

Annual Salary Ordinance Fiscal Years 2020-2021 and 2021-2022

1           Note:           Additions are *single-underline italics Times New Roman*;  
2                           deletions are ~~*strikethrough italics Times New Roman*~~.  
3                           Board amendment additions are double underlined.  
4                           Board amendment deletions are ~~strikethrough normal~~.

5  
6 BE IT ORDAINED BY THE PEOPLE OF THE CITY AND COUNTY OF SAN FRANCISCO.

7  
8 SECTION 1. ESTABLISHMENT, CREATION AND CONTINUATION OF POSITIONS.

9  
10 In accordance with the provisions of the Administrative Code, the positions hereinafter  
11 enumerated under the respective departments are hereby created, established, or  
12 continued for the fiscal year ending June 30, 2021. Positions created or authorized by  
13 Charter or State law, compensations for which are paid from City and County funds and  
14 appropriated in the Annual Appropriation Ordinance, as that ordinance may be modified  
15 during the fiscal year in supplemental appropriation or deappropriation ordinances (together  
16 “Annual Appropriation Ordinance”), are enumerated and included herein.

17 The word “position” or “positions” as used in the ordinance shall be construed to include  
18 office or offices, and the word “employee” or “employees” shall be construed to include  
19 officer or officers. The terms “requisition” and “request to fill” are intended to be  
20 synonymous and shall be construed to mean a position authorization that is required by the  
21 Charter.

22  
23 Section 1.1. APPOINTMENTS AND VACANCIES - PERMANENT POSITIONS.

24           Section 1.1A. Appointing officers as specified in the Charter are hereby authorized,  
25           subject to the provisions of this ordinance, to make or continue appointments as  
          needed during the fiscal year to permanent positions enumerated in their respective  
          sections of this ordinance.

1 Such appointments shall be made in accordance with the provisions of the Charter.  
2 Appointing officers shall not make an appointment to a vacancy in a permanent  
3 position until the request to fill for such position is approved by the Controller.  
4 Provided further, that if the Mayor declares an intent to approve requests to fill due to  
5 unanticipated financial reasons, appointing officers shall not make an appointment to  
6 a vacancy in a permanent position until the request to fill for such position is  
7 approved by the Mayor. Provided further, that if changes occur to the classification,  
8 compensation, or duties of a permanent position, appointing officers shall not make  
9 an appointment to a vacancy in such position until the request to fill for such position  
10 is approved by the Department of Human Resources. Provided further, that in order  
11 to prevent the stoppage of essential services, the Human Resources Director may  
12 authorize an emergency appointment pending approval or disapproval of a request to  
13 fill, if funds are available to pay the compensation of such emergency appointee.

14  
15 Provided that if the proposed employment is for inter-departmental service, the  
16 Controller shall approve as to conformity with the following inter-departmental  
17 procedure. Appointing officers shall not authorize or permit employees to work in  
18 inter-departmental service unless the following provisions are satisfied. The payment  
19 of compensation for the employment of persons in inter-departmental service shall be  
20 within the limit of the funds made available by certified inter-departmental work orders  
21 and such compensation shall be distributed to the inter-departmental work orders  
22 against which they constitute proper detailed charges.

23 A. If the appointing officer is unable to employ a qualified person to cover  
24 the work schedule of a position herein established or authorized, the  
25 appointing officer, subject to the provisions of this ordinance and the Annual  
Appropriation Ordinance and with the approval of the Department of Human

1 Resources, may in the appointing officer's discretion employ more than one  
2 person on a lesser work schedule but the combined salaries shall not exceed  
3 the compensation appropriated for the position, or may appoint one person on  
4 a combined work schedule but subject to the limitation of the appropriation and  
5 the compensation schedule for the position and without amendment to this  
6 ordinance.

7  
8 B. Where a vacancy exists in a position, the Human Resources Director  
9 may and is hereby authorized to approve a temporary (diverted) request to fill  
10 in a different class, provided that the Controller certifies that funds are  
11 available to fill that vacancy on this basis, and provided that no action taken as  
12 a result of the application of this section will affect the classification of the  
13 position concerned as established in the Annual Appropriation Ordinance and  
14 this ordinance.  
15

16 An appointing officer, subject to the provisions of this ordinance, the Annual  
17 Appropriation Ordinance, the Controller's certification of funds, and Civil Service  
18 certification procedures, may employ more than one person on a combined work  
19 schedule not to exceed the permanent full-time equivalent, or may combine the  
20 appropriations for more than one permanent part-time position in order to create a  
21 single full-time equivalent position limited to classifications of positions herein  
22 established or authorized and their respective compensation schedules. Such  
23 changes shall be reported to the Department of Human Resources and the  
24 Controller's office. No full-time equivalent position which is occupied by an employee  
25

1 shall be reduced in hours without the voluntary consent of the employee, if any,  
2 holding that position. However, the combined salaries for part-time positions created  
3 shall not exceed the compensation appropriated for the full-time position, nor will the  
4 salary of a single full-time position created exceed the compensation appropriated for  
5 part-time positions. Each permanent part-time employee shall receive the same  
6 benefits as existing permanent part-time employees. The funding of additional fringe  
7 benefit costs subject to availability of funds will be from any legally available funds.  
8

9  
10 Section 1.1B. The Human Resources Director is solely authorized to administratively  
11 adjust the terms of this ordinance as follows:  
12

13 A. To change the classification of a position provided that the rate of pay is the  
14 same or less and the services are in the same functional area.

15  
16 B. To adjust the compensation of a position pursuant to an approved  
17 Memorandum of Understanding or ordinance.

18  
19 C. To reflect the initial rates of compensation for a newly established  
20 classification, excluding classes covered under Administrative Code Sections  
21 2A.76 and 2A.90.

22  
23 D. To add positions funded in accordance with section 10.22 of the Annual  
24 Appropriation Ordinance, regarding Professional Service Contracts, and section  
25 26 of the Annual Appropriation Ordinance, regarding work order appropriations.

1 The Department of Human Resources shall promptly notify the Controller, the Clerk of the  
2 Board, the Mayor's Office and the affected department(s) if the Human Resources Director  
3 takes such actions as authorized above.

4  
5 Section 1.1C. Provided further, that if requests to fill for vacant permanent positions issued  
6 by departments where the appointing officers are elected officials enumerated in Article II  
7 and Section 6.100 of the Charter (the Board of Supervisors, Assessor-Recorder, City  
8 Attorney, District Attorney, Public Defender, Sheriff and Treasurer) are approved by the  
9 Controller and are not approved or rejected by the Mayor and the Department of Human  
10 Resources within 15 working days of submission, the requests to fill shall be deemed  
11 approved. If such requests to fill are rejected by the Mayor and/or the Department of  
12 Human Resources, the appointing officers listed above may appeal that rejection in a  
13 hearing before the Budget and Finance and/or Budget and Appropriations Committee of the  
14 Board of Supervisors, and the Board of Supervisors in its discretion may then grant approval  
15 of said requests to fill.

16  
17 Section 1.1D. The Human Resources Director is authorized to make permanent exempt  
18 appointments for a period of up to 6 months to permit simultaneous employment of an  
19 existing City employee who is expected to depart City employment and a person who is  
20 expected to be appointed to the permanent position previously held by the departing  
21 employee when such an appointment is necessary to ensure implementation of successful  
22 succession plans and to facilitate the transfer of mission-critical knowledge within City  
23 departments.

24  
25 Section 1.1E. The Human Resources Director, with concurrence of the Controller, is

1 authorized to adjust the terms of this ordinance to reflect the conversion of temporary  
2 positions to a permanent position(s) when sufficient funding is available and conversion is  
3 needed either (A) to maintain services when elimination of temporary positions is consistent  
4 with the terms of Memoranda of Understanding or (B) to address City staffing needs created  
5 by the San Francisco Housing Authority's changing scope of work.

6  
7 Section 1.2. APPOINTMENTS-TEMPORARY POSITIONS.

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9 Section 1.2A. Temporary appointments to positions defined by Charter Section  
10 10.104(16) as seasonal or temporary positions may be made by the respective  
11 appointing officers in excess of the number of permanent positions herein  
12 established or enumerated and such other temporary services as required at rates  
13 not in excess of salary schedules if funds have been appropriated and are available  
14 for such temporary service. Such appointments shall be limited in duration to no  
15 more than 1040 hours in any fiscal year. No appointment to such temporary or  
16 seasonal position shall be made until the Controller has certified the  
17 availability of funds, and the request to fill for such service is approved by the  
18 Controller and the Department of Human Resources. Provided further that in order to  
19 prevent the stoppage of essential services, the Human Resources Director may  
20 authorize an emergency appointment pending approval or disapproval of the request  
21 to fill, if funds are available to pay the compensation of such emergency appointee.  
22 No such appointment shall continue beyond the period for which the Controller has  
23 certified the availability of funds. Provided that if the proposed employment is for  
24 inter-departmental service, the Controller shall approve as to conformity with the  
25 following inter-departmental procedure. Appointing officers shall not authorize or

1 permit employees to work in inter-departmental service unless the following  
2 provisions are complied with. The payment of compensation for the employment of  
3 persons in inter-departmental service shall be within the limit of the funds made  
4 available by certified inter-departmental work orders and such compensation shall be  
5 distributed to the inter-departmental work orders against which they constitute proper  
6 detailed charges.

7  
8 Section 1.2B. Temporary Assignment, Different Department. When the needs and  
9 the best interests of the City require, appointing officers are authorized to arrange  
10 among themselves the assignment of personnel from one department to another  
11 department on a temporary basis. Such temporary assignments shall not be treated  
12 as transfers, and may be used to alleviate temporary seasonal peak-load situations,  
13 complete specific projects, provide temporary transitional work programs to return  
14 injured employees to work, or other circumstances in which employees from one  
15 department can be effectively used on a temporary basis in another department. All  
16 such temporary assignments between departments shall be reviewed and approved  
17 by the Department of Human Resources.

18  
19 Section 1.3. EXCEPTIONS TO NORMAL WORK SCHEDULES FOR WHICH NO EXTRA  
20 COMPENSATION IS AUTHORIZED.

21  
22 Employees appointed to salaried classifications (i.e., designated –Z symbol) shall work such  
23 hours as may be necessary for the full and proper performance of their duties and shall  
24 receive no additional compensation for work on holidays or in excess of eight hours per day  
25 for five days per week, but may be granted compensatory time off under the provisions of

1 any applicable Memorandum of Understanding or ordinance. Provided that, subject to the  
2 fiscal provisions of the Charter and the availability of funds, the Human Resources Director  
3 may suspend the provisions of this section to allow overtime payment. Approval of overtime  
4 payments shall be limited to extraordinary circumstances in which employees are required  
5 to work a significant number of hours in excess of their regular work schedules for a  
6 prolonged period of time, with a limited ability to use compensatory time off. Further, such  
7 payment shall be consistently applied to all personnel in a class.

8  
9 **SECTION 2. COMPENSATION PROVISIONS.**

10           Section 2.1. PUC Employees assigned to Hetch Hetchy and Recreation and Park  
11           Employees permanently assigned to Camp Mather.

12           The Public Utilities Commission and Recreation and Park Department will pay a  
13           stipend of \$418.62 per month to employees residing in designated zip code areas  
14           enrolled in the Health Services System with employee plus two or more dependents  
15           where HMOs are not available and such employees are limited to enrollment to the  
16           City Plan I. The Public Utilities Commission will pay a stipend of \$121.90 per month  
17           to employees residing in designated zip code areas enrolled in the Health Services  
18           System with employee plus one dependent where HMOs are not available and such  
19           employees are limited to enrollment to City Plan I. These rates may be adjusted by  
20           the Health Service System Board to reflect the increase in premiums effective  
21           January 1, 2021. The City reserves the right to either reimburse the affected  
22           employees or provide an equivalent amount directly to the Health Services System.  
23  
24  
25

1 Section 2.2. Moving Expenses.

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3 Where needed to recruit employees to fill Department Head, Deputy Director or Manager  
4 Level IV or higher (Manager V or higher for SFMTA) positions, an appointing authority  
5 may authorize the expenditure of pre-offer recruitment expenses, such as interview  
6 travel expenses, and reimbursement of post-offer expenses, such as moving,  
7 lodging/temporary housing and other relocation costs, not to exceed \$22,823.

8 Reimbursement will be made for actual expenses documented by receipts. As an  
9 alternative, the Controller may authorize advance payment of approved expenses.

10 Payments under this section are subject to approval by the Controller and the Human  
11 Resources Director (except for SFMTA, where the approval is the Controller and Director  
12 of Transportation). This amount shall be indexed to the growth rate in the Consumer  
13 Price Index – All Urban Consumers (CPI-U), as reported by the Bureau of Labor  
14 Statistics for the San Francisco Metropolitan Statistical Area from February to February  
15 of the preceding fiscal year.

16  
17 Section 2.3. SUPPLEMENTATION OF MILITARY PAY.

18  
19 A. In accordance with Charter Section A8.400(h) and in addition to the benefits  
20 provided pursuant to Section 395.01 and 395.02 of the California Military and Veterans  
21 Code and the Civil Service Rules, any City employee who is a member of the reserve  
22 corps of the United States Armed Forces, National Guard or other uniformed service  
23 organization of the United States and is called into active military service to provide  
24 medical or logistical support to federal, state, or local government responses to the  
25 COVID-19 pandemic shall have the benefits provided for in subdivision (B).

1 B. Any employee to whom subdivision (A) applies, while on military leave, shall receive  
2 from the City the following supplement to their military pay and benefits:

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4 1. The difference between the amount of the individual's gross military pay and the  
5 amount of gross pay the individual would have received as a City employee, had the  
6 employee worked the employee's regular work schedule (excluding overtime unless  
7 regularly scheduled as part of the employee's regular work schedule).

8 2. Retirement service credit consistent with Section A8.520 of the Charter.

9 3. All other benefits to which the employee would have been entitled had the  
10 employee not been called to eligible active military service, except as limited under  
11 state law or the Charter.

12 C. As set forth in Charter Section A8.400(h), this section shall be subject to the following  
13 limitations and conditions:

14 1. The employee must have been called into active service for a period greater than  
15 30 consecutive days.

16 2. The purpose for such call to active service shall have been to respond to the  
17 COVID-19 pandemic, and shall not include scheduled training, drills, unit training  
18 assemblies or similar events.

19 3. The amounts authorized under this section shall be offset by amounts required to  
20 be paid pursuant to any other law, so there are no double payments to the employee.

21 4. Any employee receiving compensation under this section shall execute an  
22 agreement providing that if the employee does not return to City service within 60  
23 days of release from active duty (or if the employee is not fit for employment at that  
24 time, within 60 days of a determination that the employee is fit for employment), then  
25 the compensation described in Sections (B)(1) through (B)(3) shall be treated as a  
loan payable with interest at a rate equal to the greater of (i) the rate received for the

1 concurrent period by the Treasurer's Pooled Cash Account or (ii) the minimum  
2 amount necessary to avoid imputed income under the Internal Revenue Code of  
3 1986, as amended from time to time, and any successor statute. Interest shall begin  
4 to accrue 90 days after the employee's release from active service or return to fitness  
5 for employment. Such loan shall be payable in equal monthly installments over a  
6 period not to exceed 5 years, commencing 90 days after the individual's release from  
7 active service or return to fitness for employment.

8 5. This section shall not apply to any active duty served voluntarily after the time that  
9 the employee is called to active service.

10  
11 Section 2.4 City Employees SERVING ON CHARTER-Mandated Boards and  
12 Commissions, or Boards, Commissions and Committees Created by Initiative Ordinance.

13  
14 A. City employees serving on Charter-mandated boards and commissions, or boards,  
15 commissions and committees created by initiative ordinance, shall not be compensated for  
16 the number of hours each pay period spent in service of these boards and commissions,  
17 based on a 40-hour per week compensation assumption.

18  
19 B. City employees covered by this provision shall submit to the Controller each pay period a  
20 detailed description of the time spent in service, including attending meetings, preparing for  
21 meetings, meeting with interested stakeholders or industry, and writing or responding to  
22 correspondence. There is a rebuttable presumption that such employees spend 0.25 of their  
23 time in service of these duties. This information shall be made publicly available pursuant to  
24 the Sunshine Ordinance.

1 C. This provision shall not apply to City employees whose service is specified in the Charter  
2 or by initiative ordinance, nor shall it apply to City employees serving on interdepartmental  
3 or other working groups created by initiative of the Mayor or Board of Supervisors, nor shall  
4 it apply to City employees who serve on the Health Service Board, Retiree Health Care  
5 Trust Fund Board, or Retirement Board.

6  
7 Section 2.5 COMPENSATION OF PLANNING COMMISSIONERS FOR ATTENDANCE  
8 AT PLANNING COMMISSION MEETINGS.

9  
10 Each commissioner serving on the Planning Commission may receive full compensation for  
11 his or her attendance at each meeting of the commission, as enumerated and included  
12 herein, if the commissioner is present at the beginning of the first action item on the agenda  
13 for such meeting for which a vote is taken until the end of the public hearing on the last  
14 calendared item. A commissioner of the Planning Commission who attends a portion of a  
15 meeting of the Planning Commission, but does not qualify for full compensation, may  
16 receive one-quarter of the compensation available for his or her attendance at each meeting  
17 of the commission, as enumerated and included herein.

1 EXPLANATION OF SYMBOLS.

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3 The following symbols used in connection with the rates fixed herein have the significance  
4 and meaning indicated.

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6 B. Biweekly.

7 C. Contract rate.

8 D. Daily.

9 E. Salary fixed by Charter.

10 F. Salary fixed by State law.

11 G. Salary adjusted pursuant to ratified Memorandum of Understanding.

12 H. Hourly.

13 I. Intermittent.

14 J. Rate set forth in budget.

15 K. Salary based on disability transfer.

16 L. Salary paid by City and County and balance paid by State.

17 M. Monthly.

18 O. No funds provided.

19 P. Premium rate.

20 Q. At rate set under Charter Section A8.405 according to prior service.

21 W. Weekly.

22 Y. Yearly.

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