

FILE NO. 000534

ORDINANCE NO. 103-00

1 [Administrative Code Revisions, Chapter 16, Article IV]
2 AMENDING CHAPTER 2A AND CHAPTER 16, ARTICLE IV, OF PART I OF THE SAN
3 FRANCISCO MUNICIPAL CODE (ADMINISTRATIVE CODE), BY REPEALING SECTIONS
4 16.83-1, 16.83-3, AND 16.83-4, REGARDING THE WORKERS' COMPENSATION TASK
5 FORCE, AND RENUMBERING SECTION 16.83-2 AS SECTION 2A.31.
6

7 Note: Additions are underlined; deletions are in ((double parentheses)).
8

9 Be it ordained by the People of the City and County of San Francisco:
10

11 Section 1. Chapter 16 of the San Francisco Administrative Code is hereby amended
12 by repealing Sections 16.83-1, 16.83-3, and 16.83-4.

13 **((SEC. 16.83-1. WORKERS' COMPENSATION TASK FORCE.**

14 A Workers' Compensation Task Force ("task force") is hereby established and shall
15 consist of the following thirteen members, or their designee:

- 16 (a) The Risk Manager;
17 (b) The Mayor's Budget Director;
18 (c) The Board of Supervisors' Budget Analyst;
19 (d) The General Manager of the Retirement System;
20 (e) The Director of the Employee Relations Division;
21 (f) The Executive Officer of the Civil Service Commission;
22 (g) Two department heads designated by the above task force members;
23 (h) One member representing the business community, knowledgeable in the area of
24 workers' compensation, designated by the above task force;
25 (i) One representative from the City's Occupational Safety and Health Program; and

1 (j) The Human Resources Director.

2 (k) Two representatives from labor to be designated by the above task force.))

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4 **((SEC. 16.83-3. WORKERS' COMPENSATION TASK FORCE; POWERS AND DUTIES.**

5 The task force shall have power, and it shall be its duty to:

6 (a) Act in an advisory capacity in all matters pertaining to workers' compensation cost
7 containment as required for the guidance of management, department heads, officers and
8 employees of the City and County of San Francisco;

9 (b) The task force will make recommendations regarding consolidation of
10 responsibilities to improve efficiency in managing employee safety and employee injury
11 claims;

12 (c) Assist the Human Resources Director and department heads to establish and
13 maintain an automated record system that will continuously collect and compile all pertinent
14 statistical data relating to all accidents involving City employees and to establish reporting
15 requirements for department heads to submit quarterly to the task force. These reports shall
16 include but not be limited to incidence rates of employee injuries, lost workday incidence rate
17 of employee injuries, year-to-year comparisons, utilization by departments of limited or
18 modified duty assignments and disability transfers;

19 (d) The Risk Manager, on behalf of the task force, shall submit a semiannual written
20 report to the Mayor and the Board of Supervisors on the work performed and the progress
21 made toward achievement of workers' compensation cost containment.))

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23 **((SEC. 16.83-4. RISK MANAGER; POWERS AND DUTIES.**

24 The Risk Manager shall act as coordinator of the task force under the direction of the
25 task force.))

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2 Section 2. Chapter 16 of the San Francisco Administrative Code is hereby amended
3 by renumbering Section 16.83-2 as Section 2A.31.

4 **SEC. 2A.31. ((16.83-2.)) DEPARTMENT RESPONSIBILITY FOR WORKERS'**
5 **COMPENSATION COSTS.**

6 The Board of Supervisors of the City and County of San Francisco hereby declares that
7 all departments shall share responsibility for workers' compensation costs and shall more
8 effectively monitor and manage workers' compensation costs for employees of the City and
9 County of San Francisco. To achieve this purpose, effective January 1, 1992, it shall be
10 required that:

11 (a) Department heads shall identify and utilize limited or modified duty assignments
12 whenever practical for workers with disabilities;

13 (b) Department heads shall identify the person or persons with authority and
14 responsibility for monitoring and managing workers' compensation costs and shall assist
15 communications between the workers' compensation claims division and the injured
16 employee;

17 (c) Operating managers at all levels shall be responsible for monitoring and managing
18 workers' compensation costs and shall receive training for this purpose;

19 (d) Performance evaluations of individual managers shall include review of their
20 management of workers' compensation claims and costs;

21 (e) City-wide budgeting and accounting mechanisms shall be established to allocate to
22 each department its equitable share of workers' compensation costs;

23 (f) Automated data on employee workers' compensation claims shall be produced and
24 made available by the Human Resources Director, the Controller, and all departments, in form
25


1 and frequency determined by the Risk Manager/task force to be sufficient to permit effective
2 analysis for department management of workers' compensation costs;

3 (g) Department heads shall submit a written report each quarter to the Risk
4 Manager/task force on the status of the department's workers' compensation claims. These
5 reports shall include but not be limited to incidence rates of employee injuries, lost workday
6 incident rates, year-to-year comparisons, utilization by the department of limited or modified
7 duty assignments and disability transfers.

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11 APPROVED AS TO FORM:

12 LOUISE H. RENNE, City Attorney

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15 By:


16 _____
17 THOMAS J. OWEN
18 Deputy City Attorney
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SUPERVISOR KAUFMAN
BOARD OF SUPERVISORS



City and County of San Francisco

City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

Tails Ordinance

File Number: 000534

Date Passed:

Ordinance amending Chapter 2A and Chapter 16, Article IV, of Part I of the San Francisco Municipal Code (Administrative Code), by repealing Sections 16.83-1, 16.83-3, and 16.83-4, regarding the Workers' Compensation Task Force, and renumbering Section 16.83-2 as Section 2A.31.

May 8, 2000 Board of Supervisors — PASSED ON FIRST READING

Ayes: 11 - Ammiano, Becerril, Bierman, Brown, Katz, Kaufman, Leno, Newsom, Teng, Yaki, Yee

May 15, 2000 Board of Supervisors — FINALLY PASSED

Ayes: 11 - Ammiano, Becerril, Bierman, Brown, Katz, Kaufman, Leno, Newsom, Teng, Yaki, Yee

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I hereby certify that the foregoing Ordinance
was **FINALLY PASSED** on May 15, 2000 by
the Board of Supervisors of the City and
County of San Francisco.

Gloria L. Young
Clerk of the Board

Date Approved

Mayor Willie L. Brown Jr.



City and County of San Francisco

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