

File No. 170579

Committee Item No. 1

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Government Audit and Oversight

Date: June 12, 2017

Board of Supervisors Meeting:

Date: _____

Cmte Board

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- Budget and Legislative Analyst Report
- Youth Commission Report
- Introduction Form
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- MOU
- Grant Information Form
- Grant Budget
- Subcontract Budget
- Contract/Agreement
- Form 126 – Ethics Commission
- Award Letter
- Application
- Public Correspondence

OTHER

- Asian Art Museum Memo - Received June 9, 2017
- Referral FYI - May 16, 2017
- _____
- _____
- _____

Prepared by: John Carroll

Date: June 9, 2017

Prepared by: _____

Date: _____



To: San Francisco Board of Supervisors -
Government Audit and Oversight Committee

From: Asian Art Museum

Date: June 12, 2017

RE: Museum Security Guard Staffing at the Asian Art Museum

Following is information related to the scheduling, salary and benefits and demographics of the Classification 8226 Museum Guards and 8202 Security Guards employed at the Asian Art Museum.

History of Transition to 35-Hour Work Schedule

- 2008: Museum security guard schedules were changed in response to the need for reduced City budgets due to the financial crisis and to align these schedules with operational needs of the museums
 - As a result of this, then-currently-employed Museum Guards went from a schedule of 40 hours per week to a schedule of 35 hours per week, comprised of 7-hour shifts
- 2011: Negotiations resulted in a settlement with SEIU 1021 and an agreement to reinstate 40- hour work weeks for then-currently-employed Museum Guards who had been hired into a 40-hour a week schedule prior to 2008. This agreement was finalized in September 2011 to resolve a number of grievances and in exchange for the City taking over a premium payments made by union members to compensate those whose hours and wages had been reduced in 2008.
- 2012: Guards who had previously worked a 40-hour a week schedule before the 2008 changes, were given the option to be restored to a schedule of 40-hours a week per this City-wide agreement
 - Three Asian Art Museum (AAM) guards elected to keep a schedule of 35 hours per week rather than move back to 40 hours per week
 - All subsequent open positions were recruited for a 35-hour scheduled and new hires for the Asian Art Museum were brought in at a 35-hour a week schedule
- 2014: SEIU 1021 raised the subject of fully restoring 40-hour work weeks during contract negotiations
 - The City bargaining team explained the operational reasons for 7-hour workdays for the Museum Guards
 - SEIU withdrew this subject from the bargaining table

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- 2014 to Present: Museum Guards are hired into accepted part-time positions at 35-hours per week
- The Asian Art Museum is open to the public Tuesday through Sunday, from 10 am to 5pm and currently is open from 10 am to 9 m on Thursdays from late February through September
 - Museum Guards who are scheduled for 7 hours days generally work 9:30 am to 5:15 pm with a 45-minute unpaid lunch.
- At the Asian Art Museum, currently the distribution between Museum Guards schedules is a 50/50 split between 40 hour a week and 35 hour a week guard staff.

Staffing Breakdown and Scheduling

- The museum is open to the public seven hours per day. 16 of our 32 benefitted guards and all of our As Needed (Classifications 8226 and 8202) staff work seven-hour shifts.
- The seven-hour schedule during normal business hours allows us to bring in staff to start their shifts 30 minutes prior to opening to the public, allowing time for a briefing and at the end of the shift, to remain 15 minutes after closing to ensure all visitors have exited the museum.
- Changing to an 8-hour workday would result in up to 12 security staff being paid to be present in the museum for an additional hour every day in a closed museum without visitors.
- The museum splits the security responsibilities between 24/7 staffing and normal business hours. Approximately half of its security workforce is scheduled in the Control Room, staff entrance, and as rovers throughout the museum. This area is staffed twenty-four hours per day. Generally, the guards staffing these areas have 40-hour a week schedules. The second area of guard responsibility is providing coverage in the public spaces including galleries, and public entrances to the museum while the museum is open during normal business hours.

Museum Guard Salary and Benefits

- Museum Guards have a starting salary of \$27.22 an hour. The Guards overall have a median hourly rate of \$32.14 per hour for a salary of \$58,494 per year. With benefits included, their full compensation, not including overtime pay, is close to \$87,000 per year.
- The Museum Guards who work a 35-hour a week schedule receive vacation, sick time, floating holidays, comp time, benefits, and pension. All Guards are City employees and many will have health care provided for life after five years of employment, as well as a very competitive pension benefit.

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- Security staff are eligible for overtime for regular coverage, special events, and holidays. Overtime is offered on a rotational basis, allowing all staff an equal opportunity for overtime work and pay.
- In the current fiscal year, over 70% of the overtime has been worked by only ten members of the security staff. Of these, only three are 35-hour a week staff members. Most overtime is worked by staff members who are already scheduled for a 40-hour workweek. The opportunity to work overtime is available to all security, but many of the staff members choose not to work additional hours.
- For our regular guard staff at the AAM, the highest-earning guard in 2016 had total compensation of over \$117K, including total pay of \$91,141 in wages and benefits totaling over \$26,175.

Museum Guard – Staff Demographics

- For our total guard population (46 HC) at the AAM, the demographics are as follows:
 - 26% are Black
 - 21% are Caucasian
 - 21% are Latino/Hispanic
 - 15% are Filipino, Non-Asian
 - 13% are Asian, Non-Filipino
 - .02% are Hawaiian/Pacific Islander
 - 83% are male and 17% are female

BOARD of SUPERVISORS



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MEMORANDUM

TO: Max Hollein, Director, Fine Arts Museum
Jay Xu, Director, Asian Arts Museum
Micki Callahan, Director, Department of Human Resources

FROM: Erica Major, Assistant Clerk, Government Audit and Oversight Committee,
Board of Supervisors

DATE: May 16, 2017

SUBJECT: HEARING MATTER INTRODUCED

The Board of Supervisors' Government Audit and Oversight Committee has received the following hearing request, introduced by Supervisor Peskin on May 9, 2017:

File No. 170579

Hearing on the working conditions of the security guards at the Fine Arts Museums of San Francisco; and requesting the Fine Arts Museums of San Francisco, Asian Art Museum, and Department of Human Resources to report.

If you have any comments or reports to be included with the file, please forward them to me at the Board of Supervisors, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102.

c: Jenny Moore, Fine Arts Museum
DapheTooke, Asian Arts Museum
Susan Gard, Department of Human Resources

Introduction Form

By a Member of the Board of Supervisors or the Mayor

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO

2017 MAY -9 11:19
Time stamp
or meeting date

I hereby submit the following item for introduction (select only one):

- 1. For reference to Committee. (An Ordinance, Resolution, Motion, or Charter Amendment)
- 2. Request for next printed agenda Without Reference to Committee.
- 3. Request for hearing on a subject matter at Committee.
- 4. Request for letter beginning "Supervisor [] inquires"
- 5. City Attorney request.
- 6. Call File No. [] from Committee.
- 7. Budget Analyst request (attach written motion).
- 8. Substitute Legislation File No. []
- 9. Reactivate File No. []
- 10. Question(s) submitted for Mayoral Appearance before the BOS on []

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

- Small Business Commission Youth Commission Ethics Commission
- Planning Commission Building Inspection Commission

Note: For the Imperative Agenda (a resolution not on the printed agenda), use a Imperative Form.

Sponsor(s):

Supervisor Aaron Peskin

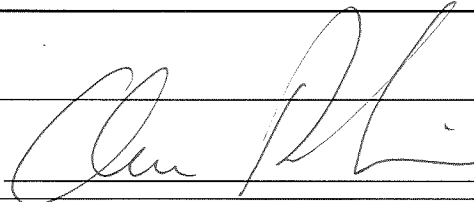
Subject:

Hearing on the working conditions of the security guards at the Fine Arts Museums of San Francisco

The text is listed below or attached:

[]

Signature of Sponsoring Supervisor:



For Clerk's Use Only: