

File No. 190526

Committee Item No. 12

Board Item No. 11

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Government Audit and Oversight

Date: June 6, 2019

Board of Supervisors Meeting:

Date: June 25, 2019

Cmte Board

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| <input type="checkbox"/> | <input type="checkbox"/> | Motion |
| <input type="checkbox"/> | <input type="checkbox"/> | Resolution |
| <input checked="" type="checkbox"/> | <input checked="" 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"/> | Youth Commission Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Introduction Form |
| <input type="checkbox"/> | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input checked="" type="checkbox"/> | <input checked="" 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

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|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <u>Controller's MOU Costing Analysis</u> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <u>DHR Bargaining Summary</u> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <u>Signed Tentative Agreement - May 9, 2019</u> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <u>MOU Referral - May 21, 2019</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | <u>_____</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | <u>_____</u> |

Prepared by: John Carroll

Date: May 31, 2019

Prepared by: John Carroll

Date: June 12, 2019

1 [Memorandum of Understanding - Operating Engineers, Local 3]

2
3 **Ordinance adopting and implementing the Memorandum of Understanding between the**
4 **City and County of San Francisco and the Operating Engineers, Local 3, to be effective**
5 **July 1, 2019, through June 30, 2022.**

6 NOTE: **Unchanged Code text and uncodified text** are in plain Arial font.
7 **Additions to Codes** are in *single-underline italics Times New Roman font*.
8 **Deletions to Codes** are in *strikethrough italics Times New Roman font*.
9 **Board amendment additions** are in double-underlined Arial font.
10 **Board amendment deletions** are in ~~strikethrough Arial font~~.
11 **Asterisks (* * * *)** indicate the omission of unchanged Code
12 subsections or parts of tables.

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

14 Section 1. The Board of Supervisors hereby adopts and implements the Memorandum
15 of Understanding ("MOU") between the City and County of San Francisco and the Operating
16 Engineers, Local 3, to be effective July 1, 2019 through June 30, 2022.


17 The MOU so implemented is on file with the Clerk of the Board of Supervisors in Board
18 File No. 190526.

19 Section 2. The Board of Supervisors hereby authorizes the Department of Human
20 Resources to make non-substantive ministerial or administrative corrections to the MOU.

21
22 Section 3. This ordinance shall become effective upon enactment. Enactment occurs
23 when the Mayor signs the ordinance, the Mayor returns the ordinance unsigned or does not
24 sign the ordinance within ten days of receiving it, or the Board of Supervisors overrides the
25 Mayor's veto of the ordinance.

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

By: 
KATHARINE HOBIN PORTER
Chief Labor Attorney

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OE3 Bargaining Summary

Issue	MOU Section	Summary
Wages	III.A	Effective 07/01/2019: 3% Effective 12/28/2019: 1% Effective 07/01/2020: 3% except that if the March 2020 Joint Report projects budget deficit for FY 2020-2021 that exceeds \$200 million, base wage adjustment due on July 1, 2020 will be delayed by 6 months. Effective 12/26/2020: 0.5% except that if the March 2020 Joint Report projects budget deficit for FY 2020-2021 that exceeds \$200 million, base wage adjustment due on December 26, 2020 will be delayed by 6 months. Effective 07/01/ 2021: 3% except that if the March 2021 Joint Report projects budget deficit for FY 2021-2021 that exceeds \$200 million, base wage adjustment due on July 1, 2021 will be delayed by 6 months. Effective 01/08/2022: 0.5% except that if the March 2021 Joint Report projects budget deficit for FY 2021-2021 that exceeds \$200 million, base wage adjustment due on January 8, 2022 will be delayed by 6 months.
	I.G	Strikes current language regarding agency fees. Provides new language in conformance with Janus decision and SB 866 requirements regarding the collection of union membership dues.
	Multiple Sections	In conformance with Mayor’s Executive Directive on Gender Inclusivity, removes all gender pronouns and replaces them with gender neutral terms.
	I.E	Requires grievance includes specific details at each step. Changes timelines working days to calendar days. City can object to new facts brought in arbitration. Amend arbitrator selection procedures.
	I.F	Prohibits a witness who is also a steward from representing an employee.
Bulletin Boards	I.J	Delineates guidelines for use of space on bulletin boards in City buildings.
Probationary Period	II.A	Inserts language clarifying that probationary hours include legal holiday pay and must be regularly scheduled hours.
	II.B	Provides that materials related to discipline will be sealed in an employee’s personnel files three years after the incident.
Personnel Files		This provision does not apply to discipline for violation of the City’s Equal Employment Opportunity Policies.
Unpaid Furlough	III.B	Strike out language on voluntary unpaid furlough.
Standby Pay	III.D	Strikes language that provides a 25% rate of standby pay for employees not outfitted with an electronic communication device.
	III.D	Increases the premium amount from \$10.00 per day to \$12.50 per day, and increases to 4 the number of employees one must lead to receive the premium.
Lead Person Pay		
Crane Certification	III.D	Increased crane certification premium from 2.25% to 3%



Employee Relations

City and County of San Francisco
Department of Human Resources

CCSF NEGOTIATIONS 2019

Operating Engineers, Local 3 (OE3)

Issue	MOU Section	Summary
Driver's License	III.D	Provides for Reimbursement of Commercial Driver's License fees.
Overtime Compensation	III.E	LHP counted as time worked in determining overtime eligibility and removed language that sick time is excluded from determining overtime eligibility.
Compensatory Time	III.E	Caps the amount of compensatory time employees can earn and carry forward to the next fiscal year: <ul style="list-style-type: none"> • Z-designated (FLSA exempt) cap at 160 • Non-Z designated (FLSA covered) cap at 120
Legal Holidays and Paid Status	III.F	Employees on leave without pay status immediately preceding or immediately following the legal holiday shall not receive legal holiday pay.
Jury Duty	III.G	Inserts standard language regarding employee rights to leave and pay during jury duty.
Airport Employee Commute Option	III.T.	Update Airport Employee Transit Options Program from a pilot to a permanent program. Allows Airport employees to receive a monthly allowance instead of free parking.
Duration of Agreement	VI.C	MOU will be in effect July 1, 2019 through and inclusive of June 30, 2022.



CalPERS Amnesty

Date: 5/9/19

Time: 11:30 A

The parties mutually agree to incorporate the following language in the next Memorandum of Understanding ("MOU"), effective July 1, 2019, subject to approval by the Board of Supervisors. By signing below, the parties agree to recommend approval of this tentative agreement.

TENTATIVE AGREEMENT

SIDE LETTER AGREEMENT TO THE MEMORANDUM OF UNDERSTANDING
 BETWEEN THE CITY AND COUNTY OF SAN FRANCISCO
 AND THE OPERATING ENGINEERS LOCAL UNION NO. 3 OF THE
 INTERNATIONAL UNION OF OPERATING ENGINEERS AFL-CIO - SUPERVISING
 PROBATION OFFICERS

Section III.O. Retirement of the Agreement between the City and the Union provides that in addition to paying any required employee retirement contribution, represented employees in CalPERS shall make a mandatory contribution to effectuate San Francisco Charter Section A8.590-9 (the "Prop. C Contribution"). The City has notified the Union and employees represented by the Union that from July 1, 2017 to April 19, 2019, the City under-deducted employees' Prop. C Contributions by 1.0%. The City has calculated that employees represented by the Union owe a total of Fifty-Two Thousand, Six Hundred and Sixty-One Dollars, and Ninety-Nine Cents (\$52,661.99) (the "Unpaid Prop. C Contributions"). As part of the economic terms reached by the parties in negotiating the successor Agreement to be effective July 1, 2019, the City has agreed to waive collection of the Unpaid Prop. C Contributions. This Unpaid Prop. C Contribution is recognized as a cost to the City in the successor Agreement.

FOR THE CITY

FOR THE UNION

Carol Isen 5/9/19
 Carol Isen Date

David Tuttle 5/9/19
 David Tuttle Date

Approved as to form: [Signature] Date: 5/9/19

<i>italics</i> = moved existing language	<u>bold, double underline</u> = new language
struck out, italics = existing language prior section	struck out = removed language

CI 5/9/19
 City Initials / Date

DT 5/9/19
 Union Initials / Date

MEMORANDUM OF UNDERSTANDING
BETWEEN AND FOR
THE CITY AND COUNTY OF SAN FRANCISCO
AND
OPERATING ENGINEERS LOCAL UNION NO. 3
OF THE INTERNATIONAL UNION OF OPERATING ENGINEERS, AFL-CIO
JULY 1, 2019- JUNE 30, 2022

TABLE OF CONTENTS

ARTICLE I – REPRESENTATION.....1

I.A. RECOGNITION 1

I.B. INTENT 1

I.C. NO STRIKE PROVISION 2

I.D. MANAGEMENT RIGHTS 2

I.E. GRIEVANCE PROCEDURES 2

I.F. OFFICIAL REPRESENTATIVES AND STEWARDS..... 8

 1. Official Representatives8

 2. Stewards8

I.G. UNION SECURITY 9

 1. Authorization for Deductions9

 2. Indemnification.....10

I.I. APPRENTICESHIP PROGRAM 11

I.J. UNION ACCESS..... 11

ARTICLE II - EMPLOYMENT CONDITIONS.....13

II.A. PROBATIONARY PERIOD 13

II.B. PERSONNEL FILES..... 13

II.C. PERFORMANCE APPRAISALS 14

II.D. VACATION..... 14

II.E. SENIORITY 14

II.F. REQUESTS FOR REASSIGNMENTS 14

II.G. MEALS AT CAMP MATHER AND HETCH HETCHY-MOCCASIN 15

II.H. EQUIPMENT MAINTENANCE 15

II.I. SUBCONTRACTING 15

 1. "Prop J." Contracts15

 2. Advance Notice on Personal Services Contracts.....16

 3. Advance Notice To Employee Organizations Of The Construction/Maintenance Or Job Order Contracts
 16

II.J. MINIMUM NOTICE FOR DISPLACEMENTS 17

II.K. UTILIZATION OF PROP F AND TEMPORARY EXEMPT EMPLOYEES..... 17

ARTICLE III - PAY, HOURS AND BENEFITS19

III.A. WAGES..... 19

III.B. WORK SCHEDULES 19

 1. NORMAL WORK SCHEDULES.....20

 2. PART-TIME WORK SCHEDULE.....21

III.C. COMPENSATIONS FOR VARIOUS WORK SCHEDULES..... 21

 1. NORMAL WORK SCHEDULE.....21

 2. PART-TIME WORK SCHEDULES.....21

III.D. ADDITIONAL COMPENSATION..... 21

 1. NIGHT DUTY.....21

 2. CALL BACK.....22

 3. STANDBY PAY22

 4. LEAD PERSON PAY23

 5. ACTING ASSIGNMENT PAY23

 6. SUPERVISORY DIFFERENTIAL ADJUSTMENT.....23

 7. UNDERWATER DIVING PAY25

8.	CRANE CERTIFICATION PREMIUM.....	25
9.	CERTIFICATION REIMBURSEMENT	25
10.	MTA PERFORMANCE/ATTENDANCE INCENTIVE PAY	25
III.E.	OVERTIME – COMPENSATION.....	25
III.F.	HOLIDAYS AND HOLIDAY PAY.....	27
1.	HOLIDAY PAY FOR EMPLOYEES WHO SEPARATE	28
2.	HOLIDAYS THAT FALL ON A SATURDAY.....	28
3.	IN-LIEU HOLIDAYS	28
4.	HOLIDAY COMPENSATION FOR TIME WORKED.....	28
5.	HOLIDAY PAY FOR EMPLOYEES LAID OFF	29
6.	EMPLOYEES NOT ELIGIBLE FOR HOLIDAY COMPENSATION.....	29
7.	PART-TIME EMPLOYEES ELIGIBLE FOR HOLIDAYS.....	29
8.	FLOATING HOLIDAYS.....	30
III.G.	TIME OFF FOR VOTING.....	30
III.H.	<u>JURY DUTY</u>.....	30
III.I.	SALARY STEP PLAN AND SALARY ADJUSTMENTS	31
1.	PROMOTIVE APPOINTMENT IN A HIGHER CLASS	31
2.	NON-PROMOTIVE APPOINTMENT.....	31
3.	REAPPOINTMENT WITHIN SIX MONTHS	32
4.	COMPENSATION ADJUSTMENTS.....	32
III.J.	METHODS OF CALCULATION.....	32
2.	PER DIEM OR HOURLY	33
III.K.	STATE UNEMPLOYMENT AND DISABILITY INSURANCE.....	33
III.L.	SICK LEAVE WITH PAY LIMITATION.....	33
III.M.	WORKERS’ COMPENSATION	33
III.N.	HEALTH AND WELFARE.....	34
1.	EMPLOYEE HEALTH CARE	34
III.O.	RETIREMENT	36
III.P.	FAIR LABOR STANDARDS ACT	37
III.Q.	PRE-TAX CAFETERIA 125 PLANS.....	37
III.R.	VOLUNTEER/PARENTAL RELEASE TIME.....	37
III.S.	VESTED LEAVE CASHOUTS	38
III.T.	SICK LEAVE ORDINANCE.....	38
III.U.	AIRPORT EMPLOYEE TRANSIT PILOT PROGRAM.....	38
ARTICLE IV - HEALTH, SAFETY AND TRAINING.....	39	
IV.A.	EQUIPMENT FAMILIARIZATION	39
IV.B.	HEALTH AND SAFETY	39
IV.C.	CLASS 7328: EQUIPMENT OPERATION	39
IV.D.	PAPERLESS PAY POLICY	39
IV.E.	BARGAINING UNIT WORK	40
ARTICLE V - WORKING CONDITIONS.....	41	
V.A.	SAFETY EQUIPMENT	41
V.B.	PROTECTIVE CLOTHING	41
V.C.	PROTECTIVE CLOTHING (CLASS 9331 PILEDRIVER ENGINE OPERATOR).....	41
ARTICLE VI – SCOPE	42	
VI.A.	SAVINGS CLAUSE.....	42

VI.B. ZIPPER CLAUSE..... 42
VI.C. DURATION OF AGREEMENT 42

ARTICLE I – REPRESENTATION

1. This Collective Bargaining Agreement (hereinafter "Agreement") is entered by the City and County of San Francisco (hereinafter "City") acting through its designated representatives and the Operating Engineers Local Union No. 3 of the International Union of Operating Engineers AFL-CIO (hereinafter "Union").
2. It is agreed that the delivery of municipal services in the most efficient, effective, and courteous manner is of paramount importance to the City, the Union, and represented employees. Such achievement is recognized to be a mutual obligation of the parties to this Agreement within their respective roles and responsibilities.

I.A. RECOGNITION

3. The City acknowledges that the Union has been certified by the Civil Service Commission as the recognized employee representative, pursuant to the provisions as set forth in the City's Employee Relations Ordinance for the following classes:

Unit 1

7108 Heavy Equipment Operations Assistant Supervisor
7110 Mobile Equipment Assistant Supervisor
7208 Heavy Equipment Operations Supervisor
7210 Mobile Equipment Supervisor
7221 Asphalt Plant Supervisor I
7328 Operating Engineer, Universal
7370 Rigger
7424 Dryer-Mixer Operator
9331 Piledriver Engine Operator

4. Recognition shall only be extended to individual classes accreted to existing bargaining units covered by this Agreement. Application of this provision shall not extend to new bargaining units, added by affiliations or service agreements. Upon request of the Union, the City will meet and confer concerning proposed changes to bargaining units.

I.B. INTENT

5. It is the intent of the parties' signatory hereto that the provisions of this Agreement shall not become binding until formally adopted by the Board of Supervisors in accordance with procedures, terms and provisions of the Charter applicable thereto. The provisions of this Agreement shall not become binding until ratified by the Union. Moreover, it is the intent of the Mayor acting on behalf of the City to bind the City and its departments with respect to the wages, hours and other terms and conditions of employment herein.
6. Each existing ordinance, resolution, rule or regulation over which the Mayor has jurisdiction pursuant to provisions of the San Francisco Charter, and which is specifically

ARTICLE I – REPRESENTATION

changed or modified by the terms of this Agreement, shall be deemed incorporated in this Agreement in its changed or modified form from the effective date of this Agreement to and including the date of expiration thereof.

I.C. NO STRIKE PROVISION

7. The Union and each member of the bargaining unit covenant and agree not to initiate, engage in, cause, instigate, encourage or condone a strike, work stoppage, or slowdown. The Union and each member of the bargaining unit covenant and agree not to engage in any form of sympathy strike including, but not limited to, observing or honoring the picket line of any other union. The City agrees during the term of this agreement not to conduct a lockout against any of the employees covered by this Agreement.

I.D. MANAGEMENT RIGHTS

8. Except as otherwise provided in this Agreement, in accordance with applicable state law, nothing herein shall be construed to restrict any legal City rights concerning direction of its work force, or consideration of the merits, necessity, or organization of any service or activity provided by the City.
9. The City shall also have the right to determine the mission of its constituent departments, officers, boards and commissions; set standards of services to be offered to the public, and exercise control and discretion over the City's organization and operations. The City may also relieve City employees from duty due to lack of work or funds, and may determine the methods, means and personnel by which the City's operations are to be conducted. However, the exercise of such rights does not preclude employees from utilizing the grievance procedure to process grievances regarding the practical consequence of any such actions on wages, hours, benefits or other terms and conditions of employment specified in this Agreement.

I.E. GRIEVANCE PROCEDURES

10. 1. The following procedures are adopted by the Parties to provide for the orderly and efficient disposition of grievances and are the sole and exclusive procedures for resolving grievances as defined herein.
11. 2. A grievance is defined as an allegation by an employee, a group of employees or the Union that the City has violated, misapplied or misinterpreted a term or condition of employment provided in this Agreement, or divisional departmental or City rules, policies or procedures subject to the scope of bargaining.

A grievance does not include the following:

12. a. All civil service rules excluded pursuant to Charter Section A8.409.

ARTICLE I – REPRESENTATION

13. b. Performance evaluations, provided, however, that employees shall be entitled to submit written rebuttals to unfavorable performance evaluations. Said rebuttal shall be attached to the performance evaluation and placed in the employee's official personnel file.
14. In the event of an unfavorable performance rating, the employee shall be entitled to a performance review conference with the author and the reviewer of the performance evaluation. The employee shall be entitled to Union representation at said conference.
15. In the event that one or more unfavorable performance evaluations are used as evidence in disciplinary proceedings against the employee, such evaluations shall be subject to the grievance procedure.
16. c. Written reprimands, provided however, that employees shall be entitled to append a written rebuttal to any written reprimand. The appended rebuttal shall be included in the employee's official personnel file. Employees are required to submit written rebuttals within thirty (30) calendar days from the date of the reprimand.
17. 3. Time Limits - The time limits set forth herein may be extended by agreement of the parties. Any such extension must be confirmed in writing.
4. Steps of the Procedure
18. a. Except for grievances involving multiple employees or discipline, all grievances must be initiated at Step 1 of the grievance procedure.
19. (1) A grievance affecting more than one employee shall be filed with the management official having authority over all employees affected by the grievance. In the event the City disagrees with the level at which the grievance is filed it may submit the matter to the Step it believes is appropriate for consideration of the dispute.
20. (2) A grievance arising from a final disciplinary decision shall be initiated at the Arbitration Step of this grievance procedure. Such grievance may only be filed by the Union.
21. b. Step 1: An employee shall discuss the grievance informally with the immediate supervisor as soon as possible but, in no case, later than thirty (30) calendar days from the date of the occurrence of the act or the date the grievant might reasonably have been expected to have learned of the alleged violation being grieved. The grievant may have a Union representative present.

ARTICLE I – REPRESENTATION

22. If the grievance is not resolved within seven (7) calendar days after contact with the immediate supervisor, the grievant will submit the grievance in writing to the immediate supervisor on a mutually agreeable grievance form. The grievance will set forth the following:
23. (1) the specific reason or reasons for the grievance, including the date of the incident giving rise to the grievance, an explanation of the harm that occurred, and the name, classification, and department of the affected employee or employees;
24. (2) the terms and conditions of employment claimed to have been violated, misapplied or misinterpreted, and
25. (3) the remedy or solution being sought by the grievant.
26. The City will return any grievance that does not include the information specified above, and shall identify the requested “missing” information. The Union may resubmit a grievance adding missing information, and all dates and other provisions shall be triggered off the new submission date. If the Union submits the amended grievance within fourteen (14) calendar days from the date the City returned the grievance, the City will not deny the grievance based on timeliness, unless the City asserts the original grievance was not timely.
27. The immediate supervisor shall respond in writing within ten (10) calendar days following receipt of the written grievance.
28. c. Step 2: A grievant dissatisfied with the immediate supervisor's response at Step 1 may appeal to the Appointing Officer, in writing, within fifteen (15) calendar days of receipt of the Step 1 answer. The Step 2 grievance shall contain a specific description of the basis for the grievance, the resolution desired, and specific reason or reasons for rejecting the lower step response and advancing the grievance to the next step. The Appointing Officer may convene a meeting within fifteen (15) calendar days with the grievant and/or the grievant's Union representative. The Appointing Officer shall respond in writing within twenty (20) calendar days of the hearing or receipt of the grievance, whichever is later. The response shall specify the reason or reasons for concurring with or denying the grievance.
29. d. Step 3: If the Union is dissatisfied with the Appointing Officer's response at Step 2, it may appeal to the Director, Employee Relations, in writing, within twenty (20) calendar days of receipt of the Step 2 answer. The Step 3 grievance shall contain a specific description of the basis for the

ARTICLE I – REPRESENTATION

grievance, the resolution desired, and specific reason or reasons for rejecting the lower step response and advancing the grievance to the next step. The Director may convene a grievance meeting within fifteen (15) calendar days with the grievant and/or the grievant's Union. The Director shall respond to the grievance in writing within fifteen (15) calendar days of the meeting or, if none is held, within fifteen (15) calendar days of receipt of the appeal. The response shall specify the reason or reasons for concurring with or denying the grievance.

30. e. Arbitration: If the Union is dissatisfied with the Step 3 answer, it may appeal by submitting a request for arbitration to the Director, Employee Relations, in writing, within thirty (30) calendar days of the 3rd Step decision that arbitration is being invoked. The ERD Director shall respond to the Union with the identity of the appropriate contact in the City Attorney's Office, and copy the City Attorney's Office, to notify the City Attorney's Office that the Union has moved the grievance to arbitration. The Union shall contact the City Attorney's Office to schedule the arbitration. If the Union fails to contact the City Attorney's Office within thirty (30) calendar days of that letter, the grievance is deemed withdrawn.

5. Selection of the Arbitrator

31. a. When a matter is appealed to arbitration, the parties shall first attempt to mutually agree on an arbitrator. In the event no agreement is reached within seven (7) calendar days, the arbitrator shall be selected from a panel obtained through the State Mediation and Conciliation Services.
32. b. The City and the Union must commence selecting the arbitrator and scheduling the arbitration within thirty (30) calendar days of the union's receipt of ERD's letter acknowledging the Union's letter moving the matter to arbitration. In the event the parties fail to agree, the arbitrator will be selected by alternate striking from the list supplied by the State Mediation and Conciliation Services.
33. c. The decision of the arbitrator shall be final and binding on all parties; however, the arbitrator shall have no authority to add to, subtract from, or modify the terms of this agreement.
34. d. The costs of the arbitrator and any court reporter and arbitration transcript, shall be split between the parties, costs of the parties' transcripts and representation shall be borne by each party.
35. e. Upon mutual agreement between the City and the Union, expedited arbitration may be used to hear appeals of all disciplinary actions short of termination.

ARTICLE I – REPRESENTATION

Discipline/Discharge Grievances

6. Steps of the Procedure (Disciplinary Grievances)
36. a. The City shall have the right to discipline any non-probationary permanent, temporary civil service, or provisional employee who has served the equivalent of a probationary period for just cause. As used herein "discipline" shall be defined as discharge, suspensions and disciplinary demotion. This section shall not apply to exempt employees.
37. b. With the exception of exempt employees, suspensions, disciplinary demotions and discharges of non-probationary permanent, temporary civil service and provisional employees who have served the equivalent of a probationary period shall be subject to the following procedure:
38. 1) The employee shall receive written notice of the recommended disciplinary action, including the reasons and supporting documentation, if any, for the recommendation.
39. 2) The employee and any representative shall be afforded a reasonable amount of time to respond orally or in writing to the management official designated by the City to consider the reply.
40. 3) The employee shall be notified in writing of the decision based upon the information contained in the written notification, the employee's statements, and any further investigation occasioned by the employer's statements. The employee's representative shall receive a copy of this decision.
41. Disciplinary action, as defined herein, may be appealed to the Employee Relations Director. An appeal will be timely if received or postmarked within twenty (20) calendar days of the issuance of the Departmental decision. The Director, ERD, shall review the appeal and respond in writing no later than twenty (20) calendar days following receipt of the appeal.
42. If the response of the Director, ERD, is unsatisfactory only the Union may file a written appeal to arbitration with the ERD no later than twenty (20) calendar days following issuance of the City response.
43. a. When a matter is appealed to arbitration, the parties shall first attempt to mutually agree on an arbitrator. In the event no agreement is reached within seven (7) calendar days, the arbitrator shall be selected from a panel obtained through the State Mediation and Conciliation Services.

ARTICLE I – REPRESENTATION

44. b. The parties shall make every effort to select a mutually agreeable arbitrator and schedule a hearing date within thirty (30) calendar days. In the event the parties fail to agree, the arbitrator will be selected by alternate striking from the list supplied by the State Mediation and Conciliation Services.
45. c. The decision of the arbitrator shall be final and binding on all parties; however, the arbitrator shall have no authority to add to, subtract from, or modify the terms of this agreement.
46. d. The costs of the arbitrator and any court reporter and arbitration transcript, shall be split between the parties, costs of the parties' transcripts and representation shall be borne by each party.
7. Authority of the Arbitrator
47. The arbitrator shall have no authority to add to, ignore, modify or amend the terms of this Agreement.
8. Fees and Expenses of Arbitration
48. The fees and expenses of the Arbitrator shall be shared equally by the parties. Transcripts shall not be required except that either party may request a transcript provided, however, that the party making such a request shall be solely responsible for the cost. Direct expenses of the arbitration shall be borne equally by the parties.
9. Attorney's Fees
49. The parties shall bear their own legal expenses and costs for grievances. Each party expressly waives any right to an award of attorney's fees or costs in any grievance proceeding.
10. Hearing Dates and Date of Award
50. Except for the expedited procedure described above, hearing shall be scheduled within thirty (30) calendar days of selection of an arbitrator. Awards shall be due within thirty (30) calendar days following the receipt of closing arguments. As a condition of appointment to the permanent panel arbitrators shall be advised of this requirement and shall certify their willingness to abide by these time limits.
51. 11. In no event shall a grievance include any claim for monetary relief for more than a thirty (30) calendar days prior to the filing of a grievance, nor shall an arbitrator award such monetary relief. Further, an arbitrator shall not award interest on any monetary relief.

ARTICLE I – REPRESENTATION

52. 12. In the event a grievance is not filed or appealed in a timely manner it shall be dismissed. Failure of the City to timely reply to a grievance shall authorize appeal to the next grievance step.

I.F. OFFICIAL REPRESENTATIVES AND STEWARDS

1. Official Representatives

53. The Union may select up to the number of employees as specified in the Employee Relations Ordinance for purposes of meeting and conferring with the City on matters within the scope of representation. If a situation should arise where the Union believes that more than five (5) employee members should be present at such meetings and the City disagrees, the Union shall take the matter up with the Employee Relations Director and the parties shall attempt to reach agreement as to how many employees shall be authorized to participate in said meetings.
54. a. The organization's duly authorized representative shall inform in writing the department head or officer under whom each selected employee member is employed that such employee has been selected.
55. b. No selected employee member shall leave the duty or work station, or assignment without specific approval of appropriate Employer representative.
56. In scheduling meetings due consideration shall be given to the operating needs and work schedules of the department, division, or section in which the employee members are employed.

2. Stewards

57. a. The Union shall furnish the ERD with an accurate list of stewards. The Union may submit amendments to this list at any time. If a steward is not officially designated in writing by the Union, none will be recognized for that area or shift.
58. b. The Union recognizes that it is the responsibility of the steward to assist in the resolution of grievances at the lowest possible level.
59. c. Upon notification of an appropriate management person, stewards or designated officers of the Union subject to management approval which shall not be unreasonably withheld, shall be granted reasonable release time to investigate and process grievances and appeals. Stewards shall advise their supervisors of the area or work location where they will be investigating or processing grievances. The Union will attempt to insure that steward release time will be equitably distributed.

ARTICLE I – REPRESENTATION

- 60. d. A steward shall not represent an employee in a specific disciplinary matter if the steward is a witness to that specific incident. However, the Union may call the steward as a witness in any arbitration.
- 61. In emergency situations, where immediate disciplinary action is taken because of an alleged violation of law or a City departmental rule (intoxication, theft, etc.) the steward shall not unreasonably be denied the right to leave the post or duty to assist in the grievance procedure.
- 62. Stewards shall not interfere with the work of any employee. It shall not constitute interference with the work of an employee for a steward, in the course of investigating or processing a grievance, to interview an employee during the employee's duty time.
- 63. Stewards shall orient new employees on matters concerning employee rights under the provisions of the Agreement.

I.G UNION SECURITY

1. Authorization for Deductions

- 64. The Union shall submit any request to initiate, change, or cancel deductions of Contributions from represented employees’ pay according to the Controller’s “Union Deductions Procedure” (“Procedure”), which the Controller may amend from time to time with reasonable notice (defined as at least thirty days) to the Union. In the event that the Controller changes, alters, or modifies the Procedure, it will provide detailed instructions to the Union on how to comply with the updated Procedure. “Contributions” as used in this Section I.G means Union membership dues, initiation fees, political action funds, other contributions, and any special membership assessments, as established and as may be changed from time to time by the Union.
- 65. The City shall deduct Contributions from a represented employee’s pay upon submission by the Union of a request, in accordance with the Procedure. The Procedure shall include, and the Union must provide with each request, a certification by an authorized representative of the Union, confirming that for each employee for whom the Union has requested deduction of Contributions, the Union has and will maintain a voluntary written authorization signed by that employee authorizing the deduction. If the certification is not properly completed or submitted with the request, the City shall notify the Union, and make the requested deduction changes only upon receipt of a proper certification.
- 66. The Procedure is the exclusive method for the Union to request the City initiate, change, or cancel deductions for Contributions.

ARTICLE I – REPRESENTATION

67. The City shall implement new, changed, or cancelled deductions the pay period following the receipt of a request from the Union, but only if the Union submits the request by noon on the last Friday of a pay period. If the Controller’s Office receives the request after that time, the City will implement the changes in two following pay periods.
68. If an employee asks the City to deduct Contributions, the City shall direct the employee to the Union to obtain the Union authorization form. The City will not maintain a City authorization form for such deductions. If a represented employee hand delivers the official Union form authorizing such deductions to the Controller’s Payroll Division, the City shall process the authorization and begin the deduction within thirty (30) days. The City will send the Union a copy of any authorization form that it receives directly from a represented employee.
69. Except as otherwise provided in this subsection 1, each pay period, the City shall remit Contributions to the Union, after deducting the fee under San Francisco Administrative Code Section 16.92. In addition, the City will make available to the Union a database that includes the following information for each represented employee: name; DSW number; classification; department; work location; work, home, and personal cellular telephone number; personal email address if on file with the City; home address; and any Contributions amount deducted.
70. Except as otherwise provided in this subsection 1, the City shall continue to deduct and remit Contributions until it receives notice to change or cancel deductions from the Union in accordance with the Procedure, or it receives an order from a court or administrative body directing the City to change or cancel the deductions for one or more employees.
71. With the exception of subsection (e) above, the Union is responsible for all decisions to initiate, change, and cancel deductions, and for all matters regarding an employee’s revocation of an authorization, and the City shall rely solely on information provided by the Union on such matters. The City shall direct all employee requests to change or cancel deductions, or to revoke an authorization for deductions, to the Union. The City shall not resolve disputes between the Union and represented employees about Union membership, the amount of Contributions, deductions, or revoking authorizations for deductions. The City shall not provide advice to employees about those matters, and shall direct employees with questions or concerns about those matters to the Union. The Union shall respond to such employee inquiries within 21 calendar days.

2. Indemnification

ARTICLE I – REPRESENTATION

72. The Union shall indemnify, hold harmless, and defend the City against any claim, including but not limited to any civil or administrative action, and any expense and liability of any kind, including but not limited to reasonable attorney’s fees, legal costs, settlements, or judgments, arising from or related to the City’s compliance with this Section I.G. The Union shall be responsible for the defense of any claim within this indemnification provision, subject to the following: (i) the City shall promptly give written notice of any claim to the Union; (ii) the City shall provide any assistance that the Union may reasonably request for the defense of the claim; and (iii) the Union has the right to control the defense or settlement of the claim; provided, however, that the City shall have the right to participate in, but not control, any litigation for which indemnification is sought with counsel of its own choosing, at its own expense; and provided further that the Union may not settle or otherwise resolve any claim or action in a way that obligates the City in any manner, including but not limited to paying any amounts in settlement, taking or omitting to take any actions, agreeing to any policy change on the part of the City, or agreeing to any injunctive relief or consent decree being entered against the City, without the consent of the City. This duty to indemnify, hold harmless, and defend shall not apply to actions related to compliance with this Section I.G brought by the Union against the City. This subsection 2 shall not apply to any claim against the City where the City failed to process a timely, properly completed request to change or cancel a Contributions deduction, as provided in subsection 1.

I.I. APPRENTICESHIP PROGRAM

73. The specific provisions of an apprenticeship program shall be subject to agreement between the City and the Union.

I.J UNION ACCESS

74. The Union shall have reasonable access to all work locations to verify that the terms and conditions of this Agreement are being carried out and for the purpose of conferring with employees, provided that access shall be subject to such rules and regulations immediately below, as well as to such rules and regulations as may be agreed to by the department and the union. Union access to work locations will not disrupt or interfere with a department’s mission and services or involve any political activities.
75. Union representatives shall also have a reasonable right of access to non-work areas (employee lounges and break rooms), and to hallways in order to reach non-work areas, to verify that the terms and conditions of this Agreement are being carried out and for the purpose of conferring with employees.
76. The City shall reserve a reasonable amount of space on bulletin boards within City buildings for the distribution of Union literature. All posted literature shall be dated, identified by affiliation and author, and neatly displayed, and removed from the bulletin board by the Union when no longer timely. Except as stated below, the City agrees that

ARTICLE I – REPRESENTATION

identifiable Union literature shall not be removed from said bulletin boards without first consulting with the representative of the Union to determine if the literature should remain for an additional period of time. The Union shall not post literature that is discriminatory, harassing, or violates City policy or the law. The Department may remove this type of literature immediately and shall notify the Union of its removal.

77. Union representatives must identify themselves upon arrival at a City department. Union representatives may use department meeting space with a reasonable amount of notice, subject to availability.
78. In work units where the work is of a confidential nature and in which the department requires it of other non-employees, a department may require that union representatives be escorted by a department representative when in areas where said confidential work is taking place.
79. Nothing herein is intended to disturb written existing departmental union access policies. Further, departments may implement additional rules and regulations after meeting and conferring with the Union.

ARTICLE II - EMPLOYMENT CONDITIONS

II.A. PROBATIONARY PERIOD

80. The probationary periods, as defined and administered by the Civil Service Commission for new appointees, shall be 2080 regularly scheduled hours worked, including legal holiday pay (LHP).
81. The probationary period for a promotive appointment shall be 1040 regularly scheduled hours worked, including legal holiday pay (LHP).
82. The probationary period for any other appointment type (e.g. bumping, transfers) shall be 520 regularly scheduled hours worked, including legal holiday pay (LHP). If the employee is returned to duty in the same department from which the employee was laid off, the employee shall serve the remainder of any probationary period.
83. Upon permanent appointment, time worked as a provisional appointment in the same classification under the same appointing authority shall be treated as time worked and credited to the employee's probationary period as defined and administered by the Civil Service Commission. Provided, however, upon permanent appointment, all employees must serve a probationary period of no less than 173 regularly scheduled hours worked, including legal holiday pay (LHP) as defined and administered by the Civil Service Commission.
84. A probationary period may be extended by mutual agreement, in writing, between the employee and the Appointing Officer or designee.

II.B. PERSONNEL FILES

85. Formal reprimands will not be considered for purposes of promotions, transfer, special assignments, or discipline for future infractions after the employee has maintained a record without discipline for a period of three (3) years. Suspensions will not be considered for purposes of promotion, transfer, or special assignments after the employee has maintained a record without discipline for a period of three (3) years. Upon request of an employee, in writing, counseling letters and reprimands shall be removed from the employee's personnel file if there has been no discipline in the preceding three (3) year period. The envelope containing the sealed documents will be retained in the employee's personnel file and may be opened for the purpose of assisting the City in defending itself in legal or administrative proceedings, or to comply with legal obligations. This provision shall not apply to any discipline for violation of City Equal Employment Opportunity policies.
86. The above provision shall not apply to records or disciplinary actions based on the misappropriation of public funds or property; misuse or destruction of public property; the use or being under the influence of drugs or alcohol at work; acts which would constitute a crime; acts which present an immediate danger to the public health and

ARTICLE II – EMPLOYMENT CONDITIONS

safety; workplace violence; or mistreatment of persons including retaliation or harassment or discrimination of other persons based on a protected class status. In such cases, the Appointing Officer or designee may consider an employee's request for removal on a case-by-case basis.

II.C. PERFORMANCE APPRAISALS

87. Performance appraisals are prepared for several purposes, including for the purpose of giving notice to employees whose performance is deficient or unacceptable. Performance appraisal, including documents attached to the appraisals, shall be placed in the employee's official personnel file, and shall be removed only upon written authorization of the appointing officer.

II.D. VACATION

88. Vacations will be administered pursuant to the Administrative Code, Article II, Section 16.10 through 16.16 and is incorporated herein by reference.

II.E. SENIORITY

89. Seniority shall be defined as the length of continuous permanent service within the departmental operational unit defined by Management (Airport, Port, Parks and Recreation, Public Works: Sewer Repair, Street Repair, PUC: Water - Water Supply Division, City Distribution Division, Hetch Hetchy - Moccasin and MUNI).
90. In case of a tie in seniority, ranking from the eligible list shall prevail.
91. Overtime assignments shall be distributed on an equitable basis by seniority to qualified employees who wish to participate. Overtime distribution shall be distributed according to a posted operational unit "overtime wheel." An employee who refuses the overtime assignment as determined by the overtime wheel shall have all such hours refused counted as hours worked for the purpose of overtime distribution.
92. There shall be an annual bidding by seniority for shift schedules. The date of the annual bidding process will be established by each department.
93. Shift assignments shall be offered on a voluntary basis within the operational unit according to seniority starting with the qualified senior employee.

II.F. REQUESTS FOR REASSIGNMENTS

94. Vacant permanent positions within a department will be posted for a minimum of five (5) working days on official bulletin boards in locations where employees regularly work.
95. Consideration will be given to employees requesting a reassignment based on seniority, merit, and qualifications as determined by management.

ARTICLE II – EMPLOYMENT CONDITIONS

II.G. MEALS AT CAMP MATHER AND HETCH HETCHY-MOCCASIN

96. When an employee is assigned to work at a remote location, the City shall provide the represented employee with meals, or pay the employee the current per diem rate for the meals. If the represented employee is scheduled to work when a full PUC crew is not present, the City will provide the per diem rate.

II.H. EQUIPMENT MAINTENANCE

97. 1. Employees covered by this Agreement shall be granted sufficient time to perform routine maintenance on equipment. Such time, if any is necessary, shall be determined by an appropriate departmental supervisor.
98. 2. Records of equipment deficiencies shall not be placed in an employee's personnel file. However, records of equipment deficiencies which are used as documentation for disciplinary action may be placed in the personnel file.

II.I. SUBCONTRACTING

1. "Prop J." Contracts

99. a. The City agrees to notify the Union no later than the date a department sends out Requests for Proposals when contracting out of a City service and authorization of the Board of Supervisors is necessary in order to enter into said contract.
100. b. Upon request by the Union, the City shall make available for inspection any and all pertinent background and/or documentation relating to the service contemplated to be contracted out.
101. c. Prior to any final action being taken by the city to accomplish the contracting out, the City agrees to hold informational meetings with the Union to discuss and attempt to resolve issues relating to such matters including, but not limited to:
102. 1) possible alternatives to contracting or subcontracting;
103. 2) questions regarding current and intended levels of service;
104. 3) questions regarding the Controller's certification pursuant to Charter Section 10.104;
105. 4) questions relating to possible excessive overhead in the City's administrative-supervisory/worker ratio; and
106. 5) questions relating to the effect on individual worker productivity by providing labor saving devices;

ARTICLE II – EMPLOYMENT CONDITIONS

107. d. The City agrees that it will take all appropriate steps to insure the presence at said meetings of those officers and employees (excluding the Board of Supervisors) of the City who are responsible in some manner for the decision to contract so that the particular issues may be fully explored by the Union and the City.

2. Advance Notice on Personal Services Contracts

108. a. Departments shall notify the Union of proposed personal services contracts where such services could potentially be performed by represented classifications. At the time the City issues a Request for Proposals (“RFP”)/Request for Qualifications (“RFQ”), or thirty (30) days prior to the submission of a PSC request to the Department of Human Resources and/or the Civil Service Commission, whichever occurs first, the City shall notify the union(s) of any personal services contract(s), including a copy of the draft PSC summary form, where such services could potentially be performed by represented classifications.

109. b. If the Union wishes to meet with a department over a proposed personal services contract, the Union must make its request to the appropriate department within two weeks after the Union’s receipt of the Department’s notice.

110. c. The parties may discuss possible alternatives to contracting or subcontracting and whether the department staff has the expertise and/or facilities to perform the work. Upon request by the Union, the City shall make available for inspection any and all pertinent background and/or documentation relating to the service contemplated to be contracted out.

111. d. In order to ensure that the parties are fully able to discuss their concerns regarding particular proposed contracts, the City agrees that it will take all appropriate steps to ensure that parties (excluding the Board of Supervisors and other boards or commissions) who are responsible for the contracting-out decision(s) are present at the meeting(s) referenced in paragraph b.

112. e. The City agrees to provide the Union with notice(s) of departmental commissions and Civil Service Commission meetings during which proposed personal services contracts are calendared for consideration, where such services could potentially be performed by represented classifications.

3. Advance Notice To Employee Organizations Of The Construction/Maintenance Or Job Order Contracts

ARTICLE II – EMPLOYMENT CONDITIONS

- 113. a. At the time the City issues an invitation for a Construction/Maintenance or Job Order Contract, the City shall notify the affected Union and also notify the San Francisco Building Trades Council of any construction/maintenance or job order contract(s), where such services could potentially be performed by represented classifications.
- 114. b. Twenty days prior to the time the City issues a Task Order/Work Order funded by a Construction/Maintenance or Job Order Contract, the City shall notify the affected Union and also notify the San Francisco Building and Construction Trades Council of any such task order/work order.
- 115. c. If an employee organization wishes to meet with a department over a proposed construction/maintenance contract and/or task order/work order, the employee organization must make its request to the appropriate department within ten calendar days after the receipt of the department's notice. The parties shall meet and discuss, within ten calendar days of receipt of request to meet and discuss, possible alternatives to contracting or subcontracting and whether the department staff has the expertise and/or facilities to perform the work. Upon request by the employee organization, the City shall make available for inspection any and all pertinent background and/or documentation relating to the service contemplated to be contracted out.
- 116. d. In order to ensure that the parties are fully able to discuss their concerns regarding particular proposed contracts, the City agrees that it will take all appropriate steps to ensure that parties (excluding the Board of Supervisors and other boards or commissions) who are responsible for the contracting-out decision(s) are present at the meeting(s) referenced in paragraph c.
- 117. e. The City agrees to provide the San Francisco Building Trades Council with notice(s) of departmental commissions and Civil Service Commission meetings during which proposed construction/maintenance contracts are calendared for consideration, where such services could potentially be performed by represented classifications.

II.J. MINIMUM NOTICE FOR DISPLACEMENTS

- 118. The City will provide ten (10) business days' notice to employees who are subject to displacement due to layoffs. To the extent this notice period extends beyond the date the displacing employee is to start in the position, the employee who is to be displaced will be placed in a temporary exempt position in the employee's classification and department for the remainder of the notice period.

II.K. UTILIZATION OF PROP F AND TEMPORARY EXEMPT EMPLOYEES

ARTICLE II – EMPLOYMENT CONDITIONS

119. The Human Resources Director agrees to work with City departments to ensure proper utilization of Proposition F and temporary exempt (“as needed”) employees when such positions would more appropriately or efficiently be filled by permanent employees. In addition, the City will notify holdovers in represented classifications of any recruitment for exempt positions in their classifications.

ARTICLE III - PAY, HOURS AND BENEFITS

III.A. WAGES

120. Represented employees will receive the following base wage increases:

Effective July 1, 2019:	3%
Effective December 28, 2019:	1.0 %

Effective July 1, 2020, represented employees will receive a base wage increase of 3.0%, except that if the March 2020 Joint Report, prepared by the Controller, the Mayor’s Budget Director, and the Board of Supervisors’ Budget Analyst, projects a budget deficit for fiscal year 2020-2021 that exceeds \$200 million, then the base wage adjustment due on July 1, 2020, will be delayed by approximately six (6) months, to be effective December 26, 2020.

Effective December 26, 2020, represented employees will receive a base wage increase of 0.5%, except that if the March 2020 Joint Report, prepared by the Controller, the Mayor’s Budget Director, and the Board of Supervisors’ Budget Analyst, projects a budget deficit for fiscal year 2020-2021 that exceeds \$200 million, then the base wage adjustment due on December 26, 2020, will be delayed by approximately six (6) months, to be effective close of business June 30, 2021.

Effective July 1, 2021, represented employees will receive a base wage increase of 3.0%, except that if the March 2021 Joint Report, prepared by the Controller, the Mayor’s Budget Director, and the Board of Supervisors’ Budget Analyst, projects a budget deficit for fiscal year 2021-2022 that exceeds \$200 million, then the base wage adjustment due on July 1, 2021, will be delayed by approximately six (6) months, to be effective January 8, 2022.

Effective January 8, 2022, represented employees will receive a base wage increase of 0.5%, except that if the March 2021 Joint Report, prepared by the Controller, the Mayor’s Budget Director, and the Board of Supervisors’ Budget Analyst, projects a budget deficit for fiscal year 2021-2022 that exceeds \$200 million, then the base wage adjustment due on January 8, 2022, will be delayed by approximately six (6) months, to be effective close of business on June 30, 2022.

121. All base wage calculations shall be rounded to the nearest whole dollar, bi-weekly salary.

III.B. WORK SCHEDULES

ARTICLE III – PAY, HOURS AND BENEFITS

1. NORMAL WORK SCHEDULES

122. A normal workday is a tour of duty of eight (8) hours completed within not more than nine (9) hours. A normal work week is a tour of duty on each of five (5) consecutive days from Monday through Friday. Any work performed on Saturdays, Sundays holidays or before the regular scheduled daily starting time or after eight (8) hours of work shall be paid for at the rate of time and one-half. Employees covered by this Agreement shall be entitled to a minimum of 14 calendar days' notice if assigned to a different shift. Such changes will take place following completion of the employee's normal work week.
123. All classifications of employees having a normal work day of eight (8) hours within nine (9) hours may voluntarily work in flex-time programs authorized by appointing officers and may voluntarily work more than or less than eight (8) hours within twelve (12) hours, provided, that the employee must work five (5) days a week, eighty (80) hours per payroll period, and must execute a document stating that the employee is voluntarily participating in a flex-time program and waiving any rights the employee may have on the same subject.
124. a. The Employee Relations Division of the Department of Human Resources may authorize any department head, board or commission to meet and confer with an employee, group of employees, or their representatives on proposals offered by the employee, group of employees, or their representatives or the department relating to alternate scheduling of working hours for all or part of a department. Such proposals may include but are not limited to core-hour flex time, full time work weeks of less than five (5) days, work days of less than eight (8) hours or a combination of plans which are mutually agreeable to the employee, group of employees, and their representatives and the department concerned. Any such agreement shall be submitted to the Mayor's Budget Office for its approval or rejection.
125. b. A normal work week is a tour of duty on each of five consecutive days. However, employees who are moving from one shift or one work schedule to another may be required to work in excess of five consecutive working days in conjunction with changes in their work shifts or schedules.
- c. Exceptions:
126. 1) Specially funded training programs approved by the Department of Human Resources.
127. 2) Educational and Training Courses - Regular permanent civil service employees may, on a voluntary basis with approval of appointing officer, work a forty-hour week in six days when required in the interest of furthering the education and training of the employee.

ARTICLE III – PAY, HOURS AND BENEFITS

128. 3) Voluntary Reduced Work Week - Employees in any classification, upon the recommendation of the appointing officer and subject to the approval of the Human Resources Director, may voluntarily elect to work a reduced work week for a specified period of time. Such reduced work week shall not be less than twenty (20) hours per week nor less than three (3) continuous months during the fiscal year. Pay, Vacation, Holidays and Sick Pay shall be reduced in accordance with such reduced work week.

2. PART-TIME WORK SCHEDULE

129. A part-time work schedule is a tour of duty of less than forty hours per week.

III.C. COMPENSATIONS FOR VARIOUS WORK SCHEDULES

1. NORMAL WORK SCHEDULE

130. Compensation fixed herein on a per diem basis are for a normal eight-hour work day; and on a bi-weekly basis for a bi-weekly period of service consisting of normal work schedules.

2. PART-TIME WORK SCHEDULES

131. Salaries for part-time services shall be calculated upon the compensation for normal work schedules proportionate to the hours actually worked.

III.D. ADDITIONAL COMPENSATION

132. Each premium shall be separately calculated against an employee's base rate of pay. Premiums shall not be pyramided.

1. NIGHT DUTY

133. Employees shall be paid a premium of 10% of the straight time hourly base rate of pay for each hour regularly assigned between 5:00 P.M. and 7:00 A.M., if the employee works at least one (1) hour of the employee's regularly scheduled shift between 5:00 P.M. and 7:00 A.M., excepting those employees participating in an authorized flex-time program and who voluntarily work between the hours of 5:00 P.M. and 7:00 A.M. Shift pay of 10% shall be paid for the entire shift, provided at least five (5) hours of the employee's shift falls between 5:00 P.M. and 7:00 A.M.

ARTICLE III – PAY, HOURS AND BENEFITS

2. CALL BACK

134. Employees in classes represented by the Union called back after the completion of a regular shift or work week shall receive overtime, if otherwise applicable, and a night duty premium of 10% more than the base rate for hours worked in a shift between 5:00pm and 7:00am.
135. Employees, except those at remote locations where city supplied housing has been offered, or who are otherwise being compensated) who are called back to their work locations following the completion of the work day and departure from ~~his/her~~ the employee's place of employment, shall be granted a minimum of four (4) hours compensation (pay or compensatory time off as appropriate - "Z" employees can only take overtime in the form of compensatory time off) at the applicable rate or shall be compensated for all hours actually worked at the applicable rate, whichever is greater. This section shall not apply to employees who are called back to duty when on standby status. The employee's work day shall not be adjusted to avoid the payment of this minimum.

3. STANDBY PAY

136. a. Employees (except those working at the Public Utilities Commission) who, as part of the duties of their positions are required by the appointing officer to standby when normally off duty to be instantly available on call for immediate emergency service for the performance of their regular duties, shall be paid ten (10) percent of their regular straight time rate of pay for the period of such standby service. When such employees are called to perform their regular duties in emergencies during the period of such standby service, they shall be paid for hours actually worked, computed to the nearest one-quarter (1/4) hour, while engaged in such emergency service the usual rate of pay for such service.
137. The provisions authorizing standby pay do not apply to classifications designated by a "Z" symbol and which would qualify for designation as executive under the duties test provisions of the Federal Fair Labor Standards Act.
- b. STANDBY PAY FOR EMPLOYEES OF THE PUBLIC UTILITIES COMMISSION ONLY
138. Employees of the Public Utilities Commission ("PUC") who, as part of the duties of their positions are required by the Appointing Officer to standby when normally off duty to be instantly available on call for immediate emergency service to perform their regular duties, shall be paid twenty (20%) percent of their regular straight time rate of pay for the period of such standby service. When such employees are called to perform their

ARTICLE III – PAY, HOURS AND BENEFITS

regular duties in emergencies during the period of such standby service, they shall be paid for hours actually worked, computed to the nearest one-quarter (1/4) hour, while engaged in such emergency service at the usual rate of pay for such service as provided herein. However, standby pay shall not be allowed in classes whose duties which are primarily administrative in nature.

4. LEAD PERSON PAY

139. Employees in non-supervisory classifications shall be entitled to a \$12.50 per day premium as follows:
140. a. When designated in writing by their supervisor or foreperson and,
141. b. When at least four employees are assigned on any job and are not under the direction of a crew supervisor on site.
142. Employees are not eligible to receive both Lead Worker Pay and Acting Assignment Pay

5. ACTING ASSIGNMENT PAY

143. a. An employee assigned in writing by the Appointing Officer (or designee) to perform the normal day to day duties and responsibilities of a higher classification of an authorized position for which funds are temporarily unavailable shall be entitled to acting assignment pay, no earlier than the eleventh (11th) consecutive work day of such an assignment, after which acting assignment shall be retroactive to the first (1st) day of the assignment.
144. b. Upon written approval, as determined by the City, an employee shall be authorized to receive an increase to a step in an established salary schedule that represents at least 5% above the employee's base salary and that does not exceed the maximum step of the salary schedule of the class to which temporarily assigned. Premiums based on percent of salary shall be paid at a rate which includes the acting assignment pay.

6. SUPERVISORY DIFFERENTIAL ADJUSTMENT

145. a. The Appointing Officer is hereby authorized to adjust the compensation of a supervisory employee whose schedule of compensation is set herein subject to the following conditions:

ARTICLE III – PAY, HOURS AND BENEFITS

146. b. The supervisor, as part of the regular responsibilities of the class, supervises, directs, is accountable for and is in responsible charge of the work of a subordinate or subordinates.
147. c. The organization is a permanent one approved by the appointing officer, Board or Commission, where applicable, and is a matter of record based upon review and investigation by the Department of Human Resources.
148. d. The classifications of both the supervisor and the subordinate are appropriate to the organization and have a normal, logical relationship to each other in terms of their respective duties and levels of responsibility and accountability in the organization.
149. e. The salary grade of the supervisor is less than one full step (approximately 5%) over salary grade, exclusive of extra pay, of the employee supervised. In determining the salary grade of a classification being paid a flat rate, the flat rate will be converted to a bi-weekly rate and the salary grade the top step of which is closest to the flat rate so converted shall be deemed to be the salary grade of the flat rate classification.
150. f. The adjustment of the salary grade of the supervisor shall be to the nearest salary grade representing, but not exceeding, one full step (approximately 5%) over the salary grade, exclusive of extra pay, of the employee supervised.
151. g. If the application of this Section adjusts the salary grade of an employee in excess of the immediate supervisor, the pay of such immediate supervisor covered by this agreement shall be adjusted to an amount \$1.00 bi-weekly in excess of the base rate of the highest paid subordinate, provided that the applicable conditions under the above paragraph are also met.
152. h. Compensation adjustments are effective retroactive to the beginning of the current fiscal year of the date in the current fiscal year upon which the employee became eligible for such adjustment under these provisions.
153. i. To be considered, requests for adjustment under the provisions of this section must be received in the offices of the Department of Human Resources not later than the end of the current fiscal year.
154. j. In no event will the Human Resources Director approve a supervisory salary adjustment in excess of 2 full steps (approximately 10%) over the supervisor's current basic compensation. If in the following fiscal year a salary inequity continues to exist, the Human Resources Director may again review the circumstances and may grant an additional salary adjustment not to exceed 2 full steps (approximately 10%)

ARTICLE III – PAY, HOURS AND BENEFITS

155. k. It is the responsibility of the appointing officer to immediately notify the Department of Human Resources of any change in the conditions or circumstances that were and are relevant to a request for salary adjustment under this section either acted upon by or pending.
156. l. An employee shall be eligible for supervisory differential adjustments only if the employee actually supervises the technical content of subordinate work and possesses education and/or experience appropriate to the technical assignment.

7. UNDERWATER DIVING PAY

157. Represented employees shall be paid \$15.00 per hour more than the base hourly rate, exclusive of any additional compensation for other assignments, when assigned and actually engaged in duties and operations requiring underwater diving.

8. CRANE CERTIFICATION PREMIUM

158. Employees required to possess a crane certification (over 25 feet or 15,000 pounds) shall receive a three percent (3%) premium for all hours paid while in possession of the certification.

9. CERTIFICATION REIMBURSEMENT

159. When the City and County of San Francisco or the State requires that employees working in classifications represented by the Operating Engineers, Local 3 to possess a certificate, the City shall reimburse said employee for any fee involved in the issuance or renewal of said certificate. Employees shall suffer no loss in pay for time spent taking qualifying examinations for said certificate. Commercial drivers' licenses are covered by the provisions of this section.

10. MTA PERFORMANCE/ATTENDANCE INCENTIVE PAY

160. No later than the first pay period after September 1, 2014, active represented employees who received MTA Performance / Attendance Incentive Pay in Fiscal Year 2013-2014 shall receive a one-time lump sum of fifteen hundred dollars (\$1,500).

III.E. OVERTIME – COMPENSATION

161. Appointing officers may require employees to work longer than the normal work day or longer than the normal work week. Any time worked under proper authorization of the appointing officer or the designated representative or any hours suffered to be worked by

ARTICLE III – PAY, HOURS AND BENEFITS

an employee, exclusive of part-time employees, in excess of the regular or normal work day or week shall be designated as overtime and shall be compensated at one-and-one-half times the base hourly rate which may include a night differential if applicable; provided that employees working in classifications that are designated in this agreement as having a normal work day of less than eight (8) hours or a normal work week of less than forty (40) hours shall not be entitled to overtime compensation for work performed in excess of said specified normal hours until they exceed eight (8) hours per day or forty (40) hours per week, provided further, that employees working in a flex-time program shall be entitled to overtime compensation as provided herein when required to work more than eight hours in a day or eighty hours per payroll period. Overtime compensation so earned shall be computed subject to all the provisions and conditions set forth herein. Legal holidays shall count as time worked for the purpose of computing overtime.

162. Employees shall not be eligible to sign up for an overtime assignment if there has been sick pay, sick leave or disciplinary time off on the preceding workday, or if sick pay, sick leave or disciplinary time off occurs on the workday following the last overtime assignment. However, even if the employee is not eligible to sign up for overtime assignment, the Appointing Officer or designee may assign the employee for overtime and compensate at the overtime rate.
163. No appointing officer shall require an employee not designated by a "Z" symbol in the Annual Salary Ordinance to work overtime when it is known by said appointing officer that funds are legally unavailable to pay said employee, provided that an employee may voluntarily work overtime under such conditions in order to earn compensatory time off at the rate of time and one-half.
164. Employees occupying positions determined by the Department of Human Resources as being exempt from the Fair Labor Standards Act and designated by a "Z", shall not be paid for over-time worked but may be granted compensatory time off at the rate of one-and-one-half times for time worked in excess of normal work schedules.
165. Effective July 1, 2020, a "Z" classified employee shall not maintain a balance of more than one hundred and sixty (160) hours of compensatory time.
166. Effective July 1, 2020, a "Z" classified employee may carry forward one hundred and twenty (120) hours of earned but unused compensatory time into the next fiscal year.
167. Any "Z" designated employees with more than one hundred and sixty (160) hours of accrued compensatory time on July 1, 2020 may maintain their balance of accrued compensatory time, but shall not earn additional compensatory time until their balance of accrued compensatory time is less than one hundred and sixty (160) hours.

ARTICLE III – PAY, HOURS AND BENEFITS

168. Those employees subject to the provisions of the Fair Labor Standards Act who are required or suffered to work overtime shall be paid in salary unless the employee and the Appointing Officer mutually agree that in lieu of paid overtime, the employee shall be compensated with compensatory time off. Employees occupying non-"Z" designated positions may not earn more than one hundred and twenty (120) hours of compensatory time in a fiscal year and shall not accumulate a balance of compensatory time earned in excess of one hundred and twenty (120) hours. Any non- "Z" designated employee with more than one hundred and twenty (120) hours of accrued compensatory time on July 1, 2019 may maintain their balance of accrued compensatory time, but shall not earn additional compensatory time until their balance of accrued compensatory time is less than one hundred and twenty (120) hours.
169. A non- "Z" classified employee who is appointed to a position in another department shall have his or her entire compensatory time balances paid out at the rate of the underlying classification prior to appointment.
170. A non- "Z" classified employee who is appointed to a position in a higher, non- "Z" or designated classification or who is appointed to a position in a "Z" designated classification shall have his or her entire compensatory time balances paid out at the rate of the lower classification prior to promotion.
171. Subject to availability of funds, a non- "Z" classified employee, upon the employee's request, shall be able to cash out earned but unused compensatory time; approval of the cash out is at the discretion of the Appointing Officer.

III.F. HOLIDAYS AND HOLIDAY PAY

172. A holiday is calculated based on an eight-hour day. The following days are designated as holidays:
- January 1 (New Year's Day)
 - the third Monday in January (Martin Luther King, Jr.'s Birthday)
 - the third Monday in February (President's Day)
 - the last Monday in May (Memorial Day)
 - July 4 (Independence Day)
 - the first Monday in September (Labor Day)
 - the second Monday in October (Columbus Day)
 - November 11 (Veteran's Day)
 - Thanksgiving Day
 - the day after Thanksgiving
 - December 25 (Christmas Day)
173. Provided further, if January 1, July 4, November 11 or December 25 falls on a Sunday, the Monday following is a holiday.

ARTICLE III – PAY, HOURS AND BENEFITS

174. In addition, included shall be any day declared to be a holiday by proclamation of the Mayor after such day has heretofore been declared a holiday by the Governor of the State of California or the President of the United States.

1. HOLIDAY PAY FOR EMPLOYEES WHO SEPARATE

175. Employees who have established initial eligibility for floating days off and who subsequently separate from City employment, may, at the sole discretion of the appointing authority, be granted those floating day(s) off to which the separating employee was eligible and had not yet taken off.

2. HOLIDAYS THAT FALL ON A SATURDAY

176. For those employees assigned to a work week of Monday through Friday, and in the event a legal holiday falls on Saturday, the preceding Friday shall be observed as a holiday; provided, however, that except where the Governor declares that such preceding Friday shall be a legal holiday, each department head shall make provision for the staffing of public offices under their jurisdiction on such preceding Friday so that said public offices may serve the public as provided in Section 16.4 of the Administrative Code. Those employees who work on a Friday which is observed as a holiday in lieu of a holiday falling on Saturday shall be allowed a day off in lieu thereof as scheduled by the appointing officer in the current fiscal year.

3. IN-LIEU HOLIDAYS

177. Requests for in-lieu holidays shall be made to the appropriate management representative within thirty (30) days after the holiday is earned and must be taken within the fiscal year.
178. In-lieu days will be assigned by the appointing officer or designee if not scheduled in accordance with the procedures described herein.
179. A holiday can be carried over into the next fiscal year with the approval of the appointing officer. If an appointing officer fails to schedule an in-lieu holiday as provided in Section 2 herein, the holiday credit shall be carried over to the next fiscal year.

4. HOLIDAY COMPENSATION FOR TIME WORKED

180. Employees required by their respective appointing officers to work on any of the above specified or substitute holidays, excepting Fridays observed as holidays in lieu of holidays falling on Saturday, shall be paid extra compensation of one

ARTICLE III – PAY, HOURS AND BENEFITS

additional day's pay at time-and-one-half the usual rate in the amount of 12 hours pay for 8 hours worked or a proportionate amount for less than 8 hours worked provided, however, that at the employee's request and with the approval of the appointing officer, an employee may be granted compensatory time off in lieu of paid overtime.

181. Executive, administrative and professional employees designated in the Annual Salary Ordinance with the "Z" symbol shall not receive extra compensation for holiday work but may be granted time off equivalent to the time worked at the rate of-one-and-one-half times for work on the holiday.

5. HOLIDAY PAY FOR EMPLOYEES LAID OFF

182. An employee who is laid off at the close of business the day before a holiday who has worked not less than five previous consecutive work days shall be paid for the holiday.

6. EMPLOYEES NOT ELIGIBLE FOR HOLIDAY COMPENSATION

183. Persons employed for holiday work only, or persons employed on a part-time work schedule which is less than twenty (20) hours in a bi-weekly pay period, or persons employed on an intermittent part-time work schedule (not regularly scheduled), or persons working on an "as-needed" basis and work on a designated legal holiday shall be compensated at the normal overtime rate of time and one-half the basic hourly rate, if the employee worked forty (40) hours in the pay period in which the holiday falls. Said employees shall not receive holiday compensation.

184. Persons on leave without pay status immediately preceding or immediately following the legal holiday shall not receive holiday pay.

7. PART-TIME EMPLOYEES ELIGIBLE FOR HOLIDAYS

185. Part-time employees, including employees on a reduced work week schedule, who regularly work a minimum of twenty (20) hours in a bi-weekly pay period shall be entitled to holidays on a proportionate basis.

186. Regular full-time employees, are entitled to 8/80 or 1/10 time off when a holiday falls in a bi-weekly pay period, therefore, part-time employees, as defined in the immediately preceding paragraph, shall receive a holiday based upon the ratio of 1/10 of the total hours regularly worked in a bi-weekly pay period. Holiday time off shall be determined by calculating 1/10 of the hours worked by the part-time employee in the bi-weekly pay period immediately preceding the pay period in

ARTICLE III – PAY, HOURS AND BENEFITS

which the holiday falls. The computation of holiday time off shall be rounded to the nearest hour.

187. The proportionate amount of holiday time off shall be taken in the same fiscal year in which the holiday falls. Holiday time off shall be taken at a time mutually agreeable to the employee and the appointing officer.

8. FLOATING HOLIDAYS

188. Five floating days off in each fiscal year may be taken on days selected by the employee subject to prior scheduling approval of the appointing officer. Employees (both full time and part-time) must complete six (6) months continuous service to establish initial eligibility for the floating days off. Employees hired on an as-needed, intermittent or seasonal basis shall not receive the additional floating days off. Floating holidays received in one fiscal year but not used may be carried forward to the next succeeding fiscal year. The number of floating holidays carried forward to a succeeding fiscal year shall not exceed the total number of floating holidays received in the previous fiscal year. Floating Holidays may be taken in hourly increments up to and including the number of hours contained in the employee's regular shift. No compensation of any kind shall be earned or granted for floating days off not taken off.

III.G. TIME OFF FOR VOTING

189. If an employee does not have sufficient time to vote outside of working hours, the employee may request so much time off as will allow time to vote, in accordance with the State Election Code.

III.H. JURY DUTY

190. An employee shall be provided leave with pay on a work day when the employee serves jury duty, provided the employee gives prior notice of the jury duty to the supervisor.
191. Employees assigned to jury duty whose regular work assignments are swing, graveyard, or weekend shifts shall not be required to work those shifts when serving jury duty, provided the employee gives prior notice of the jury duty to the supervisor.
192. To receive leave with pay for jury duty, employees must (1) provide written proof of jury service from the court to verify actual appearance for each day of jury duty, and (2) decline any payment from the court for jury duty.

ARTICLE III – PAY, HOURS AND BENEFITS

193. If an employee is required to call-in during the work day for possible midday jury duty, the employee shall coordinate in advance with the employee’s supervisor about whether and when to report to work.

III.I. SALARY STEP PLAN AND SALARY ADJUSTMENTS

1. PROMOTIVE APPOINTMENT IN A HIGHER CLASS

194. An employee or officer who is a permanent appointee following completion of the probationary period or six months of permanent service, and who is appointed to a position in a higher classification, either permanent or temporary, deemed to be promotive by the Department of Human Resources shall have the employee’s salary adjusted to that step in the promotive class as follows:

195. a. If the employee is receiving a salary in the present classification equal to or above the entrance step of the promotive class, the employee's salary in the promotive class shall be adjusted to two steps in the salary grade over the salary received in the lower class but not above the maximum of the salary range of the promotive classification.

196. b. If the employee is receiving a salary in the employee’s present classification which is less than the entrance step of the salary range of the promotive classification, the employee shall receive a salary step in the promotive class which is closest to an adjustment of 7.5% above the salary received in the class from which promoted. The proper step shall be determined by the bi-weekly salary grade and shall not be above the maximum of the salary range of the promotive class.

197. c. If the appointment deemed promotive described in above is a temporary appointment, and the employee, following a period of continuous service at least equal to the prescribed probationary period is subsequently given another appointment either permanent or temporary, deemed promotive from the prior temporary appointment class, the salary step in the subsequent promotive appointment shall be deemed promotive.

198. For purpose of this Section, appointment of an employee as defined herein to a position in any class the salary schedule for which is higher than the salary schedule of the employee's permanent class shall be deemed promotive.

2. NON-PROMOTIVE APPOINTMENT

199. An employee or officer who is a permanent appointee following completion of the probationary period or six months of service, and who accepts a non-promotive

ARTICLE III – PAY, HOURS AND BENEFITS

appointment in a classification having the same salary grade, or a lower salary grade, the appointee shall enter the new position at that salary step which is the same as that received in the prior appointment, or if the salary steps do not match, then the salary step which is immediately in excess of that received in the prior appointment, provided that such salary shall not exceed the maximum of the salary grade. Further increments shall be based upon the seniority increment anniversary date in the prior appointment.

3. REAPPOINTMENT WITHIN SIX MONTHS

200. A permanent employee who resigns and is subsequently reappointed to a position in the same classification within six (6) months of the effective date of resignation shall be reappointed to the same salary step that the employee received at the time of resignation.

4. COMPENSATION ADJUSTMENTS

201. a. Prior Fiscal Year - When an employee promoted to a higher class during a prior fiscal year receives a lesser salary than if promoted in the same class and from the same salary step during the current fiscal year the employee's salary shall be adjusted on July 1, to the rate the employee would have received had ~~he/she~~ the employee been promoted in the current fiscal year.
202. The Department of Human Resources is hereby authorized to adjust the salary and anniversary increment date of any employee promoted from one class to a higher classification who would receive a lesser salary than an employee promoted at a later date to the same classification from the same salary step in the same base class from which the promotional examination was held.
203. b. Reemployment in a Formerly Held Class - An employee who has completed the probationary period in an entrance appointment who is laid off and is returned to a classification formerly held on a permanent basis shall receive a salary based upon the original appointment date in the classification to which the employee is returned. An employee who is returned to a classification not formerly held on a permanent basis shall receive a salary in accordance with this agreement.

III.J. METHODS OF CALCULATION

ARTICLE III – PAY, HOURS AND BENEFITS

1. BI-WEEKLY

204. An employee whose compensation is fixed on a bi-weekly basis shall be paid the bi-weekly salary for the position for work performed during the bi-weekly payroll period. There shall be no compensation for time not worked unless such time off is authorized time off with pay.

2. PER DIEM OR HOURLY

205. An employee whose compensation is fixed on a per diem or hourly basis shall be paid the daily or hourly rate for work performed during the bi-weekly payroll period on a bi-weekly pay schedule. There shall be no compensation for time not worked unless such time off is authorized time off with pay.

III.K. STATE UNEMPLOYMENT AND DISABILITY INSURANCE

206. 1. Employees in the bargaining unit(s) covered by this agreement shall be enrolled in the State Disability Insurance Program. The cost of SDI will be paid by the employee through payroll deduction at a rate established by the State of California Employment Development Department.
207. 2. The payment of sick leave pursuant to Rules of the Civil Service Commission shall not affect and shall be supplementary to payments from State Disability Insurance. An employee entitled to SDI shall receive in addition thereto such portion of the employee's accumulated sick leave with pay as will equal, but not exceed, the regular biweekly gross earnings of the employee, including any regularly paid premiums. Such supplementary payments shall continue for the duration of the employee's illness or disability or until sick leave with pay credited to the employee is exhausted, whichever occurs first.
208. 3. The City agrees to continue participating in the State Unemployment Insurance Program as long as applicable laws so require.

III.L. SICK LEAVE WITH PAY LIMITATION

209. An employee who is absent because of disability leave and who is receiving disability indemnity payments may request that the amount of disability indemnity payment be supplemented with salary to be charged against the employee's sick leave with pay credits pursuant to Civil Service Rules. If the employee wishes to exercise this option, the employee must submit a signed statement to the employee's department no later than thirty (30) days following the employee's release from disability leave.

III.M. WORKERS' COMPENSATION

ARTICLE III – PAY, HOURS AND BENEFITS

210. Employee supplementation of workers' compensation payment to equal the full salary the employee would have earned for the regular work schedule in effect at the commencement of the workers' compensation leave shall be drawn only from an employee's paid leave credits including vacation, sick leave balance, or other paid leave as available.
211. Pursuant to Civil Service Rule 120.24, an employee returning from disability leave as defined by CSC 120.24 Rule will accrue sick leave and/or supplemental disability credits at an accelerated rate.

III.N. HEALTH AND WELFARE

1. EMPLOYEE HEALTH CARE

212. The City agrees to continue to contribute the applicable rate per month directly into the City Health Service System for each employee who is a member of the Health Service System. The level of benefits is set pursuant to the Charter.
213. The contribution model for employee health insurance premiums will be based on the City's contribution of a percentage of those premiums and the employee's payment of the balance (Percentage-Based Contribution Model), as described below:
- 1) Employee Only:
214. For medically single employees (Employee Only) who enroll in any health plan offered through the Health Services System, the City shall contribute ninety-three percent (93%) of the total health insurance premium, provided however, that the City's contribution shall be capped at ninety-three percent (93%) of the Employee Only premium of the second-highest-cost plan.
- 2) Employee Plus One:
215. For employees with one dependent who elect to enroll in any health plan offered through the Health Services System, the City shall contribute ninety-three percent (93%) of the total health insurance premium, provided however, that the City's contribution shall be capped at ninety-three percent (93%) of the Employee Plus One premium of the second-highest-cost plan.

- 3) Employee Plus Two or More:

ARTICLE III – PAY, HOURS AND BENEFITS

216. For employees with two or more dependents who elect to enroll in any health plan offered through the Health Services System, the City shall contribute eighty-three percent (83%) of the total health insurance premium, provided however, that the City's contribution shall be capped at eighty-three percent (83%) of the Employee Plus Two or More premium of the second-highest-cost plan.

4) Contribution Cap

217. In the event HSS eliminates access to the current highest cost plan for active employees, the City contribution under this agreement for the remaining two plans shall not be affected.

5) Average Contribution Amount

218. For purposes of this agreement, and any resulting agreements under paragraph 218, to ensure that all employees enrolled in health insurance through the City's Health Services System (HSS) are making premium contributions under the Percentage-Based Contribution Model, and therefore have a stake in controlling the long term growth in health insurance costs, it is agreed that, to the extent the City's health insurance premium contribution under the Percentage-Based Contribution Model is less than the "average contribution," as established under Charter section A8.428(b), then, in addition to the City's contribution, payments toward the balance of the health insurance premium under the Percentage-Based Contribution Model shall be deemed to apply to the annual "average contribution." The parties intend that the City's contribution toward employee health insurance premiums will not exceed the amount established under the Percentage-Based Contribution Model.

c. Medically Single Employees Outside of Health Coverage Areas

219. Notwithstanding any other provision of this Agreement, for "medically single employees" (Employee Only) who are permanently assigned by the City to work in areas outside the health coverage areas of Kaiser and Blue Shield for the term of this Agreement the City shall continue to contribute one hundred percent (100%) of the premium for the employees' own health care benefit coverage.

ARTICLE III – PAY, HOURS AND BENEFITS

d. Other Terms Negotiable

220. While the parties have agreed in paragraph 218 not to negotiate any changes to the Percentage-Based Contribution Model, the parties are free to make economic proposals to address any alleged impact of the health contribution levels described above or other health related issues not involving the percentage-based contribution model (e.g. wellness and transparency).

221. e. The aforesaid payments shall not be considered as part of an employee's salary for the purpose of computing straight time earnings, compensation for overtime worked, premium pay, retirement benefits or retirement contributions; nor shall such contributions be taken into account on determining the level of any other benefit which is a function of or percentage of salary.

2. DENTAL COVERAGE

222. Each employee covered by this agreement shall be eligible to participate in the City's dental program.

223. Employees who enroll in the Delta Dental PPO Plan shall pay the following premiums for the respective coverage levels: \$5/month for employee-only, \$10/month for employee + 1 dependent, or \$15/month for employee + 2 or more dependents.

3. CONTRIBUTIONS WHILE ON UNPAID LEAVE

224. As set forth in Administrative Code section 16.701(b), covered employees who are not in active service for more than twelve (12) weeks, shall be required to pay the Health Service System for the full premium cost of membership in the Health Service System, unless the employee shall be on sick leave, workers' compensation, mandatory administrative leave, approved personal leave following family care leave, disciplinary suspensions or on a layoff holdover list where the employee verifies they have no alternative coverage.

III.O. RETIREMENT

225. Any City pick-up of an employee's contributions shall not be considered as part of an employee's compensation for the purpose of computing straight time earnings, compensation for overtime worked, premium pay, or retirement benefits, nor shall such contributions be taken into account in determining the level of any other benefit which is a function of or percentage of salary.

226. The parties acknowledge that the San Francisco Charter establishes the levels, terms and conditions of retirement benefits for members of the San Francisco Employees

ARTICLE III – PAY, HOURS AND BENEFITS

Retirement System (SFERS). The fact that a MOU does not specify that a certain item of compensation is excluded from retirement benefits should not be construed to mean that the item is included by the Retirement Board when calculating retirement benefits.

Retirement Seminar Release Time

227. Subject to development, availability and scheduling by SFERS and PERS, employees shall be allowed not more than one day during the life of this MOU to attend a pre-retirement planning seminar sponsored by SFERS or PERS.
228. Employees must provide at least two-weeks advance notice of their desire to attend a retirement planning seminar to the appropriate supervisor. An employee shall be released from work to attend the seminar unless staffing requirements or other Department exigencies require the employee's attendance at work on the day or days such seminar is scheduled. Release time shall not be unreasonably withheld.
229. All such seminars must be located within the Bay Area.
230. This section shall not be subject to the grievance procedure.

III.P. FAIR LABOR STANDARDS ACT

231. City agrees that it will, at a minimum, compensate in a manner and consistent with the Fair Labor Standards Act.
232. No employee covered by this Agreement shall suffer any reduction in benefits as the result of the application of this language.

III.Q. PRE-TAX CAFETERIA 125 PLANS

233. The City agrees to maintain the provisions and coverages of the Pre-Tax Cafeteria Plan.

III.R. VOLUNTEER/PARENTAL RELEASE TIME

234. Represented employees shall be granted paid release time to attend parent teacher conferences of four (4) hours per fiscal year (for children in kindergarten or grades 1 to 12).
235. In addition, an employee who is a parent or who has child rearing responsibilities (including domestic partners but excluding paid child care workers) of one or more children in kindergarten or grades 1 to 12 shall be granted unpaid release time of up to forty (40) hours each fiscal year, not exceeding eight (8) hours in any calendar month of the fiscal year, to participate in the activities of the school of any child of the employee, providing the employee, prior to taking the time off, gives reasonable notice of the planned absence. The employee may use vacation, floating holiday hours, or compensatory time off during the planned absence.

ARTICLE III – PAY, HOURS AND BENEFITS

III.S. VESTED LEAVE CASHOUTS

236. Cashouts of vested vacation leave upon separation are made pursuant to Administrative Code 16.13.

III.T. SICK LEAVE ORDINANCE

237. San Francisco Administrative Code, Chapter 12W, Paid Sick Leave Ordinance, is expressly waived in its entirety with respect to employees covered by this Agreement.

III.U. AIRPORT EMPLOYEE TRANSIT PILOT PROGRAM

238. The San Francisco International Airport (SFIA) Employee Commute Options Program (Eco Program) will be available for the term of the Agreement to SFIA employees. Under the Eco Program, employees who relinquish their SFIA-provided free parking privileges will receive a monthly allowance in an amount set by SFIA. Participation is voluntary and approved on a first-come, first-served basis. The SFIA reserves the right to amend or discontinue the Eco Program in its sole discretion, at any time for any reason, including but not limited to a lack of funding as determined by the SFIA. The Eco Program, including but not limited to denial of participation, change in allowance amount, or amendment or termination of the Eco Program, is not subject to the grievance procedure.

ARTICLE IV - HEALTH, SAFETY AND TRAINING

IV.A. EQUIPMENT FAMILIARIZATION

239. An Appointing Officer or designee will consult with a designated non-supervisory bargaining unit member regarding the specifications of new equipment to be purchased for operation by covered members.
240. The signatory departments agree that departmental training familiarizing unit employees on new or dissimilar replacement equipment operated by 7328 Operating Engineer, Universal, is in the interests of efficient and effective delivery of municipal services, and further agree to implement such training familiarization in a reasonable, equitable and non-arbitrary manner within the first year of receipt of equipment.

IV.B. HEALTH AND SAFETY

241. The City acknowledges its responsibility to provide safe and healthy work environments for City employees and users of City services. Every employee has the right to safe and healthy working conditions. Employee concerns regarding safety should be brought to the attention of the employee’s immediate supervisor for appropriate corrective action. For any excavation, the City shall make every effort to have the location of all underground lines (utilities) marked before digging. On any emergency excavation, priority calls shall be made to all utilities prior to digging. No employee covered under this Agreement shall suffer any adverse action for bringing forth safety concerns to the employee’s immediate supervisor.

IV.C. CLASS 7328: EQUIPMENT OPERATION

242. Operation of such equipment as was enumerated under Class 7328 in the 1992-93 Salary Standardization Ordinance (is incorporated herein by reference) shall be performed by members of the bargaining unit. No part of the above shall be construed in any manner which interferes with the transport of vehicles, the movement of vehicles by mechanics, equipment managers or other appropriate personnel for the purposes of transport, repair, inspection, response to emergencies or other unusual circumstances as defined herein. The parties agree to meet regarding the establishment of exceptions. Should jurisdictional disputes arise, the parties agree to meet with all affected parties for the purpose of resolution. Nothing in this section shall conflict with charter provisions or Civil Service Commission’s rules.

IV.D. PAPERLESS PAY POLICY

243. The Citywide “Paperless Pay” Policy applies to all City employees covered under this Agreement.
244. Under the policy, all employees shall be able to access their pay advices electronically on a password protected site, and print them in a confidential manner, using City Internet,

ARTICLE IV – HEALTH, SAFETY AND TRAINING

computers and printers. Such use of City equipment shall be free of charge to employees, is expressly authorized under this section of the Agreement, and shall not be considered “inappropriate use” under any City policy. Pay advices shall also be available to employees on a password protected site that is accessible from home or other non-worksite computers, and that allows the employees to print the pay advices. Employees shall receive a paper statement of their pay advices or receive assistance to print hard copies through their payroll offices upon request, on a one-time or ongoing basis.

245. In addition to payroll information already provided, the pay advices shall reflect usage and balance (broken out for vacation, sick leave, etc.) the employee’s hours of compensatory time, overtime, and premiums earned during the relevant payroll period. The City shall maintain electronic pay advices and/or wage statements for at least seven (7) years.
246. Under the policy, all employees have two options for receiving pay: direct deposit or bank pay card. Employees not signing up for either option will be defaulted into bank pay cards.
247. Every employee shall possess the right to do the following with any frequency and without incurring any cost to the employee:
1. Change the account into which the direct deposit is made;
 2. Switch from the direct deposit option to the bank pay card option, or vice versa;
 3. Obtain a new pay card the first time the employee’s bank pay card is lost, stolen or misplaced;
248. The City assures that the bank pay card shall be FDIC insured. The City further assures that in the event of an alleged overpayment by the City to the employee, the City shall not unilaterally reverse a payment to the direct deposit account or bank pay card.
249. Prior to implementation of the policy, the City shall notify employees regarding the policy, including how to access and print their pay advices at work or elsewhere. Training shall be available for employees who need additional assistance.
250. The City will work with the vendor to evaluate options to provide no-cost ATMs available at large worksites and remote worksites.
251. The parties mutually agree that employees may print out pay advices during work hours.

IV.E. BARGAINING UNIT WORK

252. The City agrees that it will not assign work currently performed by employees under this Agreement to City employees in other bargaining units.

ARTICLE V - WORKING CONDITIONS

V.A. SAFETY EQUIPMENT

253. The City agrees to provide all required safety equipment (i.e., protective eyewear, protective footwear) in compliance with Cal-OSHA regulations.

V.B. PROTECTIVE CLOTHING

254. The City will provide coveralls, foul weather gear, and hazardous materials protection gear for non-supervisory classes which operate equipment, as needed.

V.C. PROTECTIVE CLOTHING (Class 9331 Piledriver Engine Operator)

255. The City agrees to provide coveralls, foul weather gear, protective leather gloves, goggles, safety glasses, hardhats, earplugs and work vests, for employees in the classification of 9331 Piledriver Engine Operator.

ARTICLE VI – SCOPE

256. The parties recognize that re-codifications may have rendered the references to specific Civil Service Rules and Charter sections contained herein, incorrect. Therefore, the parties agree that such terms will be read as if they accurately referenced the same sections in their newly codified form as of July 1, 2003.

VI.A. SAVINGS CLAUSE

257. Should any part hereof or any provision herein be declared invalid by reason of conflicting with a Charter provision or existing ordinances or resolutions which the Board of Supervisors had not agreed to alter, change or modify, or by any decree of a court, such invalidation of such part or portion of this Agreement shall not invalidate the remaining portions hereof and the remaining portions hereof shall remain in full force and effect for the duration of the Agreement.

VI.B. ZIPPER CLAUSE

258. Except as may be amended through the procedure provided below, this Agreement sets forth the full and entire understanding of the parties regarding the matters herein. This Agreement may be modified, but only in writing, upon the mutual consent of the parties.

CIVIL SERVICE RULES/ADMINISTRATIVE CODE

259. Nothing in this Agreement shall alter the Civil Service Rules excluded from arbitration pursuant to Charter Section A8.409-3. In addition, such excluded Civil Service Rules may be amended during the term of this Agreement and such changes shall not be subject to any grievance and arbitration procedure but shall be subject to meet and confer negotiations, subject to applicable law. The parties agree that, unless specifically addressed herein, those terms and conditions of employment that are currently set forth in the Civil Service Rules and the Administrative Code, are otherwise consistent with this Agreement, and are not excluded from arbitration under Charter Section A8.409-3 shall continue to apply to employees covered by this contract. As required by Charter Section A8.409-3, the Civil Service Commission retains sole authority to interpret and to administer all Civil Service Rules.

VI.C. DURATION OF AGREEMENT

260. This Agreement shall be effective July 1, 2019 and shall remain in full force and effect through June 30, 2022.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement this _____ day of _____, 2019.

**APPENDIX A:
PAST PRACTICE ENUMERATIONS**

The parties agree to amend the Collective Bargaining Agreement (“CBA”) by appending the following list of past practices thereto pursuant to Section VI.C. of the CBA.

Attendance

All departments will continue their current sick leave call-in requirement to call in sick during specific periods with a specific excuse.

Meal and Break Periods

The unpaid meal period shall be thirty (30) minutes. If a represented employee does not receive this thirty (30) minute meal period, the employee may be relieved at the end of eight (8) hours. If the employee’s work day is not shortened (ie: if the employee works eight and one-half (8½) hours), the employee shall be compensated under the CBA for one-half (½) hour at time-and-a-half (ie: paid for 45 minutes).

Two 10 (ten) minute breaks shall continue to be provided for each full-time shift.

Requests for Paid Time Off

Each Department will maintain their current requirement of represented employees to request paid time off either three (3) or five (5) days in advance of the date of requested paid time off (ie: vacation, floating holidays, and in-lieu days) as currently established in each City department. If the notice is timely and operational staffing requirements are covered, the employee will be granted the requested paid time off. Paid time off will be granted according to seniority.

License Renewal and Medical Examinations

Covered employees will be given paid time off for license renewals and medical examinations that are required as a condition of employment.

Parking

Assigned parking will be provided at work locations where it is currently provided as available. In addition, SFGH parking agreement is included as attached. Effective 7/1/2013, MTA employees shall be required to pay for their own parking based on fees established by MTA.

Employee Facilities

Lockers and a locker changing rooms will continue to be made available at work locations where they are currently provided.

APPENDIX A

Clean-up

Each covered employee shall be provided with the appropriate amount of time to clean up after contact with poison ivy and any other hazardous materials.

Safety Equipment

Safety equipment will continue to be provided free of cost to the covered employee.

Tools

The City will continue to provide all required tools.

**APPENDIX B:
UNION ACCESS TO NEW EMPLOYEES PROGRAM**

I. Purpose

The purpose of this agreement is to memorialize the rights and obligations of the City and the Union in accordance with CA Government Code Sections 3555-3559, through the creation of a single, City-wide Union Access to New Employees Program applicable to all City Agencies and all City Employee Unions.

II. Notice and Access

- A. The City shall provide the Union written notice of, and access to, new employee orientations (hereinafter NEOs) as set forth below. It is the City's policy that NEOs are mandatory for all newly-hired employees. It is the City's intent that NEOs take place as promptly as possible after the first day of employment. Within thirty (30) calendar days of the start of employment, newly-hired employees will be scheduled to attend the next available NEO. NEOs shall be scheduled during an employee's regularly scheduled, paid time. In the event that a newly-hired employee's regular schedule is outside of a scheduled NEO, the Department may make a one-time adjustment to the employee's work schedule in order to accommodate this requirement.

In the event an employee does not attend the NEO that the employee was scheduled to attend, said employee will be automatically enrolled to attend the next available NEO. If the employee does not attend the subsequently scheduled NEO, the Union NEO Coordinator may contact the Departmental NEO coordinator to arrange a meeting with the employee pursuant to Section F., below.

- B. Application: New employees include, but are not limited to, newly-hired employees whose positions are permanent, temporary, full-time, part-time, per diem, seasonal, provisional, or as-needed.

C. Notice

1. Single Point of Contact: The Union agrees to provide the City with a single point of contact (hereinafter, Union NEO Coordinator) and the City agrees to provide the Union with a single point of contact for each Department (hereinafter, Departmental NEO Coordinator), which will be updated by the City and the Union on an as-needed basis.
2. Notice of Schedule: For any NEO that takes place on a regular, recurring schedule, the sponsoring Department shall be responsible for providing annual notice to the Union. For NEOs that are not offered on a regular, recurring schedule, the sponsoring Department shall provide no less than ten (10) business days' notice. Said notices shall be provided by email, to the Union NEO Coordinator. This requirement shall apply to all NEOs in which City personnel

APPENDIX B

provide newly-hired employees with information regarding employment status, rights, benefits, duties, responsibilities, or any other employment-related matters.

3. Notice of Enrollment: Notice shall include a list of new employees represented by the Union scheduled to attend the NEO. If practical, the City agrees to provide additional identifying information including, but not limited to, classification and department. Six months from enactment, in the event the City is unable to provide classification and department information in the Notice of Enrollment, the Union can reopen this Agreement for the sole purpose of meeting and conferring over the identifying information provided in this Section II.C.3 Notice of Enrollment. Said meeting and conferring shall not be subject to the impasse procedures in Government Code Section 3557. The Department sponsoring the NEO shall provide the foregoing information no less than five (5) business days prior to the NEO taking place. The Department will make best efforts to notify the Union NEO Coordinator of any last-minute changes. Onboarding of individual employees for administrative purposes is excluded from this notice requirement.

- D. Citywide and Departmental NEOs: New employees in those Departments identified in Attachment A shall attend a citywide NEO, sponsored by the Department of Human Resources. This citywide NEO shall take place at minimum on a monthly basis. Departments identified in Attachment B will conduct respective Departmental NEOs. At the City's discretion, Departments may be added to or removed from either Attachment A or Attachment B. For the citywide NEO, DHR will adhere to the Department notice requirements in Section C., above. The City will provide the Union with thirty (30) calendar days' notice prior to moving a Department from Attachment A to B, or vice versa. Every City Department shall be listed on either Attachment A or Attachment B.
- E. Access and Presentation: At all NEOs, the Union shall be afforded thirty (30) minutes to meet with represented new employees who are present, unless the Union's Memorandum of Understanding (MOU) provides for more than thirty (30) minutes. The right of the Union to meet with newly-hired employees is limited to only those employees whose classifications fall within the Union's bargaining unit. The City shall ensure privacy for the Union's orientation, and it shall take place without City representatives present. This requirement can be met by providing either a private room or a portion of a room with sufficient distance from other activities in the room to limit disruption. The Department responsible for scheduling the NEO shall be responsible for including Union presentations on the agenda. The Union's presentation shall occur prior to any meal break, and will not be conducted during a scheduled break time. One (1) of the Union's representatives may be a Union member designated by the Union. Such member(s) shall be released to attend under the terms and conditions specified in the MOU. If not otherwise provided for in the MOU, the Union may request release of a Union-designated member to attend the NEO. Release time shall not be unreasonably withheld. Said request shall be made to the Employee Relations Division no less than three (3) business days in advance of the scheduled NEO. The Union agrees to limit its presentation to only those matters stated in Section H., below.

APPENDIX B

F. Alternate Procedures: In the event the Union identifies one or more new employees who did not attend the Union’s presentation as described in Section E., above, the Union may contact the Departmental NEO coordinator to schedule a mutually-agreeable fifteen (15) minute time slot for the Union to meet privately with the new employee(s). If the number of such identified employees is five (5) or more at a particular location, the Union NEO Coordinator and Departmental NEO Coordinator will work together to schedule a mutually agreeable thirty (30) minute time slot for the private meeting. One (1) of the Union’s representatives may be a Union member designated by the Union, and such member shall be released to attend under the terms and conditions specified in the MOU. If not otherwise provided for in the MOU, the Union may request release of a Union-designated member as provided for in Section E., above. This alternate procedure shall also apply to any employee who has promoted or transferred into the bargaining unit.

1. The Union NEO Coordinator shall coordinate with the new employee(s) referenced in the preceding paragraph and the Departmental NEO Coordinator to schedule a fifteen (15) minute meeting during normally scheduled hours, which shall not be during employee’s break or meal period, for the Union representative(s) to meet privately with, and provide materials and information to, the new employee(s). City representatives shall not be present during said meeting. The Union agrees to limit its presentation to only those matters stated in Section H., below.
2. In the event the proposed time cannot be accommodated, the Union NEO Coordinator and the Departmental NEO Coordinator shall work together to find a mutually agreeable time within ten (10) business days of the Union’s request.
3. Department of Elections: Any new employee of the Department of Elections who is classified as Temporary Exempt (Category 16), whose duration of appointment is one (1) pay period or less, and works on an as-needed work schedule will receive written materials provided by the Union in lieu of attending a Citywide or Departmental NEO, a private meeting with the Union as provided for in Section F., above, or a Periodic Union Orientation as provided for in Section G., below.

G. Process for Periodic Union Orientations: By mutual agreement, the Union NEO Coordinator and the Departmental NEO Coordinator may schedule periodic thirty (30) minute Union orientations. Periodic Union orientations may be scheduled on an every-other-month, quarterly, or other basis.

The following Departments shall maintain existing Union orientation arrangements: Department of Emergency Management; Sheriff’s Department; and Police Department.

The 311 Customer Service Call Center shall maintain existing practice with respect to Union access to 311 Customer Service Agent Training.

H. Union Orientation Presentations: The Union agrees to limit its presentation to a general introduction to its organization, history, by-laws, and benefits of membership. The Union

APPENDIX B

agrees not to engage in campaigning on behalf of an individual running for public elected office and ballot measures during the NEO, or other topics that would be considered beyond general discussion on the benefits of Union membership.

III. Data Provisions

Subject to the limitations contained in CA Government Code Section 3558, the City shall provide the Union with all required information on newly-hired employees to the extent it is made available to the City. In addition, within ten (10) business days of the conclusion of each NEO, the City agrees to provide the Union with a stand-alone report containing a list of employees, including classification code and division, who were scheduled to, but did not attend each NEO.

IV. Hold Harmless

The Union agrees to hold the City harmless for any disputes that arise between the Union and any new employee over application of this Agreement.

APPENDIX B

ATTACHMENT A

Adult Probation	Department of Technology
Arts Commission	District Attorney's Office
Asian Art Museum	Ethics Commission
Airport Commission	Fine Arts Museum
Board of Appeals	Fire Department (Non-Sworn)
Board of Supervisors	General Services Agency
Office of Economic & Workforce	Health Service System

APPENDIX B

Development	Human Rights Commission
California Academy of Sciences	Juvenile Probation Department
Child Support Services	Library
Children, Youth and Their Families	Mayor's Office
City Attorney's Office	Office of the Assessor-Recorder
City Planning Department	Office of the Controller
Civil Service Commission	Office of the Treasurer/Tax Collector
Commission on the Status of Women	Port of San Francisco
Department of Building Inspection	Public Defender's Office
Department of Environment	Rent Arbitration Board
Department of Elections	SF Children and Families Commission
Department of Homelessness	SF Employees' Retirement System
Department of Human Resources	War Memorial & Performing Arts
Department of Police Accountability	

APPENDIX B

ATTACHMENT B

Airport
Department of Emergency Management
Department of Public Health
San Francisco Public Works
Human Services Agency

Municipal Transportation Agency
Public Utilities Commission
Recreation & Parks Department
Police Department (Non-Sworn)

MEMORANDUM OF UNDERSTANDING
BETWEEN AND FOR
THE CITY AND COUNTY OF SAN FRANCISCO
AND
OPERATING ENGINEERS LOCAL UNION NO. 3
OF THE INTERNATIONAL UNION OF OPERATING ENGINEERS, AFL-CIO
JULY 1, 2014 2019- JUNE 30, 2019-2022

~~Revised per Amendment #1 to FY 2014-2017 MOU~~
~~Revised per Amendment #1 to FY 2014-2019 MOU~~

TABLE OF CONTENTS

ARTICLE I – REPRESENTATION.....1

I.A. RECOGNITION 1

I.B. INTENT 1

I.C. NO STRIKE PROVISION 2

I.D. MANAGEMENT RIGHTS 2

I.E. GRIEVANCE PROCEDURES 2

I.F. OFFICIAL REPRESENTATIVES AND STEWARDS..... 8

 1. Official Representatives8

 2. Stewards8

I.G UNION SECURITY 9

~~**I.H. AGENCY SHOP..... 10**~~

 1. Authorization for Deductions12

 2. Indemnification.....14

I.I. APPRENTICESHIP PROGRAM 14

I.J UNION ACCESS..... 14

ARTICLE II - EMPLOYMENT CONDITIONS.....16

II.A. PROBATIONARY PERIOD 16

II.B. PERSONNEL FILES..... 16

II.C. PERFORMANCE APPRAISALS 17

II.D. VACATION..... 17

II.E. SENIORITY 17

II.F. REQUESTS FOR REASSIGNMENTS 17

II.G. MEALS AT CAMP MATHER AND HETCH HETCHY-MOCCASIN 18

II.H. EQUIPMENT MAINTENANCE 18

II.I. SUBCONTRACTING 18

 1. "Prop J." Contracts18

 2. Advance Notice on Personal Services Contracts19

 3. Advance Notice To Employee Organizations Of The Construction/Maintenance Or Job Order Contracts
 19

II.J. MINIMUM NOTICE FOR DISPLACEMENTS 20

II.K. UTILIZATION OF PROP F AND TEMPORARY EXEMPT EMPLOYEES 20

ARTICLE III - PAY, HOURS AND BENEFITS22

III.A. WAGES..... 22

III.B. WORK SCHEDULES 23

 1. NORMAL WORK SCHEDULES.....23

 2. PART-TIME WORK SCHEDULE.....25

III.C. COMPENSATIONS FOR VARIOUS WORK SCHEDULES..... 25

 1. NORMAL WORK SCHEDULE.....25

 2. PART-TIME WORK SCHEDULES.....25

III.D. ADDITIONAL COMPENSATION..... 26

 1. NIGHT DUTY.....26

 2. CALL BACK.....26

 3. STANDBY PAY26

 4. LEAD PERSON PAY27

 5. ACTING ASSIGNMENT PAY28

 6. SUPERVISORY DIFFERENTIAL ADJUSTMENT.....28

7.	UNDERWATER DIVING PAY	29
8.	CRANE CERTIFICATION PREMIUM.....	29
9.	CERTIFICATION REIMBURSEMENT	30
10.	MTA PERFORMANCE/ATTENDANCE INCENTIVE PAY	30
III.E.	OVERTIME – COMPENSATION.....	30
III.F.	HOLIDAYS AND HOLIDAY PAY.....	32
1.	HOLIDAY PAY FOR EMPLOYEES WHO SEPARATE	32
2.	HOLIDAYS THAT FALL ON A SATURDAY.....	33
3.	IN-LIEU HOLIDAYS	33
4.	HOLIDAY COMPENSATION FOR TIME WORKED.....	33
5.	HOLIDAY PAY FOR EMPLOYEES LAID OFF	34
6.	EMPLOYEES NOT ELIGIBLE FOR HOLIDAY COMPENSATION.....	34
7.	PART-TIME EMPLOYEES ELIGIBLE FOR HOLIDAYS.....	34
8.	FLOATING HOLIDAYS.....	34
III.G.	TIME OFF FOR VOTING.....	35
III.H.	JURY DUTY.....	35
III.HI.	SALARY STEP PLAN AND SALARY ADJUSTMENTS.....	35
1.	PROMOTIVE APPOINTMENT IN A HIGHER CLASS	35
2.	NON-PROMOTIVE APPOINTMENT.....	36
3.	REAPPOINTMENT WITHIN SIX MONTHS	37
4.	COMPENSATION ADJUSTMENTS.....	37
III.II.	METHODS OF CALCULATION.....	37
2.	PER DIEM OR HOURLY	37
III.IK.	STATE UNEMPLOYMENT AND DISABILITY INSURANCE.....	38
III.KL.	SICK LEAVE WITH PAY LIMITATION.....	38
III.	WORKERS COMPENSATION.....	38
III.MN.	HEALTH AND WELFARE.....	39
1.	EMPLOYEE HEALTH CARE	39
III.NO.	RETIREMENT.....	42
III.OP.	FAIR LABOR STANDARDS ACT	43
III.PQ.	PRE-TAX CAFETERIA 125 PLANS.....	43
III.QR.	VOLUNTEER/PARENTAL RELEASE TIME	43
III.RS.	VESTED LEAVE CASHOUTS	44
III.ST.	SICK LEAVE ORDINANCE.....	44
III.TU.	AIRPORT EMPLOYEE TRANSIT PILOT PROGRAM.....	44
ARTICLE IV - HEALTH, SAFETY AND TRAINING.....	45	
IV.A.	EQUIPMENT FAMILIARIZATION	45
IV.B.	HEALTH AND SAFETY	45
IV.C.	CLASS 7328: EQUIPMENT OPERATION	45
IV.D.	PAPERLESS PAY POLICY	45
IV.E.	BARGAINING UNIT WORK	47
ARTICLE V - WORKING CONDITIONS.....	48	
V.A.	SAFETY EQUIPMENT	48
V.B.	PROTECTIVE CLOTHING	48
V.C.	PROTECTIVE CLOTHING (CLASS 9331 PILEDRIVER ENGINE OPERATOR).....	48
ARTICLE VI – SCOPE	49	
VI.A.	SAVINGS CLAUSE.....	49

VI.B. ZIPPER CLAUSE..... 49
VI.C. DURATION OF AGREEMENT 49

ARTICLE I – REPRESENTATION

- 1. This Collective Bargaining Agreement (hereinafter "Agreement") is entered by the City and County of San Francisco (hereinafter "City") acting through its designated representatives and the Operating Engineers Local Union No. 3 of the International Union of Operating Engineers AFL-CIO (hereinafter "Union").
- 2. It is agreed that the delivery of municipal services in the most efficient, effective, and courteous manner is of paramount importance to the City, the Union, and represented employees. Such achievement is recognized to be a mutual obligation of the parties to this Agreement within their respective roles and responsibilities.

I.A. RECOGNITION

- 3. The City acknowledges that the Union has been certified by the Civil Service Commission as the recognized employee representative, pursuant to the provisions as set forth in the City's Employee Relations Ordinance for the following classes:

Unit 1

- 7108 Heavy Equipment Operations Assistant Supervisor
- 7110 Mobile Equipment Assistant Supervisor
- 7208 Heavy Equipment Operations Supervisor
- 7210 Mobile Equipment Supervisor
- 7221 Asphalt Plant Supervisor I
- 7328 Operating Engineer, Universal
- 7370 Rigger
- 7424 Dryer-Mixer Operator
- 9331 Piledriver Engine Operator

- 4. Recognition shall only be extended to individual classes accreted to existing bargaining units covered by this Agreement. Application of this provision shall not extend to new bargaining units, added by affiliations or service agreements. Upon request of the Union, the City will meet and confer concerning proposed changes to bargaining units.

I.B. INTENT

- 5. It is the intent of the parties' signatory hereto that the provisions of this Agreement shall not become binding until formally adopted by the Board of Supervisors in accordance with procedures, terms and provisions of the Charter applicable thereto. The provisions of this Agreement shall not become binding until ratified by the Union. Moreover, it is the intent of the Mayor acting on behalf of the City to bind the City and its departments with respect to the wages, hours and other terms and conditions of employment herein.
- 6. Each existing ordinance, resolution, rule or regulation over which the Mayor has jurisdiction pursuant to provisions of the San Francisco Charter, and which is specifically

ARTICLE I – REPRESENTATION

changed or modified by the terms of this Agreement, shall be deemed incorporated in this Agreement in its changed or modified form from the effective date of this Agreement to and including the date of expiration thereof.

I.C. NO STRIKE PROVISION

7. The Union and each member of the bargaining unit covenant and agree not to initiate, engage in, cause, instigate, encourage or condone a strike, work stoppage, or slowdown. The Union and each member of the bargaining unit covenant and agree not to engage in any form of sympathy strike including, but not limited to, observing or honoring the picket line of any other union. The City agrees during the term of this agreement not to conduct a lockout against any of the employees covered by this Agreement.

I.D. MANAGEMENT RIGHTS

8. Except as otherwise provided in this Agreement, in accordance with applicable state law, nothing herein shall be construed to restrict any legal City rights concerning direction of its work force, or consideration of the merits, necessity, or organization of any service or activity provided by the City.
9. The City shall also have the right to determine the mission of its constituent departments, officers, boards and commissions; set standards of services to be offered to the public, and exercise control and discretion over the City's organization and operations. The City may also relieve City employees from duty due to lack of work or funds, and may determine the methods, means and personnel by which the City's operations are to be conducted. However, the exercise of such rights does not preclude employees from utilizing the grievance procedure to process grievances regarding the practical consequence of any such actions on wages, hours, benefits or other terms and conditions of employment specified in this Agreement.

I.E. GRIEVANCE PROCEDURES

10. 1. The following procedures are adopted by the Parties to provide for the orderly and efficient disposition of grievances and are the sole and exclusive procedures for resolving grievances as defined herein.
11. 2. A grievance is defined as an allegation by an employee, a group of employees or the Union that the City has violated, misapplied or misinterpreted a term or condition of employment provided in this Agreement, or divisional departmental or City rules, policies or procedures subject to the scope of bargaining.

A grievance does not include the following:

12. a. All civil service rules excluded pursuant to Charter Section A8.409.

ARTICLE I – REPRESENTATION

13. b. Performance evaluations, provided, however, that employees shall be entitled to submit written rebuttals to unfavorable performance evaluations. Said rebuttal shall be attached to the performance evaluation and placed in the employee's official personnel file.
14. In the event of an unfavorable performance rating, the employee shall be entitled to a performance review conference with the author and the reviewer of the performance evaluation. The employee shall be entitled to Union representation at said conference.
15. In the event that one or more unfavorable performance evaluations are used as evidence in disciplinary proceedings against the employee, such evaluations shall be subject to the grievance procedure.
16. c. Written reprimands, provided however, that employees shall be entitled to append a written rebuttal to any written reprimand. The appended rebuttal shall be included in the employee's official personnel file. Employees are required to submit written rebuttals within thirty (30) calendar days from the date of the reprimand.
17. 3. Time Limits - The time limits set forth herein may be extended by agreement of the parties. Any such extension must be confirmed in writing. ~~A "working day" is defined as any Monday through Friday, excluding legal holidays granted by the City and County of San Francisco.~~
4. Steps of the Procedure
18. a. Except for grievances involving multiple employees or discipline, all grievances must be initiated at Step 1 of the grievance procedure.
19. (1) A grievance affecting more than one employee shall be filed with the management official having authority over all employees affected by the grievance. In the event the City disagrees with the level at which the grievance is filed it may submit the matter to the Step it believes is appropriate for consideration of the dispute.
20. (2) A grievance arising from a final disciplinary decision shall be initiated at the Arbitration Step of this grievance procedure. Such grievance may only be filed by the Union.

ARTICLE I – REPRESENTATION

21. b. Step 1: An employee shall discuss the grievance informally with ~~his/her~~ **the** immediate supervisor as soon as possible but, in no case, later than ~~twenty (20) working~~ **thirty (30) calendar** days from the date of the occurrence of the act or the date the grievant might reasonably have been expected to have learned of the alleged violation being grieved. The grievant may have a Union representative present.
22. If the grievance is not resolved within ~~five (5) working~~ **seven (7) calendar** days after contact with the immediate supervisor, the grievant will submit the grievance in writing to the immediate supervisor on a mutually agreeable grievance form. The grievance will set forth the ~~facts of the grievance,~~ **following:**
- 22.a. (1) the specific reason or reasons for the grievance, including the date of the incident giving rise to the grievance, an explanation of the harm that occurred, and the name, classification, and department of the affected employee or employees;**
- 22.b. (2) the terms and conditions of employment claimed to have been violated, misapplied or misinterpreted, and**
- 22.c. (3) the remedy or solution being sought by the grievant.**
- 22.d. The City will return any grievance that does not include the information specified above, and shall identify the requested “missing” information. The Union may resubmit a grievance adding missing information, and all dates and other provisions shall be triggered off the new submission date. If the Union submits the amended grievance within fourteen (14) calendar days from the date the City returned the grievance, the City will not deny the grievance based on timeliness, unless the City asserts the original grievance was not timely.**
- 22.e.** The immediate supervisor shall respond in writing within ~~seven (7) working~~ **ten (10) calendar** days following receipt of the written grievance.
23. c. Step 2: A grievant dissatisfied with the immediate supervisor's response at Step 1 may appeal to the Appointing Officer, in writing, within ~~ten (10) working~~ **fifteen (15) calendar** days of receipt of the Step 1 answer. **The Step 2 grievance shall contain a specific description of the basis for the grievance, the resolution desired, and specific reason or reasons for rejecting the lower step response and advancing the grievance to the next step.** The Appointing Officer may convene a meeting within ~~ten (10) working~~ **fifteen (15) calendar** days with the grievant and/or the grievant's Union representative. The Appointing Officer shall respond in writing within ~~fifteen (15) working~~ **twenty (20) calendar** days of the hearing or

ARTICLE I – REPRESENTATION

receipt of the grievance, whichever is later. **The response shall specify the reason or reasons for concurring with or denying the grievance.**

24. d. Step 3: If the Union is dissatisfied with the Appointing Officer's response at Step 2, **it** may appeal to the Director, Employee Relations, in writing, within ~~fifteen (15) working~~ **twenty (20) calendar** days of receipt of the Step 2 answer. **The Step 3 grievance shall contain a specific description of the basis for the grievance, the resolution desired, and specific reason or reasons for rejecting the lower step response and advancing the grievance to the next step.** The Director may convene a grievance meeting within ~~ten (10) working~~ **fifteen (15) calendar** days with the grievant and/or the grievant's Union. The Director shall respond to the grievance in writing within ~~ten (10) working~~ **fifteen (15) calendar** days of the meeting or, if none is held, within ~~ten (10) working~~ **fifteen (15) calendar** days of receipt of the appeal. **The response shall specify the reason or reasons for concurring with or denying the grievance.**
25. e. Arbitration: If the Union is dissatisfied with the Step 3 answer, it may appeal by ~~notifying~~ **submitting a request for arbitration to** the Director, Employee Relations, in writing, within ~~twenty (20) working~~ **thirty (30) calendar** days of the 3rd Step decision that arbitration is being invoked. **The ERD Director shall respond to the Union with the identity of the appropriate contact in the City Attorney's Office, and copy the City Attorney's Office, to notify the City Attorney's Office that the Union has moved the grievance to arbitration. The Union shall contact the City Attorney's Office to schedule the arbitration. If the Union fails to contact the City Attorney's Office within thirty (30) calendar days of that letter, the grievance is deemed withdrawn.**
5. Selection of the Arbitrator
26. a. When a matter is appealed to arbitration, the parties shall first attempt to mutually agree on an arbitrator. In the event no agreement is reached within ~~five (5) working~~ **seven (7) calendar** days, the arbitrator shall be selected from a panel obtained through the State Mediation and Conciliation Services.
27. b. The City and the Union must commence selecting the arbitrator and scheduling the arbitration within thirty (30) calendar days of the union's receipt of ERD's letter acknowledging the Union's letter moving the matter to arbitration. In the event the parties fail to agree, the arbitrator will be selected by alternate striking from the list supplied by the State Mediation and Conciliation Services.

ARTICLE I – REPRESENTATION

- 28. c. The decision of the arbitrator shall be final and binding on all parties; however, the arbitrator shall have no authority to add to, subtract from, or modify the terms of this agreement.
- 29. d. The costs of the arbitrator and any court reporter and arbitration transcript, shall be split between the parties, costs of the parties' transcripts and representation shall be borne by each party.
- 30. e. Upon mutual agreement between the City and the Union, expedited arbitration may be used to hear appeals of all disciplinary actions short of termination.

Discipline/Discharge Grievances

- 6. Steps of the Procedure (Disciplinary Grievances)
 - 31. a. The City shall have the right to discipline any non-probationary permanent, temporary civil service, or provisional employee who has served the equivalent of a probationary period for just cause. As used herein "discipline" shall be defined as discharge, suspensions and disciplinary demotion. This section shall not apply to exempt employees.
 - 32. b. With the exception of exempt employees, suspensions, disciplinary demotions and discharges of non-probationary permanent, temporary civil service and provisional employees who have served the equivalent of a probationary period shall be subject to the following procedure:
 - 33. 1) The employee shall receive written notice of the recommended disciplinary action, including the reasons and supporting documentation, if any, for the recommendation.
 - 34. 2) The employee and any representative shall be afforded a reasonable amount of time to respond orally or in writing to the management official designated by the City to consider the reply.
 - 35. 3) The employee shall be notified in writing of the decision based upon the information contained in the written notification, the employee's statements, and any further investigation occasioned by the employer's statements. The employee's representative shall receive a copy of this decision.
 - 36. Disciplinary action, as defined herein, may be appealed to the Employee Relations Director. An appeal will be timely if received or postmarked within ~~fifteen (15) working~~ **twenty (20) calendar** days of the issuance of the Departmental decision. The Director, ERD, shall review the appeal and respond

ARTICLE I – REPRESENTATION

in writing no later than ~~fifteen (15)~~ **twenty (20) calendar** days following receipt of the appeal.

37. If the response of the Director, ERD, is unsatisfactory only the Union may file a written appeal to arbitration with the ERD no later than ~~fifteen (15) working~~ **twenty (20) calendar** days following issuance of the City response.
38. a. When a matter is appealed to arbitration, the parties shall first attempt to mutually agree on an arbitrator. In the event no agreement is reached within ~~five (5) working~~ **seven (7) calendar** days, the arbitrator shall be selected from a panel obtained through the State Mediation and Conciliation Services.
39. b. The parties shall make every effort to select a mutually agreeable arbitrator and schedule a hearing date within ~~twenty (20) working~~ **thirty (30) calendar** days. In the event the parties fail to agree, the arbitrator will be selected by alternate striking from the list supplied by the State Mediation and Conciliation Services.
40. c. The decision of the arbitrator shall be final and binding on all parties; however, the arbitrator shall have no authority to add to, subtract from, or modify the terms of this agreement.
41. d. The costs of the arbitrator and any court reporter and arbitration transcript, shall be split between the parties, costs of the parties transcripts and representation shall be borne by each party.

7. Authority of the Arbitrator

42. The arbitrator shall have no authority to add to, ignore, modify or amend the terms of this Agreement.

8. Fees and Expenses of Arbitration

43. The fees and expenses of the Arbitrator shall be shared equally by the parties. Transcripts shall not be required except that either party may request a transcript provided, however, that the party making such a request shall be solely responsible for the cost. Direct expenses of the arbitration shall be borne equally by the parties.

9. Attorney's Fees

- 43.a. The parties shall bear their own legal expenses and costs for grievances. Each party expressly waives any right to an award of attorney's fees or costs in any grievance proceeding.**

ARTICLE I – REPRESENTATION

910. Hearing Dates and Date of Award

44. Except for the expedited procedure described above, hearing shall be scheduled within thirty (30) ~~working~~ calendar days of selection of an arbitrator. Awards shall be due within thirty (30) ~~working~~ calendar days following the receipt of closing arguments. As a condition of appointment to the permanent panel arbitrators shall be advised of this requirement and shall certify their willingness to abide by these time limits.
45. ~~1011.~~ **In no event shall a grievance include a** Any claim for monetary relief ~~shall not extend for~~ more than ~~a twenty (20) working~~ thirty (30) calendar days prior to the filing of a grievance, ~~unless considerations of equity or bad faith to justify a greater entitlement~~ **nor shall an arbitrator award such monetary relief. Further, an arbitrator shall not award interest on any monetary relief.**
46. ~~1112.~~ In the event a grievance is not filed or appealed in a timely manner it shall be dismissed. Failure of the City to timely reply to a grievance shall authorize appeal to the next grievance step.

I.F. OFFICIAL REPRESENTATIVES AND STEWARDS

1. Official Representatives

47. The Union may select up to the number of employees as specified in the Employee Relations Ordinance for purposes of meeting and conferring with the City on matters within the scope of representation. If a situation should arise where the Union believes that more than five (5) employee members should be present at such meetings and the City disagrees, the Union shall take the matter up with the Employee Relations Director and the parties shall attempt to reach agreement as to how many employees shall be authorized to participate in said meetings.
48. a. The organization's duly authorized representative shall inform in writing the department head or officer under whom each selected employee member is employed that such employee has been selected.
49. b. No selected employee member shall leave the duty or work station, or assignment without specific approval of appropriate Employer representative.
50. In scheduling meetings due consideration shall be given to the operating needs and work schedules of the department, division, or section in which the employee members are employed.

2. Stewards

ARTICLE I – REPRESENTATION

51. a. The Union shall furnish the ERD with an accurate list of stewards. The Union may submit amendments to this list at any time. If a steward is not officially designated in writing by the Union, none will be recognized for that area or shift.
52. b. The Union recognizes that it is the responsibility of the steward to assist in the resolution of grievances at the lowest possible level.
53. c. Upon notification of an appropriate management person, stewards or designated officers of the Union subject to management approval which shall not be unreasonably withheld, shall be granted reasonable release time to investigate and process grievances and appeals. Stewards shall advise their supervisors of the area or work location where they will be investigating or processing grievances. The Union will attempt to insure that steward release time will be equitably distributed.
- 53.a. d. A steward shall not represent an employee in a specific disciplinary matter if the steward is a witness to that specific incident. However, the Union may call the steward as a witness in any arbitration.**
54. In emergency situations, where immediate disciplinary action is taken because of an alleged violation of law or a City departmental rule (intoxication, theft, etc.) the steward shall not unreasonably be denied the right to leave ~~his/her~~ **the** post or duty to assist in the grievance procedure.
55. Stewards shall not interfere with the work of any employee. It shall not constitute interference with the work of an employee for a steward, in the course of investigating or processing a grievance, to interview an employee during the employee's duty time.
56. Stewards shall orient new employees on matters concerning employee rights under the provisions of the Agreement.

I.G UNION SECURITY

~~1. Authorization for Deductions~~

- ~~57. The City shall deduct Union dues, initiation fees, premiums for insurance programs and political action fund contributions from an employee's pay upon receipt by the Controller of a form authorizing such deductions by the employee. The City shall pay over to the designated payee all sums so deducted. Upon request of the Union, the Controller agrees to meet with the Union to discuss and attempt to resolve issues pertaining to delivery of services relating to such deductions.~~

ARTICLE I – REPRESENTATION

~~2. Dues Deduction~~

~~58. Dues deductions, once initiated, shall continue until the authorization is revoked in writing by the employee. For the administrative convenience of the City and the Union, an employee may only revoke a dues authorization by delivering the notice of revocation to the Controller during the two week period prior to the expiration of this Agreement. The revocation notice shall be delivered to the Controller either in person at the Controller's office or by depositing it in the U.S. Mail addressed to the Payroll/Personnel Services Division Office of the Controller, One South Van Ness Ave., 8th Floor, San Francisco, CA 94103; Attention: Dues Deduction. The City shall deliver a copy of the notices of revocation of dues deductions authorizations to the Union within two (2) weeks of receipt.~~

~~I.H. AGENCY SHOP~~

~~1. Application~~

~~59. Except as provided otherwise herein, the provisions of this section shall apply to all employees of the City in all classifications represented by the Union in represented units when on paid status. These provisions shall not apply to individual employees of the City in represented units who have been properly and finally determined to be management, confidential or supervisory employees pursuant to Section 16.208 of the Employee Relations Ordinance. Except when an individual employee has filed a challenge to a management, confidential or supervisory designation, the Employee Relations Director and the Union shall meet as necessary for the purpose of attempting to make such determinations by mutual agreement. The Employee Relations Director shall give the Union no less than ten (10) working days prior notice of any such proposed designation. Disputes regarding such designations shall be promptly resolved pursuant to Section 16.208 (B) of the Employee Relations Ordinance.~~

~~2. Implementation~~

~~60. An agency shop shall be implemented within representation units or subunits when:~~

~~a. Election~~

~~61. The Union has requested, in writing, an election on the issue, to be conducted by the State Conciliation Service and 50% plus one of those voting favor implementation of an agency shop, or~~

~~b. 2/3 Membership~~

ARTICLE I – REPRESENTATION

~~62. The Union makes a showing that 2/3 of the employees within the unit or subunit are dues paying members of the Union, or~~

~~c. New Employees~~

~~63. The Union requests, in writing, an agency shop be implemented for all employees hired after a date to be agreed to by the Union and the Employee Relations Division.~~

~~3. Service Fee~~

~~64. Upon such an event occurring, employees of the City in the particular unit or subunit, except as set forth below, shall, as a condition of continued employment, become and remain a member of the Union, or in lieu thereof, shall pay a service fee to the Union. The fair share service fee payment shall be established annually by the Union, provided that such fair share agency shop service fee will be used by the Union only for the purposes permitted by law.~~

~~4. Financial Reporting~~

~~65. Annually, the Union will provide an explanation of the fee and sufficient financial information to enable the fair share service fee payer to gauge the appropriateness of the fee. The Union will provide a reasonably prompt opportunity to challenge the amount of the fee before an impartial decision maker not chosen by the Union and will make provision for an escrow account to hold amounts reasonably in dispute while challenges are pending.~~

~~5. Religious Exemption~~

~~66. Any employee of the City in a classification described herein who is a member of a bona fide religion, body or sect which has historically held conscientious objections to joining or financially supporting a public employee organization and is recognized by the National Labor Relations Board to hold such objections to Union membership, shall upon presentation of membership and historical objection be relieved of any obligation to pay the required service fee. The union shall be informed in writing of any such requests.~~

~~6. Payroll Deductions~~

~~67. The Union shall provide the Employee Relations Director and the City with a current statement of membership fees. Such statement of membership fees shall be amended as necessary. The City may take up to thirty (30) days to implement such changes. Effective the second complete pay period commencing after the election or request or showing described in (b) and each pay period thereafter, the Controller shall make membership fee or service fee deductions, as appropriate, from the regular periodic payroll warrant of each City employee described in (a)~~

ARTICLE I – REPRESENTATION

thereof, and each pay period thereafter, the City shall make membership fee or service fee deductions, as appropriate, from the regular payroll warrant of each such employee. Nine (9) working days following payday the City will promptly pay over to the Union all sums withheld for membership or service fees.

7. Revocation of the Agency Shop Fee

68. The agency shop fee provision covering the bargaining unit herein may be rescinded as provided by state law. The Employee Relations Director shall consult with the Union and promulgate rules necessary for the conduct of said rescission elections.

8. Indemnification

69. The Union agrees to indemnify and hold the City harmless for any loss or damage arising from the operation of this provision.

9. Hudson Compliance

70. The Union shall comply with the requirements set forth in Chicago Teachers Union v. Hudson, 475 U.S. 292 (1986) for the deduction of agency shop fees. Annually, the Union shall certify in writing to the City that the Union has complied with the requirements set forth in this section and in Hudson, 475 U.S. 292.

10. Employee Lists

71. The City shall also provide each payment a list of employees paying membership fees and a list of employees paying service fees. All such lists shall contain the employee's name, employee number, classification, department number and amount deducted.

1. Authorization for Deductions

57.a The Union shall submit any request to initiate, change, or cancel deductions of Contributions from represented employees’ pay according to the Controller’s “Union Deductions Procedure” (“Procedure”), which the Controller may amend from time to time with reasonable notice (defined as at least thirty days) to the Union. In the event that the Controller changes, alters, or modifies the Procedure, it will provide detailed instructions to the Union on how to comply with the updated Procedure. “Contributions” as used in this Section I.G means Union membership dues, initiation fees, political action funds, other contributions, and any special membership assessments, as established and as may be changed from time to time by the Union.

ARTICLE I – REPRESENTATION

- 57.b The City shall deduct Contributions from a represented employee’s pay upon submission by the Union of a request, in accordance with the Procedure. The Procedure shall include, and the Union must provide with each request, a certification by an authorized representative of the Union, confirming that for each employee for whom the Union has requested deduction of Contributions, the Union has and will maintain a voluntary written authorization signed by that employee authorizing the deduction. If the certification is not properly completed or submitted with the request, the City shall notify the Union, and make the requested deduction changes only upon receipt of a proper certification.
- 57.c The Procedure is the exclusive method for the Union to request the City initiate, change, or cancel deductions for Contributions.
- 57.d The City shall implement new, changed, or cancelled deductions the pay period following the receipt of a request from the Union, but only if the Union submits the request by noon on the last Friday of a pay period. If the Controller’s Office receives the request after that time, the City will implement the changes in two following pay periods.
- 57.e If an employee asks the City to deduct Contributions, the City shall direct the employee to the Union to obtain the Union authorization form. The City will not maintain a City authorization form for such deductions. If a represented employee hand delivers the official Union form authorizing such deductions to the Controller’s Payroll Division, the City shall process the authorization and begin the deduction within thirty (30) days. The City will send the Union a copy of any authorization form that it receives directly from a represented employee.
- 57.f Except as otherwise provided in this subsection 1, each pay period, the City shall remit Contributions to the Union, after deducting the fee under San Francisco Administrative Code Section 16.92. In addition, the City will make available to the Union a database that includes the following information for each represented employee: name; DSW number; classification; department; work location; work, home, and personal cellular telephone number; personal email address if on file with the City; home address; and any Contributions amount deducted.
- 57.g Except as otherwise provided in this subsection 1, the City shall continue to deduct and remit Contributions until it receives notice to change or cancel deductions from the Union in accordance with the Procedure, or it receives an order from a court or administrative body directing the City to change or cancel the deductions for one or more employees.
- 57.h With the exception of subsection (e) above, the Union is responsible for all decisions to initiate, change, and cancel deductions, and for all matters

regarding an employee’s revocation of an authorization, and the City shall rely solely on information provided by the Union on such matters. The City shall direct all employee requests to change or cancel deductions, or to revoke an authorization for deductions, to the Union. The City shall not resolve disputes between the Union and represented employees about Union membership, the amount of Contributions, deductions, or revoking authorizations for deductions. The City shall not provide advice to employees about those matters, and shall direct employees with questions or concerns about those matters to the Union. The Union shall respond to such employee inquiries within 21 calendar days.

2. Indemnification

57.i The Union shall indemnify, hold harmless, and defend the City against any claim, including but not limited to any civil or administrative action, and any expense and liability of any kind, including but not limited to reasonable attorney’s fees, legal costs, settlements, or judgments, arising from or related to the City’s compliance with this Section I.G. The Union shall be responsible for the defense of any claim within this indemnification provision, subject to the following: (i) the City shall promptly give written notice of any claim to the Union; (ii) the City shall provide any assistance that the Union may reasonably request for the defense of the claim; and (iii) the Union has the right to control the defense or settlement of the claim; provided, however, that the City shall have the right to participate in, but not control, any litigation for which indemnification is sought with counsel of its own choosing, at its own expense; and provided further that the Union may not settle or otherwise resolve any claim or action in a way that obligates the City in any manner, including but not limited to paying any amounts in settlement, taking or omitting to take any actions, agreeing to any policy change on the part of the City, or agreeing to any injunctive relief or consent decree being entered against the City, without the consent of the City. This duty to indemnify, hold harmless, and defend shall not apply to actions related to compliance with this Section I.G brought by the Union against the City. This subsection 2 shall not apply to any claim against the City where the City failed to process a timely, properly completed request to change or cancel a Contributions deduction, as provided in subsection 1.

I.I. APPRENTICESHIP PROGRAM

72. The specific provisions of an apprenticeship program shall be subject to agreement between the City and the Union.

I.J. UNION ACCESS

73. The Union shall have reasonable access to all work locations to verify that the terms and conditions of this Agreement are being carried out and for the purpose of conferring with

ARTICLE I – REPRESENTATION

employees, provided that access shall be subject to such rules and regulations immediately below, as well as to such rules and regulations as may be agreed to by the department and the union. Union access to work locations will not disrupt or interfere with a department’s mission and services or involve any political activities.

74. Union representatives shall also have a reasonable right of access to non-work areas (~~bulletin boards~~, employee lounges and break rooms), and to hallways in order to reach non-work areas, to verify that the terms and conditions of this Agreement are being carried out and for the purpose of conferring with employees.

74a. The City shall reserve a reasonable amount of space on bulletin boards within City buildings for the distribution of Union literature. All posted literature shall be dated, identified by affiliation and author, and neatly displayed, and removed from the bulletin board by the Union when no longer timely. Except as stated below, the City agrees that identifiable Union literature shall not be removed from said bulletin boards without first consulting with the representative of the Union to determine if the literature should remain for an additional period of time. The Union shall not post literature that is discriminatory, harassing, or violates City policy or the law. The Department may remove this type of literature immediately and shall notify the Union of its removal.

75. Union representatives must identify themselves upon arrival at a City department. Union representatives may use department meeting space with a reasonable amount of notice, subject to availability.

76. In work units where the work is of a confidential nature and in which the department requires it of other non-employees, a department may require that union representatives be escorted by a department representative when in areas where said confidential work is taking place.

77. Nothing herein is intended to disturb written existing departmental union access policies. Further, departments may implement additional rules and regulations after meeting and conferring with the Union.

ARTICLE II - EMPLOYMENT CONDITIONS

II.A. PROBATIONARY PERIOD

78. The probationary periods, as defined and administered by the Civil Service Commission for new appointees, shall be 2080 regularly scheduled hours worked, including legal holiday pay (LHP).
79. The probationary period for a promotive appointment shall be 1040 regularly scheduled hours worked, including legal holiday pay (LHP).
80. The probationary period for any other appointment type (e.g. bumping, transfers) shall be 520 regularly scheduled hours worked, including legal holiday pay (LHP). If the employee is returned to duty in the same department from which he/she ~~he/she~~ the employee was laid off, he/she the employee shall serve the remainder of any probationary period.
81. Upon permanent appointment, time worked as a provisional appointment in the same classification under the same appointing authority shall be treated as time worked and credited to the employee's probationary period as defined and administered by the Civil Service Commission. Provided, however, upon permanent appointment, all employees must serve a probationary period of no less than 173 regularly scheduled hours worked, including legal holiday pay (LHP) ~~probationary period~~ as defined and administered by the Civil Service Commission.
82. A probationary period may be extended by mutual agreement, in writing, between the employee and the Appointing Officer or designee.

II.B. PERSONNEL FILES

83. Formal reprimands will not be considered for purposes of promotions, transfer, special assignments, or discipline for future infractions after the employee has maintained a record without discipline for a period of ~~two (2)~~ three (3) years. Suspensions will not be considered for purposes of promotion, transfer, or special assignments after the employee has maintained a record without discipline for a period of ~~four (4)~~ three (3) years. Upon request of an employee, in writing, counseling letters and reprimands shall be removed from the employee's personnel file if there has been no discipline in the preceding ~~two (2)~~ three (3) year period. The envelope containing the sealed documents will be retained in the employee's personnel file and may be opened for the purpose of assisting the City in defending itself in legal or administrative proceedings, or to comply with legal obligations. This provision shall not apply to any discipline for violation of City Equal Employment Opportunity policies.
84. The above provision shall not apply to records or disciplinary actions based on the misappropriation of public funds or property; misuse or destruction of public property; the use or being under the influence of drugs or alcohol at work; acts which would constitute a crime; acts which present an immediate danger to the public health and

ARTICLE II – EMPLOYMENT CONDITIONS

safety; workplace violence; or mistreatment of persons including retaliation or harassment or discrimination of other persons based on a protected class status. In such cases, the Appointing Officer or designee may consider an employee's request for removal on a case-by-case basis.

II.C. PERFORMANCE APPRAISALS

85. Performance appraisals are prepared for several purposes, including for the purpose of giving notice to employees whose performance is deficient or unacceptable. Performance appraisal, including documents attached to the appraisals, shall be placed in the employees official personnel file, and shall be removed only upon written authorization of the appointing officer.

II.D. VACATION

86. Vacations will be administered pursuant to the Administrative Code, Article II, Section 16.10 through 16.16 and is incorporated herein by reference.

II.E. SENIORITY

87. Seniority shall be defined as the length of continuous permanent service within the departmental operational unit defined by Management (Airport, Port, Parks and Recreation, Public Works: Sewer Repair, Street Repair, PUC: Water - Water Supply Division, City Distribution Division, Hetch Hetchy - Moccasin and MUNI).
88. In case of a tie in seniority, ranking from the eligible list shall prevail.
89. Overtime assignments shall be distributed on an equitable basis by seniority to qualified employees who wish to participate. Overtime distribution shall be distributed according to a posted operational unit "overtime wheel." An employee who refuses ~~his/her~~ the overtime assignment as determined by the overtime wheel shall have all such hours refused counted as hours worked for the purpose of overtime distribution.
90. There shall be an annual bidding by seniority for shift schedules. The date of the annual bidding process will be established by each department.
91. Shift assignments shall be offered on a voluntary basis within the operational unit according to seniority starting with the qualified senior employee.

II.F. REQUESTS FOR REASSIGNMENTS

92. Vacant permanent positions within a department will be posted for a minimum of five (5) working days on official bulletin boards in locations where employees regularly work.
93. Consideration will be given to employees requesting a reassignment based on seniority, merit, and qualifications as determined by management.

ARTICLE II – EMPLOYMENT CONDITIONS

II.G. MEALS AT CAMP MATHER AND HETCH HETCHY-MOCCASIN

94. When an employee is assigned to work at a remote location, the City shall provide the represented employee with meals, or pay the employee the current per diem rate for the meals. If the represented employee is scheduled to work when a full PUC crew is not present, the City will provide the per diem rate.

II.H. EQUIPMENT MAINTENANCE

95. 1. Employees covered by this Agreement shall be granted sufficient time to perform routine maintenance on equipment. Such time, if any is necessary, shall be determined by an appropriate departmental supervisor.
96. 2. Records of equipment deficiencies shall not be placed in an employee's personnel file. However, records of equipment deficiencies which are used as documentation for disciplinary action may be placed in the personnel file.

II.I. SUBCONTRACTING

1. "Prop J." Contracts

97. a. The City agrees to notify the Union no later than the date a department sends out Requests for Proposals when contracting out of a City service and authorization of the Board of Supervisors is necessary in order to enter into said contract.
98. b. Upon request by the Union, the City shall make available for inspection any and all pertinent background and/or documentation relating to the service contemplated to be contracted out.
99. c. Prior to any final action being taken by the city to accomplish the contracting out, the City agrees to hold informational meetings with the Union to discuss and attempt to resolve issues relating to such matters including, but not limited to:
100. 1) possible alternatives to contracting or subcontracting;
101. 2) questions regarding current and intended levels of service;
102. 3) questions regarding the Controller's certification pursuant to Charter Section 10.104;
103. 4) questions relating to possible excessive overhead in the City's administrative-supervisory/worker ratio; and
104. 5) questions relating to the effect on individual worker productivity by providing labor saving devices;

ARTICLE II – EMPLOYMENT CONDITIONS

105. d. The City agrees that it will take all appropriate steps to insure the presence at said meetings of those officers and employees (excluding the Board of Supervisors) of the City who are responsible in some manner for the decision to contract so that the particular issues may be fully explored by the Union and the City.

2. Advance Notice on Personal Services Contracts

106. a. Departments shall notify the Union of proposed personal services contracts where such services could potentially be performed by represented classifications. At the time the City issues a Request for Proposals (“RFP”)/Request for Qualifications (“RFQ”), or thirty (30) days prior to the submission of a PSC request to the Department of Human Resources and/or the Civil Service Commission, whichever occurs first, the City shall notify the union(s) of any personal services contract(s), including a copy of the draft PSC summary form, where such services could potentially be performed by represented classifications.
107. b. If the Union wishes to meet with a department over a proposed personal services contract, the Union must make its request to the appropriate department within two weeks after the Union’s receipt of the Department’s notice.
108. c. The parties may discuss possible alternatives to contracting or subcontracting and whether the department staff has the expertise and/or facilities to perform the work. Upon request by the Union, the City shall make available for inspection any and all pertinent background and/or documentation relating to the service contemplated to be contracted out.
109. d. In order to ensure that the parties are fully able to discuss their concerns regarding particular proposed contracts, the City agrees that it will take all appropriate steps to ensure that parties (excluding the Board of Supervisors and other boards or commissions) who are responsible for the contracting-out decision(s) are present at the meeting(s) referenced in paragraph b.
110. e. The City agrees to provide the Union with notice(s) of departmental commissions and Civil Service Commission meetings during which proposed personal services contracts are calendared for consideration, where such services could potentially be performed by represented classifications.

3. Advance Notice To Employee Organizations Of The Construction/Maintenance Or Job Order Contracts

ARTICLE II – EMPLOYMENT CONDITIONS

111. a. At the time the City issues an invitation for a Construction/Maintenance or Job Order Contract, the City shall notify the affected Union and also notify the San Francisco Building Trades Council of any construction/maintenance or job order contract(s), where such services could potentially be performed by represented classifications.
112. b. Twenty days prior to the time the City issues a Task Order/Work Order funded by a Construction/Maintenance or Job Order Contract, the City shall notify the affected Union and also notify the San Francisco Building and Construction Trades Council of any such task order/work order.
113. c. If an employee organization wishes to meet with a department over a proposed construction/maintenance contract and/or task order/work order, the employee organization must make its request to the appropriate department within ten calendar days after the receipt of the department’s notice. The parties shall meet and discuss, within ten calendar days of receipt of request to meet and discuss, possible alternatives to contracting or subcontracting and whether the department staff has the expertise and/or facilities to perform the work. Upon request by the employee organization, the City shall make available for inspection any and all pertinent background and/or documentation relating to the service contemplated to be contracted out.
114. d. In order to ensure that the parties are fully able to discuss their concerns regarding particular proposed contracts, the City agrees that it will take all appropriate steps to ensure that parties (excluding the Board of Supervisors and other boards or commissions) who are responsible for the contracting-out decision(s) are present at the meeting(s) referenced in paragraph c.
115. e. The City agrees to provide the San Francisco Building Trades Council with notice(s) of departmental commissions and Civil Service Commission meetings during which proposed construction/maintenance contracts are calendared for consideration, where such services could potentially be performed by represented classifications.

II.J. MINIMUM NOTICE FOR DISPLACEMENTS

116. The City will provide ten (10) business days’ notice to employees who are subject to displacement due to layoffs. To the extent this notice period extends beyond the date the displacing employee is to start in the position, the employee who is to be displaced will be placed in a temporary exempt position in ~~his/her~~ the employee’s classification and department for the remainder of the notice period.

II.K. UTILIZATION OF PROP F AND TEMPORARY EXEMPT EMPLOYEES

117. The Human Resources Director agrees to work with City departments to ensure proper utilization of Proposition F and temporary exempt (“as needed”) employees when such

ARTICLE II – EMPLOYMENT CONDITIONS

positions would more appropriately or efficiently be filled by permanent employees. In addition, the City will notify holdovers in represented classifications of any recruitment for exempt positions in their classifications.

ARTICLE III - PAY, HOURS AND BENEFITS

III.A. WAGES

118. Represented employees will receive the following base wage increases:

~~Effective October 11, 2014: _____ 3%~~

~~Effective October 10, 2015 _____ 3.25%~~

~~Effective July 1, 2016, represented employees will receive a base wage increase between 2.25% and 3.25%, depending on inflation, and calculated as $(2.00\% \leq \text{CPI-U} \leq 3.00\%) + 0.25\%$, which is equivalent to the CPI-U, but no less than 2% and no greater than 3%, plus 0.25%.~~

~~In calculating CPI-U, the Controller’s Office shall use the Consumer Price Index – All Urban Consumers (CPI-U), as reported by the Bureau of Labor Statistics for the San Francisco Metropolitan Statistical Area. The growth rate shall be calculated using the percentage change in price index from February 2015 to February 2016.~~

~~Effective July 1, 2017, represented employees will receive a base wage increase of 3%.~~

~~Effective July 1, 2018, represented employees will receive a base wage increase of 3% unless the March 2018 Joint Report, prepared by the Controller, the Mayor’s Budget Director and the Board of Supervisors’ Budget Analyst, projects a budget deficit for fiscal year 2018-2019 that exceeds \$200 million, in which case the base wage adjustment of 3% due on July 1, 2018, will be delayed by six (6) months until the pay period including January 1, 2019.~~

Effective July 1, 2019: _____ 3%

Effective December 28, 2019: _____ 1.0 %

Effective July 1, 2020, represented employees will receive a base wage increase of 3.0%, except that if the March 2020 Joint Report, prepared by the Controller, the Mayor’s Budget Director, and the Board of Supervisors’ Budget Analyst, projects a budget deficit for fiscal year 2020-2021 that exceeds \$200 million, then the base wage adjustment due on July 1, 2020, will be delayed by approximately six (6) months, to be effective December 26, 2020.

Effective December 26, 2020, represented employees will receive a base wage increase of 0.5%, except that if the March 2020 Joint Report, prepared by

the Controller, the Mayor’s Budget Director, and the Board of Supervisors’ Budget Analyst, projects a budget deficit for fiscal year 2020-2021 that exceeds \$200 million, then the base wage adjustment due on December 26, 2020, will be delayed by approximately six (6) months, to be effective close of business June 30, 2021.

Effective July 1, 2021, represented employees will receive a base wage increase of 3.0%, except that if the March 2021 Joint Report, prepared by the Controller, the Mayor’s Budget Director, and the Board of Supervisors’ Budget Analyst, projects a budget deficit for fiscal year 2021-2022 that exceeds \$200 million, then the base wage adjustment due on July 1, 2021, will be delayed by approximately six (6) months, to be effective January 8, 2022.

Effective January 8, 2022, represented employees will receive a base wage increase of 0.5%, except that if the March 2021 Joint Report, prepared by the Controller, the Mayor’s Budget Director, and the Board of Supervisors’ Budget Analyst, projects a budget deficit for fiscal year 2021-2022 that exceeds \$200 million, then the base wage adjustment due on January 8, 2022, will be delayed by approximately six (6) months, to be effective close of business on June 30, 2022.

119. All base wage calculations shall be rounded to the nearest whole dollar, bi-weekly salary.

III.B. WORK SCHEDULES

1. NORMAL WORK SCHEDULES

120. A normal workday is a tour of duty of eight (8) hours completed within not more than nine (9) hours. A normal work week is a tour of duty on each of five (5) consecutive days from Monday through Friday. Any work performed on Saturdays, Sundays holidays or before the regular scheduled daily starting time or after eight (8) hours of work shall be paid for at the rate of time and one-half. Employees covered by this Agreement shall be entitled to a minimum of 14 calendar days’ notice if assigned to a different shift. Such changes will take place following completion of the employee’s normal work week.
121. All classifications of employees having a normal work day of eight (8) hours within nine (9) hours may voluntarily work in flex-time programs authorized by appointing officers and may voluntarily work more than or less than eight (8) hours within twelve (12) hours, provided, that the employee must work five (5) days a week, eighty (80) hours per payroll period, and must execute a document stating that the employee is voluntarily participating in a flex-time program and waiving any rights ~~he or she~~ the employee may have on the same subject.

ARTICLE III – PAY, HOURS AND BENEFITS

122. a. The Employee Relations Division of the Department of Human Resources may authorize any department head, board or commission to meet and confer with an employee, group of employees, or their representatives on proposals offered by the employee, group of employees, or their representatives or the department relating to alternate scheduling of working hours for all or part of a department. Such proposals may include but are not limited to core-hour flex time, full time work weeks of less than five (5) days, work days of less than eight (8) hours or a combination of plans which are mutually agreeable to the employee, group of employees, and their representatives and the department concerned. Any such agreement shall be submitted to the Mayor's Budget Office for its approval or rejection.
123. b. A normal work week is a tour of duty on each of five consecutive days. However, employees who are moving from one shift or one work schedule to another may be required to work in excess of five consecutive working days in conjunction with changes in their work shifts or schedules.
- c. Exceptions:
124. 1) Specially funded training programs approved by the Department of Human Resources.
125. 2) Educational and Training Courses - Regular permanent civil service employees may, on a voluntary basis with approval of appointing officer, work a forty-hour week in six days when required in the interest of furthering the education and training of the employee.
126. 3) Voluntary Reduced Work Week - Employees in any classification, upon the recommendation of the appointing officer and subject to the approval of the Human Resources Director, may voluntarily elect to work a reduced work week for a specified period of time. Such reduced work week shall not be less than twenty (20) hours per week nor less than three (3) continuous months during the fiscal year. Pay, Vacation, Holidays and Sick Pay shall be reduced in accordance with such reduced work week.
- ~~127. 4) Voluntary Time off Program - The mandatory furlough provisions of CSC Rules shall not apply to covered employees.~~
- ~~128. a) General Provisions - Upon receipt of a projected deficit notice from the Controller, an appointing officer shall attempt to determine, to the extent feasible and with due consideration for the time constraints which may exist for eliminating the projected deficit, the interest of employees~~

ARTICLE III – PAY, HOURS AND BENEFITS

~~within the appointing officer's jurisdiction in taking unpaid personal time off on a voluntary basis.~~

~~129. The appointing officer shall have full discretion to approve or deny requests for voluntary time off based on the operational needs of the department and any court decrees or orders pertinent thereto. The decision of the appointing officer shall be final except in cases where requests for voluntary time off in excess of ten (10) working days are denied.~~

~~b) Restrictions of Use of Paid Time Off While On Voluntary Time Off~~

~~130. i. All voluntary unpaid time off granted pursuant to this section shall be without pay.~~

~~131. ii. Employees granted voluntary unpaid time off are precluded from using sick leave with pay credits, vacation credits, compensatory time off credits, floating holidays, training days or any other form of pay for the time period involved.~~

~~132. c) Duration and Revocation of Voluntary Unpaid Time Off Approved voluntary time off taken pursuant to this section may not be changed by the appointing officer without the employee's consent.~~

2. PART-TIME WORK SCHEDULE

133. A part-time work schedule is a tour of duty of less than forty hours per week.

III.C. COMPENSATIONS FOR VARIOUS WORK SCHEDULES

1. NORMAL WORK SCHEDULE

134. Compensation fixed herein on a per diem basis are for a normal eight hour work day; and on a bi-weekly basis for a bi-weekly period of service consisting of normal work schedules.

2. PART-TIME WORK SCHEDULES

135. Salaries for part-time services shall be calculated upon the compensation for normal work schedules proportionate to the hours actually worked.

III.D. ADDITIONAL COMPENSATION

136. Each premium shall be separately calculated against an employee's base rate of pay. Premiums shall not be pyramided.

1. NIGHT DUTY

137. Employees shall be paid a premium of 10% of the straight time hourly base rate of pay for each hour regularly assigned between 5:00 P.M. and 7:00 A.M., if the employee works at least one (1) hour of ~~his/her~~ the employee's regularly scheduled shift between 5:00 P.M. and 7:00 A.M., excepting those employees participating in an authorized flex-time program and who voluntarily work between the hours of 5:00 P.M. and 7:00 A.M. Shift pay of 10% shall be paid for the entire shift, provided at least five (5) hours of the employee's shift falls between 5:00 P.M. and 7:00 A.M.

2. CALL BACK

138. Employees in classes represented by the Union called back after the completion of a regular shift or work week shall receive overtime, if otherwise applicable, and a night duty premium of 10% more than the base rate for hours worked in a shift between 5:00pm and 7:00am.
139. Employees, except those at remote locations where city supplied housing has been offered, or who are otherwise being compensated) who are called back to their work locations following the completion of ~~his/her~~ the work day and departure from ~~his/her~~ the employee's place of employment, shall be granted a minimum of four (4) hours compensation (pay or compensatory time off as appropriate - "Z" employees can only take overtime in the form of compensatory time off) at the applicable rate or shall be compensated for all hours actually worked at the applicable rate, whichever is greater. This section shall not apply to employees who are called back to duty when on standby status. The employee's work day shall not be adjusted to avoid the payment of this minimum.

3. STANDBY PAY

140. a. Employees (except those working at the Public Utilities Commission) who, as part of the duties of their positions are required by the appointing officer to standby when normally off duty to be instantly available on call for immediate emergency service for the performance of their regular duties, shall be paid ~~25 percent of their regular straight time rate of pay for the period of such standby service, except that employees shall be paid ten~~

ARTICLE III – PAY, HOURS AND BENEFITS

(10) percent of their regular straight time rate of pay for the period of such standby service ~~when outfitted by the department with a cell phone or another type of electronic communication device.~~ When such employees are called to perform their regular duties in emergencies during the period of such standby service, they shall be paid for hours actually worked, computed to the nearest one-quarter (1/4) hour, while engaged in such emergency service the usual rate of pay for such service.

141. The provisions authorizing standby pay do not apply to classifications designated by a "Z" symbol and which would qualify for designation as executive under the duties test provisions of the Federal Fair Labor Standards Act.

b. **STANDBY PAY FOR EMPLOYEES OF THE PUBLIC UTILITIES COMMISSION ONLY**

142. Employees of the Public Utilities Commission ("PUC") who, as part of the duties of their positions are required by the Appointing Officer to standby when normally off duty to be instantly available on call for immediate emergency service to perform their regular duties, shall be paid twenty (20%) percent of their regular straight time rate of pay for the period of such standby service. When such employees are called to perform their regular duties in emergencies during the period of such standby service, they shall be paid for hours actually worked, computed to the nearest one-quarter (1/4) hour, while engaged in such emergency service at the usual rate of pay for such service as provided herein. However, standby pay shall not be allowed in classes whose duties which are primarily administrative in nature.

4. LEAD PERSON PAY

143. Employees in non-supervisory classifications shall be entitled to a ~~\$10.00~~12.50 per day premium as follows:

144. a. When designated in writing by their supervisor or ~~foreman~~ foreperson and,

145. b. When at least ~~three~~ four employees are assigned on any job and are not under the direction of a crew supervisor on site.

146. Employees are not eligible to receive both Lead Worker Pay and Acting Assignment Pay

ARTICLE III – PAY, HOURS AND BENEFITS

5. ACTING ASSIGNMENT PAY

147. a. An employee assigned in writing by the Appointing Officer (or designee) to perform the normal day to day duties and responsibilities of a higher classification of an authorized position for which funds are temporarily unavailable shall be entitled to acting assignment pay, no earlier than the eleventh (11th) consecutive work day of such an assignment, after which acting assignment shall be retroactive to the first (1st) day of the assignment.
148. b. Upon written approval, as determined by the City, an employee shall be authorized to receive an increase to a step in an established salary schedule that represents at least 5% above the employee's base salary and that does not exceed the maximum step of the salary schedule of the class to which temporarily assigned. Premiums based on percent of salary shall be paid at a rate which includes the acting assignment pay.

6. SUPERVISORY DIFFERENTIAL ADJUSTMENT

149. a. The Appointing Officer is hereby authorized to adjust the compensation of a supervisory employee whose schedule of compensation is set herein subject to the following conditions:
150. b. The supervisor, as part of the regular responsibilities of ~~his/her~~ the class, supervises, directs, is accountable for and is in responsible charge of the work of a subordinate or subordinates.
151. c. The organization is a permanent one approved by the appointing officer, Board or Commission, where applicable, and is a matter of record based upon review and investigation by the Department of Human Resources.
152. d. The classifications of both the supervisor and the subordinate are appropriate to the organization and have a normal, logical relationship to each other in terms of their respective duties and levels of responsibility and accountability in the organization.
153. e. The salary grade of the supervisor is less than one full step (approximately 5%) over salary grade, exclusive of extra pay, of the employee supervised. In determining the salary grade of a classification being paid a flat rate, the flat rate will be converted to a bi-weekly rate and the salary grade the top step of which is closest to the flat rate so converted shall be deemed to be the salary grade of the flat rate classification.
154. f. The adjustment of the salary grade of the supervisor shall be to the nearest salary grade representing, but not exceeding, one full step (approximately

ARTICLE III – PAY, HOURS AND BENEFITS

5%) over the salary grade, exclusive of extra pay, of the employee supervised.

155. g. If the application of this Section adjusts the salary grade of an employee in excess of ~~his/her~~ the immediate supervisor, the pay of such immediate supervisor covered by this agreement shall be adjusted to an amount \$1.00 bi-weekly in excess of the base rate of ~~his/her~~ the highest paid subordinate, provided that the applicable conditions under the above paragraph are also met.
156. h. Compensation adjustments are effective retroactive to the beginning of the current fiscal year of the date in the current fiscal year upon which the employee became eligible for such adjustment under these provisions.
157. i. To be considered, requests for adjustment under the provisions of this section must be received in the offices of the Department of Human Resources not later than the end of the current fiscal year.
158. j. In no event will the Human Resources Director approve a supervisory salary adjustment in excess of 2 full steps (approximately 10%) over the supervisor's current basic compensation. If in the following fiscal year a salary inequity continues to exist, the Human Resources Director may again review the circumstances and may grant an additional salary adjustment not to exceed 2 full steps (approximately 10%)
159. k. It is the responsibility of the appointing officer to immediately notify the Department of Human Resources of any change in the conditions or circumstances that were and are relevant to a request for salary adjustment under this section either acted upon by or pending.
160. l. An employee shall be eligible for supervisory differential adjustments only if ~~he/she~~ the employee actually supervises the technical content of subordinate work and possesses education and/or experience appropriate to the technical assignment.

7. UNDERWATER DIVING PAY

161. Represented employees shall be paid \$15.00 per hour more than the base hourly rate, exclusive of any additional compensation for other assignments, when assigned and actually engaged in duties and operations requiring underwater diving.

8. CRANE CERTIFICATION PREMIUM

ARTICLE III – PAY, HOURS AND BENEFITS

162. ~~Effective July 1, 2006, e~~ Employees required to possess a crane certification (over 25 feet or 15,000 pounds) shall receive ~~a two and a quarter percent (2.25%)~~ **three percent (3%)** premium for all hours paid while in possession of the certification.

9. CERTIFICATION REIMBURSEMENT

163. When the City and County of San Francisco or the State requires that employees working in classifications represented by the Operating Engineers, Local 3 to possess a certificate, the City shall reimburse said employee for any fee involved in the issuance or renewal of said certificate. Employees shall suffer no loss in pay for time spent taking qualifying examinations for said certificate. **Commercial Drivers'** licenses are ~~not~~ covered by the provisions of this section.

10. MTA PERFORMANCE/ATTENDANCE INCENTIVE PAY

164. No later than the first pay period after September 1, 2014, active represented employees who received MTA Performance / Attendance Incentive Pay in Fiscal Year 2013-2014 shall receive a one-time lump sum of fifteen hundred dollars (\$1,500).

III.E. OVERTIME – COMPENSATION

165. Appointing officers may require employees to work longer than the normal work day or longer than the normal work week. Any time worked under proper authorization of the appointing officer or ~~his/her~~ designated representative or any hours suffered to be worked by an employee, exclusive of part-time employees, in excess of the regular or normal work day or week shall be designated as overtime and shall be compensated at one-and-one-half times the base hourly rate which may include a night differential if applicable; provided that employees working in classifications that are designated in this agreement as having a normal work day of less than eight (8) hours or a normal work week of less than forty (40) hours shall not be entitled to overtime compensation for work performed in excess of said specified normal hours until they exceed eight (8) hours per day or forty (40) hours per week, provided further, that employees working in a flex-time program shall be entitled to overtime compensation as provided herein when required to work more than eight hours in a day or eighty hours per payroll period. Overtime compensation so earned shall be computed subject to all the provisions and conditions set forth herein. **Legal holidays shall count as time worked for the purpose of computing overtime.**
- ~~165. The use of any sick leave shall be excluded from determining hours worked in excess of 40 hours in a week for determining eligibility for overtime payment.~~
- ~~166. For purposes of determining the rate of pay (i.e., straight time or time and one half), the department will look back to the previous five (5) work days to determine whether sick~~

ARTICLE III – PAY, HOURS AND BENEFITS

~~leave was used. However, the five day look back requirement shall not apply to mandatory emergency overtime assignments.~~

167. Employees shall not be eligible to sign up for an ~~There shall be no eligibility for overtime assignment if there has been sick pay, sick leave or disciplinary time off on the preceding workday, or if sick pay, sick leave or disciplinary time off occurs on the workday following the last overtime assignment. **However, even if the employee is not eligible to sign up for overtime assignment, the Appointing Officer or designee may assign the employee for overtime and compensate at the overtime rate.**~~
168. No appointing officer shall require an employee not designated by a "Z" symbol in the Annual Salary Ordinance to work overtime when it is known by said appointing officer that funds are legally unavailable to pay said employee, provided that an employee may voluntarily work overtime under such conditions in order to earn compensatory time off at the rate of time and one-half.
169. Employees occupying positions determined by the Department of Human Resources as being exempt from the Fair Labor Standards Act and designated by a "Z", shall not be paid for over-time worked but may be granted compensatory time off at the rate of one-and-one-half times for time worked in excess of normal work schedules.
- 170a. Effective July 1, 2020, a “Z” classified employee shall not maintain a balance of more than one hundred and sixty (160) hours of compensatory time.
- 170b. Effective July 1, 2020, a “Z” classified employee may carry forward one hundred and twenty (120) hours of earned but unused compensatory time into the next fiscal year.
- 170c. Any “Z” designated employees with more than one hundred and sixty (160) hours of accrued compensatory time on July 1, 2020 may maintain their balance of accrued compensatory time, but shall not earn additional compensatory time until their balance of accrued compensatory time is less than one hundred and sixty (160) hours.
170. Those employees subject to the provisions of the Fair Labor Standards Act who are required or suffered to work overtime shall be paid in salary unless the employee and the Appointing Officer mutually agree that in lieu of paid overtime, the employee shall be compensated with compensatory time off. ~~Compensatory time shall be earned at the rate of time and one half.~~ Employees occupying non-"Z" designated positions may not earn more than one hundred and twenty (120) hours of compensatory time in a fiscal year and shall not accumulate a balance of compensatory time earned in excess of 240 one hundred and twenty (120) hours ~~calculated at the rate of time and one half.~~ Those employees occupying positions designated "L" shall not accumulate in excess of 480 hours ~~calculated at time and one half.~~ Any non- “Z” designated employee with more than one hundred and twenty (120) hours of accrued compensatory time on July 1, 2019 may maintain their balance of accrued compensatory time, but shall not earn

ARTICLE III – PAY, HOURS AND BENEFITS

additional compensatory time until their balance of accrued compensatory time is less than one hundred and twenty (120) hours.

171. A non- “Z” classified employee who is appointed to a position in another department shall have his or her entire compensatory time balances paid out at the rate of the underlying classification prior to appointment.
172. A non- “Z” classified employee who is appointed to a position in a higher, non-“Z” or designated classification or who is appointed to a position in a “Z” designated classification shall have his or her entire compensatory time balances paid out at the rate of the lower classification prior to promotion.

173.a. Subject to availability of funds, a non-“Z” classified employee, upon the employee’s request, shall be able to cash out earned but unused compensatory time; approval of the cash out is at the discretion of the Appointing Officer.

III.F. HOLIDAYS AND HOLIDAY PAY

173. A holiday is calculated based on an eight hour day. The following days are designated as holidays:
- January 1 (New Year's Day)
 - the third Monday in January (Martin Luther King, Jr.'s Birthday)
 - the third Monday in February (President's Day)
 - the last Monday in May (Memorial Day)
 - July 4 (Independence Day)
 - the first Monday in September (Labor Day)
 - the second Monday in October (Columbus Day)
 - November 11 (Veteran's Day)
 - Thanksgiving Day
 - the day after Thanksgiving
 - December 25 (Christmas Day)
174. Provided further, if January 1, July 4, November 11 or December 25 falls on a Sunday, the Monday following is a holiday.
175. In addition, included shall be any day declared to be a holiday by proclamation of the Mayor after such day has heretofore been declared a holiday by the Governor of the State of California or the President of the United States.

1. HOLIDAY PAY FOR EMPLOYEES WHO SEPARATE

176. Employees who have established initial eligibility for floating days off and who subsequently separate from City employment, may, at the sole discretion of the

ARTICLE III – PAY, HOURS AND BENEFITS

appointing authority, be granted those floating day(s) off to which the separating employee was eligible and had not yet taken off.

2. HOLIDAYS THAT FALL ON A SATURDAY

177. For those employees assigned to a work week of Monday through Friday, and in the event a legal holiday falls on Saturday, the preceding Friday shall be observed as a holiday; provided, however, that except where the Governor declares that such preceding Friday shall be a legal holiday, each department head shall make provision for the staffing of public offices under ~~his/her~~ **their** jurisdiction on such preceding Friday so that said public offices may serve the public as provided in Section 16.4 of the Administrative Code. Those employees who work on a Friday which is observed as a holiday in lieu of a holiday falling on Saturday shall be allowed a day off in lieu thereof as scheduled by the appointing officer in the current fiscal year.

3. IN-LIEU HOLIDAYS

178. Requests for in-lieu holidays shall be made to the appropriate management representative within thirty (30) days after the holiday is earned and must be taken within the fiscal year.
179. In-lieu days will be assigned by the appointing officer or designee if not scheduled in accordance with the procedures described herein.
180. A holiday can be carried over into the next fiscal year with the approval of the appointing officer. If an appointing officer fails to schedule an in-lieu holiday as provided in Section 2 herein, the holiday credit shall be carried over to the next fiscal year.

4. HOLIDAY COMPENSATION FOR TIME WORKED

181. Employees required by their respective appointing officers to work on any of the above specified or substitute holidays, excepting Fridays observed as holidays in lieu of holidays falling on Saturday, shall be paid extra compensation of one additional day's pay at time-and-one-half the usual rate in the amount of 12 hours pay for 8 hours worked or a proportionate amount for less than 8 hours worked provided, however, that at the employee's request and with the approval of the appointing officer, an employee may be granted compensatory time off in lieu of paid overtime.
182. Executive, administrative and professional employees designated in the Annual Salary Ordinance with the "Z" symbol shall not receive extra compensation for

ARTICLE III – PAY, HOURS AND BENEFITS

holiday work but may be granted time off equivalent to the time worked at the rate of-one-and-one-half times for work on the holiday.

5. HOLIDAY PAY FOR EMPLOYEES LAID OFF

183. An employee who is laid off at the close of business the day before a holiday who has worked not less than five previous consecutive work days shall be paid for the holiday.

6. EMPLOYEES NOT ELIGIBLE FOR HOLIDAY COMPENSATION

184. Persons employed for holiday work only, or persons employed on a part-time work schedule which is less than twenty (20) hours in a bi-weekly pay period, or persons employed on an intermittent part-time work schedule (not regularly scheduled), or persons working on an "as-needed" basis and work on a designated legal holiday shall be compensated at the normal overtime rate of time and one-half the basic hourly rate, if the employee worked forty (40) hours in the pay period in which the holiday falls. Said employees shall not receive holiday compensation.

185.a. Persons on leave without pay status immediately preceding or immediately following the legal holiday shall not receive holiday pay.

7. PART-TIME EMPLOYEES ELIGIBLE FOR HOLIDAYS

186. Part-time employees, including employees on a reduced work week schedule, who regularly work a minimum of twenty (20) hours in a bi-weekly pay period shall be entitled to holidays on a proportionate basis.
187. Regular full-time employees, are entitled to 8/80 or 1/10 time off when a holiday falls in a bi-weekly pay period, therefore, part-time employees, as defined in the immediately preceding paragraph, shall receive a holiday based upon the ratio of 1/10 of the total hours regularly worked in a bi-weekly pay period. Holiday time off shall be determined by calculating 1/10 of the hours worked by the part-time employee in the bi-weekly pay period immediately preceding the pay period in which the holiday falls. The computation of holiday time off shall be rounded to the nearest hour.
188. The proportionate amount of holiday time off shall be taken in the same fiscal year in which the holiday falls. Holiday time off shall be taken at a time mutually agreeable to the employee and the appointing officer.

8. FLOATING HOLIDAYS

ARTICLE III – PAY, HOURS AND BENEFITS

189. 4.—Five floating days off in each fiscal year may be taken on days selected by the employee subject to prior scheduling approval of the appointing officer. Employees (both full time and part-time) must complete six (6) months continuous service to establish initial eligibility for the floating days off. Employees hired on an as-needed, intermittent or seasonal basis shall not receive the additional floating days off. Floating holidays received in one fiscal year but not used may be carried forward to the next succeeding fiscal year. The number of floating holidays carried forward to a succeeding fiscal year shall not exceed the total number of floating holidays received in the previous fiscal year. Floating Holidays may be taken in hourly increments up to and including the number of hours contained in the employee’s regular shift. No compensation of any kind shall be earned or granted for floating days off not taken off.

III.G. TIME OFF FOR VOTING

190. If an employee does not have sufficient time to vote outside of working hours, the employee may request so much time off as will allow time to vote, in accordance with the State Election Code.

III.H. JURY DUTY

190.a. An employee shall be provided leave with pay on a work day when the employee serves jury duty, provided the employee gives prior notice of the jury duty to the supervisor.

190.b. Employees assigned to jury duty whose regular work assignments are swing, graveyard, or weekend shifts shall not be required to work those shifts when serving jury duty, provided the employee gives prior notice of the jury duty to the supervisor.

190.c. To receive leave with pay for jury duty, employees must (1) provide written proof of jury service from the court to verify actual appearance for each day of jury duty, and (2) decline any payment from the court for jury duty.

190.d. If an employee is required to call-in during the work day for possible midday jury duty, the employee shall coordinate in advance with the employee’s supervisor about whether and when to report to work.

III.HI. SALARY STEP PLAN AND SALARY ADJUSTMENTS

1. PROMOTIVE APPOINTMENT IN A HIGHER CLASS

ARTICLE III – PAY, HOURS AND BENEFITS

191. An employee or officer who is a permanent appointee following completion of the probationary period or six months of permanent service, and who is appointed to a position in a higher classification, either permanent or temporary, deemed to be promotive by the Department of Human Resources shall have ~~his/her~~ the employee's salary adjusted to that step in the promotive class as follows:
192. a. If the employee is receiving a salary in ~~his/her~~ the present classification equal to or above the entrance step of the promotive class, the employee's salary in the promotive class shall be adjusted to two steps in the salary grade over the salary received in the lower class but not above the maximum of the salary range of the promotive classification.
193. b. If the employee is receiving a salary in ~~his/her~~ the employee's present classification which is less than the entrance step of the salary range of the promotive classification, the employee shall receive a salary step in the promotive class which is closest to an adjustment of 7.5% above the salary received in the class from which promoted. The proper step shall be determined by the bi-weekly salary grade and shall not be above the maximum of the salary range of the promotive class.
194. c. If the appointment deemed promotive described in above is a temporary appointment, and the employee, following a period of continuous service at least equal to the prescribed probationary period is subsequently given another appointment either permanent or temporary, deemed promotive from the prior temporary appointment class, the salary step in the subsequent promotive appointment shall be deemed promotive.
195. For purpose of this Section, appointment of an employee as defined herein to a position in any class the salary schedule for which is higher than the salary schedule of the employee's permanent class shall be deemed promotive.

2. NON-PROMOTIVE APPOINTMENT

196. An employee or officer who is a permanent appointee following completion of the probationary period or six months of service, and who accepts a non-promotive appointment in a classification having the same salary grade, or a lower salary grade, the appointee shall enter the new position at that salary step which is the same as that received in the prior appointment, or if the salary steps do not match, then the salary step which is immediately in excess of that received in the prior appointment, provided that such salary shall not exceed the maximum of the salary grade. Further increments shall be based upon the seniority increment anniversary date in the prior appointment.

ARTICLE III – PAY, HOURS AND BENEFITS

3. REAPPOINTMENT WITHIN SIX MONTHS

197. A permanent employee who resigns and is subsequently reappointed to a position in the same classification within six (6) months of the effective date of resignation shall be reappointed to the same salary step that the employee received at the time of resignation.

4. COMPENSATION ADJUSTMENTS

198. a. Prior Fiscal Year - When an employee promoted to a higher class during a prior fiscal year receives a lesser salary than if promoted in the same class and from the same salary step during the current fiscal year ~~his/her~~ **the employee's** salary shall be adjusted on July 1, to the rate ~~he/she~~ **the employee** would have received had ~~he/she~~ **the employee** been promoted in the current fiscal year.
199. The Department of Human Resources is hereby authorized to adjust the salary and anniversary increment date of any employee promoted from one class to a higher classification who would receive a lesser salary than an employee promoted at a later date to the same classification from the same salary step in the same base class from which the promotional examination was held.
200. b. Reemployment in a Formerly Held Class - An employee who has completed the probationary period in an entrance appointment who is laid off and is returned to a classification formerly held on a permanent basis shall receive a salary based upon the original appointment date in the classification to which the employee is returned. An employee who is returned to a classification not formerly held on a permanent basis shall receive a salary in accordance with this agreement.

III.II. METHODS OF CALCULATION

1. BI-WEEKLY

201. An employee whose compensation is fixed on a bi-weekly basis shall be paid the bi-weekly salary for ~~his/her~~ **the** position for work performed during the bi-weekly payroll period. There shall be no compensation for time not worked unless such time off is authorized time off with pay.

2. PER DIEM OR HOURLY

ARTICLE III – PAY, HOURS AND BENEFITS

202. An employee whose compensation is fixed on a per diem or hourly basis shall be paid the daily or hourly rate for work performed during the bi-weekly payroll period on a bi-weekly pay schedule. There shall be no compensation for time not worked unless such time off is authorized time off with pay.

III.JK. STATE UNEMPLOYMENT AND DISABILITY INSURANCE

203. 1. Employees in the bargaining unit(s) covered by this agreement shall be enrolled in the State Disability Insurance Program. The cost of SDI will be paid by the employee through payroll deduction at a rate established by the State of California Employment Development Department.
204. 2. The payment of sick leave pursuant to Rules of the Civil Service Commission shall not affect and shall be supplementary to payments from State Disability Insurance. An employee entitled to SDI shall receive in addition thereto such portion of his/her the employee's accumulated sick leave with pay as will equal, but not exceed, the regular biweekly gross earnings of the employee, including any regularly paid premiums. Such supplementary payments shall continue for the duration of the employee's illness or disability or until sick leave with pay credited to the employee is exhausted, whichever occurs first.
205. 3. The City agrees to continue participating in the State Unemployment Insurance Program as long as applicable laws so require.

III.KL. SICK LEAVE WITH PAY LIMITATION

206. An employee who is absent because of disability leave and who is receiving disability indemnity payments may request that the amount of disability indemnity payment be supplemented with salary to be charged against the employee's sick leave with pay credits pursuant to Civil Service Rules. If the employee wishes to exercise this option, the employee must submit a signed statement to the employee's department no later than thirty (30) days following the employee's release from disability leave.

III. WORKERS COMPENSATION

207. Employee supplementation of workers' compensation payment to equal the full salary the employee would have earned for the regular work schedule in effect at the commencement of the workers' compensation leave shall be drawn only from an employee's paid leave credits including vacation, sick leave balance, or other paid leave as available.
208. Pursuant to Civil Service Rule 120.24, an employee returning from disability leave as defined by CSC 120.24 Rule will accrue sick leave and/or supplemental disability credits at an accelerated rate.

III.MN. HEALTH AND WELFARE

1. EMPLOYEE HEALTH CARE

209. The City agrees to continue to contribute the applicable rate per month directly into the City Health Service System for each employee who is a member of the Health Service System. The level of benefits is set pursuant to the Charter.

~~a. Health Coverage Effective January 1, 2014 Through December 31, 2014~~

~~1) SINGLE EMPLOYEES~~

~~210. Effective January 1, 2014 through December 31, 2014, for “medically single employees” (Employee Only) enrolled in any plan other than the highest cost plan, the City shall contribute ninety percent (90%) of the “medically single employee” (Employee Only) premium for the plan in which the employee is enrolled; provided, however, that the City’s premium contribution will not fall below the lesser of: (a) the "average contribution" as determined by the Health Service Board pursuant to Charter Sections A8.423 and A8.428(b)(2); or (b), if the premium is less than the "average contribution", one hundred percent (100%) of the premium.~~

~~211. For the period January 1, 2014 through December 31, 2014 only, for “medically single employees” (Employee Only) who elect to enroll in the highest cost plan, the City shall contribute ninety percent (90%) of the premium for the second highest cost plan, plus fifty percent (50%) of the difference between: (a) ninety percent (90%) of the premium for the second highest cost plan; and (b) one hundred percent (100%) of the premium for the highest cost plan.~~

~~2) DEPENDENT HEALTH CARE~~

~~212. Effective January 1, 2014 through December 31, 2014, the City shall contribute up to \$225 per month per employee to provide for dependent coverage for employees with one or more dependents. However, in the event that the cost of dependent care exceeds \$225 per month, the City will adjust its pick-up level up to 75% of the cost of Kaiser’s dependent health care medical premium charged to the employee plus two or more dependents category.~~

~~b. Health Coverage Effective January 1, 2015~~

213. ~~Effective January 1, 2015, t~~The contribution model for employee health insurance premiums will be based on the City’s contribution of a percentage of those premiums and the

ARTICLE III – PAY, HOURS AND BENEFITS

employee's payment of the balance (Percentage-Based Contribution Model), as described below:

1) Employee Only:

214. For medically single employees (Employee Only) who enroll in any health plan offered through the Health Services System, the City shall contribute ninety-three percent (93%) of the total health insurance premium, provided however, that the City's contribution shall be capped at ninety-three percent (93%) of the Employee Only premium of the second-highest-cost plan.

2) Employee Plus One:

215. For employees with one dependent who elect to enroll in any health plan offered through the Health Services System, the City shall contribute ninety-three percent (93%) of the total health insurance premium, provided however, that the City's contribution shall be capped at ninety-three percent (93%) of the Employee Plus One premium of the second-highest-cost plan.

3) Employee Plus Two or More:

216. For employees with two or more dependents who elect to enroll in any health plan offered through the Health Services System, the City shall contribute eighty-three percent (83%) of the total health insurance premium, provided however, that the City's contribution shall be capped at eighty-three percent (83%) of the Employee Plus Two or More premium of the second-highest-cost plan.

4) Contribution Cap

217. In the event HSS eliminates access to the current highest cost plan for active employees, the City contribution under this agreement for the remaining two plans shall not be affected.

5) Average Contribution Amount

218. For purposes of this agreement, and any resulting agreements under paragraph 218, to ensure that all employees enrolled in health insurance through the City's Health Services System (HSS) are making premium contributions under the Percentage-Based Contribution Model, and therefore have a stake in controlling the long term growth in health insurance costs, it is agreed that, to the extent the City's health insurance premium contribution under the Percentage-Based Contribution Model is less than the "average contribution," as established under

ARTICLE III – PAY, HOURS AND BENEFITS

Charter section A8.428(b), then, in addition to the City’s contribution, payments toward the balance of the health insurance premium under the Percentage-Based Contribution Model shall be deemed to apply to the annual “average contribution.” The parties intend that the City’s contribution toward employee health insurance premiums will not exceed the amount established under the Percentage-Based Contribution Model.

c. Medically Single Employees Outside of Health Coverage Areas

219. ~~The provisions in paragraphs 210, 211 and 212 above shall not apply to~~ **Notwithstanding any other provisions of this Agreement, for** “medically single employees” (Employee Only) who are permanently assigned by the City to work in areas outside the health coverage areas of Kaiser and Blue Shield for the term of this Agreement. ~~For such “medically single employees” (Employee Only), the City shall continue to contribute one hundred percent (100%) of the premium for the employees’ own health care benefit coverage.~~

~~d. Agreement Not to Renegotiate Contributions in 2014~~

~~220. The terms described in paragraphs 211 through 216 above will be effective in calendar year 2015, and the parties agree not to seek to modify this agreement through the term of any MOU entered into prior to, or in the spring of, 2014.~~

ed. Other Terms Negotiable

221. While the parties have agreed in paragraph 218 not to negotiate any changes to the Percentage-Based Contribution Model, the parties are free to make economic proposals to address any alleged impact of the health contribution levels described above or other health related issues not involving the percentage-based contribution model (e.g. wellness and transparency).

~~f. Other Agreements~~

~~222. Should the City and any recognized bargaining unit reach a voluntarily bargained agreement that results in City contributions to health insurance premiums exceeding those provided by the Percentage Based Contribution Model, the City agrees to offer the entire alternate model to the Union as a substitute.~~

223. **ge.** The aforesaid payments shall not be considered as part of an employee’s salary for the purpose of computing straight time earnings, compensation for overtime worked, premium pay, retirement benefits or retirement contributions;

ARTICLE III – PAY, HOURS AND BENEFITS

nor shall such contributions be taken into account on determining the level of any other benefit which is a function of or percentage of salary.

2. DENTAL COVERAGE

224. Each employee covered by this agreement shall be eligible to participate in the City's dental program.

225. Employees who enroll in the Delta Dental PPO Plan shall pay the following premiums for the respective coverage levels: \$5/month for employee-only, \$10/month for employee + 1 dependent, or \$15/month for employee + 2 or more dependents.

3. CONTRIBUTIONS WHILE ON UNPAID LEAVE

226. As set forth in Administrative Code section 16.701(b), covered employees who are not in active service for more than twelve (12) weeks, shall be required to pay the Health Service System for the full premium cost of membership in the Health Service System, unless the employee shall be on sick leave, workers' compensation, mandatory administrative leave, approved personal leave following family care leave, disciplinary suspensions or on a layoff holdover list where the employee verifies they have no alternative coverage.

III. ~~NO.~~ RETIREMENT

~~227. Represented employees agree to pay their own employee retirement contribution to SFERS. For employees who became members of SFERS prior to November 2, 1976 (Charter Section A8.509 Miscellaneous Plan), the City shall pick up one half percent (0.5%) of the total employee retirement contribution to SFERS.~~

228. Any City pick-up of an employee's contributions shall not be considered as part of an employee's compensation for the purpose of computing straight time earnings, compensation for overtime worked, premium pay, or retirement benefits, nor shall such contributions be taken into account in determining the level of any other benefit which is a function of or percentage of salary.

229. The parties acknowledge that the San Francisco Charter establishes the levels, terms and conditions of retirement benefits for members of the San Francisco Employees Retirement System (SFERS). The fact that a MOU does not specify that a certain item of compensation is excluded from retirement benefits should not be construed to mean that the item is included by the Retirement Board when calculating retirement benefits.

Retirement Seminar Release Time

ARTICLE III – PAY, HOURS AND BENEFITS

230. Subject to development, availability and scheduling by SFERS and PERS, employees shall be allowed not more than one day during the life of this MOU to attend a pre-retirement planning seminar sponsored by SFERS or PERS.
231. Employees must provide at least two-weeks advance notice of their desire to attend a retirement planning seminar to the appropriate supervisor. An employee shall be released from work to attend the seminar unless staffing requirements or other Department exigencies require the employee's attendance at work on the day or days such seminar is scheduled. Release time shall not be unreasonably withheld.
232. All such seminars must be located within the Bay Area.
233. This section shall not be subject to the grievance procedure.

III.OP. FAIR LABOR STANDARDS ACT

234. City agrees that it will, at a minimum, compensate in a manner and consistent with the Fair Labor Standards Act.
235. No employee covered by this Agreement shall suffer any reduction in benefits as the result of the application of this language.

III.PQ. PRE-TAX CAFETERIA 125 PLANS

236. The City agrees to maintain the provisions and coverages of the Pre-Tax Cafeteria Plan.

III.QR. VOLUNTEER/PARENTAL RELEASE TIME

237. Represented employees shall be granted paid release time to attend parent teacher conferences of four (4) hours per fiscal year (for children in kindergarten or grades 1 to 12).
238. In addition, an employee who is a parent or who has child rearing responsibilities (including domestic partners but excluding paid child care workers) of one or more children in kindergarten or grades 1 to 12 shall be granted unpaid release time of up to forty (40) hours each fiscal year, not exceeding eight (8) hours in any calendar month of the fiscal year, to participate in the activities of the school of any child of the employee, providing the employee, prior to taking the time off, gives reasonable notice of the planned absence. The employee may use vacation, floating holiday hours, or compensatory time off during the planned absence.

ARTICLE III – PAY, HOURS AND BENEFITS

III.~~RS.~~ VESTED LEAVE CASHOUTS

239. Cashouts of vested vacation leave upon separation are made pursuant to Administrative Code 16.13.

III.~~ST.~~ SICK LEAVE ORDINANCE

240. San Francisco Administrative Code, Chapter 12W, Paid Sick Leave Ordinance, is expressly waived in its entirety with respect to employees covered by this Agreement.

III.~~TU.~~ AIRPORT EMPLOYEE TRANSIT PILOT PROGRAM

241. ~~The San Francisco International Airport will implement a pilot program to encourage employees to use mass transportation to commute to and from SFIA work locations. Under the Airport Employee Transit Pilot Program, the SFIA is authorized to provide incentives consistent with Internal Revenue Code 132(a)(5) for the purpose stated above. This pilot program will be evaluated 12 months after implementation to determine whether it shall be continued. The Union waives all meet and confer on this pilot program. This program is not subject to the grievance procedure.~~

The San Francisco International Airport (SFIA) Employee Commute Options Program (Eco Program) will be available for the term of the Agreement to SFIA employees. Under the Eco Program, employees who relinquish their SFIA-provided free parking privileges will receive a monthly allowance in an amount set by SFIA. Participation is voluntary and approved on a first-come, first-served basis. The SFIA reserves the right to amend or discontinue the Eco Program in its sole discretion, at any time for any reason, including but not limited to a lack of funding as determined by the SFIA. The Eco Program, including but not limited to denial of participation, change in allowance amount, or amendment or termination of the Eco Program, is not subject to the grievance procedure.

ARTICLE IV - HEALTH, SAFETY AND TRAINING

IV.A. EQUIPMENT FAMILIARIZATION

242. An Appointing Officer or designee will consult with a designated non-supervisory bargaining unit member regarding the specifications of new equipment to be purchased for operation by covered members.
243. The signatory departments agree that departmental training familiarizing unit employees on new or dissimilar replacement equipment operated by 7328 Operating Engineer, Universal, is in the interests of efficient and effective delivery of municipal services, and further agree to implement such training familiarization in a reasonable, equitable and non-arbitrary manner within the first year of receipt of equipment.

IV.B. HEALTH AND SAFETY

244. The City acknowledges its responsibility to provide safe and healthy work environments for City employees and users of City services. Every employee has the right to safe and healthy working conditions. Employee concerns regarding safety should be brought to the attention of ~~his/her~~ the employee's immediate supervisor for appropriate corrective action. For any excavation, the City shall make every effort to have the location of all underground lines (utilities) marked before digging. On any emergency excavation, priority calls shall be made to all utilities prior to digging. No employee covered under this Agreement shall suffer any adverse action for bringing forth safety concerns to ~~his/her~~ the employee's immediate supervisor.

IV.C. CLASS 7328: EQUIPMENT OPERATION

245. Operation of such equipment as was enumerated under Class 7328 in the 1992-93 Salary Standardization Ordinance (is incorporated herein by reference) shall be performed by members of the bargaining unit. No part of the above shall be construed in any manner which interferes with the transport of vehicles, the movement of vehicles by mechanics, equipment managers or other appropriate personnel for the purposes of transport, repair, inspection, response to emergencies or other unusual circumstances as defined herein. The parties agree to meet regarding the establishment of exceptions. Should jurisdictional disputes arise, the parties agree to meet with all affected parties for the purpose of resolution. Nothing in this section shall conflict with charter provisions or Civil Service Commission's rules.

IV.D. PAPERLESS PAY POLICY

246. ~~Effective on a date to be established by the Controller, but not sooner than September 1, 2014, the City shall implement a~~ The Citywide "Paperless Pay" Policy. ~~This policy will apply~~ applies to all City employees, ~~regardless of start date~~ covered under this Agreement.

ARTICLE IV – HEALTH, SAFETY AND TRAINING

247. Under the policy, all employees shall be able to access their pay advices electronically on a password protected site, and print them in a confidential manner, using City Internet, computers and printers. Such use of City equipment shall be free of charge to employees, is expressly authorized under this section of the Agreement, and shall not be considered “inappropriate use” under any City policy. Pay advices shall also be available to employees on a password protected site that is accessible from home or other non-worksite computers, and that allows the employees to print the pay advices. Employees shall receive a paper statement of their pay advices or receive assistance to print hard copies through their payroll offices upon request, on a one-time or ongoing basis. ~~Upon implementation of the policy, other than for employees described in the preceding sentence, paper pay advices will no longer be available through Citywide central payroll distribution.~~
248. In addition to payroll information already provided, the pay advices shall reflect usage and balance (broken out for vacation, sick leave, etc.) the employee’s hours of compensatory time, overtime, and premiums earned during the relevant payroll period. The City shall maintain electronic pay advices and/or wage statements for at least seven (7) years.
249. Under the policy, all employees (~~regardless of start date~~) will have two options for receiving pay: direct deposit or bank pay card. Employees not signing up for either option will be defaulted into bank pay cards.
250. Every employee shall possess the right to do the following with any frequency and without incurring any cost to the employee:
1. Change the account into which the direct deposit is made;
 2. Switch from the direct deposit option to the bank pay card option, or vice versa;
 3. Obtain a new pay card the first time the employee’s bank pay card is lost, stolen or misplaced;
251. The City assures that the bank pay card shall be FDIC insured. The City further assures that in the event of an alleged overpayment by the City to the employee, the City shall not unilaterally reverse a payment to the direct deposit account or bank pay card.
252. ~~Prior to implementing the “Paperless Pay Policy,” the City will give all employee organizations a minimum of 30 days’ advance notice.~~ Prior to implementation of the policy, the City shall notify employees regarding the policy, including how to access and print their pay advices at work or elsewhere. Training shall be available for employees who need additional assistance.
253. The City will work with the vendor to evaluate options to provide no-cost ATMs available at large worksites and remote worksites.
254. The parties mutually agree that employees may print out pay advices during work hours.

ARTICLE IV – HEALTH, SAFETY AND TRAINING

IV.E. BARGAINING UNIT WORK

255. The City agrees that it will not assign work currently performed by employees under this Agreement to City employees in other bargaining units.

ARTICLE V - WORKING CONDITIONS

V.A. SAFETY EQUIPMENT

256. The City agrees to provide all required safety equipment (i.e., protective eyewear, protective footwear) in compliance with Cal-OSHA regulations.

V.B. PROTECTIVE CLOTHING

257. The City will provide coveralls, foul weather gear, and hazardous materials protection gear for non-supervisory classes which operate equipment, as needed.

V.C. PROTECTIVE CLOTHING (Class 9331 Piledriver Engine Operator)

258. The City agrees to provide coveralls, foul weather gear, protective leather gloves, goggles, safety glasses, hardhats, earplugs and work vests, for employees in the classification of 9331 Piledriver Engine Operator.

ARTICLE VI – SCOPE

259. The parties recognize that re-codifications may have rendered the references to specific Civil Service Rules and Charter sections contained herein, incorrect. Therefore, the parties agree that such terms will be read as if they accurately referenced the same sections in their newly codified form as of July 1, 2003.

VIA. SAVINGS CLAUSE

260. Should any part hereof or any provision herein be declared invalid by reason of conflicting with a Charter provision or existing ordinances or resolutions which the Board of Supervisors had not agreed to alter, change or modify, or by any decree of a court, such invalidation of such part or portion of this Agreement shall not invalidate the remaining portions hereof and the remaining portions hereof shall remain in full force and effect for the duration of the Agreement.

VI.B. ZIPPER CLAUSE

261. Except as may be amended through the procedure provided below, this Agreement sets forth the full and entire understanding of the parties regarding the matters herein. This Agreement may be modified, but only in writing, upon the mutual consent of the parties.

CIVIL SERVICE RULES/ADMINISTRATIVE CODE

262. Nothing in this Agreement shall alter the Civil Service Rules excluded from arbitration pursuant to Charter Section A8.409-3. In addition, such excluded Civil Service Rules may be amended during the term of this Agreement and such changes shall not be subject to any grievance and arbitration procedure but shall be subject to meet and confer negotiations, subject to applicable law. The parties agree that, unless specifically addressed herein, those terms and conditions of employment that are currently set forth in the Civil Service Rules and the Administrative Code, are otherwise consistent with this Agreement, and are not excluded from arbitration under Charter Section A8.409-3 shall continue to apply to employees covered by this contract. As required by Charter Section A8.409-3, the Civil Service Commission retains sole authority to interpret and to administer all Civil Service Rules.

VI.C. DURATION OF AGREEMENT

263. This Agreement shall be effective July 1, ~~2014~~ 2019 and shall remain in full force and effect through June 30, ~~2019~~ 2022.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement this _____ day of _____, ~~2017~~ 2019.

ARTICLE VI – SCOPE

FOR THE CITY

FOR THE UNIONS

Micki Callahan Date
 Human Resources Director

~~Jennifer Bills~~ **David Tuttle** Date
 Business Representative
 Operating Engineers Local 3

Carol Isen Date
 Employee Relations Director

APPROVED AS TO FORM
 DENNIS J. HERRERA, CITY ATTORNEY

Katharine Hobin Porter Date
 Chief Labor Attorney

**APPENDIX A:
PAST PRACTICE ENUMERATIONS**

The parties agree to amend the Collective Bargaining Agreement (“CBA”) by appending the following list of past practices thereto pursuant to Section VI.C. of the CBA.

Attendance

All departments will continue their current sick leave call-in requirement to call in sick during specific periods with a specific excuse.

Meal and Break Periods

The unpaid meal period shall be thirty (30) minutes. If a represented employee does not receive this thirty (30) minute meal period, ~~he/she~~ **the employee** may be relieved at the end of eight (8) hours. If the employee’s work day is not shortened (ie: if ~~he/she~~ **the employee** works eight and one-half (8½) hours), ~~he/she~~ **the employee** shall be compensated under the CBA for one-half (½) hour at time-and-a half (ie: paid for 45 minutes).

Two 10 (ten) minute breaks shall continue to be provided for each full-time shift.

Requests for Paid Time Off

Each Department will maintain their current requirement of represented employees to request paid time off either three (3) or five (5) days in advance of the date of requested paid time off (ie: vacation, floating holidays, and in-lieu days) as currently established in each City department. If the notice is timely and operational staffing requirements are covered, the employee will be granted the requested paid time off. Paid time off will be granted according to seniority.

License Renewal and Medical Examinations

Covered employees will be given paid time off for license renewals and medical examinations that are required as a condition of employment.

Parking

Assigned parking will be provided at work locations where it is currently provided as available. In addition, SFGH parking agreement is included as attached. Effective 7/1/2013, MTA employees shall be required to pay for their own parking based on fees established by MTA.

Employee Facilities

Lockers and a locker changing rooms will continue to be made available at work locations where they are currently provided.

APPENDIX A

Clean-up

Each covered employee shall be provided with the appropriate amount of time to cleanup after contact with poison ivy and any other hazardous materials.

Safety Equipment

Safety equipment will continue to be provided free of cost to the covered employee.

Tools

The City will continue to provide all required tools.

**APPENDIX B:
UNION ACCESS TO NEW EMPLOYEES PROGRAM**

I. Purpose

The purpose of this agreement is to memorialize the rights and obligations of the City and the Union in accordance with CA Government Code Sections 3555-3559, through the creation of a single, City-wide Union Access to New Employees Program applicable to all City Agencies and all City Employee Unions.

II. Notice and Access

- A. The City shall provide the Union written notice of, and access to, new employee orientations (hereinafter NEOs) as set forth below. It is the City's policy that NEOs are mandatory for all newly-hired employees. It is the City's intent that NEOs take place as promptly as possible after the first day of employment. Within thirty (30) calendar days of the start of employment, newly-hired employees will be scheduled to attend the next available NEO. NEOs shall be scheduled during an employee's regularly scheduled, paid time. In the event that a newly-hired employee's regular schedule is outside of a scheduled NEO, the Department may make a one-time adjustment to the employee's work schedule in order to accommodate this requirement.

In the event an employee does not attend the NEO that the employee was scheduled to attend, said employee will be automatically enrolled to attend the next available NEO. If the employee does not attend the subsequently scheduled NEO, the Union NEO Coordinator may contact the Departmental NEO coordinator to arrange a meeting with the employee pursuant to Section F., below.

- B. Application: New employees include, but are not limited to, newly-hired employees whose positions are permanent, temporary, full-time, part-time, per diem, seasonal, provisional, or as-needed.

C. Notice

1. Single Point of Contact: The Union agrees to provide the City with a single point of contact (hereinafter, Union NEO Coordinator) and the City agrees to provide the Union with a single point of contact for each Department (hereinafter, Departmental NEO Coordinator), which will be updated by the City and the Union on an as-needed basis.
2. Notice of Schedule: For any NEO that takes place on a regular, recurring schedule, the sponsoring Department shall be responsible for providing annual notice to the Union. For NEOs that are not offered on a regular, recurring schedule, the sponsoring Department shall provide no less than ten (10) business days' notice. Said notices shall be provided by email, to the Union NEO Coordinator. This requirement shall apply to all NEOs in which City personnel

APPENDIX B

provide newly-hired employees with information regarding employment status, rights, benefits, duties, responsibilities, or any other employment-related matters.

3. Notice of Enrollment: Notice shall include a list of new employees represented by the Union scheduled to attend the NEO. If practical, the City agrees to provide additional identifying information including, but not limited to, classification and department. Six months from enactment, in the event the City is unable to provide classification and department information in the Notice of Enrollment, the Union can reopen this Agreement for the sole purpose of meeting and conferring over the identifying information provided in this Section II.C.3 Notice of Enrollment. Said meeting and conferring shall not be subject to the impasse procedures in Government Code Section 3557. The Department sponsoring the NEO shall provide the foregoing information no less than five (5) business days prior to the NEO taking place. The Department will make best efforts to notify the Union NEO Coordinator of any last-minute changes. Onboarding of individual employees for administrative purposes is excluded from this notice requirement.

- D. Citywide and Departmental NEOs: New employees in those Departments identified in Attachment A shall attend a citywide NEO, sponsored by the Department of Human Resources. This citywide NEO shall take place at minimum on a monthly basis. Departments identified in Attachment B will conduct respective Departmental NEOs. At the City's discretion, Departments may be added to or removed from either Attachment A or Attachment B. For the citywide NEO, DHR will adhere to the Department notice requirements in Section C., above. The City will provide the Union with thirty (30) calendar days' notice prior to moving a Department from Attachment A to B, or vice versa. Every City Department shall be listed on either Attachment A or Attachment B.
- E. Access and Presentation: At all NEOs, the Union shall be afforded thirty (30) minutes to meet with represented new employees who are present, unless the Union's Memorandum of Understanding (MOU) provides for more than thirty (30) minutes. The right of the Union to meet with newly-hired employees is limited to only those employees whose classifications fall within the Union's bargaining unit. The City shall ensure privacy for the Union's orientation, and it shall take place without City representatives present. This requirement can be met by providing either a private room or a portion of a room with sufficient distance from other activities in the room to limit disruption. The Department responsible for scheduling the NEO shall be responsible for including Union presentations on the agenda. The Union's presentation shall occur prior to any meal break, and will not be conducted during a scheduled break time. One (1) of the Union's representatives may be a Union member designated by the Union. Such member(s) shall be released to attend under the terms and conditions specified in the MOU. If not otherwise provided for in the MOU, the Union may request release of a Union-designated member to attend the NEO. Release time shall not be unreasonably withheld. Said request shall be made to the Employee Relations Division no less than three (3) business days in advance of the scheduled NEO. The Union agrees to limit its presentation to only those matters stated in Section H., below.

APPENDIX B

F. Alternate Procedures: In the event the Union identifies one or more new employees who did not attend the Union's presentation as described in Section E., above, the Union may contact the Departmental NEO coordinator to schedule a mutually-agreeable fifteen (15) minute time slot for the Union to meet privately with the new employee(s). If the number of such identified employees is five (5) or more at a particular location, the Union NEO Coordinator and Departmental NEO Coordinator will work together to schedule a mutually agreeable thirty (30) minute time slot for the private meeting. One (1) of the Union's representatives may be a Union member designated by the Union, and such member shall be released to attend under the terms and conditions specified in the MOU. If not otherwise provided for in the MOU, the Union may request release of a Union-designated member as provided for in Section E., above. This alternate procedure shall also apply to any employee who has promoted or transferred into the bargaining unit.

1. The Union NEO Coordinator shall coordinate with the new employee(s) referenced in the preceding paragraph and the Departmental NEO Coordinator to schedule a fifteen (15) minute meeting during normally scheduled hours, which shall not be during employee's break or meal period, for the Union representative(s) to meet privately with, and provide materials and information to, the new employee(s). City representatives shall not be present during said meeting. The Union agrees to limit its presentation to only those matters stated in Section H., below.
2. In the event the proposed time cannot be accommodated, the Union NEO Coordinator and the Departmental NEO Coordinator shall work together to find a mutually agreeable time within ten (10) business days of the Union's request.
3. Department of Elections: Any new employee of the Department of Elections who is classified as Temporary Exempt (Category 16), whose duration of appointment is one (1) pay period or less, and works on an as-needed work schedule will receive written materials provided by the Union in lieu of attending a Citywide or Departmental NEO, a private meeting with the Union as provided for in Section F., above, or a Periodic Union Orientation as provided for in Section G., below.

G. Process for Periodic Union Orientations: By mutual agreement, the Union NEO Coordinator and the Departmental NEO Coordinator may schedule periodic thirty (30) minute Union orientations. Periodic Union orientations may be scheduled on an every-other-month, quarterly, or other basis.

The following Departments shall maintain existing Union orientation arrangements: Department of Emergency Management; Sheriff's Department; and Police Department.

The 311 Customer Service Call Center shall maintain existing practice with respect to Union access to 311 Customer Service Agent Training.

H. Union Orientation Presentations: The Union agrees to limit its presentation to a general introduction to its organization, history, by-laws, and benefits of membership. The Union

APPENDIX B

agrees not to engage in campaigning on behalf of an individual running for public elected office and ballot measures during the NEO, or other topics that would be considered beyond general discussion on the benefits of Union membership.

III. Data Provisions

Subject to the limitations contained in CA Government Code Section 3558, the City shall provide the Union with all required information on newly-hired employees to the extent it is made available to the City. In addition, within ten (10) business days of the conclusion of each NEO, the City agrees to provide the Union with a stand-alone report containing a list of employees, including classification code and division, who were scheduled to, but did not attend each NEO.

IV. Hold Harmless

The Union agrees to hold the City harmless for any disputes that arise between the Union and any new employee over application of this Agreement.

APPENDIX B

ATTACHMENT A

Adult Probation
Arts Commission
Asian Art Museum
Airport Commission
Board of Appeals
Board of Supervisors
Office of Economic & Workforce

Department of Technology
District Attorney's Office
Ethics Commission
Fine Arts Museum
Fire Department (Non-Sworn)
General Services Agency
Health Service System

APPENDIX B

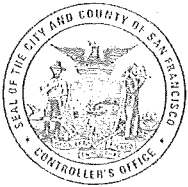
Development	Human Rights Commission
California Academy of Sciences	Juvenile Probation Department
Child Support Services	Library
Children, Youth and Their Families	Mayor's Office
City Attorney's Office	Office of the Assessor-Recorder
City Planning Department	Office of the Controller
Civil Service Commission	Office of the Treasurer/Tax Collector
Commission on the Status of Women	Port of San Francisco
Department of Building Inspection	Public Defender's Office
Department of Environment	Rent Arbitration Board
Department of Elections	SF Children and Families Commission
Department of Homelessness	SF Employees' Retirement System
Department of Human Resources	War Memorial & Performing Arts
Department of Police Accountability	

APPENDIX B

ATTACHMENT B

Airport
Department of Emergency Management
Department of Public Health
San Francisco Public Works
Human Services Agency

Municipal Transportation Agency
Public Utilities Commission
Recreation & Parks Department
Police Department (Non-Sworn)



OFFICE OF THE CONTROLLER
CITY AND COUNTY OF SAN FRANCISCO

Ben Rosenfield
Controller
Todd Rydstrom
Deputy Controller

June 4, 2019

Ms. Angela Calvillo
Clerk of the Board of Supervisors
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

RE: File Numbers 190518-190535, 190539-190542, 190544: Memoranda of Understanding (MOU) between the City and County of San Francisco and various Unions representing City bargaining units

Dear Ms. Calvillo,

In accordance with Ordinance 92-94, I submit a cost analysis of 23 MOUs and one MOU amendment between the City and County of San Francisco and various Unions representing employee bargaining units. The MOUs for all the unions except the Firefighters Union Local 798, Unit 2 cover the period July 1, 2019 through June 30, 2022. The MOU amendment for the Firefighters Union Local 798, Unit 2 amends the existing MOU, which covers the period July 1, 2018 through June 30, 2020.

The MOUs and MOU amendment affect approximately 20,000 authorized positions with an overall salary and benefits base of approximately \$2.6 billion. Our analysis finds that the MOUs will result in increased costs to the City of \$102.2 million (or 3.9%) of base wage and benefit cost in FY 2019-20, \$210.4 million (or 8.0%) of base wage and benefit cost in FY 2020-21, and \$314.1 million (or 11.9%) of base wage and benefit cost in FY 2021-22. Approximately 60% of the increased cost is supported by the General Fund.

Our cost estimates assume that premiums, overtime, and other adjustments grow consistently with wage changes. Some wage and premium increases in FY 2020-21 and FY 2021-22 could be delayed if the Joint Report projects a budget deficit greater than \$200 million. These cost estimates assume that those increases will take place as scheduled. If the increases were delayed, the estimated cost would be reduced to approximately \$159.5 million and \$260.0 in FY 2020-21 and FY 2021-22, respectively. See Attachments A and B for a detailed listing and analysis of costs for the affected MOUs.

If you have additional questions or concerns, please contact me at 554-7500 or Carol Lu of my staff at 554-7647.

Sincerely,


Ben Rosenfield
Controller

cc: Carol Isen, ERD
Harvey Rose, Budget Analyst

Attachment A

Combined Costs for All MOUs and Amendments			
	FY 2019-20	FY 2020-21	FY 2021-22
Wages	\$ 78,019,000	\$ 163,885,000	\$ 245,792,000
Wage-Related Fringe Benefits	20,084,000	42,364,000	63,796,000
Premiums	1,902,000	1,992,000	2,014,000
Other Benefits	2,209,000	2,206,000	2,555,000
MOU Total \$	102,214,000	\$ 210,447,000	\$ 314,157,000
<i>% of Wage and Benefits Base</i>	<i>3.9%</i>	<i>8.0%</i>	<i>11.9%</i>

Union Detail*

File Number Union

190518	Unrepresented Employees	FY 2019-20	FY 2020-21	FY 2021-22
	Wages	\$ 289,000	\$ 610,000	\$ 919,000
	Wage-Related Fringe Benefits	78,000	165,000	249,000
	Internal Adjustment Fund	16,000	0	0
	Union Total \$	383,000	\$ 775,000	\$ 1,168,000
	<i>% of Wage and Benefits Base</i>	<i>3.7%</i>	<i>7.4%</i>	<i>11.2%</i>

190519	Fire Fighters Union Local 798, Unit 2	FY 2019-20	FY 2020-21	FY 2021-22
	Wages	\$ 30,000	\$ 19,000	\$ 0
	Wage-Related Fringe Benefits	4,000	4,000	0
	Union Total \$	34,000	\$ 23,000	\$ 0
	<i>% of Wage and Benefits Base</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>

190520	Municipal Attorney's Association	FY 2019-20	FY 2020-21	FY 2021-22
	Wages	\$ 3,223,000	\$ 6,799,000	\$ 10,240,000
	Wage-Related Fringe Benefits	857,000	1,807,000	2,722,000
	California Bar Dues	196,000	196,000	196,000
	Standby Pay	140,000	140,000	140,000
	Union Total \$	4,416,000	\$ 8,942,000	\$ 13,298,000
	<i>% of Wage and Benefits Base</i>	<i>3.8%</i>	<i>7.7%</i>	<i>11.5%</i>

190521	Machinists Union, Local 1414	FY 2019-20	FY 2020-21	FY 2021-22
	Wages	\$ 540,000	\$ 1,140,000	\$ 1,716,000
	Wage-Related Fringe Benefits	150,000	316,000	476,000
	Job Class Equity Adjustments	235,000	244,000	252,000
	Lead Person Premium	115,000	115,000	115,000
	One-Time Payment for Job Classes 7258, 7337, 7332, 7331, 7327, 7434	83,000	0	0
	Acting Assignment	27,000	28,000	29,000
	Weekend Differential	25,000	26,000	27,000
	Protective Clothing	8,000	8,000	8,000
	Wage Increase for Tool Allowance	7,000	7,000	7,000
	Safety Eyewear	7,000	7,000	7,000
	Life Insurance	7,000	7,000	7,000
	Safety Footwear	7,000	7,000	7,000
	Union Total \$	1,211,000	\$ 1,905,000	\$ 2,651,000
	<i>% of Wage and Benefits Base</i>	<i>6.2%</i>	<i>9.7%</i>	<i>13.5%</i>

190522	International Federation of Professional and Technical Engineers, Local 21	FY 2019-20	FY 2020-21	FY 2021-22
	Wages	\$ 18,088,000	\$ 38,161,000	\$ 57,472,000
	Wage-Related Fringe Benefits	5,083,000	10,723,000	16,150,000
	Job Class Equity Adjustments	618,000	1,468,000	1,715,000
	Floating Holidays	272,000	279,000	289,000
	Employee Development Fund	250,000	250,000	250,000
	TechHire Program	100,000	100,000	100,000
	Extended Ranges	86,000	172,000	258,000
	Bilingual Pay Premium	48,000	48,000	48,000
	Geotechnical Engineer Premium	38,000	39,000	41,000
	Construction Inspector Premium	5,000	6,000	6,000
	Union Total \$	24,588,000	\$ 51,246,000	\$ 76,329,000
	<i>% of Wage and Benefits Base</i>	<i>3.7%</i>	<i>7.8%</i>	<i>11.6%</i>

190523	Laborers International Union, Local 261	FY 2019-20	FY 2020-21	FY 2021-22
	Wages	\$ 3,141,000	\$ 6,627,000	\$ 9,981,000
	Wage-Related Fringe Benefits	835,000	1,761,000	2,652,000
	Job Class Equity Adjustments	215,000	222,000	231,000
	Health Insurance Cost Sharing	160,000	340,000	360,000
	Protective Clothing	77,000	77,000	77,000
	Lead Person Premium	52,000	52,000	52,000
	Union Total \$	4,480,000	9,079,000	13,353,000
	<i>% of Wage and Benefits Base</i>	<i>4.0%</i>	<i>8.0%</i>	<i>11.8%</i>
190524	International Brotherhood of Electrical Workers, Local 6	FY 2019-20	FY 2020-21	FY 2021-22
	Wages	\$ 1,264,000	\$ 2,666,000	\$ 4,015,000
	Wage-Related Fringe Benefits	333,000	703,000	1,058,000
	Job Class Equity Adjustments	103,000	134,000	194,000
	Shift Differential	28,000	29,000	30,000
	Airport Standby Pay	24,000	24,000	24,000
	Safety Shoes	20,000	20,000	20,000
	Certification Premiums	20,000	20,000	21,000
	Overtime During Rest Period	10,000	10,000	10,000
	Tuition Reimbursement	3,000	3,000	3,000
	Meals at Hetch Hetchy	1,000	1,000	1,000
	Union Total \$	1,806,000	3,610,000	5,376,000
	<i>% of Wage and Benefits Base</i>	<i>4.0%</i>	<i>8.0%</i>	<i>11.8%</i>
190525	San Francisco Deputy Probation Officers' Association	FY 2019-20	FY 2020-21	FY 2021-22
	Wages	\$ 514,000	\$ 1,084,000	\$ 1,632,000
	Wage-Related Fringe Benefits	164,000	346,000	521,000
	CalPERS Waiver	132,000	0	0
	Life Insurance	6,000	6,000	6,000
	Bilingual Pay Premium	0	0	0
	Union Total \$	816,000	1,436,000	2,159,000
	<i>% of Wage and Benefits Base</i>	<i>4.2%</i>	<i>7.5%</i>	<i>11.2%</i>
190526	Operating Engineers, Local 3	FY 2019-20	FY 2020-21	FY 2021-22
	Wages	\$ 211,000	\$ 446,000	\$ 671,000
	Wage-Related Fringe Benefits	55,000	116,000	174,000
	Crane Certification Premium	25,000	34,000	38,000
	Lead Person Premium	1,000	1,000	1,000
	Commercial Driver's License Premium	1,000	1,000	1,000
	Union Total \$	293,000	598,000	885,000
	<i>% of Wage and Benefits Base</i>	<i>3.9%</i>	<i>7.9%</i>	<i>11.7%</i>
190527	Teamsters, Local 856 (Multi-Unit)	FY 2019-20	FY 2020-21	FY 2021-22
	Wages	\$ 337,000	\$ 712,000	\$ 1,072,000
	Wage-Related Fringe Benefits	94,000	198,000	298,000
	Job Class Equity Adjustments	55,000	81,000	110,000
	Night Duty Premium for Job Class 2496	12,000	13,000	13,000
	Officer of the Day Premium	6,000	6,000	6,000
	Union Total \$	504,000	1,010,000	1,499,000
	<i>% of Wage and Benefits Base</i>	<i>4.1%</i>	<i>8.2%</i>	<i>12.2%</i>
190528	Transport Workers Union of America, Local 250-A (7410)	FY 2019-20	FY 2020-21	FY 2021-22
	Wages	\$ 83,000	\$ 174,000	\$ 263,000
	Wage-Related Fringe Benefits	24,000	50,000	76,000
	Protective Clothing	2,000	2,000	2,000
	Life Insurance	1,000	1,000	1,000
	Emergency Road Repair Premium	1,000	1,000	1,000
	Union Total \$	111,000	228,000	343,000
	<i>% of Wage and Benefits Base</i>	<i>3.7%</i>	<i>7.5%</i>	<i>11.3%</i>

	Transport Workers Union of America, Local 250-A (Multi-Unit)	FY 2019-20	FY 2020-21	FY 2021-22
190529	Wages	\$ 410,000	\$ 864,000	\$ 1,302,000
	Wage-Related Fringe Benefits	116,000	245,000	370,000
	Tuition Reimbursement	5,000	5,000	5,000
	Bilingual Pay Premium	8,000	8,000	8,000
	Environmental Health Temporary Events Premium	7,000	7,000	0
	One-Time Retroactive Schedule Differential	7,000	0	0
	Vector Control Certified Technician Premium	1,000	1,000	1,000
	Union Total \$	554,000	1,130,000	1,686,000
	<i>% of Wage and Benefits Base</i>	<i>3.7%</i>	<i>7.6%</i>	<i>11.3%</i>
	Transport Workers Union of America, Local 200	FY 2019-20	FY 2020-21	FY 2021-22
190530	Wages	\$ 122,000	\$ 257,000	\$ 387,000
	Wage-Related Fringe Benefits	34,000	71,000	107,000
	Officer Involved Shooting Standby Pay	83,000	86,000	89,000
	Union Total \$	239,000	414,000	583,000
	<i>% of Wage and Benefits Base</i>	<i>5.4%</i>	<i>9.4%</i>	<i>13.2%</i>
	Service Employees International Union, Local 1021	FY 2019-20	FY 2020-21	FY 2021-22
190531	Wages	\$ 33,031,000	\$ 69,685,000	\$ 104,949,000
	Wage-Related Fringe Benefits	8,827,000	18,622,000	28,045,000
	Extended Steps	1,404,000	2,746,000	4,439,000
	Job Class Equity Adjustments	217,000	832,000	854,000
	Bilingual Pay Premium	554,000	554,000	554,000
	Lead Person Premium	322,000	322,000	322,000
	Work Training Program	200,000	200,000	200,000
	CalPERS Waiver	80,000	0	0
	Certification Premium	72,000	75,000	77,000
	Public Safety Communications Premium	9,000	10,000	10,000
	Uniforms	14,000	14,000	14,000
	Pressure Washing Premium	8,000	9,000	9,000
	Workplace Improvement Committee	5,000	6,000	6,000
	Eliminate Training Funds	(10,000)	(10,000)	(10,000)
	Union Pays Administrative Fees	(27,000)	(27,000)	(27,000)
	Union Total \$	44,706,000	93,038,000	139,442,000
	<i>% of Wage and Benefits Base</i>	<i>3.9%</i>	<i>8.0%</i>	<i>12.0%</i>
	Supervising Probation Officers	FY 2019-20	FY 2020-21	FY 2021-22
190532	Wages	\$ 122,000	\$ 257,000	\$ 387,000
	Wage-Related Fringe Benefits	41,000	86,000	129,000
	Union Total \$	163,000	343,000	516,000
	<i>% of Wage and Benefits Base</i>	<i>3.5%</i>	<i>7.4%</i>	<i>11.2%</i>
	San Francisco City Workers United	FY 2019-20	FY 2020-21	FY 2021-22
190533	Wages	\$ 364,000	\$ 768,000	\$ 1,157,000
	Wage-Related Fringe Benefits	97,000	205,000	309,000
	Industrial Coatings Premium	11,000	11,000	11,000
	Taping Premium	2,000	2,000	2,000
	Sand Blast Premium	2,000	2,000	2,000
	Thermo Plastic Truck Premium	15,000	15,000	15,000
	Correctional Facility Premium	1,000	1,000	1,000
	Hydro Washer Truck Premium	4,000	4,000	4,000
	Work Clothing	8,000	8,000	8,000
	Union Total \$	504,000	1,016,000	1,509,000
	<i>% of Wage and Benefits Base</i>	<i>3.8%</i>	<i>7.8%</i>	<i>11.5%</i>
	Municipal Executives Association	FY 2019-20	FY 2020-21	FY 2021-22
190534	Wages	\$ 6,337,000	\$ 13,370,000	\$ 20,136,000
	Wage-Related Fringe Benefits	1,698,000	3,582,000	5,395,000
	Management Classification/Compensation Plan (MCCP) Funds	343,000	356,000	614,000
	Safety Equipment	4,000	4,000	4,000
	Life Insurance	0	29,000	88,000
	Union Total \$	8,382,000	17,341,000	26,237,000
	<i>% of Wage and Benefits Base</i>	<i>3.7%</i>	<i>7.6%</i>	<i>11.5%</i>

International Union of Operating Engineers Stationary Engineers, Local 39

		FY 2019-20	FY 2020-21	FY 2021-22
190535	Wages	\$ 2,610,000	\$ 5,506,000	\$ 8,293,000
	Wage-Related Fringe Benefits	701,000	1,479,000	2,227,000
	Job Class Equity Adjustment	565,000	1,180,000	1,843,000
	Certification Premium	89,000	93,000	96,000
	Union Total \$	3,965,000	8,258,000	12,459,000
	<i>% of Wage and Benefits Base</i>	<i>4.2%</i>	<i>8.8%</i>	<i>13.2%</i>

United Association of Journeymen and Apprentices - Plumbing and Fitting

		FY 2019-20	FY 2020-21	FY 2021-22
190539	Industry, Local 38			
	Wages	\$ 1,260,000	\$ 2,658,000	\$ 4,003,000
	Wage-Related Fringe Benefits	328,000	692,000	1,042,000
	Job Class Equity Adjustments	54,000	80,000	107,000
	Lead Worker Pay	45,000	45,000	45,000
	Cross Connection Certification Premium	11,000	56,000	58,000
	Acting Assignment Pay	25,000	26,000	27,000
	Night Shift Pay	23,000	24,000	25,000
	Safety Equipment	15,000	15,000	15,000
	Life Insurance	15,000	15,000	15,000
	Asbestos Certification Premium	7,000	7,000	7,000
	Boat/Barge Premium	6,000	6,000	6,000
	Union Total \$	1,789,000	3,624,000	5,350,000
	<i>% of Wage and Benefits Base</i>	<i>4.0%</i>	<i>8.0%</i>	<i>11.9%</i>

San Francisco Institutional Police Officers' Association

		FY 2019-20	FY 2020-21	FY 2021-22
190540	Wages	\$ 6,000	\$ 13,000	\$ 20,000
	Wage-Related Fringe Benefits	1,000	3,000	4,000
	Union Total \$	7,000	16,000	24,000
	<i>% of Wage and Benefits Base</i>	<i>3.3%</i>	<i>7.6%</i>	<i>11.3%</i>

San Francisco District Attorney Investigators' Association

		FY 2019-20	FY 2020-21	FY 2021-22
190541	Wages	\$ 172,000	\$ 363,000	\$ 547,000
	Wage-Related Fringe Benefits	43,000	90,000	135,000
	Job Class Equity Adjustments	92,000	257,000	266,000
	Eliminate Funds for Training	(41,000)	(41,000)	(41,000)
	Wage Adjustments to Pay for Training	64,000	66,000	68,000
	Jury Duty Pay	4,000	4,000	4,000
	Bilingual Pay Premium	2,000	2,000	2,000
	Severance Pay	2,000	2,000	2,000
	Union Total \$	338,000	743,000	983,000
	<i>% of Wage and Benefits Base</i>	<i>5.5%</i>	<i>12.2%</i>	<i>16.1%</i>

San Francisco Building Inspectors Association

		FY 2019-20	FY 2020-21	FY 2021-22
190542	Wages	\$ 323,000	\$ 681,000	\$ 1,025,000
	Wage-Related Fringe Benefits	89,000	188,000	284,000
	Certification Premium	34,000	35,000	37,000
	Lead Worker Pay	1,000	1,000	1,000
	Union Total \$	447,000	905,000	1,347,000
	<i>% of Wage and Benefits Base</i>	<i>3.8%</i>	<i>7.7%</i>	<i>11.5%</i>

		FY 2019-20	FY 2020-21	FY 2021-22
190544	<u>Crafts Coalition</u>			
	Wages	\$ 1,614,000	\$ 3,405,000	\$ 5,128,000
	Wage-Related Fringe Benefits	432,000	912,000	1,373,000
	Job Class Equity Adjustments	125,000	125,000	126,000
	Clothing	74,000	74,000	74,000
	Lead Worker Pay	68,000	68,000	68,000
	Specialized Equipment Premium	46,000	46,000	46,000
	Acting Assignment Pay	31,000	43,000	48,000
	Boom Truck / Street Sweeper Premium	30,000	30,000	30,000
	Life Insurance	24,000	24,000	24,000
	Association of Diving Contractors International Certification (ACDI)	18,000	24,000	27,000
	Asbestos Certification Premium	6,000	6,000	6,000
	Underwater Diving Pay	4,000	4,000	4,000
	Sewage Premium	3,000	3,000	3,000
	Waste Water Treatment Facility Premium	3,000	3,000	3,000
	Union Total	\$ 2,478,000	\$ 4,767,000	\$ 6,960,000
	<i>% of Wage and Benefits Base</i>	<i>4.3%</i>	<i>8.2%</i>	<i>12.0%</i>

* Costs or savings less than \$500 are not shown individually but are reflected in the Union Total values.

Attachment B

In accordance with Ordinance 92-94, the Office of the Controller conducted a cost analysis of 23 MOUs and one MOU amendment between the City and County of San Francisco and various Unions representing employee bargaining units. The attached analysis reviews the MOUs and one MOU amendment listed below:

- 190518 – Compensation for Unrepresented Employees
- 190519 – Fire Fighters Union Local 798, Unit 2
- 190520 – Municipal Attorneys' Association
- 190521 – Machinists Union, Local 1414
- 190522 – International Federation of Professional and Technical Engineers, Local 21
- 190523 – Laborers International Union, Local 261
- 190524 – International Brotherhood of Electrical Workers, Local 6
- 190525 – San Francisco Deputy Probation Officers' Association
- 190526 – Operating Engineers, Local 3
- 190527 – Teamsters, Local 856 (Multi-Unit)
- 190528 – Transport Workers' Union, Local 250-A – Automotive Service Workers (7410)
- 190529 – Transport Workers Union of America, Local 250-A (Multi-Unit)
- 190530 – Transport Workers Union of America, Local 200
- 190531 – Service Employees International Union, Local 1021
- 190532 – Supervising Probation Officers
- 190533 – San Francisco City Workers United
- 190534 – Municipal Executives Association
- 190535 – International Union of Operating Engineers Stationary Engineers, Local 39
- 190539 – United Association of Journeymen and Apprentices - Plumbing and Pipe Fitting Industry, Local 38
- 190540 – San Francisco Institutional Police Officers' Association
- 190541 – San Francisco District Attorney Investigators' Association
- 190542 – San Francisco Building Inspectors' Association
- 190544 – Crafts Coalition

The MOUs and MOU amendment affect approximately 20,000 authorized positions with an overall salary and benefits base of approximately \$2.6 billion. Our analysis finds that the MOUs will result in increased costs to the City of \$102.2 million (or 3.9%) of base wage and benefit cost in FY 2019-20, \$210.4 million, (or 8.0%) of base wage and benefit cost in FY 2020-21, and \$314.1 million (or 11.9%) of base wage and benefit cost in FY 2021-22. Approximately 60% of the increased cost is supported by the General Fund.

Our cost estimates assume that premiums, overtime, and other adjustments grow consistently with wage changes. Some wage and premium increases in FY 2020-21 and FY 2021-22 could be delayed if the Joint Report projects a budget deficit greater than \$200 million. These cost estimates assume that those increases will take place as scheduled. If the increases were delayed, the estimated cost would be reduced to approximately \$159.5 million and \$260.0 in FY 2020-21 and FY 2021-22, respectively.

The MOUs share the following key provisions:

- **Citywide Wage Increases.** With the exception to the Fire Fighters Union Local 798, Unit 2 MOU amendment, the MOUs increase base wages by 3.0% on July 1, 2019; 1.0% on December 28, 2019; 3.0% on July 1, 2020; 0.5% on December 26, 2020; 3.0% on July 1, 2021; 0.5% on January 8, 2022. As noted above, these mid-year wage increases could be delayed by six months in FY 2020-21 and FY 2021-22 if the Joint Report projects a budget deficit of greater than \$200 million. The Fire Fighters Union Local 798, Unit 2 has an existing MOU for FY 2018-19 through FY 2020-21.
- **Job Class Equity Adjustments.** Eleven MOUs contain provisions to adjust pay scales for select job classes to align with similar job classes.

Overall, more than 95% of the total cost increase is attributable to citywide wage increases and job class equity adjustment increases. In addition, most of the MOUs contain provisions to add or change premium pay for certain skills and certifications. Several of the MOUs also adjust compensatory time, floating holidays, and jury duty pay; in most cases, we did not find an additional cost for these provisions.

The MOUs are discussed in more detail below.

File Number 190518 – Compensation for Unrepresented Employees

The MOU for Unrepresented Employees affects 60 authorized positions with a base salary of \$8.2 million and an overall pay and benefits base of approximately \$10.4 million. We project the MOU will increase costs to the City by \$0.4 million in FY 2019-20, \$0.8 million in FY 2020-21, and \$1.2 million in FY 2021-22. More than 95% of the total cost increase is attributable to the citywide wage increases in each year of the agreement.

File Number 190519 – Fire Fighters Union Local 798, Unit 2

The MOU amendment for the Fire Fighters Union Local 798, Unit 2 affects 1 authorized position (H-42 Assistant Fire Marshal) with a base salary of \$0.2 million and an overall pay and benefits base of approximately \$0.2 million. We project the amendment will increase costs to the City by \$34,000 in FY 2019-20 and \$23,000 in FY 2020-21, should the budgeted position be filled.

File Number 190520 – Municipal Attorneys’ Association

The MOU for the Municipal Attorneys’ Association affects 429 authorized positions with a base salary of \$91.0 million and an overall pay and benefits base of approximately \$115.9 million. We project the MOU will increase costs to the City by \$4.4 million in FY 2019-20, \$8.9 million in FY 2020-21, and \$13.3 million in FY 2021-22. More than 90% of the total cost increase is attributable to the citywide wage increases in each year of the agreement. Increases for standby pay and California Bar dues account for the remainder of the cost increase. Changes to floating holidays, administrative leave, life insurance, and jury duty are estimated to have no change in cost.

File Number 190521 – Machinists Union, Local 1414

The MOU for the Machinists Union, Local 1414 affects 149 authorized positions with a base salary of \$14.6 million and an overall pay and benefits base of approximately \$19.6 million. We project the MOU will increase costs to the City by \$1.2 million in FY 2019-20, \$1.9 million in FY 2020-21, and \$2.7 million in FY 2021-22. More than 75% of the total cost increase is attributable to the citywide wage increases in each year of the agreement. Increases for job class equity, equipment, life insurance, and various adjustments to pay account for the remainder of the cost increase.

File Number 190522 – International Federation of Professional and Technical Engineers, Local 21

The MOU for the International Federation of Professional and Technical Engineers, Local 21 affects 4,206 authorized positions with a base salary of \$507.2 million and an overall pay and benefits base of approximately \$658.5 million. We project the MOU will increase costs to the City by \$24.6 million in FY 2019-20, \$51.3 million in FY 2020-21, and \$76.3 million in FY 2021-22. About 95% of the total cost increase is due to the citywide wage increases in each year of the agreement. Increases for job class equity adjustments, floating holidays, employee development, TechHire, extended ranges, and premiums account of the remainder of the cost. Changes to compensatory time are estimated to have no change in cost.

File Number 190523 – Laborers International Union, Local 261

The MOU for the Laborers International Union, Local 261 affects 1,076 authorized positions with a base salary of \$83.6 million and an overall pay and benefits base of approximately \$113.0 million. We project the MOU will increase costs to the City by \$4.5 million in FY 2019-20, \$9.1 million in FY 2020-21, and \$13.3 million in FY 2021-22. About 85% of the total cost increase is attributable to the citywide wage increases in each year of the agreement. Increases for job class equity, health insurance cost sharing, protective clothing, and premiums account for the remainder of the cost increase.

File Number 190524 – International Brotherhood of Electrical Workers, Local 6

The MOU for International Brotherhood of Electrical Workers, Local 6 affects 275 authorized positions with a base salary of \$32.2 million and an overall pay and benefits base of about \$45.4 million. We

project the MOU will increase costs to the City by \$1.8 million in FY 2019-20, \$3.6 million in FY 2020-21, and \$5.4 million in FY 2021-22. About 85% of the total cost increase is attributable to the citywide wage increases in each year of the agreement. Increases for job class equity, shift differentials, standby pay, equipment, employee development, and premiums account for the remainder of the cost increase.

File Number 190525 – San Francisco Deputy Probation Officers’ Association

The MOU for San Francisco Deputy Probation Officers’ Association affects 128 authorized positions with a base salary of \$14.4 million and an overall pay and benefits base of about \$19.3 million. We project the MOU will increase costs to the City by \$0.8 million in FY 2019-20, \$1.4 million in FY 2020-21, and \$2.2 million in FY 2021-22. About 95% of the total cost increase is attributable to the citywide wage increases in each year of the agreement. Increases for CalPERS forgiveness, life insurance, and premiums account for the remainder of the cost increase.

File Number 190526 – Operating Engineers, Local 3

The MOU for Operating Engineers, Local 3 affects 49 authorized positions with a base salary of \$5.5 million and an overall pay and benefits base of about \$7.6 million. We project the MOU will increase costs to the City by \$0.3 million in FY 2019-20, \$0.6 million in FY 2020-21, and \$0.9 million in FY 2021-22. About 95% of the total cost increase is attributable to the citywide wage increases in each year of the agreement. Increases for premiums account for the remainder of the cost increase. Changes to compensatory time are estimated to have no change in cost.

File Number 190527 – Teamsters, Local 856 (Multi-Unit)

The MOU for Teamsters, Local 856 (Multi-Unit) affects 90 authorized positions with a base salary of \$9.0 million and an overall pay and benefits base of about \$12.3 million. We project the MOU will increase costs to the City by \$0.5 million in FY 2019-20, \$1.0 million in FY 2020-21, and \$1.5 million in FY 2021-22. About 90% of the total cost increase is attributable to the citywide wage increases in each year of the agreement. Increases for job equity and premiums account for the remainder of the cost increase.

File Number 190528 – Transport Workers’ Union, Local 250-A – Automotive Service Workers (7410)

The MOU for Transport Workers’ Union, Local 250-A – Automotive Service Workers (7410) affects 31 authorized positions with a base salary of \$2.3 million and an overall pay and benefits base of about \$3.0 million. We project the MOU will increase costs to the City by \$0.1 million in FY 2019-20, \$0.2 million in FY 2020-21, and \$0.3 million in FY 2021-22. About 98% of the total cost increase is attributable to the citywide wage increases in each year of the agreement. Increases for protective clothing, life insurance, and premiums account for the remainder of the cost increase. Changes to compensatory time and floating holidays are estimated to have no change in cost.

File Number 190529 – Transport Workers Union of America, Local 250-A (Multi-Unit)

The MOU for Transport Workers Union of America, Local 250-A (Multi-Unit) affects 97 authorized positions with a base salary of \$11.6 million and an overall pay and benefits base of about \$14.9 million. We project the MOU will increase costs to the City by \$0.5 million in FY 2019-20, \$1.1 million in FY 2020-21, and \$1.7 million in FY 2021-22. More than 95% of the total cost increase is attributable to the citywide wage increases in each year of the agreement. Increases for premiums and employee development account for the remainder of the cost increase. Changes to compensatory time and floating holidays are estimated to have no change in cost.

File Number 190530 – Transport Workers Union of America, Local 200

The MOU for Transport Workers Union of America, Local 200 affects 28 authorized positions with a base salary of \$3.2 million and an overall pay and benefits base of about \$4.4 million. We project the MOU will increase costs to the City by \$0.2 million in FY 2019-20, \$0.4 million in FY 2020-21, and \$0.6 million in FY 2021-22. About 80% of the total cost increase is attributable to the citywide wage increases in each year of the agreement. Increases for officer-involved shooting standby pay accounts for the remainder of the cost increase.

File Number 190531 – Service Employees International Union, Local 1021

The MOU for Service Employees International Union, Local 1021 affects 10,465 authorized positions with a base salary of \$859.5 million and an overall pay and benefits base of about \$1,158.3 million. We project the MOU will increase costs to the City by \$44.7 million in FY 2019-20, \$93.0 million in FY 2020-21, and \$139.4 million in FY 2021-22. About 95% of the total cost increase is attributable to the citywide wage increases in each year of the agreement. Increases for job class equity, extended steps, premiums, employee development, and benefits account for the remainder of the cost increase.

File Number 190532 – Supervising Probation Officers

The MOU for Supervising Probation Officers affects 29 authorized positions with a base salary of \$3.5 million and an overall pay and benefits base of about \$4.6 million. We project the MOU will increase costs to the City by \$0.2 million in FY 2019-20, \$0.3 million in FY 2020-21, and \$0.5 million in FY 2021-22. The entire cost increase is attributable to the citywide wage increases in each year of the agreement. Changes to compensatory time, floating holidays, and premiums are estimated to have no change in cost.

File Number 190533 – San Francisco City Workers United

The MOU for San Francisco City Workers United affects 101 authorized positions with a base salary of \$9.5 million and an overall pay and benefits base of about \$13.1 million. We project the MOU will

increase costs to the City by \$0.5 million in FY 2019-20, \$1.0 million in FY 2020-21, and \$1.5 million in FY 2021-22. About 95% of the total cost increase is attributable to the citywide wage increases in each year of the agreement. Increases for premiums, and equipment account for the remainder of the cost increase.

File Number 190534 – Municipal Executives Association

The MOU for Municipal Executives Association affects 1,092 authorized positions with a base salary of \$179.8 million and an overall pay and benefits base of about \$228.3 million. We project the MOU will increase costs to the City by \$8.4 million in FY 2019-20, \$17.3 million in FY 2020-21, and \$26.2 million in FY 2021-22. More than 95% of the total cost increase is attributable to the citywide wage increases in each year of the agreement. Increases for equipment, life insurance, and M CCP funds account for the remainder of the cost increase. Changes to compensatory time and jury duty pay are estimated to have no change in cost.

File Number 190535 – International Union of Operating Engineers Stationary Engineers, Local 39

The MOU for International Union of Operating Engineers Stationary Engineers, Local 39 affects 626 authorized positions with a base salary of \$67.3 million and an overall pay and benefits base of about \$94.1 million. We project the MOU will increase costs to the City by \$4.0 million in FY 2019-20, \$8.3 million in FY 2020-21, and \$12.5 million in FY 2021-22. About 85% of the total cost increase is attributable to the citywide wage increases in each year of the agreement. Increases for job class equity and premiums account for the remainder of the cost increase.

File 190539 – United Association of Journeymen and Apprentices - Plumbing and Pipe Fitting Industry, Local 38

The MOU for United Association of Journeymen and Apprentices - Plumbing and Pipe Fitting Industry, Local 38 affects 267 authorized positions with a base salary of \$31.3 million and an overall pay and benefits base of about \$45.2 million. We project the MOU will increase costs to the City by \$1.7 million in FY 2019-20, \$3.6 million in FY 2020-21, and \$5.3 million in FY 2021-22. About 95% of the total cost increase is attributable to the citywide wage increases in each year of the agreement. Increases for job class equity, premiums, life insurance, and equipment account for the remainder of the cost increase.

File 190540 – San Francisco Institutional Police Officers' Association

The MOU for San Francisco Institutional Police Officers' Association affects 1 authorized position with a base salary of \$0.1 million and an overall pay and benefits base of about \$0.2 million. We project the MOU will increase costs to the City by \$7,000 in FY 2019-20, \$16,000 million in FY 2020-21, and \$24,000 million in FY 2021-22. The entire cost increase is attributable to the citywide wage

increases in each year of the agreement. Changes to premiums are estimated to have no change in cost.

File 190541 – San Francisco District Attorney Investigators’ Association

The MOU for San Francisco District Attorney Investigators’ Association affects 36 authorized positions with a base salary of \$4.6 million and an overall pay and benefits base of about \$6.1 million. We project the MOU will increase costs to the City by \$0.4 million in FY 2019-20, \$0.7 million in FY 2020-21, and \$1.0 million in FY 2021-22. About 70% of the total cost increase is attributable to the citywide wage increases in each year of the agreement. Increases for job class equity, employee development, and premiums account for the remainder of the cost increase. Changes to compensatory time are estimated to have no change in cost.

File 190542 – San Francisco Building Inspectors’ Association

The MOU for San Francisco District Attorney Investigators’ Association affects 66 authorized positions with a base salary of \$8.8 million and an overall pay and benefits base of about \$11.7million. We project the MOU will increase costs to the City by \$0.4 million in FY 2019-20, \$0.7 million in FY 2020-21, and \$1.0 million in FY 2021-22. About 60% of the total cost increase is attributable to the citywide wage increases in each year of the agreement. Increases premiums account for the remainder of the cost increase. Changes to compensatory time are estimated to have no change in cost.

File 190544 – Crafts Coalition

The MOU for the Crafts Coalition affects 436 authorized positions with a base salary of \$42.7 million and an overall pay and benefits base of about \$58.1 million. We project the MOU will increase costs to the City by \$2.5 million in FY 2019-20, \$4.8 million in FY 2020-21, and \$7.0 million in FY 2021-22. About 90% of the total cost increase is attributable to the citywide wage increases in each year of the agreement. Increases for premiums, life insurance, clothing, and employee education account for the remainder of the cost increase.

BOARD of SUPERVISORS



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MEMORANDUM

TO: Ben Rosenfield, City Controller, Office of the Controller

FROM: John Carroll, Assistant Clerk, Government Audit and Oversight Committee
Board of Supervisors

DATE: May 21, 2019

SUBJECT: LEGISLATION INTRODUCED - Cost Analysis, Memoranda of
Understanding - May 2019

The Board of Supervisors' Government Audit and Oversight Committee has received the following proposed legislation, introduced by Mayor Breed on May 16, 2019:

These matters are pending committee action; I'm forwarding them to you for a cost analysis.

Please forward your analysis to me at the Board of Supervisors, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102.

File No. 190518 [Compensation for Unrepresented Employees]

Ordinance fixing compensation for persons employed by the City and County of San Francisco whose compensation is subject to the provisions of Charter, Section A8.409, in job codes not represented by an employee organization, and establishing working schedules and other terms and conditions of employment and methods of payment effective July 1, 2019.

File No. 190519 [Memorandum of Understanding - Fire Fighters Union Local 798, Unit 2]

Ordinance adopting and implementing the First Amendment to the 2018-2021 Memorandum of Understanding between the City and County of San Francisco and the San Francisco Fire Fighters Union, Local 798, Unit 2, to provide a base wage increase for Classification H-42 Assistant Fire Marshal effective July 1, 2019.

File No. 190520 [Memorandum of Understanding - Municipal Attorneys' Association]

Ordinance adopting and implementing the decision and award of the Arbitration Board under Charter, Section A8.490-4, establishing the Memorandum of Understanding between the City and County of San Francisco and the Municipal Attorneys' Association, to be effective July 1, 2019, through June 30, 2022.

File No. 190521 [Memorandum of Understanding - Machinists Union, Local 1414]

Ordinance adopting and implementing the Memorandum of Understanding between the City and County of San Francisco and the Machinists Union, Local 1414, to be effective July 1, 2019, through June 30, 2022.

File No. 190522 [Memorandum of Understanding - International Federation of Professional and Technical Engineers, Local 21]

Ordinance adopting and implementing the decision and award of the Arbitration Board under Charter, Section A8.490-4, establishing the Memorandum of Understanding between the City and County of San Francisco and the International Federation of Professional and Technical Engineers, Local 21, to be effective July 1, 2019, through June 30, 2022.

File No. 190523 [Memorandum of Understanding - Laborers International Union, Local 261]

Ordinance adopting and implementing the decision and award of the Arbitration Board under Charter, Section A8.490-4, establishing the Memorandum of Understanding between the City and County of San Francisco and the Laborers International Union, Local 261, to be effective July 1, 2019, through June 30, 2022.

File No. 190524 [Memorandum of Understanding - International Brotherhood of Electrical Workers, Local 6]

Ordinance adopting and implementing the decision and award of the Arbitration Board under Charter, Section A8.490-4, establishing the Memorandum of Understanding between the City and County of San Francisco and the International Brotherhood of Electrical Workers, Local 6, to be effective July 1, 2019, through June 30, 2022.

File No. 190525 [Memorandum of Understanding - San Francisco Deputy Probation Officers' Association]

Ordinance adopting and implementing the decision and award of the Arbitration Board under Charter, Section A8.490-4, establishing the Memorandum of Understanding between the City and County of San Francisco and the San Francisco Deputy Probation Officers' Association, to be effective July 1, 2019, through June 30, 2022.

File No. 190526 [Memorandum of Understanding - Operating Engineers, Local 3]

Ordinance adopting and implementing the Memorandum of Understanding between the City and County of San Francisco and the Operating Engineers, Local 3, to be effective July 1, 2019, through June 30, 2022.

File No. 190527 [Memorandum of Understanding - Teamsters, Local 856 (Multi-Unit)]

Ordinance adopting and implementing the Memorandum of Understanding between the City and County of San Francisco and the Teamsters, Local 856 (Multi-Unit), to be effective July 1, 2019, through June 30, 2022.

File No. 190528 [Memorandum of Understanding - Transport Workers Union of America, Local 250-A (7410)]

Ordinance adopting and implementing the Memorandum of Understanding between the City and County of San Francisco and the Transport Workers Union of America, Local 250-A (7410), to be effective July 1, 2019, through June 30, 2022

File No. 190529 [Memorandum of Understanding - Transport Workers Union of America, Local 250-A (Multi-Unit)]

Ordinance adopting and implementing the Memorandum of Understanding between the City and County of San Francisco and the Transport Workers Union of America, Local 250-A (Multi-Unit), to be effective July 1, 2019, through June 30, 2022.

File No. 190530 [Memorandum of Understanding - Transport Workers Union of America, Local 200]

Ordinance adopting and implementing the Memorandum of Understanding between the City and County of San Francisco and the Transport Workers Union of America, Local 200, to be effective July 1, 2019, through June 30, 2022.

File No. 190531 [Memorandum of Understanding - Service Employees International Union, Local 1021]

Ordinance adopting and implementing the decision and award of the Arbitration Board under Charter, Section A8.490-4, establishing the Memorandum of Understanding between the City and County of San Francisco and the Service Employees International Union, Local 1021, to be effective July 1, 2019, through June 30, 2022.

File No. 190532 [Memorandum of Understanding - Supervising Probation Officers]

Ordinance adopting and implementing the Memorandum of Understanding between the City and County of San Francisco and the Supervising Probation Officers, to be effective July 1, 2019, through June 30, 2022.

File No. 190533 [Memorandum of Understanding - San Francisco City Workers United]

Ordinance adopting and implementing the Memorandum of Understanding between the City and County of San Francisco and the San Francisco City Workers United, to be effective July 1, 2019, through June 30, 2022.

File No. 190534 [Memorandum of Understanding - Municipal Executives Association]

Ordinance adopting and implementing the Memorandum of Understanding between the City and County of San Francisco and the Municipal Executives Association, to be effective July 1, 2019, through June 30, 2022.

File No. 190535 [Memorandum of Understanding - International Union of Operating Engineers Stationary Engineers, Local 39]

Ordinance adopting and implementing the Memorandum of Understanding between the City and County of San Francisco and the International Union of Operating Engineers Stationary Engineers, Local 39, to be effective July 1, 2019, through June 30, 2022.

File No. 190536 [Memorandum of Understanding - San Francisco Sheriffs' Managers and Supervisors Association]

Ordinance adopting and implementing the decision and award of the Arbitration Board under Charter, Section A8.590-5, establishing the Memorandum of Understanding between the City and County of San Francisco and the San Francisco Sheriffs' Managers and Supervisors Association, to be effective July 1, 2019, through June 30, 2022.

File No. 190537 [Memorandum of Understanding - Union of American Physicians and Dentists, Unit 17]

Ordinance adopting and implementing the Memorandum of Understanding between the City and County of San Francisco and the Union of American Physicians and Dentists, Unit 17, to be effective July 1, 2019, through June 30, 2022.

File No. 190538 [Memorandum of Understanding - Union of American Physicians and Dentists, Unit 18]

Ordinance adopting and implementing the Memorandum of Understanding between the City and County of San Francisco and the Union of American Physicians and Dentists, Unit 18, to be effective July 1, 2019, through June 30, 2022.

File No. 190539 [Memorandum of Understanding - United Association of Journeymen and Apprentices of the Plumbing and Pipe Fitting Industry, Local 38]

Ordinance adopting and implementing the Memorandum of Understanding between the City and County of San Francisco and the United Association of Journeymen and Apprentices of the Plumbing and Pipe Fitting Industry, Local 38, to be effective July 1, 2019, through June 30, 2022.

File No. 190540 [Memorandum of Understanding - San Francisco Institutional Police Officers' Association]

Ordinance adopting and implementing the Memorandum of Understanding between the City and County of San Francisco and the San Francisco Institutional Police Officers' Association, to be effective July 1, 2019, through June 30, 2022.

File No. 190541 [Memorandum of Understanding - San Francisco District Attorney Investigators' Association]

Ordinance adopting and implementing the Memorandum of Understanding between the City and County of San Francisco and the San Francisco District Attorney Investigators' Association, to be effective July 1, 2019, through June 30, 2022.

File No. 190542 [Memorandum of Understanding - San Francisco Building Inspectors' Association]

Ordinance adopting and implementing the Memorandum of Understanding between the City and County of San Francisco and the San Francisco Building Inspectors' Association, to be effective July 1, 2019, through June 30, 2022.

File No. 190543 [Memorandum of Understanding - San Francisco Deputy Sheriffs' Association]

Ordinance adopting and implementing the decision and award of the Arbitration Board under Charter, Section A8.590-5, establishing the Memorandum of Understanding between the City and County of San Francisco and the San Francisco Deputy Sheriffs' Association, to be effective July 1, 2019, through June 30, 2022.

File No. 190544 [Memorandum of Understanding - Crafts Coalition]

Ordinance adopting and implementing the Memorandum of Understanding between the City and County of San Francisco and the Crafts Coalition: the Bricklayers and Allied Crafts, Local 3; Hod Carriers, Local 166; The Northern California Carpenters Regional Council, Local 22; Carpet, Linoleum and Soft Tile Workers, Local 12; Plasterers and Cement Masons, Local 300; Glaziers, Architectural Metal and Glass Workers, Local Union No. 718; International Alliance of Theatrical Stage Employees, Moving Picture Technicians, Artist and Allied Crafts of the United States, Its Territories and Canada, Local 16; International Association of Bridge, Structural, Ornamental, Reinforcing Iron Workers, Riggers and Machinery Movers, Local 377; Pile Drivers, Divers, Carpenters, Bridge, Wharf and Dock Builders, Local Union No. 34; Plasterers and Shophands, Local 66; United Union of Roofers, Waterproofers and Allied Workers, Local 40; Sheet Metal Workers International Union, Local 104; and Teamsters, Local 853, to be effective July 1, 2019, through June 30, 2022.

c: Todd Rydstrom, Office of the Controller
Michelle Allersma, Office of the Controller
Carol Lu, Office of the Controller