



HAPPY NEW YEAR

Date: 1/5/2009

Results for Philadelphia:

1. Public Safety

2. Education

3. Jobs and Economic Development

4. Healthy and Sustainable Communities

5. Ethics

6. Customer Service and a High Performing Government



Camille Cates Barnett, PhD,
Managing Director



Agenda

Follow up items

Layoff Timeline

"Bumping"

Layoff Lists

Data Analysis

Results- Cost Savings

Lessons Learned

Support Services

Special Thanks

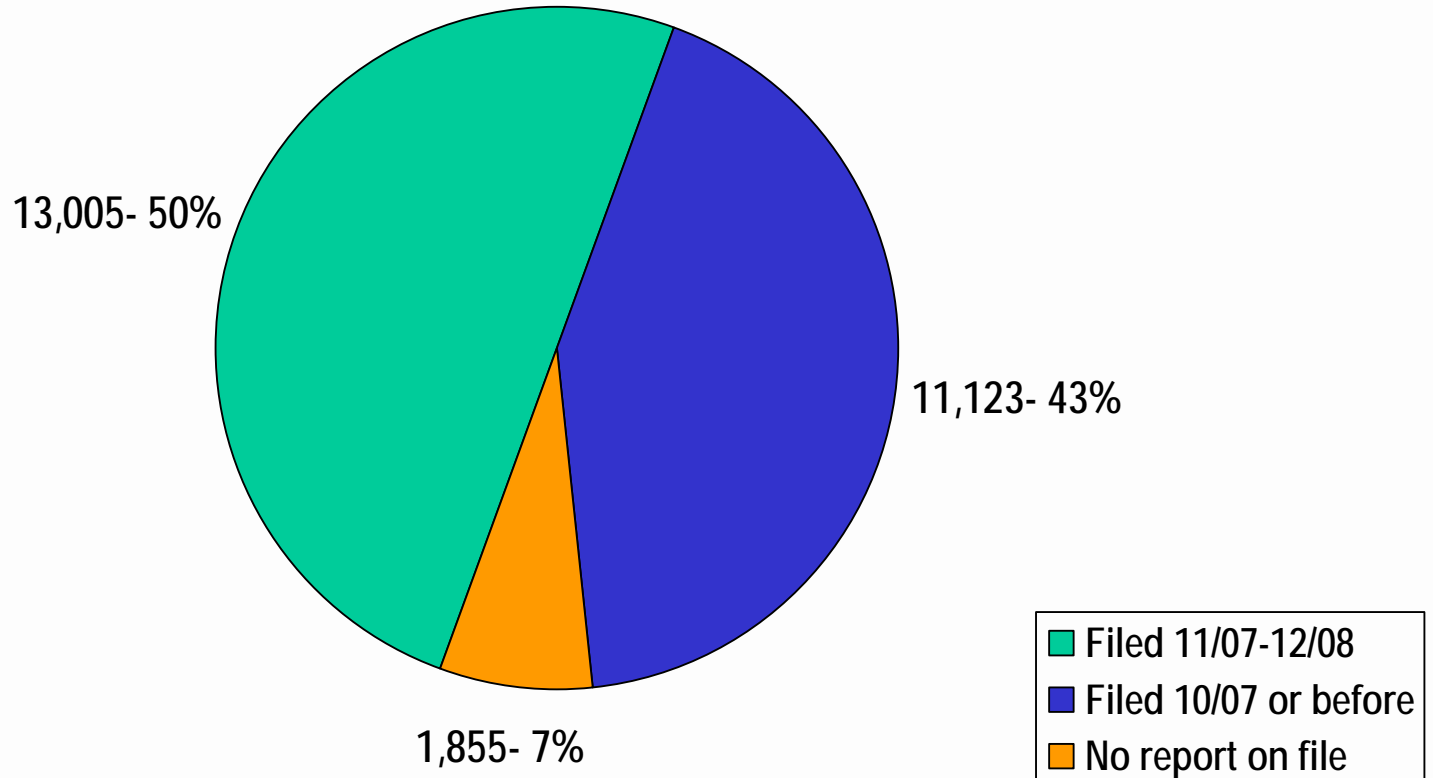
Report on the comparable workforce % for the comparable cities; what share of their workforces are being laid off versus our workforce.

City of Philadelphia	approx. 2.72% position reduction
Miami-Dade County	approx. 5.1% position reduction
City of Milwaukee	approx. 2.4% position reduction
New York City	approx. 1.9% position reduction
State of Virginia	approx. 1.16% position reduction

Employee information was not available for the State of Tennessee, City of Los Angeles, City of Atlanta, or City of Chicago.

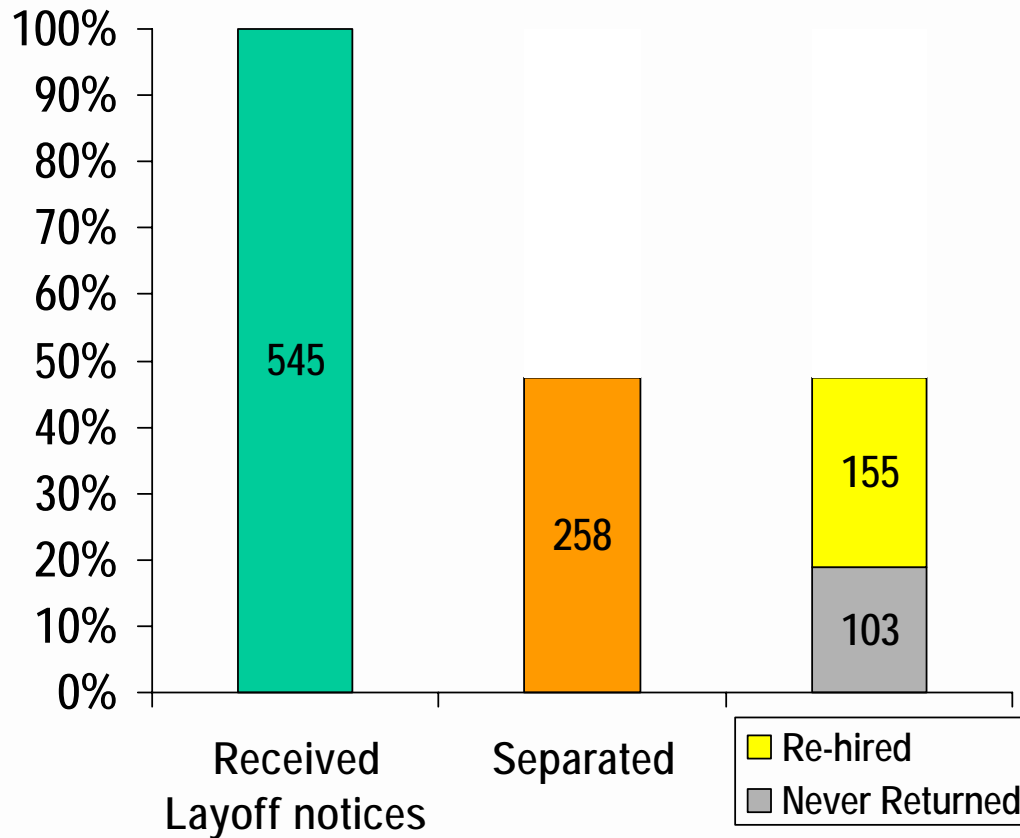
Report on the % workforce that do not have current performance reports (within the year).

25,983 Civil Service Employees



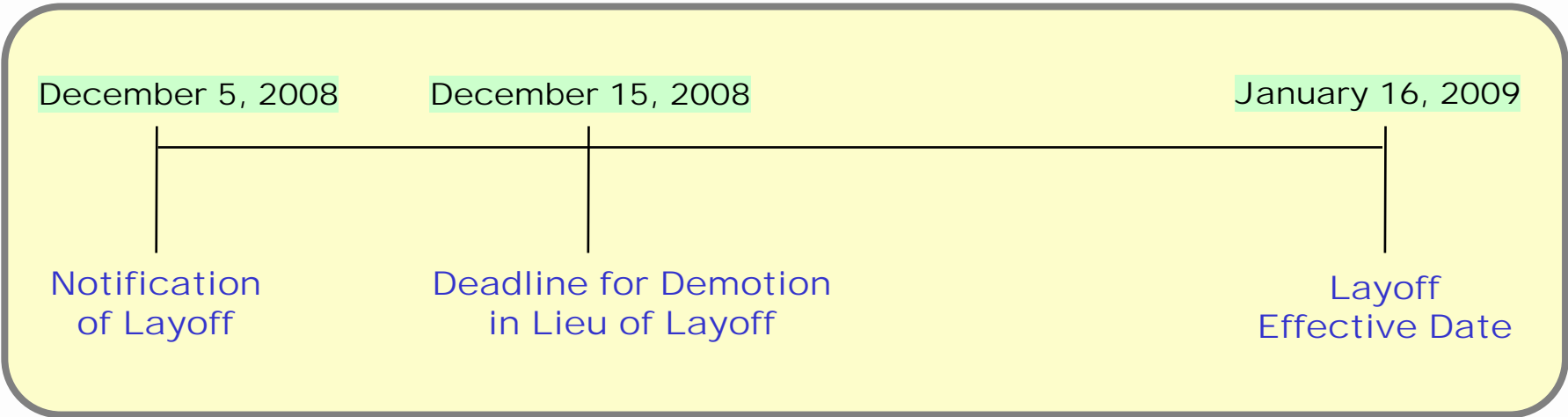
Half of Civil Service Employees do not have a current appraisal.

Report on % of those who were laid-off in the past who were eventually rehired off of the layoff lists



Time Period: May 1993 – March 2005. Layoffs occurred in 1993, 1994, 2005

Layoff Timeline



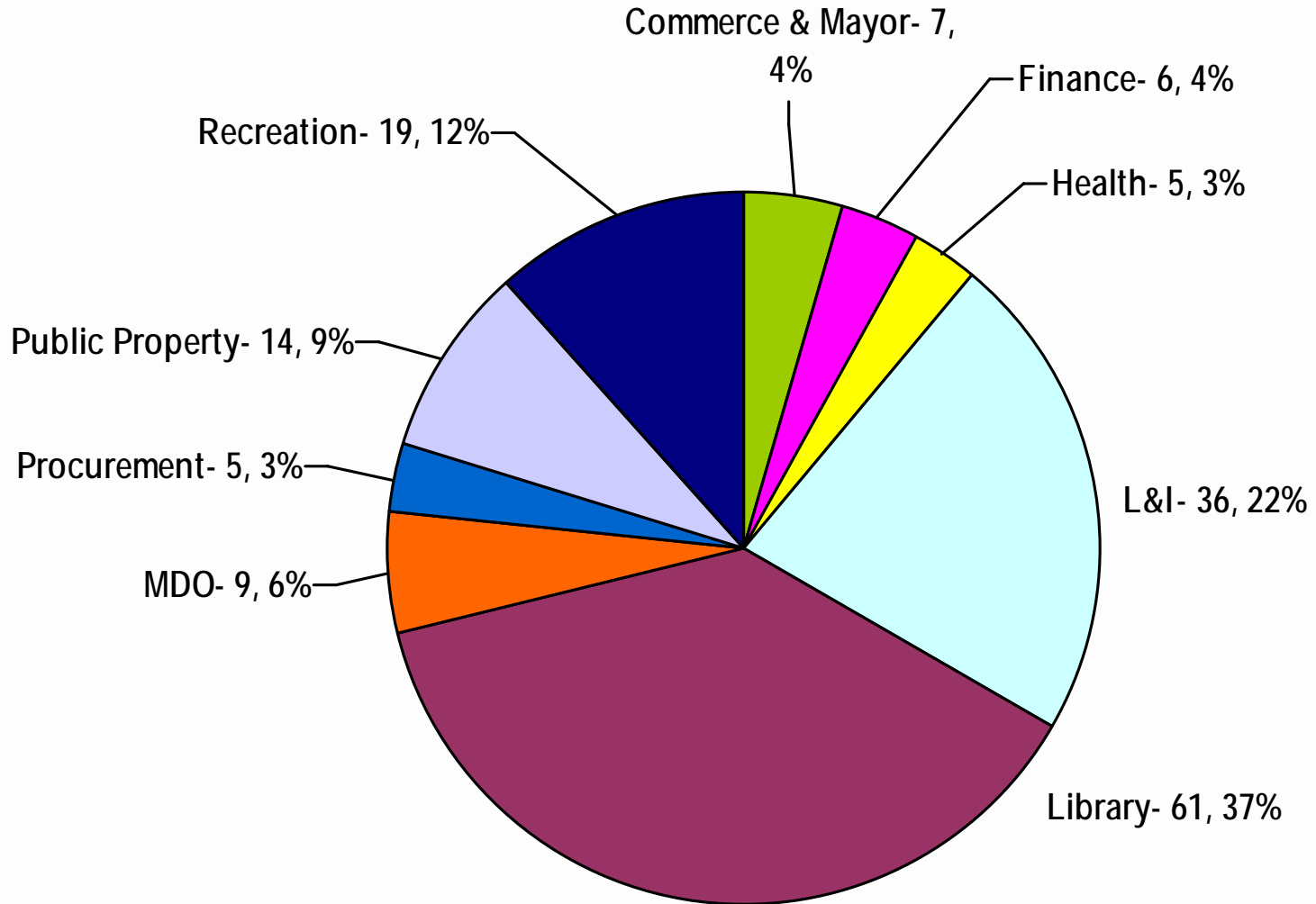
Demotion In Lieu Of Layoff - Bumping

- An employee displaced by voluntary demotion of another employee scheduled for layoff has the same right to elect voluntary demotion as described above. This can initiate another round of layoffs, and delay the actual removal of employees from the payroll.
- To be considered for demotion in lieu of layoff, an employee must notify the appointing authority and the Human Resources Director, in writing, not later than ten (10) calendar days after receiving notice of layoff.
- The appointing authority shall notify the Human Resources Director through - showing the names and layoff scores of both the demoted employee and the employee whom he or she will displace.
- The Appointing authority must provide written notification to employees not eligible for demotion in lieu of layoff.
- Employees who elect to take a voluntary demotion in lieu of layoff are placed on layoff lists for their previous class, and have the same right to be recalled to fill vacant positions as employees who have been laid-off and separated.

Layoff Lists

- Layoff lists will be used to fill vacancies for the classes from which employees have been laid-off. Layoff lists take precedence over other eligible lists to fill vacant positions.
- The names of employees laid off or demoted in lieu of layoff will be placed on a layoff list, ranked on the basis of combined total layoff points. The employee with the highest layoff score will be offered appointment from the layoff list first, and the appointments will then be made in rank order.
- There is no rule of two for appointment from layoff lists
- Layoff lists will be used to fill vacancies in any City department. Both departmental and Citywide Layoff lists will be established. The departmental layoff list is used before the city-wide layoff list in the same way as a departmental promotional eligible list is used before a city-wide promotional list.
- The Director can declare a Layoff List to be an appropriate related eligible list that can be used to fill vacant positions in other classes in the absence of eligible lists for those other classes.

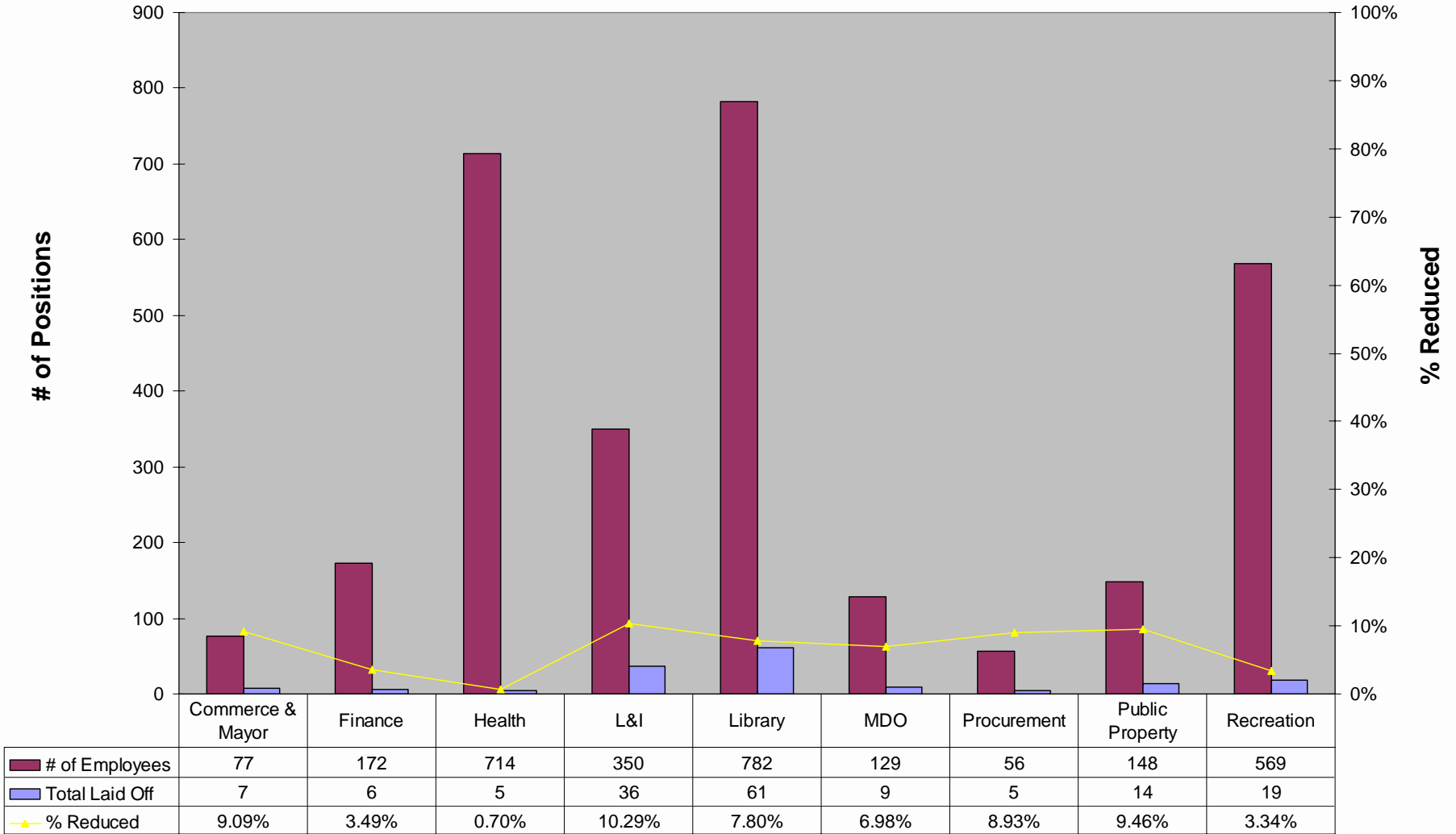
Total Layoffs By Department, % of Total Layoffs



As of 12/29/08

Proposed Layoffs- 220 Actual Layoffs- 162

Layoffs By Department, % of Departmental Employees



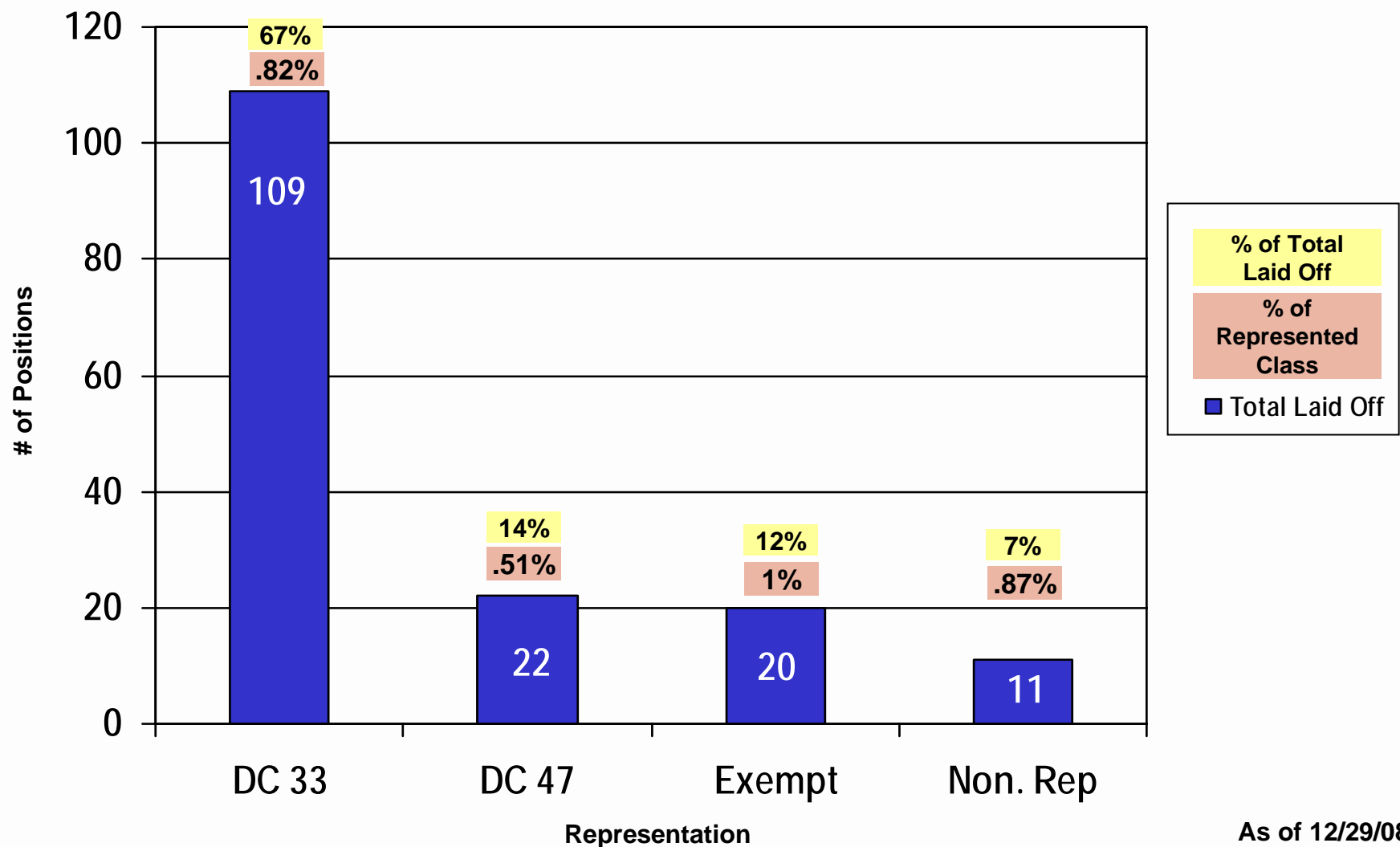
Source: Personnel Inventory Report
Regular and Part Time Positions

DEPARTMENT

As of 12/29/08

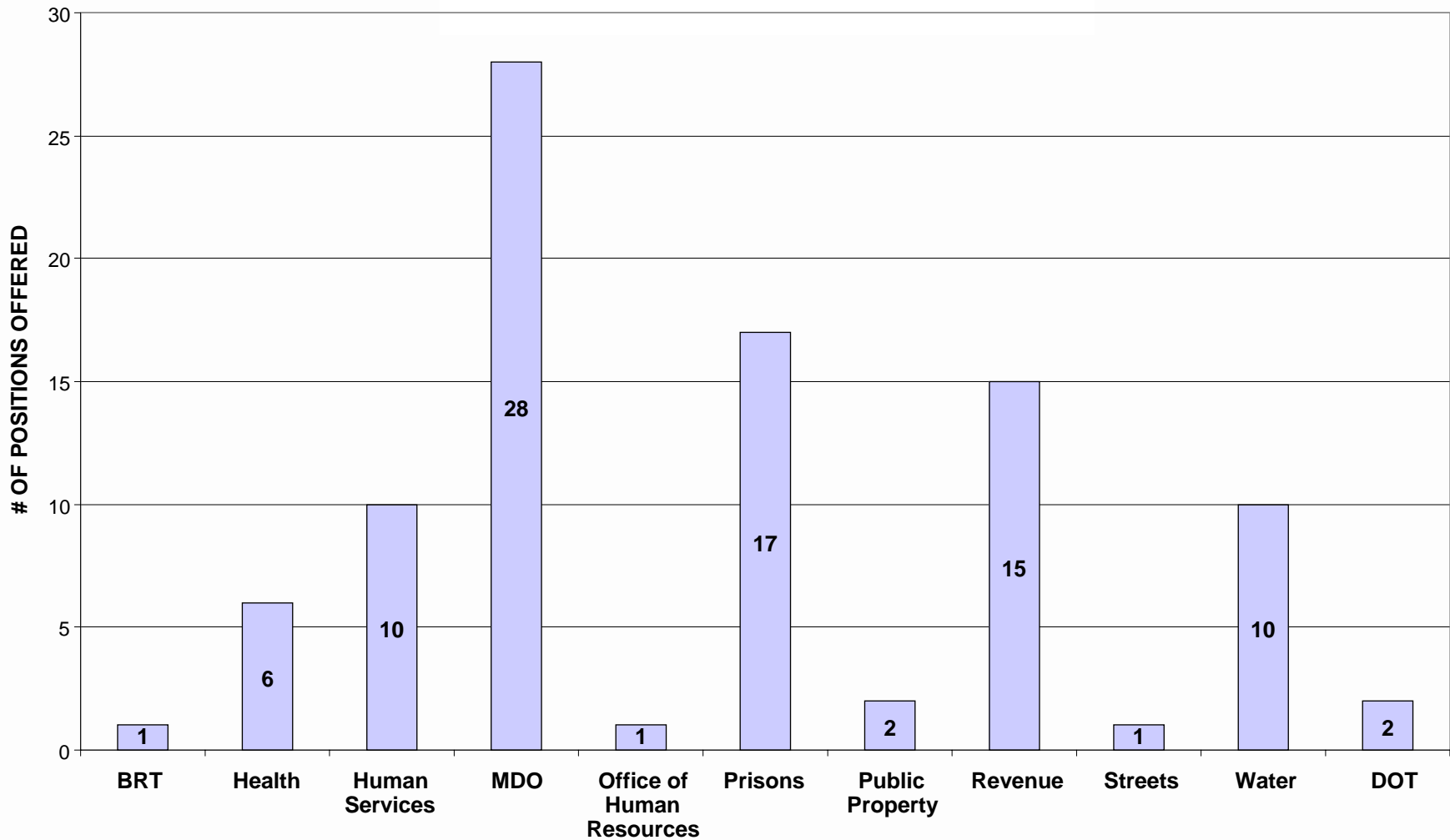
Layoffs by Representation

% of Total Laid Off, % of Represented Class



As of 12/29/08

Departments offering positions

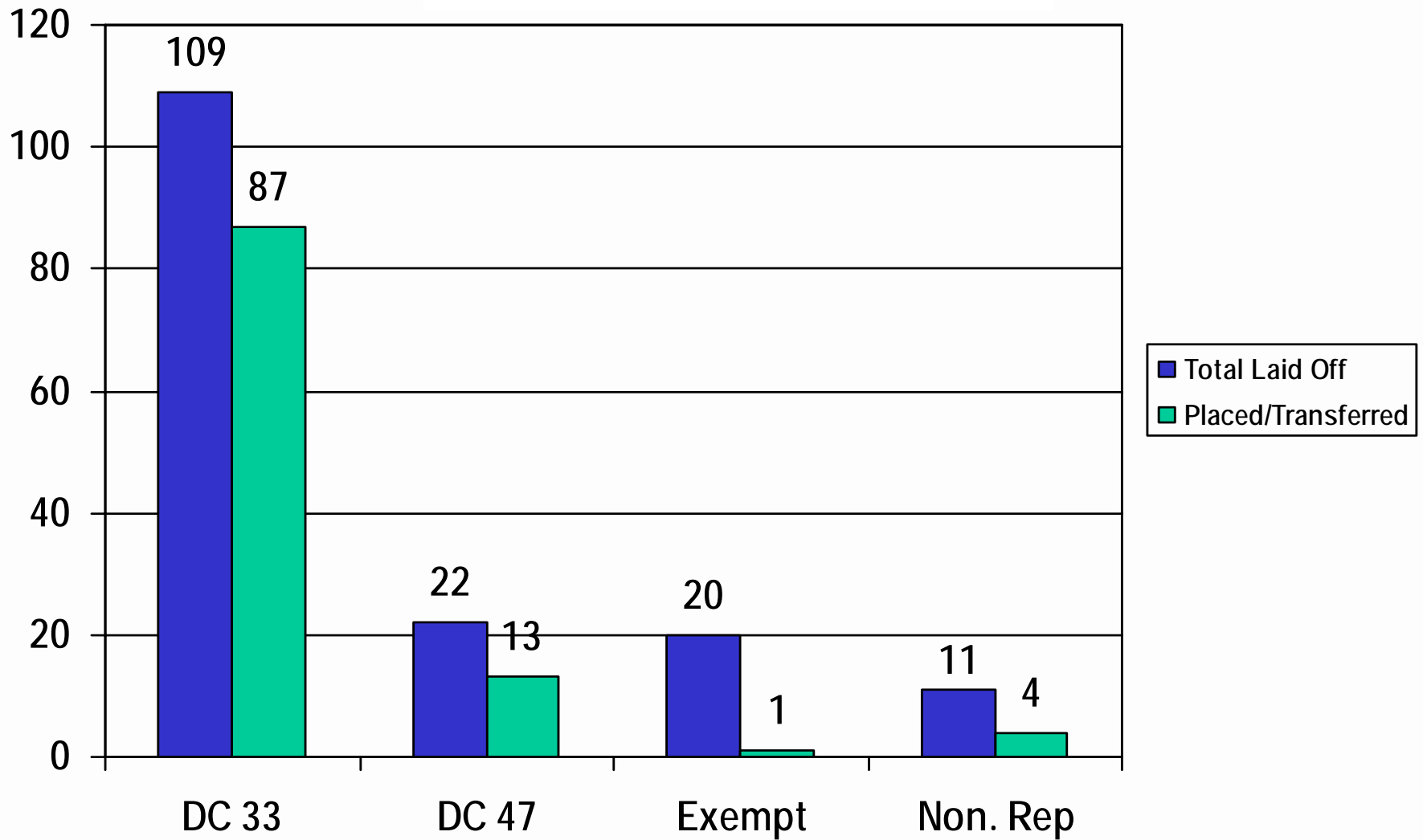


DEPARTMENT

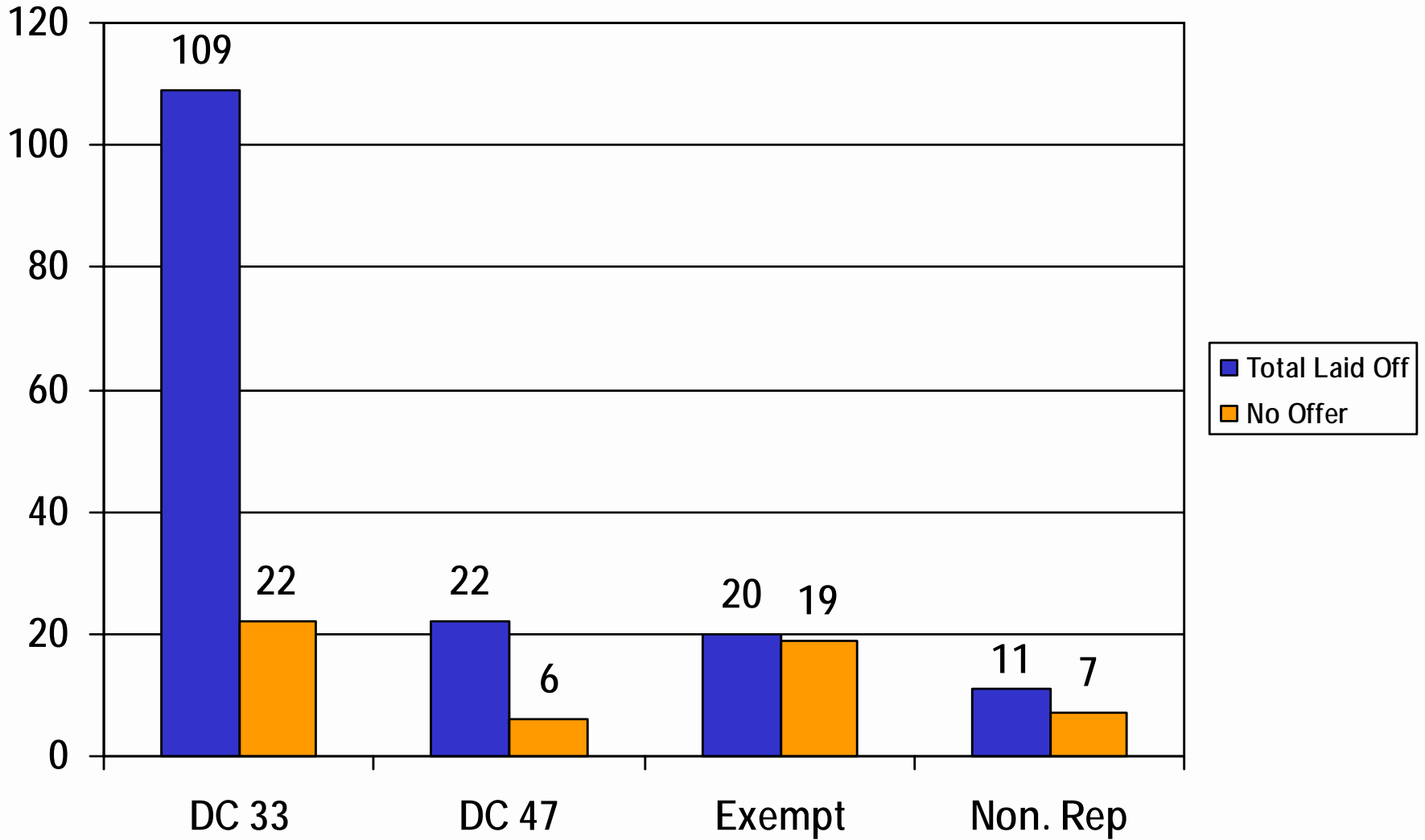
As of 12/29/08

93 positions offered by departments for placement/transfers

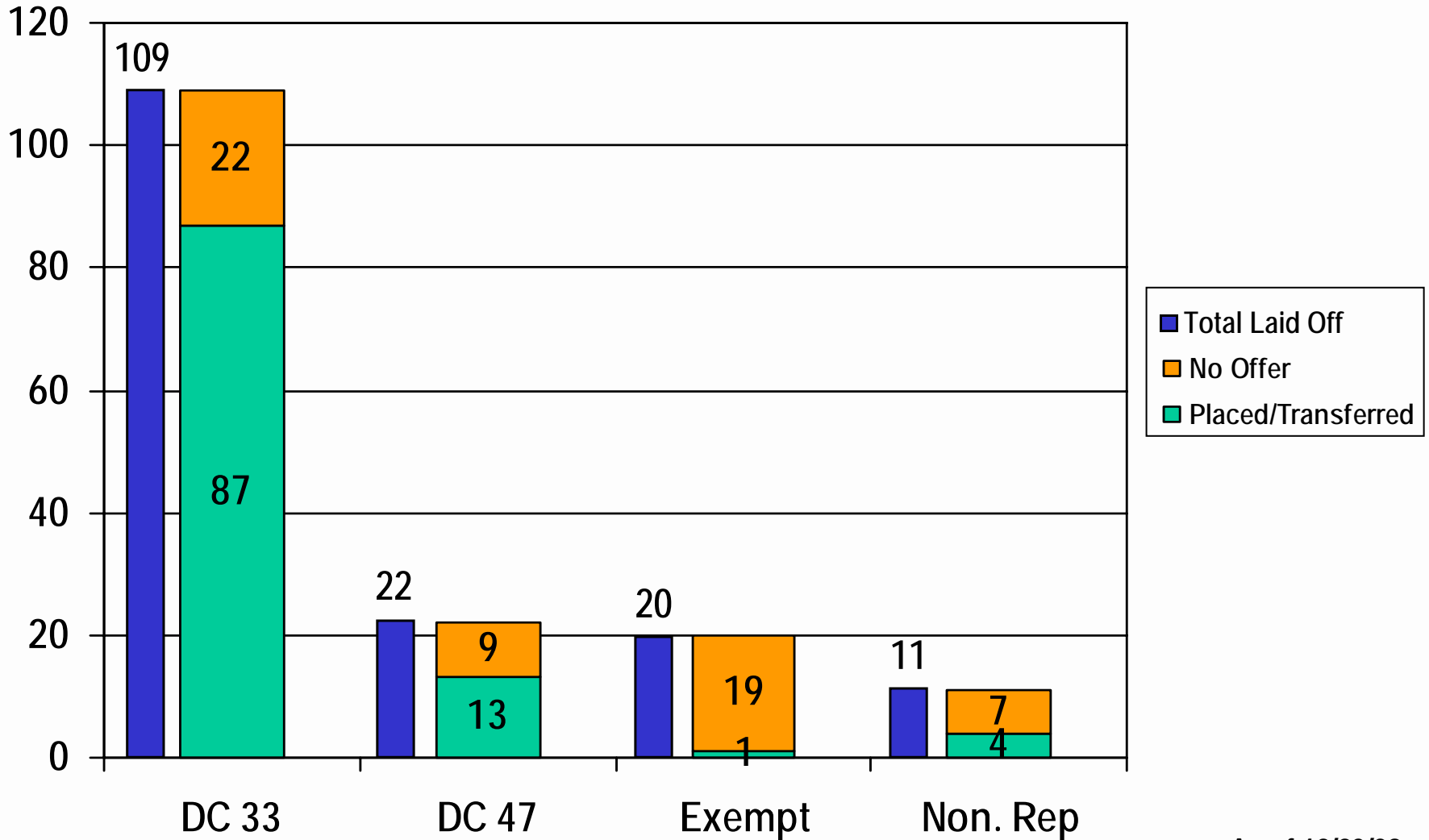
Laid Off vs. Placed/Transferred by Representation



Laid Off vs. No Offer by Representation

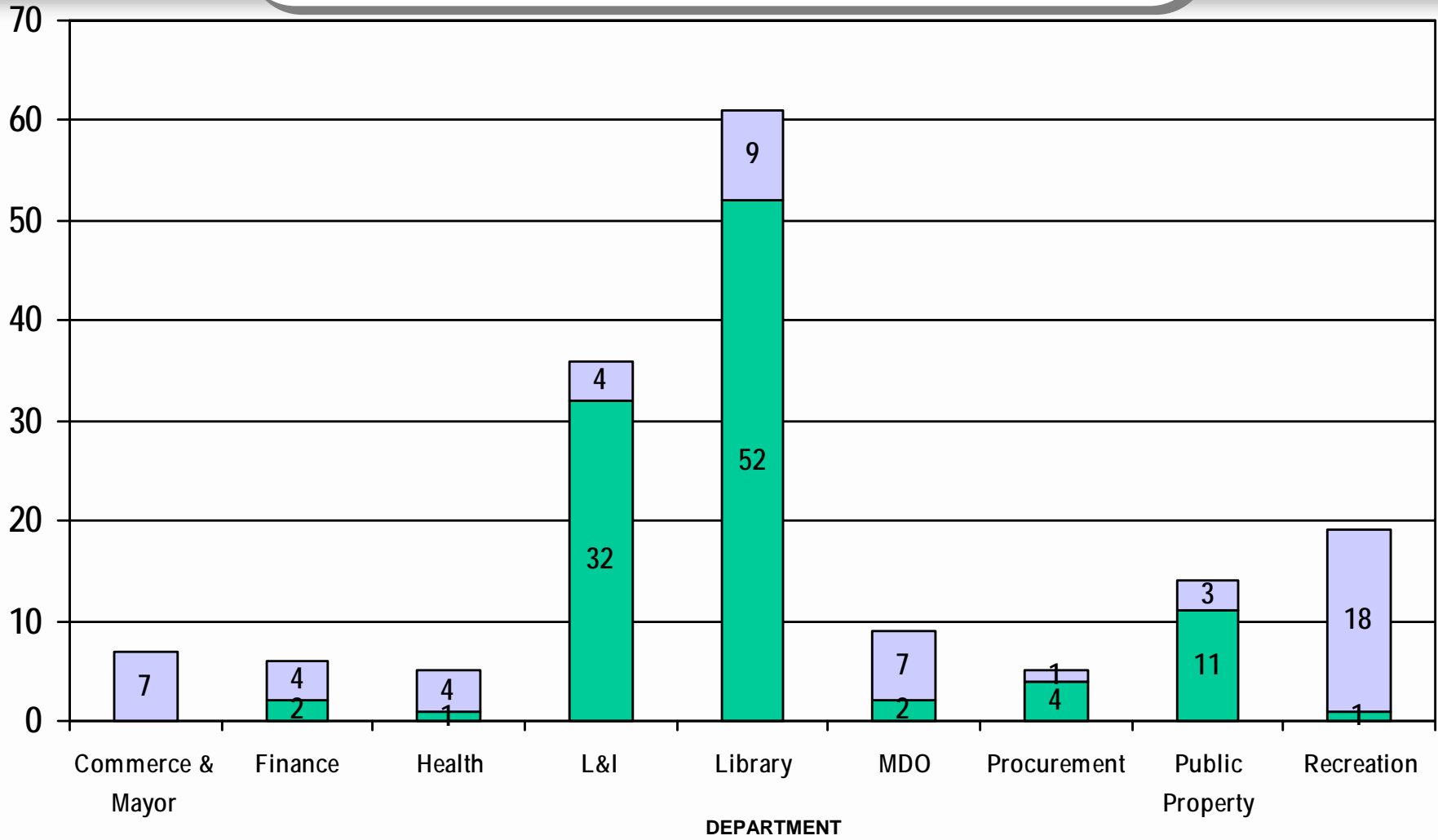


Placement status by Representation



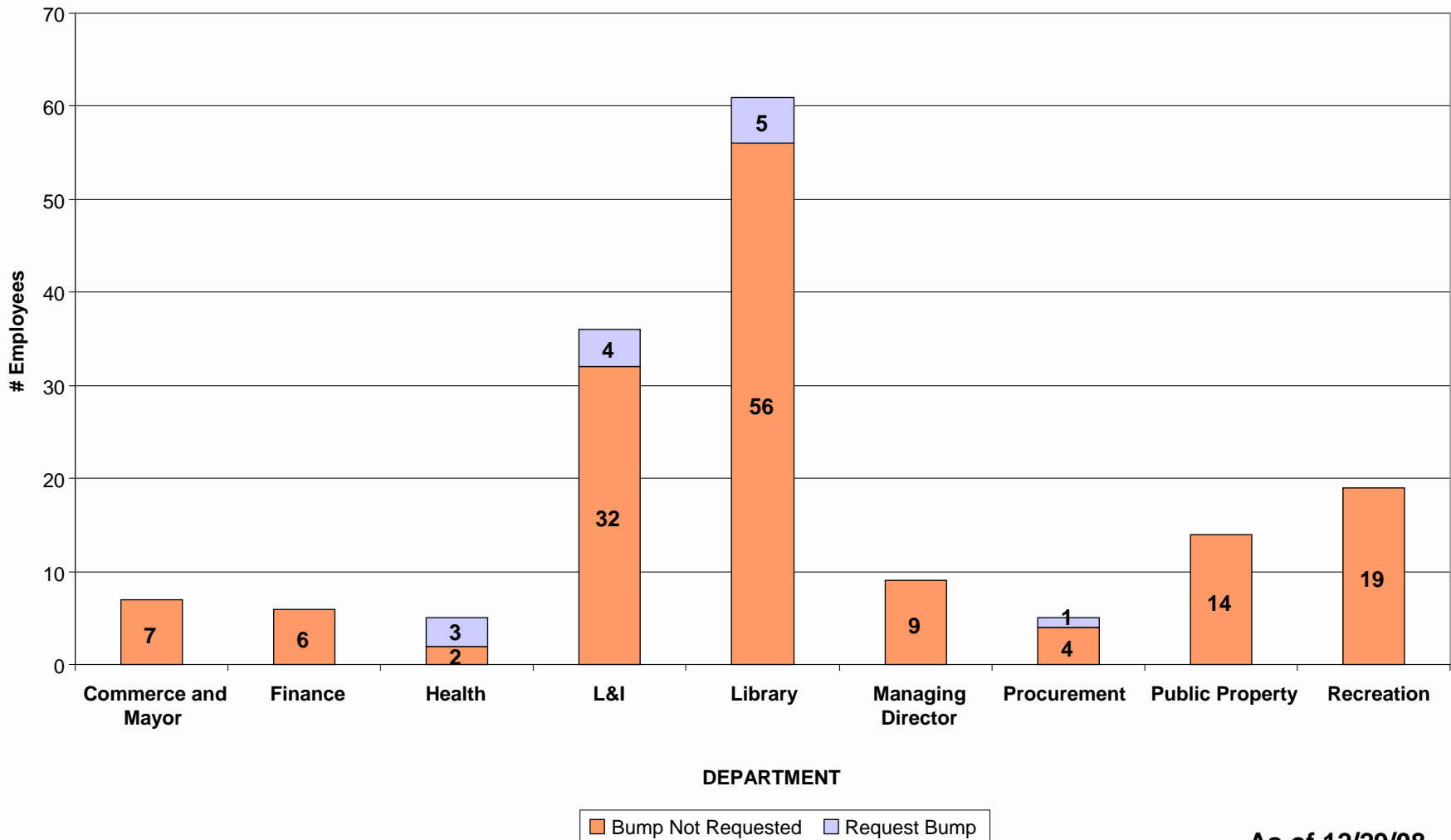
As of 12/29/08

Placement status by Department



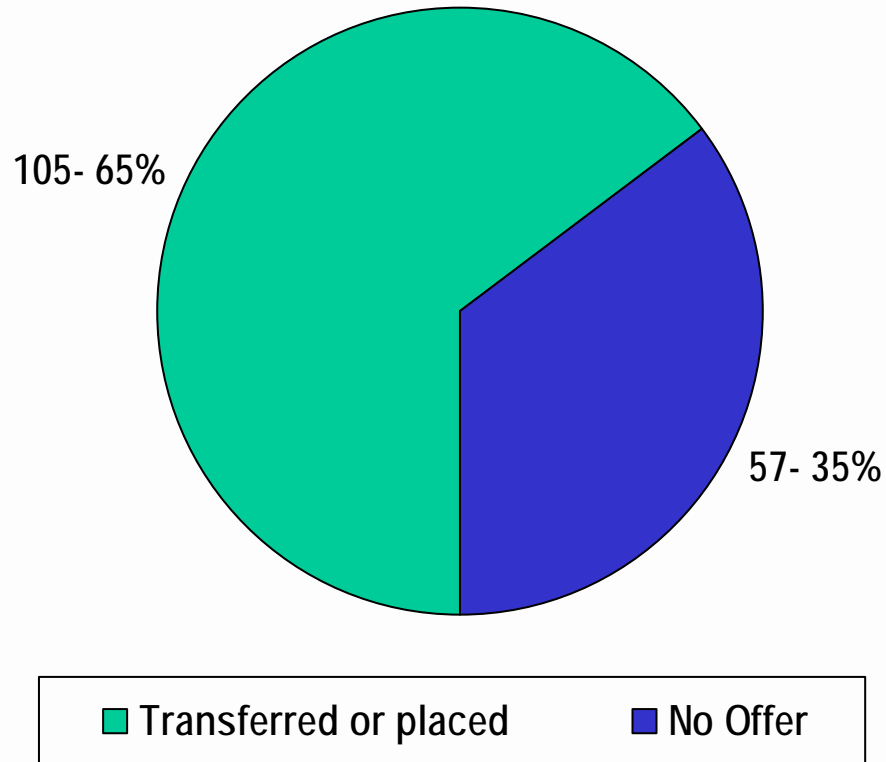
■ Placed/Transferred ■ No Offer

Employees requesting demotion in lieu of layoff (Bumping)



As of 12/29/08

Placed/transferred employees vs. employees with no offer

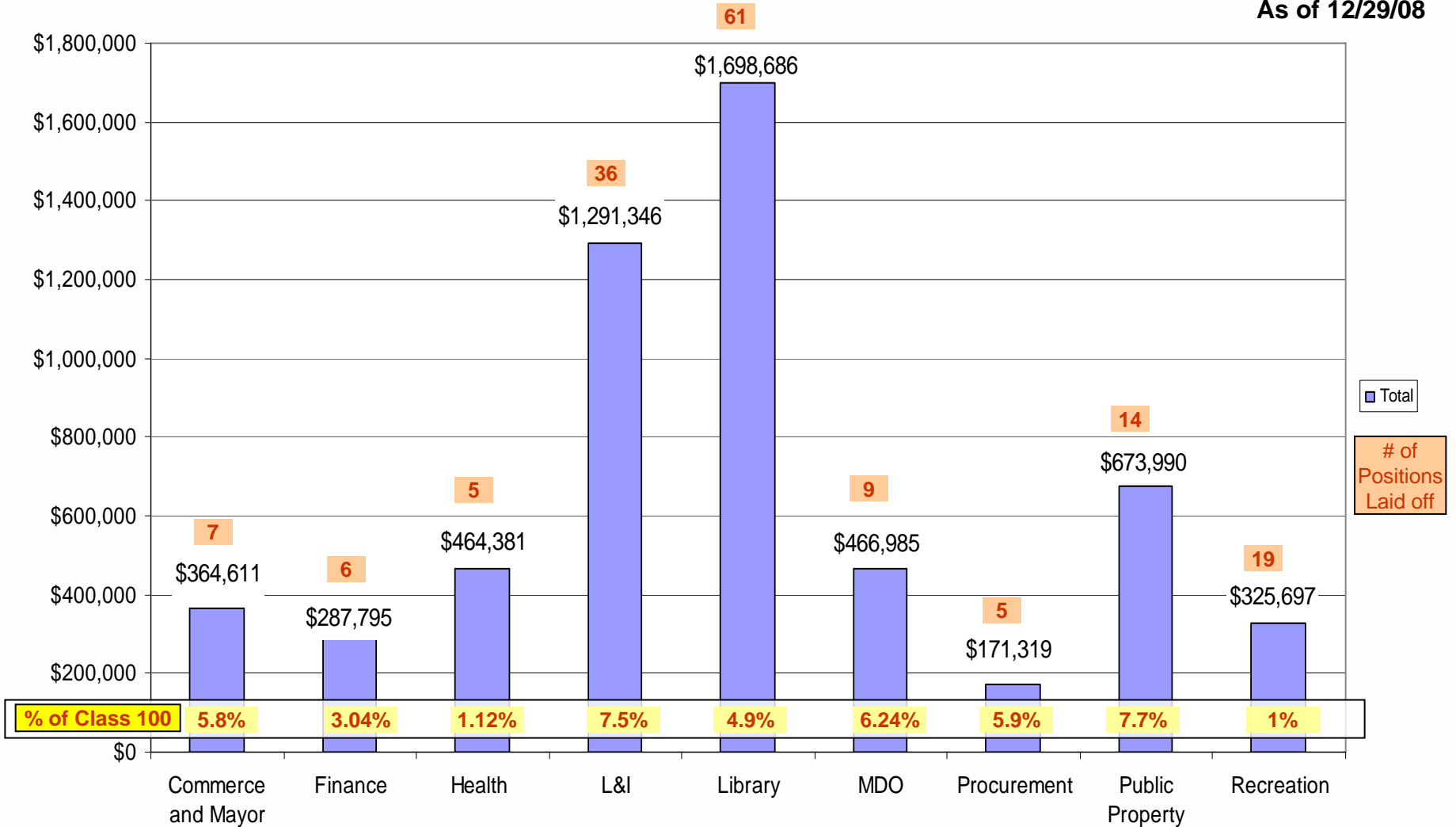


As of 12/29/08

Total Layoff Notifications- 162 Transferred/Placed-105
No Offer- 57 (13 requesting "bump" demotion in lieu of layoff)

Salary Cost Savings by Department

As of 12/29/08



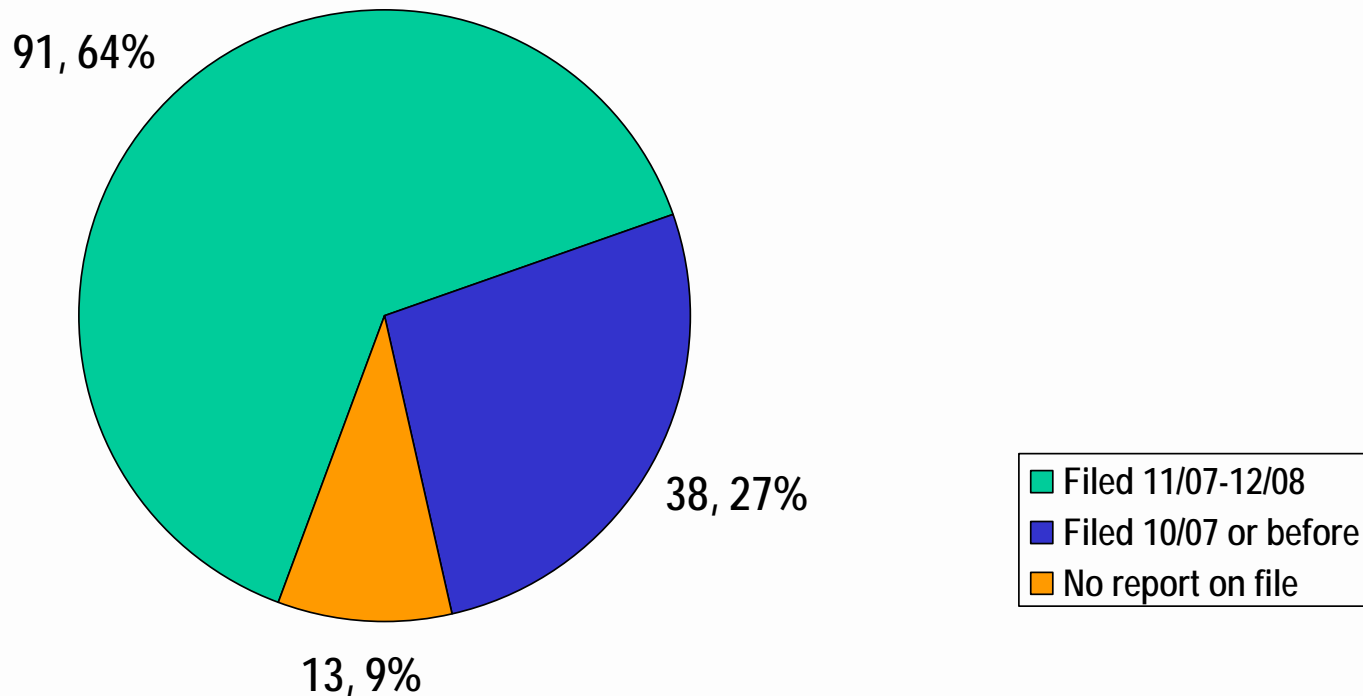
Source: Quarterly City Manager's Report Period Ending 6/30/08, Target Budget- Full Year

Total Salary Cost Savings- \$5,744,810

Lessons Learned

- Need for current performance reports

36% of civil service employees who were laid off do not have a current performance appraisal.



162 Layoff Notifications- 142 Civil Service, 20 Exempt

Lessons Learned

- Update the Performance Excellence Training to include and stress the significance and potential impact of the individual factors when preparing performance reports as they relate to layoff scores.

The sum of the points for each performance-rating factor divided by the number of factors used in the performance report is used in the layoff score.

The overall performance rating is not used to determine the performance rating credit.

Rating	Points
Unacceptable	0 points
Improvement Needed	10 points
Satisfactory	20 points
Superior	25 points
Outstanding	30 points

Lessons Learned

- Need for Exempt Job Descriptions.
- Mandatory training for departmental HR Representative on layoff procedures.
- Review of layoff procedures and regulations during non-layoff periods.
- Adherence to standardized procedures and maintenance of a centralized process to fill vacancies through the use of layoff lists and transfers.
- Anticipated fear of disruption did not materialize.
- Better logistics for support services (location).

Re-employment Seminar- *Right Management*

An intensive web-based group meeting providing the “must-have” tools and techniques needed to conduct an effective job search.

Board of Pensions and Retirement Information Sessions

College and Career Advancement Fair- *Mayor’s Office of Education*

Opportunity Now- *Community College*

Tuition-Free Opportunities for Laid Off Workers

Employee Assistance Program- *Penn Behavioral Health*

Counseling Service for Employees and Dependents

State Unemployment Compensation Representatives

- K. Tia Burke - Law
 - Christine Derenick-Lopez – Airport
 - Lori Davey – Office of Human Resources
 - Julie Donahue – Law
 - Delia Gorman – Labor Relations
 - Bridget Greenwald – L&I
 - Steven Kennebeck - MDO
 - Susan Kretsge – Health and Opportunity
 - Michael McAnally – Office of Human Resources
 - Celia O'Leary – Office of Human Resources
 - Joseph Tolan – Labor Relations
 - Peggy Van Belle - Budget
 - Teresa Vollmer - Water
 - Michael Zaccagni – Streets
-

Special Thanks – Outplacement Efforts

- Sheryl Johnson-Calloway - MDO
 - Bernie Brunwasser – Water
 - Debra McCarty – Water
 - Joe Clare – Water
 - Teresa Vollmer – Water
 - Keith Richardson – Revenue
 - Delores Davis – Revenue
 - Leslie Pride – Revenue
 - Patricia Steiber – DHS
 - Delicsha Brown – Prison
 - Michael Zaccagni – Streets
 - Joan Schlotterbeck – Property
 - Karla Hill – Health
 - Veronica Daniel - BRT
 - Celia O'Leary – Office of Human Resources
 - Michael McAnally – Office of Human Resources
 - Christine Derenick – Airport
 - Delia Gorman – Labor Relations
 - Rene Vargas – Labor Relations
 - Peggy Van Belle - Budget
 - Bobby Davis – DC 33
 - Jeff Gilliam – DC 33
-



Special Thanks – OHR Staff

Tracey Bryant

Nicole Falana

Patricia McConnell

Joseph Zagacki

Robert Conzelman Jr.

Arlene Henry

Rita Monaghan

Celia O'Leary

Wisdom Fumey

Heather McCaffrey

Maria Agelakis-Ramos

Cheryl Bullard

Petronia Gunter

Stacey Moragne

Patricia Fitzgerald

Jane Boyd

Anna Lepchuk

Eric Myers

Irene Malone

Lori Davey

Margie O'Boyle

Christopher Orji

Michael McAnally

William Twardzik

Annette Rosado

Linda Panichelli

Tori Harris

Sheila Pate

Danielle Sullivan

Linda Ferguson

Patricia Jordan

Sarah Parker

Tierra Thompson

Joseph Settefrati

Natalie Cox

Joyce Gidelson

Leslie Brown

Eileen Kelly

Audrey Drummond

Angela Kegler

Denise Coubarous

Michael Tsang

Mark O'Connor

Richard DiLorenzo

Beth Wise

Wanda Spruill

Special Thanks – External Support

- Penn Behavioral Health
 - Rapid Response
 - Right Management
 - Aon
 - District Council 33
 - District Council 47
 - Police Dept. Civil Affairs
-

Questions

