

File No. 120503

Committee Item No. 10

Board Item No. \_\_\_\_\_

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Government Audit and Oversight Date June 14, 2012

Board of Supervisors Meeting Date \_\_\_\_\_

#### Cmte Board

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input type="checkbox"/>            | <input type="checkbox"/> | Motion                                       |
| <input type="checkbox"/>            | <input type="checkbox"/> | Resolution                                   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Ordinance                                    |
| <input type="checkbox"/>            | <input type="checkbox"/> | Legislative Digest                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Budget and Legislative Analyst Report        |
| <input type="checkbox"/>            | <input type="checkbox"/> | Legislative Analyst Report                   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Youth Commission Report                      |
| <input type="checkbox"/>            | <input type="checkbox"/> | Introduction Form (for hearings)             |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | MOU  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Grant Information Form                       |
| <input type="checkbox"/>            | <input type="checkbox"/> | Grant Budget                                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Subcontract Budget                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Contract/Agreement                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Form 126 – Ethics Commission                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Award Letter                                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Application                                  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Public Correspondence                        |

#### OTHER (Use back side if additional space is needed)

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Completed by: Alisa Miller Date June 8, 2012

Completed by: \_\_\_\_\_ Date \_\_\_\_\_

An asterisked item represents the cover sheet to a document that exceeds 25 pages.  
The complete document can be found in the file.

1 [Memorandum of Understanding - San Francisco Deputy Probation Officers' Association]

2  
3 **Ordinance adopting and implementing the Memorandum of Understanding between the**  
4 **City and County of San Francisco and the San Francisco Deputy Probation Officers'**  
5 **Association, to be effective July 1, 2012, through June 30, 2014.**

6 NOTE: Additions are *single-underline italics Times New Roman*;  
7 deletions are *strike-through italics Times New Roman*.  
8 Board amendment additions are double-underlined;  
Board amendment deletions are ~~strikethrough-normal~~.

9 Be it ordained by the People of the City and County of San Francisco:

10 Section 1. The Board of Supervisors hereby adopts and implements the Memorandum  
11 of Understanding between the City and County of San Francisco Deputy Probation Officers'  
12 Association, to be effective July 1, 2012, through June 30, 2014.

13  
14 The Memorandum of Understanding so implemented is on file in the office of the Board  
15 of Supervisors in Board File No. 120503.

16 APPROVED AS TO FORM:  
17 DENNIS J. HERRERA, City Attorney

18 By:   
19 ELIZABETH S. SALVESON  
20 Chief Labor Attorney



**Deputy Probation  
Officers**

**DEPUTY PROBATION OFFICERS' ASSOCIATION BARGAINING HIGHLIGHTS**

**Term** – Two year term (July 1, 2012 to June 30, 2014).

**Wages** –

Fiscal Year 2012-2013 – No wage increases

Fiscal Year 2013-2014 –

- 1% on July 1, 2013
- 1% on January 4, 2014
- 1% on March 29, 2014

**Structural Reform of the City's Healthcare Benefit and Cost-Sharing Structures** –

- Health care cost sharing effective January 1, 2014:
  - For “medically single employees” (Employee Only) enrolled in any plan other than the highest cost plan, the City shall only contribute ninety percent (90%) of the “medically single employee” (Employee Only) premium for the plan in which the employee is enrolled.
  - For “medically single employees” (Employee Only) enrolled in the highest cost plan, the City shall only contribute ninety percent (90%) of the “medically single employee” (Employee Only) premium for the second highest cost plan. However, in calendar year 2014 only, the City will subsidize half of the amount of this increased premium cost for “medically single employees” who elect to enroll in the highest cost plan.
- The parties will form a Joint Labor-Management Healthcare Committee to discuss healthcare issues, including a possible wellness program, with a re-opener in the second year of the contract by mutual agreement

**Floating Holidays** – Employees will receive a one-time award of two additional floating holidays in Fiscal Year 2012-2013.

**Grievance Procedure** – The parties established a uniform grievance definition, and procedure for withdrawing the grievance in the absence of a timely, written demand for arbitration, in order to expedite the resolution of disputed terminations and suspensions.

*italics* = moved existing language

~~struck out, italics~~ = existing language prior section

**bold, double underline** = new language

~~struck out~~ = removed language



**Deputy Probation  
Officers**

**Elimination of the Travel Pay Provision** – Effective July 1, 2012, the City will no longer pay a travel allowance to employees who are San Francisco residents assigned to work outside of San Francisco. Employees will continue to receive mileage reimbursement when using their own vehicle for City business per IRS guidelines.

**Increase in Time to Advance from Step 1 to Step 2** – Employees appointed on or after July 1, 2012 must now complete one year (increased from 6 months) of required service before advancing to the second step of the salary range.

**Probationary period for Inter-Departmental Transfers** – Non-probationary permanent employees who transfer to another department shall serve a 6-month probationary period, which may be extended by the employee and the Appointing Officer for a period not to exceed an additional 6 months.

**Substance Abuse Prevention Program** – The parties will establish a mutually agreed-upon substance abuse prevention program, to be implemented by January 1, 2014. If there is no agreement on a new program by May 1, 2013, the arbitrator will resolve any disputes through mandatory arbitration.

**Night Duty** – Employees shall only qualify for the night duty premium if they are required, as a part of their regularly scheduled shift, to work at least 3 hours (increased from 1) of their shift between the hours of 5:00 PM and 7:00 AM.

**Proposition C Employee Cost-Sharing** – Effective July 1, 2012, covered employees who are members of CalPERS agree to make pre-tax contributions similar to those being made by members of SFERS, as required under Charter section A8.409-9.

**Payment of Employee Contribution to CalPERS** – Employees will “pick up” their own 9% retirement contribution to CalPERS. In return, the bargaining unit will receive a cost-neutral 7.15% increase to base wages.

**Overtime Compensation** – Additional clarification that: (1) employees on alternate shift schedules cannot begin earning overtime until they work beyond their schedule; (2) only legal holidays shall be taken into account for computing overtime; (3) employees on sick leave restriction are ineligible for voluntary overtime.

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**MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**THE CITY AND COUNTY OF SAN FRANCISCO**

**AND**

**SAN FRANCISCO DEPUTY PROBATION OFFICERS' ASSOCIATION**

**FISCAL YEAR**

**JULY 1, 2012- JUNE 30, 2014**

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**\*\* Complete copy of document is  
located in**

**File No. 120503**

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