HS Classroom & Seasonal	15-OCT-22	TCSE/ANNUITANT		884.00		COMPLIANT
HSD	Hatcher Jr. Hendad	Ruba	78231 - HS Classroom & Seasonal	03-FEB-24	TCSE/ANNOLLANT TCSE		326.00		COMPLIANT
HSD	Hendad Ho	Ruba Sing-Yuet	78231 - HS Classroom & Seasonal 78111 - DHS Administration Unit	03-FEB-24 17-FEB-24	ELDE	2/17/24	320.00		COMPLIANT
100	TIU TIU	Sing-ruet		17-1 LD-24	LLDE	2/17/24			CONFLIANT

CITY OF OAKLAND CIVIL SERVICE BOARD

JUNE MONTHLY REPORT OF TCSE/ELDE ASSIGNMENTS

						ELDE	TCSE		
DEPT	EMPLOYEE LAST NAME	EMPLOYEE FIRST NAME	ORG	JOB DATE	TYPE	DATE	HOURS	NOTES	STATUS
HSD	Housheya	Yaser	78235 - HS Central Office Administration	11-NOV-23	ELDE	11/11/23			COMPLIANT
HSD	Hrishanth	Sharmily	78231 - HS Classroom & Seasonal	03-FEB-24	TCSE		171.25		COMPLIANT
HSD	LaMichhane	Margaret	78231 - HS Classroom & Seasonal	10-JUN-23	ELDE	6/10/23			COMPLIANT
HSD	Ly	Roselyn	78235 - HS Central Office Administration	03-FEB-24	ELDE	2/3/24			COMPLIANT
HSD	Nash	Raven	78411 - Community Housing Services	16-SEP-23	ELDE	9/16/23			COMPLIANT
HSD	Nino Ignacio	Norma	78235 - HS Central Office Administration	10-JUN-23	ELDE	6/10/23			COMPLIANT
HSD	Pollock	Shuxuan	78231 - HS Classroom & Seasonal	09-DEC-23	ELDE	12/9/23			COMPLIANT
HSD	Rebollo	Martha	78231 - HS Classroom & Seasonal	30-SEP-23	TCSE		798.50		COMPLIANT
HSD	Rodriguez Montano	Olga	78231 - HS Classroom & Seasonal	03-FEB-24	TCSE		285.00		COMPLIANT
HSD	Sharp	Damisi	78231 - HS Classroom & Seasonal	17-FEB-24	TCSE		492.50		COMPLIANT
HSD	Toll	Alexandra	78231 - HS Classroom & Seasonal	11-NOV-23	ELDE	11/11/23			COMPLIANT
HSD	Trist	Sarah	78231 - HS Classroom & Seasonal	25-NOV-23	ELDE	11/25/23			COMPLIANT
HSD	Villar	Rachelle	78231 - HS Classroom & Seasonal	02-MAR-24	TCSE		187.00		COMPLIANT
HSD	Williams-Reynolds	Marilyn	78231 - HS Classroom & Seasonal	14-OCT-23	TCSE		558.50		COMPLIANT
HSD	Huang	Jenny	78231 - HS Classroom & Seasonal	30-Mar-24	ELDE	3/30/24			COMPLIANT
HSD	Ahmed	Dhabya	78231 - HS Classroom & Seasonal	30-Mar-24	TCSE		175.00		COMPLIANT
OPW	Hightower Sr	Albert	30559 - Facilities: Custodial - OPL	30-Mar-24	TCSE				COMPLIANT
PBD	Kato	Janice	84421 - Engineering: Permit Center	15-OCT-22	TCSE/ANNUITANT		372.50		COMPLIANT
PBD	Ramirez	Andrea	84229 - Zoning	10-JUN-23	ELDE	6/10/23			COMPLIANT
PBD	Rex	Diana	84111 - Admin: Planning, Building & Neighborhood Preserv	29-OCT-22	TCSE/ANNUITANT		864.50		COMPLIANT
PBD	Hillmer	Jens	85221 - Project Implementation: Staffing	30-SEP-23	ELDE	9/30/23			COMPLIANT
EWD	Lane	Patrick	85221 - Project Implementation: Staffing	05-AUG-23	TCSE/ANNUITANT		489.50		COMPLIANT
EWD	Luna Torio	Kathleen	85631 - Special Events	20-JAN-24	ELDE	1/20/24			COMPLIANT
HCD	Crooms	Мауа	89969 - Residential Rent Arbitration	25-NOV-23	ELDE	11/25/23			COMPLIANT
HCD	Durades	Arlecia	89929 - Housing Development	09-DEC-23	ELDE	12/9/23			COMPLIANT
HCD	Howley	Janet	89929 - Housing Development	29-APR-23	TCSE	4/29/23	707.50		COMPLIANT
HCD	Huggins	Marchelle	89939 - Municipal Lending	28-OCT-23	ELDE	10/28/23			COMPLIANT
HCD	Latigue	Candace	89929 - Housing Development	02-MAR-24	ELDE	3/2/24			COMPLIANT
HCD	Leshin	Maryann	89919 - Admin: Housing & Community Development	26-NOV-22	TCSE		793.00		COMPLIANT
HCD	Little	De Shawn	89969 - Residential Rent Arbitration	25-NOV-23	ELDE	11/25/23			COMPLIANT
HCD	Momita	Helene	89969 - Residential Rent Arbitration	16-SEP-23	ELDE	9/16/23			COMPLIANT
HCD	Shiga	Koki	89919 - Admin: Housing & Community Development	17-FEB-24	ELDE	2/17/24			COMPLIANT
			NON COMPLIANT (1)						
DOT	Decroix	Luke Michael	35218 - Survey	11-Jun-22	TCSE/ANNUITANT		1000.00		NON-COMPLIANT



Employee Name: Employee ID# Date Requested: Department/Division: Permanent Job Title If requesting leave from permanent status for an exempt appointment, please provide the title of the non-civil service appointment and the type of exempt appointment. Exempt Position Title:	0	CITY OF AKLAND	of A	aid Leave Absence	FDNMNISLV	ype: . – Family Care Ext J – Family Death (n P – Military Leave (Z – Sick Leave (no p P – Miscellaneous (pay) o pay) □ CS – Leave from no pay) permanent status pay)	/ (no					
If requesting leave from permanent status for an exempt appointment, please provide the title of the non-civil service appointment and the type of exempt appointment. Exempt Position Title:	Er	nployee Nam	e:		_ Employe	e ID#	Date Requested:						
appointment and the type of exempt appointment. Exempt Position Title: ELDE Limited Duration Number of Business Days Requested: From: Unpaid Leave Taken this year? Yes No If yes, what type of leave: Unpaid Leave Taken this year? Yes Version of Different Leave Types Leave Type Maximum Duration Seniority? Seniority? FCL 4 months* Yes No Yes Yes FDN 5 days Yes Yes Function Yes Yes For 5 months* For 5 months* For military training and service SLV 1 year Yes No No* No* ANP 1 year Yes No No* Miscellaneous leave (no pay) P 1 year No No No No No* Maternity Leave	D	Department/Division: Permanent Job Title											
ELDE Limited Duration Interim Non-Civil Service Permanent Appointment Number of Business Days Requested:		If requesting leave from permanent status for an exempt appointment, please provide the title of the non-civil service											
Number of Business Days Requested: From: To: Unpaid Leave Taken this year? Yes No If yes, what type of leave: Comparison of Different Leave Types Leave Type Maximum Keep Accrued Accrue Keep Health Other FCL 4 months* Yes No Yes Combination of paid & unpaid leave FDN 5 days Yes No Yes For 5 months* For military training and service SLV 1 year Yes No No* No* Sick leave (paid) exhausted ANP 1 year Yes No No* Mo* Miscellaneous leave (no pay) P 1 year No No No * Maternity Leave	E	kempt Positior	n Title:										
Unpaid Leave Taken this year?YesNoIf yes, what type of leave:Comparison of Different Leave TypesLeave TypeMaximum DurationKeep Accrued Seniority?Keep Health Seniority?OtherFCL4 months*YesNoDepends*Combination of paid & unpaid leaveFDN5 daysYesNoYesFamily death leave (paid) exhaustedMNP1 yearYesYesFor 5 months*For military training and serviceSLV1 yearYesNoNo*Sick leave (paid) exhaustedANP1 yearYesNoNo*Miscellaneous leave (no pay)P1 yearNoNoNo *Maternity Leave		ELDE Limited Duration Interim Non-Civil Service Permanent Appointment											
Comparison of Different Leave TypesLeave TypeMaximum DurationKeep Accrued Seniority?Accrue Seniority?Keep Health Benefits?OtherFCL4 months*YesNoDepends*Combination of paid & unpaid leaveFDN5 daysYesNoYesFamily death leave (paid) exhaustedMNP1 yearYesYesFor 5 months*For military training and serviceSLV1 yearYesNoNo*Sick leave (paid) exhaustedANP1 yearYesNoNo*Miscellaneous leave (no pay)P1 yearNoNoNo *Maternity Leave	N	umber of Busi	ness Days Rec	quested:	Fro	om:	То:						
Leave TypeMaximum DurationKeep Accrue Seniority?Accrue Seniority?Keep Health Benefits?OtherFCL4 months*YesNoDepends*Combination of paid & unpaid leaveFDN5 daysYesNoYesFamily death leave (paid) exhaustedMNP1 yearYesYesFor 5 months*For military training and serviceSLV1 yearYesNoNo*Sick leave (paid) exhaustedANP1 yearYesNoNo*Miscellaneous leave (no pay)P1 yearNoNoNo *Maternity Leave	U	npaid Leave T	aken this year	? Yes N	lo If yes	, what type of lea	ve:						
DurationSeniority?Seniority?Benefits?FCL4 months*YesNoDepends*Combination of paid & unpaid leaveFDN5 daysYesNoYesFamily death leave (paid) exhaustedMNP1 yearYesYesFor 5 months*For military training and serviceSLV1 yearYesNoNo*Sick leave (paid) exhaustedANP1 yearYesNoNo*Miscellaneous leave (no pay)P1 yearNoNoNo *Maternity Leave				Comp	arison of Diff	erent Leave Types							
FDN5 daysYesNoYesFamily death leave (paid) exhaustedMNP1 yearYesYesFor 5 months*For military training and serviceSLV1 yearYesNoNo*Sick leave (paid) exhaustedANP1 yearYesNoNo*Miscellaneous leave (no pay)P1 yearNoNoNo *Maternity Leave		Leave Type				•	Other						
MNP1 yearYesYesFor 5 months*For military training and serviceSLV1 yearYesNoNo*Sick leave (paid) exhaustedANP1 yearYesNoNo*Miscellaneous leave (no pay)P1 yearNoNoNo *Maternity Leave		FCL	4 months*	-	-	Depends*	Combination of paid & unpaid leav	е					
SLV1 yearYesNoNo*Sick leave (paid) exhaustedANP1 yearYesNoNo*Miscellaneous leave (no pay)P1 yearNoNoNo *Maternity Leave		FDN	5 days	Yes	No	Yes	Family death leave (paid) exhaus	ted					
ANP1 yearYesNoNo*Miscellaneous leave (no pay)P1 yearNoNoNo *Maternity Leave		MNP	1 year	Yes	Yes	For 5 months*	For military training and service						
P 1 year No No No * Maternity Leave		SLV	1 year	Yes	No	No*	Sick leave (paid) exhausted						
, , , , , , , , , , , , , , , , , , ,				Yes	No	No*	Miscellaneous leave (no pay)						
		ANP	1 year	100									
CS Varies Yes No Depends* Subject to Department discretion * Additional Information					No	No *	Maternity Leave						

Employees on ANP, MNP, SLV, or Maternity leave may continue to participate in a City group health plan under COBRA at their own cost.

Employees taking a leave from permanent status for non-civil service appointments may be eligible to keep health benefits, depending on the specifics of the non-civil service appointment. Duration of leave from Civil Service status is discretionary.

Family Care Extended Leave allows employees to use a combination of paid and unpaid leave. Employees using paid leave keep their health benefits, while employees on unpaid leave for this category are entitled to extend their coverage under COBRA at their own cost. If the leave is unpaid maternity, an employee may take up to a maximum of 5 months leave.

Employee's Signature	Date	City Administrator Approval	Date
Department Head Approval	Date	Civil Service Board Resolution #	Date

Note: Civil Service Board approval is required for leave of 5 days or more for classified employees. City Administrator approval is required for leave of 5 days or more for exempt employees.