



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

Date/Time stamp or
 Email Receipt Information

SENIORITY POINT REVIEW REQUEST FORM

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

Please review the Frequently Asked Questions (FAQs) regarding seniority points and related questions before filling out this form.

INSTRUCTIONS:

1. Employee should complete the form and “Save As” a pdf under your Last Name, First Name – Job Classification (ex: Doe, Jane – Computer Operator).
2. Submit the completed form via email to hrradmin@oaklandca.gov, fax to (510) 238-2325, or send to the address listed above.
3. Make sure to attach any pertinent/related documentation or information.
4. Reviewed forms will be returned to employees via email from hrradmin@oaklandca.gov.

Employee Last Name	Employee First Name	Employee ID Number:
Current Job Classification Title:		Hire Date in Current Classification (<i>mm/dd/yyyy</i>):
Department Name:		Division Name:
Work Phone:		Home or Mobile Phone:
Email Address:		Date:

Please list your questions and concerns. Specifically describe any issues that you would like to bring to our attention regarding your seniority inquiry:

Human Resources Management use only:

Response/Findings:

Seniority Points:

Response Date:

Change Required

No Change Required

HRM Review Date:

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