

1 [Unrepresented Employees.]

2

3 **Ordinance Amending the 2006-07 Ordinance Fixing compensation for persons**
4 **employed by the City and County of San Francisco whose compensations are subject**
5 **to the provisions of Section A8.409 of the Charter, in jobcodes not represented by an**
6 **employee organization, and establishing working schedules and conditions of**
7 **employment and, methods of payment, effective July 1, 2006.**

8 Note: *Additions are single-underline italics Times New Roman;*
9 *deletions are strikethrough italics Times New Roman*
10 *Board amendment additions are double underlined.*
Board amendment deletions are strikethrough normal.

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

12 Pursuant to Charter Section A8.409-1, the Mayor hereby proposes and the Board of
13 Supervisors approves the wages, hours and other terms and conditions of employment set
14 forth herein to be applicable to all unrepresented jobcodes or positions of City employment.

15 Unless specifically noted, the following provisions are applicable to all employees
16 covered by this Ordinance, which includes Miscellaneous Unrepresented employees and
17 Management Unrepresented employees. For informational purposes, see Attachment A for a
18 list of jobcodes designated as Miscellaneous Unrepresented and Management
19 Unrepresented.

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8 SECTION 1. GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

- 9 A. All terms and conditions of employment not covered under this Ordinance shall
- 10 continue to be subject to the City’s direction and control. Unless specifically
- 11 addressed herein, those terms and conditions of employment which are
- 12 currently set forth in the Charter, Administrative Code, Civil Service Rules,
- 13 policies and procedures, shall apply to employees covered by this ordinance.
- 14 B. Nothing in this Ordinance shall have application to changes of Civil Service rules
- 15 and matters subject to the exclusive jurisdiction of the Civil Service Commission
- 16 pursuant to Charter Section A8.409-3, unless specifically approved by the Civil
- 17 Service Commission, except as such changes may affect compensation.

18

19 SECTION 2. WAGE RATES

20 The wage rate for job codes covered by this Ordinance for fiscal year 2006-2007 shall

21 be increased as follows:

22 Effective December 30, 2006

23 2.5%

1 The 1283 – Director, Employee Relations Division Classification’s Pay Plan shall be the
2 same as the 0954 – Deputy Director IV Classification.

3 The 1293 – Human Resources Director Classification’s Pay Plan shall be the same as
4 the 0964 – Department Head IV Classification.

5 Effective July 1, 2006

6 The 2576 – Supervising Clinical Psychologists shall receive a 5% internal salary adjustment
7 pursuant to Section 3 below.

8 **SECTION 3. INTERNAL ADJUSTMENT PROCESS**

9 Upon request of an Appointing Officer, the Director of the Human Resources
10 Department may approve internal salary adjustments, subject to approval of the Board of
11 Supervisors, during the term of the Ordinance based upon the following:

12 1. Standards

13 The following shall be the standards for internal adjustments for the wage rates
14 for a particular jobcode:

- 15 a) The salary for the jobcode is below the prevailing wage level in the
16 relevant labor market as demonstrated by verifiable salary data; and/or
17 b) There is an ongoing and demonstrable recruitment and/or retention
18 problem; and/or
19 c) Traditional salary relationships, which continue to be justified, have been
20 substantially altered; and/or
21 d) The duties, responsibilities and/or minimum requirements for a jobcode
22 have been altered significantly.

23 2. Internal Adjustment Cap
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1 Internal adjustment costs shall not exceed an annualized cost of .3% of the total
2 payroll cost for the employees covered by this Ordinance.

3 SECTION 4. ACTING ASSIGNMENT PAY

4 The Appointing Officer/designee assigns duties to employees covered by this
5 Ordinance. Employees assigned by the Appointing Officer/designee to perform the full range
6 of essential functions of a position in a higher jobcode shall receive compensation at a higher
7 salary if all of the following conditions are met:

- 8 (1) The assignment shall be in writing with copies to the Department of Human
9 Resources and Controller.
- 10 (2) The assignment shall conform to all Civil Service Commission Rules, policies and
11 procedures.
- 12 (3) The position to which the employee is assigned must be a budgeted position.
- 13 (4) The employee is assigned to perform the duties of a higher jobcode for longer than
14 eleven (11) consecutive working days; after which acting assignment pay shall be
15 retroactive to the first day of the assignment.
- 16 a. If each of the above criteria are met and upon written approval by the
17 Department Head, an employee shall be paid one full salary step adjustment
18 (approximately 5%) but which does not exceed the maximum step of the
19 salary grade of the jobcode to which temporarily assigned. Premiums based
20 on percent of salary shall be paid at a rate which includes acting assignment
21 pay.
- 22 b. Requests for classification or reclassification review shall not be governed by
23 this provision.
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1 SECTION 5. SUPERVISORY DIFFERENTIAL ADJUSTMENT

2 The Appointing Officer may adjust the compensation of a supervisory employee whose
3 compensation grade is set herein subject to the following conditions:

- 4 (1) The supervisor, as part of the regular responsibilities of his/her jobcode, supervises,
5 directs, is accountable for and is in responsible charge of the work of a subordinate
6 or subordinates.
- 7 (2) The supervisor must actually supervise the technical content of subordinate work
8 and possess education and/or experience appropriate to the technical assignment.
- 9 (3) The organization is a permanent one approved by the Appointing Officer, Board or
10 Commission, where applicable, and is a matter of record based upon review and
11 investigation by the Department of Human Resources.
- 12 (4) The jobcodes of both the supervisor and the subordinate are appropriate to the
13 organization and have a normal, logical relationship to each other in terms of their
14 respective duties and levels of responsibility and accountability in the organization.
- 15 (5) The compensation grade of the supervisor is less than one full step (approximately
16 5%) over the compensation grade, exclusive of extra pay, of the employee
17 supervised. In determining the compensation grade of a jobcode being paid a flat
18 rate, the flat rate will be converted to a bi-weekly rate and the compensation grade
19 the top step of which is closest to the flat rate so converted shall be deemed to be
20 the compensation grade of the flat rate jobcode.
- 21 (6) The adjustment of the compensation grade of the supervisor shall not exceed 5%
22 over the compensation, exclusive of extra pay, of the employee supervised. If the
23 application of this section adjusts the compensation grade of an employee in
24 excess of his/her immediate supervisor, whose jobcode is also covered by this
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1 Ordinance the pay of such immediate supervisor shall be adjusted to an amount
2 \$1.00 bi-weekly in excess of the base rate of his/her highest paid subordinate,
3 provided that the other applicable conditions of this section are also met.

4 (7) In no event will the Appointing Officer approve a supervisory salary adjustment in
5 excess of two (2) full steps (approximately 10%) over the supervisor's current basic
6 compensation. If in the following fiscal year a salary inequity continues to exist, the
7 Appointing Officer may again review the circumstances and may grant an
8 additional salary adjustment not to exceed two (2) full steps (approximately 10%).

9 (8) The compensation adjustment is retroactive to the date the employee became
10 eligible, but not earlier than the beginning of the current fiscal year.

11 (9) The Human Resources Department shall review any changes in the conditions or
12 circumstances that were and are relevant to the request for salary adjustment
13 under this section.

14 SECTION 6. SEVERANCE PAY (FOR MANAGEMENT UNREPRESENTED
15 EMPLOYEES):

16
17 (1) When an exempt employee covered by this Ordinance is involuntarily removed or
18 released from employment, the Appointing Officer will endeavor to inform the
19 employee at least thirty (30) calendar days before his/her final day of work.
20 Where the Appointing Officer fails or declines to inform the employee a full thirty
21 (30) days in advance, the exempt employee shall receive pay in lieu of the
22 number of days less than thirty (30) upon which s/he was informed.

23
24 (2) In addition to paragraph (1.), when an exempt employee covered by this
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1 Ordinance is involuntarily removed or released from employment with ten (10) or
2 more years of continuous City Service, the employee shall also receive one
3 month's severance pay in exchange for a release signed by the employee of any
4 and all claims arising under this Ordinance that the employee may have against
5 the City including any officer or employee thereof. This release shall also include
6 a waiver of any rights the employee may have to return to City employment e.g.,
7 holdover roster. This release does not effect claims or rights an employee may
8 have independent of this Ordinance such as those rights arising under state or
9 federal law.
10

11 (3) In the event an exempt employee covered by this Ordinance is involuntarily
12 returned to a permanent job code, that employee may elect to separate from City
13 Service and shall receive one month's severance pay in exchange for a release
14 signed by the employee of any and all claims arising under this Ordinance that
15 the employee may have against the City including any officer or employee
16 thereof. This release shall also include a waiver of any rights the employee may
17 have to return to City employment e.g., holdover roster. This release does not
18 effect claims or rights an employee may have independent of this Agreement
19 such as those rights arising under state or federal law.
20

21 SECTION 7. BILINGUAL PAY

22 Unrepresented employees who are assigned by their Department to a position
23 designated by their Department as a "Bilingual Position," subject to approval by the Human
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1 Resources Department, shall receive an additional \$35.00 in each pay period when bilingual
2 duties are performed five (5) hours or more in each week. A designated "Bilingual Position" is
3 one in which the employee is required to translate to and from a foreign language, or sign
4 language as used by the deaf.

5 SECTION 8. PREMIUM PAY

6 All premiums and additional forms of compensation described in this ordinance shall be
7 paid only for actual hours worked.

8 There shall be no pyramiding of premiums for purposes of compensation calculations.
9 Each premium shall be calculated on the base wage rate exclusive of any and all premiums,
10 benefits and other forms of additional compensation.

11 SECTION 9. APPOINTMENT AND ADVANCEMENT THROUGH SALARY STEPS

12 Appointing Officers may appoint employees to any step, at any time, in the salary
13 grade which does not exceed the maximum of the salary grade. If there are no steps within
14 the salary grade, the Appointing Officer may appoint employees to any place within the grade
15 at any time, providing that the placement does not exceed the salary grade maximum.

16 Employees who enter below the salary grade maximum may advance one step
17 following completion of the one year required service. Further increments may accrue
18 following completion of the required service at this step and at each successive step.

19 An employee's scheduled step increase may be denied if the employee's performance
20 has been unsatisfactory to the City. The denial of a step increase is subject to the grievance
21 procedure; provided, however, that nothing in this section is intended to or shall make
22 performance evaluations subject to the grievance procedure.

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1 SECTION 10. METHODS OF CALCULATION

- 2 (1) Bi-Weekly. An employee whose compensation is fixed on a bi-weekly basis
3 shall be paid the bi-weekly salary for his/her position for work performed during
4 the bi-weekly payroll period. There shall be no compensation for time not
5 worked unless such time off is authorized time off with pay.
- 6 (2) Per Diem or Hourly. An employee whose compensation is fixed on a per diem
7 or hourly basis shall be paid the daily or hourly rate for work performed during
8 the bi-weekly payroll period on a bi-weekly pay grade. There shall be no
9 compensation for time not worked unless such time off is authorized time off
10 with pay.

11 SECTION 11. WORK SCHEDULES

12 (1) REGULAR WORK SCHEDULES

- 13 a. Regular Work Day. Unless otherwise provided, a regular workday is a tour of
14 duty of eight (8) hours of work completed within not more than twenty-four
15 (24) hours.
- 16 b. Regular Work Week. The Appointing Officer shall determine the work
17 schedule for employees in his/her department. A regular workweek is a tour
18 of duty of five (5) worked days within a seven day period. However,
19 employees who are moving from one shift or one work schedule to another
20 may be required to work in excess of five working days in conjunction with
21 changes in their work shifts or schedules.

22 Employees shall receive no compensation when properly notified (2-hour
23 notice) that work applicable to the jobcode is not available because of
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1 inclement weather conditions, shortage of supplies, traffic conditions, or
2 other unusual circumstances. Employees who are not properly notified and
3 report to work and are informed no work applicable to the jobcode is
4 available shall be paid for a minimum of two (2) hours. Employees who have
5 been designated by their department as emergency personnel must report to
6 work as scheduled unless otherwise notified by the Appointing Officer or
7 designee. Employees who begin their shifts and are subsequently relieved of
8 duty due to the above reasons shall be paid a minimum of two (2) hours, and
9 for hours actually worked beyond two (2) hours, computed to the nearest
10 one-quarter hour.

11 (2) NIGHT DUTY

12 Employees, exclusive of employees in jobcodes which are exempt from the
13 Fair Labor Standards Act, who, as part of their regularly scheduled work shift,
14 are required to work any hours between (five) 5:00 p.m. and (seven) 7:00 a.m.
15 shall receive a premium of 6¼% per hour in addition to their straight time hourly
16 base rate of pay for any and all hours worked between (five) 5:00 p.m. and
17 (seven) 7:00 a.m. Excluded from this provision are those employees who
18 participate in an authorized flex-time program where the work shift includes
19 hours to be worked between the hours of (five) 5:00 p.m. and (seven) 7:00 a.m.
20 Day shift employees assigned to work during the night duty premium hours are
21 not eligible for night duty premium. Payment of this premium shall be made for
22 actual hours worked.
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1 (3) ALTERNATE WORK SCHEDULES

2 The Appointing Officer may enter into cost equivalent alternate work
3 schedules for some or all employees. Such alternate work schedules may
4 include, but are not limited to, core hours flex-time; full-time work weeks of less
5 than five (5) days; or a combination of features mutually agreeable to the
6 parties. Such changes in the work schedule shall not alter the basis for, nor
7 entitlement to, receiving the same rights and privileges as those provided to
8 employees on five (5) day, forty (40) hour a week schedules.

9 (4) VOLUNTARY REDUCED WORK WEEK

10 Employees subject to the approval by the Appointing Officer may voluntarily
11 elect to work a reduced work week for a specified period of time. Such reduced
12 work week shall not be less than twenty (20) hours per week. Pay, vacation,
13 holidays and sick pay shall be reduced in accordance with such reduced work
14 week.
15

16 SECTION 12. STANDBY PAY AND PAGER PAY

17 Employees who, as part of the duties of their positions are required by the Appointing
18 Officer to standby when normally off duty to be instantly available to be called in for immediate
19 emergency service for the performance of their regular duties, shall be paid ten (10) percent
20 of their regular straight time rate of pay for the period of such standby service when outfitted
21 by the department with an electronic paging device and/or cell phone. When such employees
22 are called to perform their regular duties in emergencies during the period of such standby
23 service, they shall be paid while engaged in such emergency service the usual rate of pay for
24 such service.
25

1 The provisions authorizing standby pay do not apply to jobcodes designated by a "Z"
2 symbol.

3 SECTION 13. CALL BACK

4 Employees (except those at remote locations where City supplied housing has been
5 offered, or who are otherwise being compensated) who are called back to their work locations
6 following the completion of his/her work day and departure from his/her place of employment,
7 shall be granted a minimum of four (4) hours pay at the applicable rate or shall be paid for all
8 hours actually worked at the applicable rate, whichever is greater. This section shall not apply
9 to employees who are called back to duty when on stand-by status.

10 Notwithstanding the general provisions of this section, call back pay shall not be
11 allowed in jobcodes designated by a "Z" symbol.

12 SECTION 14. OVERTIME COMPENSATION

13 (1) Subject to sub-paragraphs 2-4 below, the Appointing Officer may require
14 employees to work longer than the regular work day or the regular work week.
15 Any time worked by an employee with proper authorization, exclusive of part-
16 time employees, in excess of forty (40) hours actually worked during a regular
17 work week shall be designated as overtime and shall be compensated at one-
18 and-one-half times the base hourly rate. For the purposes of calculating
19 overtime compensation, an employee's base hourly rate may include certain
20 premiums for those hours actually worked at the premium rate.

21 (2) Employees working in jobcodes that are designated as having a regular work
22 week of less than forty (40) hours shall not be entitled to overtime compensation
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1 for work performed in excess of said specified regular hours until they exceed
2 forty (40) hours per week. Overtime shall be calculated and paid on the basis of
3 the total number of straight time hours actually worked in a week. Overtime
4 compensation so earned shall be computed subject to all the provisions and
5 conditions set forth herein.

6 (3) Employees in non "Z" designated jobcodes who are required to work overtime
7 shall be paid at a rate of one and one-half times their regular base rate. An
8 employee may elect to accrue Compensatory Time Off (CTO) in lieu of overtime,
9 provided that the Appointing Officer approves of such election. In no instance
10 may an employee accrue more than two hundred forty (240) hours of CTO.
11

12 (4) Employees in jobcodes designated by a "Z" symbol shall not be paid for
13 overtime worked but may earn (CTO) at the rate of one hour for each hour
14 worked in excess of 40 hour/week. The maximum amount of CTO that may be
15 accrued is two hundred forty (240) hours. In lieu of accruing CTO during the
16 fiscal year, unrepresented department heads and employees in AB44
17 Confidential Chief Attorney II shall have the same administrative time off benefit
18 applicable to employees in jobcodes assigned to the EM Unit.

19 SECTION 15. FAIR LABOR STANDARDS ACT

20 To the extent that this Ordinance fails to afford employees the overtime or
21 compensatory time off benefits to which they are entitled under the Fair Labor Standards Act,
22 this Ordinance authorizes and directs all City Departments to ensure that their employees
23 receive, at a minimum, such Fair Labor Standards Act Benefits.
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1 SECTION 16. HOLIDAYS

2 Except when normal operations require, or in an emergency, employees shall not be
3 required to work on the following days hereby declared to be holidays for such employees:

4 January 1 (New Year's Day)

5 the third Monday in January (Martin Luther King, Jr.'s Birthday)

6 the third Monday in February (President's Day)

7 the last Monday in May (Memorial Day)

8 July 4 (Independence Day)

9 the first Monday in September (Labor Day)

10 the second Monday in October (Columbus Day)

11 November 11 (Veteran's Day)

12 Thanksgiving Day

13 the day after Thanksgiving

14 December 25 (Christmas Day)

15 Provided further, if January 1, July 4, November 11 or December 25 falls on a Sunday,
16 the Monday following is a holiday.

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

20 The City shall accommodate religious belief or observance of employees as required
21 by law.

22 Employees are entitled to four (4) floating days off to be taken on days selected by the
23 employee subject to prior scheduling approval of the Appointing Officer. Employees (both full-
24 time and part-time) must complete six (6) months continuous service to establish initial
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1 eligibility for the floating days off. Employees hired on an as-needed, intermittent or seasonal
2 basis shall not receive the additional floating days off. Floating days off may be carried
3 forward from one fiscal year to the next. The number of floating holidays carried forward to a
4 succeeding fiscal year may not exceed the total number of floating holidays received in the
5 previous fiscal year, and at no time shall employees be able to accumulate more than eight
6 (8) floating holidays. No compensation of any kind shall be earned or granted for floating
7 days off not taken. Employees who have established initial eligibility for floating days off and
8 subsequently separate from City employment, may at the sole discretion of the appointing
9 authority, be granted those floating day(s) off to which the separating employee was eligible
10 and had not yet taken off.

11 For those employees assigned to a work week of Monday through Friday, and in the
12 event a legal holiday falls on Saturday, the preceding Friday shall be observed as a holiday;
13 provided, however, that except where the Governor declares that such preceding Friday shall
14 be a legal holiday, each department head shall make provision for the staffing of public offices
15 under his/her jurisdiction on such preceding Friday so that said public offices may serve the
16 public as provided in the Administrative Code (Section 16.4). Those employees who work on
17 a Friday which is observed as a holiday in lieu of a holiday falling on Saturday shall be
18 allowed a day off in lieu thereof as scheduled by the Appointing Officer in the current fiscal
19 year. The City shall provide one week's advance notice to employees scheduled to work on
20 the observed holiday, except in cases of unforeseen operational needs.

21 SECTION 17. HOLIDAY COMPENSATION FOR TIME WORKED

22 Employees required by their respective Appointing Officer to work on any of the above-
23 specified or to substitute holidays excepting Fridays observed as holidays in lieu of holidays
24 falling on Saturday, shall be paid extra compensation of one (1) additional day's pay at time
25

1 and one-half (1-1/2) the usual rate in the amount of twelve (12) hours pay for eight (8) hours
2 worked or a proportionate amount if less than eight (8) hours worked; provided, however, that
3 at an employee's request and with the approval of the Appointing Officer, an employee may
4 be granted compensatory time off in lieu of paid overtime.

5 Employees occupying positions which are exempt from the FLSA (Executive,
6 Administrative and Professional) shall not receive extra compensation for holiday work but
7 may be granted time off at the discretion of the Appointing Officer.

8 SECTION 18. HOLIDAYS FOR EMPLOYEES ON WORK SCHEDULES OTHER
9 THAN MONDAY THROUGH FRIDAY

- 10 (1) Employees assigned to seven (7) day-operation departments or employees
11 working a five (5) day work week other than Monday through Friday shall be
12 allowed another day off if a holiday falls on one of their regularly scheduled days
13 off.
14 (2) Employees whose holidays are changed because of shift rotations shall be allowed
15 another day off if a legal holiday falls on one of their days off.
16 (3) Employees required to work on a holiday which falls on a Saturday or Sunday
17 shall receive holiday compensation for work on that day. Holiday compensation
18 shall not then be additionally paid for work on the Friday preceding a Saturday
19 holiday, nor on the Monday following a Sunday holiday.
20 (4) Sections (2) and (3) above shall apply to part-time employees on a pro-rata
21 basis.

22 If the provisions of this section deprive an employee of the same number of
23 holidays that an employee receives who works Monday through Friday, s/he shall
24 be granted additional days off to equal such number of holidays. The designation
25

1 of such days off shall be by mutual agreement of the employee and the appropriate
2 employer representative. Such days off must be taken within the fiscal year. In no
3 event shall the provisions of this section result in such employee receiving more or
4 less holidays than an employee on a Monday through Friday work schedule.

5 SECTION 19. HOLIDAY PAY FOR EMPLOYEES LAID OFF

6 An employee who is laid off at the close of business the day before a holiday who has
7 worked not less than five (5) previous consecutive workdays shall be paid for the holiday at
8 their normal rate of compensation.
9

10 SECTION 20. EMPLOYEES NOT ELIGIBLE FOR HOLIDAY COMPENSATION

11 Persons employed for holiday work only, or persons employed on a part-time work
12 schedule which is less than twenty (20) hours in a bi-weekly pay period, or persons employed
13 on an intermittent part-time work schedule (not regularly scheduled), or persons employed on
14 as-needed, seasonal or project basis for less than six (6) months continuous service, or
15 persons on leave without pay status both immediately preceding and immediately following
16 the legal holiday shall not receive holiday pay.

17 SECTION 21. PART-TIME EMPLOYEES ELIGIBLE FOR HOLIDAYS

18 Part-time employees who regularly work a minimum of twenty (20) hours in a bi-weekly
19 pay period shall be entitled to holiday pay on a proportionate basis.

20 Regular full-time employees are entitled to 8/80 or 1/10 time off when a holiday falls in
21 a bi-weekly pay period, therefore, part-time employees, as defined in the immediately
22 preceding paragraph, shall receive a holiday based upon the ratio of 1/10 of the total hours
23 regularly worked in a bi-weekly pay period. Holiday time off shall be determined by
24 calculating 1/10 of the hours worked by the part-time employee in the bi-weekly pay period
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1 immediately preceding the pay period in which the holiday falls. The computation of holiday
2 time off shall be rounded to the nearest hour.

3 The proportionate amount of holiday time off shall be taken in the same fiscal year in
4 which the holiday falls. Holiday time off shall be taken at a time mutually agreeable to the
5 employee and the appropriate employer representative.

6 SECTION 22. IN-LIEU HOLIDAYS

7 (1) Requests for in-lieu holidays shall be made to the appropriate management
8 representative within thirty (30) days after the holiday is earned and must be taken
9 within the fiscal year.

10 (2) In-lieu holidays will be assigned by the Appointing Officer or designee if not
11 scheduled in accordance with the procedures described herein.

12 (3) An in-lieu holiday can be carried over into the next fiscal year only with the written
13 approval of the Appointing Officer.

14 SECTION 23. PROBATIONARY PERIODS

15 Probationary periods shall be defined and administered by the Civil Service
16 Commission. All permanent appointees shall serve a minimum of a one (1) year probationary
17 period.
18 period.

19 A probationary period may be extended by mutual written agreement between the
20 employee and the Appointing Officer.
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1 SECTION 24. HEALTH AND WELFARE AND DENTAL COVERAGE

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3 1. EMPLOYEE HEALTH CARE COVERAGE

4 The City's contribution to employee health care coverage will be set in accordance with
5 the requirements of Charter Sections A8.423 and A8.428.

6 2. DEPENDENT HEALTH CARE COVERAGE

7 (A) The City's contribution for dependent health care coverage for Miscellaneous

8 Unrepresented employees shall be \$225.00 per covered employee per month. In
9 the event that the cost of dependent care increases, the City will adjust its pick-up
10 level up to 75% of the cost of Kaiser's dependent health care medical costs charged
11 to the employee for the employee plus two or more dependents category.

12 For "medically single" employees, i.e., benefited employees not receiving the
13 contribution paid by the City for dependent health care benefits, the City shall
14 contribute all of the premium for the employee's own health care benefit coverage.

15 (B) The City's contribution for Management Unrepresented employees to the Flexible
16 Benefits Plan shall be the greater amount of \$225.00 per covered employee per
17 month or 75% per covered employee per month of the dependent rate charged to
18 employees for Kaiser coverage at the dependent plus two or more level. The
19 specific benefits offered are subject to change.

20 3. DENTAL HEALTH CARE COVERAGE

21
22 The City will provide dental contributions at the present level during the term of this
23 ordinance.
24
25

1 SECTION 25. RETIREMENT CONTRIBUTION

2 For the duration of this Ordinance, the City shall pick-up the full amount of the
3 employees' portion of their retirement contribution at the current rate.

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

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

14 SECTION 26. PRE-RETIREMENT PLANNING SEMINAR

15 Subject to development, availability and scheduling by SFERS and PERS, employees
16 shall be allowed not more than one (1) day to attend a pre-retirement planning seminar
17 sponsored by SFERS or PERS.

18 Employees must provide at least two (2) weeks advance notice of their desire to attend
19 a retirement planning seminar to the appropriate supervisor. An employee shall be released
20 from work to attend the seminar unless staffing requirements or other Department exigencies
21 require the employee's attendance at work on the day or days such seminar is scheduled.
22 Release time shall not be unreasonably withheld.

23 All such seminars must be located within the Bay Area.

24 This section shall not be subject to the grievance procedure.
25

1 SECTION 27. WORKER'S COMPENSATION AND RETURN TO WORK

2 The City will make a good faith effort to return employees who have sustained an
3 occupational injury or illness to temporary modified duty within the employee's medical
4 restriction. Duties of the modified assignment may differ from the employee's regular job
5 duties and/or from job duties regularly assigned to employees in the injured employee's
6 jobcode. Where appropriate modified duty is not available within the employee's jobcode, on
7 the employee's regular shift, and in the employee's department, the employee may be
8 temporarily assigned pursuant to this section to work in another jobcode, on a different shift,
9 and/or in another department, subject to the approval of the Appointing Officer or designee.
10 The decision to provide modified duty and/or the impact of such decisions shall not be subject
11 to grievance or arbitration. Modified duty assignments may not exceed three (3) months. An
12 employee assigned to a modified duty assignment shall receive their regular base rate of pay
13 and shall not be eligible for any other additional compensation (premiums) and or out of
14 jobcode assignment pay as may be provided under this Ordinance.

15 An employee who is absent because of an occupational disability and who is receiving
16 Temporary Disability, Vocational Rehabilitation Maintenance Allowance, State Disability
17 Insurance, may request that the amount of disability indemnity payment be supplemented with
18 salary to be charged against the employee's accumulated unused sick leave with pay credit
19 balance at the time of disability, compensatory time off, or vacation, so as to equal the normal
20 salary the employee would have earned for the regular work schedule. Use of compensatory
21 time requires the employee's Appointing Officer's approval.

22 An employee who wishes not to supplement, or who wishes to supplement with
23 compensatory time or vacation, must submit a written request to the Appointing Officer or
24 designee within seven (7) calendar days following the first date of absence. Disability
25

1 indemnity payments will be automatically supplemented with sick pay credits (if the employee
2 has sick pay credits and is eligible to use them) to provide up to the employee's normal salary
3 unless the employee makes an alternative election as provided in this section.

4 Employee supplementation of workers compensation payment to equal the full salary
5 the employee would have earned for the regular work schedule in effect at the
6 commencement of the workers compensation leave shall be drawn only from an employee's
7 paid leave credits including vacation, sick leave balance, or other paid leave as available. An
8 employee returning from disability leave will accrue sick leave at the regular rate and not an
9 accelerated rate.

10 Salary may be paid on regular time-rolls and charged against the employee's sick
11 leave with pay, vacation, or compensatory time credit balance during any period prior to the
12 determination of eligibility for disability indemnity payment without requiring a signed option by
13 the employee.

14 Sick leave with pay, vacation, or compensatory time credits shall be used to
15 supplement disability indemnity pay at the minimum rate of one (1) hour units.

16 This provision clarifies and supersedes any conflicting provisions of the Civil Service
17 Commission Rules which are within the Charter authority of the Board of Supervisors.

18 SECTION 28. STATE DISABILITY INSURANCE (SDI) COVERAGE

19 Upon a statement by a majority of employees in a jobcode, or by the sole incumbent in
20 a single "A" position or by the majority of employees in a multi "A" position, requesting that
21 they be enrolled in the State Disability Program, the City shall take all necessary action to
22 enroll affected employees therein.
23
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1 SECTION 29. COMPLIANCE WITH DISABILITY AND ANTI-DISCRIMINATION

2 STATUTES

3 This Ordinance shall be interpreted, administered and applied in a manner that
4 complies with the provisions of federal, state and local disability and anti-discrimination
5 statutes. The City shall have the right to take whatever action it deems appropriate to ensure
6 compliance with such laws.

7 SECTION 30. TUITION REIMBURSEMENT

8
9 The City will allocate \$15,000 for the Tuition Reimbursement Program for employees covered
10 by this Ordinance. Employees shall not be reimbursed for more than \$1,500. Classes which
11 will enhance an employee's work skills shall be considered as qualifying for tuition
12 reimbursement. Tuition reimbursement must be approved by the employee's Appointing
13 Officer and be in accordance with procedures determined by the Human Resources Director.

14 SECTION 31. SPECIAL EDUCATIONAL LEAVE FOR SUPERVISING CLINICAL
15 PSYCHOLOGISTS

16 Each regular full time or part time 2576 Supervising Clinical Psychologist (excluding as
17 needed employees) shall be allowed the required number of hours of educational leave with
18 pay for re-licensure to attend formally organized courses, institutes, workshops or classes to
19 fulfill re-licensure requirements, as authorized and approved by the Appointing Officer or
20 designee.

1 SECTION 32. RENEWAL FEES FOR CERTIFICATIONS, LICENSES OR
2 REGISTRATIONS

3 When a certificate, license or registration is required by the Civil Service Commission
4 as a minimum qualification for City employment, the City will reimburse the employee for the
5 amount of the mandatory fee for the renewal of such certificate, license or registration.
6

7 SECTION 33. BAR DUES

8 Full-time permanent exempt employees who, as a condition of employment, are
9 required to be a member of the California State Bar shall be reimbursed for his/her annual
10 mandatory minimum California State Bar dues.
11

12 SECTION 34. TRAINING, CAREER DEVELOPMENT AND INCENTIVES

13 Unrepresented employees shall be on paid status when assigned to attend required
14 educational programs scheduled during normal working hours.
15

16 SECTION 35. LIFE INSURANCE

17 The City shall provide life insurance in the amount of \$50,000 for Management
18 Unrepresented Employees.

19 SECTION 36. SAFETY EQUIPMENT & PROTECTIVE CLOTHING

20 All employees covered by this Ordinance shall be provided with safety equipment and
21 protective clothing in accordance with Cal-OSHA requirements and as deemed appropriate by
22 and authorized by the Appointing Officer or designee.
23
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1 SECTION 37. LONG TERM DISABILITY

2 The City, at its own cost, shall provide to Miscellaneous Unrepresented Employees a
3 Long Term Disability (LTD) benefit that provides, after a one hundred and eighty (180) day
4 elimination period, sixty percent salary (60%) (subject to integration) up to age sixty-five (65).
5 Employees who are receiving or who are eligible to receive LTD shall be eligible to participate
6 in the City's Catastrophic Illness Program only to the extent allowed for in the ordinance
7 governing such program.

8 SECTION 38. PARENTAL RELEASE TIME

9
10 Upon proper advance notification, covered employees may be granted up to forty (40)
11 hours Parental Leave for fiscal year 2006-07 - four (4) hours of which will be paid leave to
12 participate in the activities of a school or licensed child day care facility of any of the
13 employee's children. Parental leave shall not exceed eight (8) hours in any calendar month of
14 the year.

15 In order to qualify for Parental leave, the employee must give reasonable notice to
16 his/her immediate supervisor prior to taking the time off. The employee must provide written
17 verification from the school or licensed child day care facility that he/she participated in
18 school/child care related activities on a specific date and at a particular time, if requested by
19 management.

20 The employee may utilize either existing vacation, compensatory time off, or personal
21 (unpaid) leave to account for absences after the two (2) paid hours per semester have been
22 used. If both of the child's parents are employed by the City at the same worksite, the
23 entitlement to a planned absence applies only to the parent who first gives notice.

24 Denial of Parental Leave under this section is not subject to the grievance process.
25

1 SECTION 39. MILEAGE REIMBURSEMENT

2 Covered employees shall be reimbursed at the Controller's certified rate per mile when
3 required to use their personal vehicle for City business.

4 SECTION 40. PILOT WELLNESS PROGRAM

5
6 The City's pilot "wellness incentive program" to promote workforce attendance shall
7 continue for the term of this Employee Ordinance. Any full-time employee leaving the
8 employment of the City upon service or disability retirement may receive payment of a portion
9 of accrued sick leave credits at the time of separation.
10

11 The amount of this payment shall be equal to two-and-one-half percent (2.5%) of
12 accrued sick leave credits at the time of separation times the number of whole years of
13 continuous employment times an employee's salary rate, exclusive of premiums or
14 supplements, at the time of separation. Vested sick leave credits, as set forth under Civil
15 Service Commission Rules, shall not be included in this computation.
16

17 Example of Calculation:

18 Employee A retires with 20 years of service.

19 Employee A has a sick leave balance of 500 hours.

20 Employee A has a base salary rate of \$25.00 per hour at the time of separation.

21 Wellness Incentive = 2.5% for each year of service x 20 years of service = 50%.

22 50% x 500 hours = 250 hours.

23 250 hours x \$25.00 (base salary at time of separation) = \$6,250.00
24
25

1 The number of hours for which an employee may receive cash payments shall not
2
3 exceed one thousand forty (1040) hours, including any vested sick leave.

4
5 A wellness incentive bonus payment shall not be considered as part of an employee's
6 compensation for the purpose of computing retirement benefits.

7 The City's current "pilot wellness incentive program" shall sunset with the expiration of
8 the 2006-2007 Unrepresented Ordinance.

9
10 SECTION 41. MUNICIPAL TRANSPORTATION AGENCY (MTA) INCENTIVE
11 PROGRAMS

12 Covered MTA (Municipal Transportation Agency) service critical jobcodes and 'A'
13 positions shall be eligible to participate in the MTA Performance Incentive Program and the
14 Attendance Incentive Program.

15 SECTION 42. GRIEVANCE PROCEDURE

16 Definition:

17 A Grievance shall be defined as any dispute which involves the interpretation or
18 application of this Ordinance. The grievance must state the circumstances on which the
19 grievant claims to be aggrieved, the section(s) of the Ordinance which the grievant believes
20 violated and the remedy or solution being sought by the grievant.

21 General Provisions:

22 In no event shall a grievance include a claim for money relief for more than a thirty (30)
23 working day period prior to the initiation of the grievance.
24
25

1 If the supervisor or Appointing Officer fails to respond within the required time limits,
2 the grievant may then present the grievance in writing to the next higher step. If the grievant
3 ~~falls~~ fails to present the grievance to the next higher step within the required time limits, then
4 the grievance will be considered to be resolved.

5 The time limits set forth in this grievance procedure may be extended by mutual
6 agreement between the parties.

7 Any deadline date under this section that falls on a Saturday, Sunday or Holiday shall
8 be continued to the next business day.

9 Procedure:

10

11 Step I Immediate Supervisor

12 An employee having a grievance must first discuss it with the employee's immediate
13 supervisor. The employee's immediate supervisor is the individual who immediately assigns,
14 reviews or directs the work of an employee.

15 If a solution to the grievance, satisfactory to the employee and immediate supervisor is
16 not accomplished by the informal discussion, the employee may pursue the matter further.
17 The employee shall submit a written statement of the grievance to the immediate supervisor
18 within fifteen (15) calendar days of the facts or event giving rise to the grievance or within
19 fifteen (15) calendar days from such time as the employee should have known of the
20 occurrence thereof.

21 The immediate supervisor will make every effort to arrive at a prompt resolution by
22 investigating the issue. He/she shall respond within five (5) calendar days.

23 Step II Department Head/Designee

24

25

1 If the employee is not satisfied with the decision rendered, the employee shall submit
2 the grievance in writing to the department head or designee within fifteen (15) calendar days
3 of receiving notification of that decision. The grievance shall include a specific description of
4 the basis for the claim, the Ordinance section(s) believed violated and the resolution desired.
5 The parties shall meet within fifteen (15) calendar days, unless a mutually agreed upon
6 alternative is established. The Department Head/designee shall, within fifteen (15) calendar
7 days of receipt of the written grievance, or within ten (10) calendar days of the date the
8 meeting is held, whichever comes later, respond in writing to the grievance, specifying his/her
9 reason(s) for concurring with or denying the grievance.

10 Step III Director, Employee Relations Division

11 If the employee is not satisfied with the decision of the Department Head/designee, the
12 employee shall submit the grievance to the Employee Relations Director within fifteen (15)
13 calendar days after receipt of the Department's decision.

14 The Director shall have thirty (30) calendar days after receipt of the written grievance in
15 which to review and seek resolution of the grievance and to render a decision concurring with
16 or denying the grievance. The Director's decision shall be final and binding.

17 SECTION 43. SAVINGS CLAUSE

18 Should any part hereof or any provision herein be declared invalid by any decree of
19 court of competent jurisdiction, such invalidation of such part or portion of this Ordinance shall
20 not invalidate the remaining portions hereof and the remaining portions hereof shall remain in
21 full force and effect for the duration of this ordinance.

22 Recodifications may have rendered the references to specific Civil Service Rules and
23 Charter sections contained herein incorrect. Such terms will be read as if they accurately
24 referenced the same sections in their newly codified form as of July 1, 2006.
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This Ordinance shall be effective July 1, 2006.

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

By: ELIZABETH S. SALVESON
Chief Labor Attorney

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ATTACHMENT A

LIST OF UNREPRESENTED JOB CODES PURSUANT TO CHARTER SECTION A8.409.1.

001 = Miscellaneous Unrep. Job Codes 002 = Management Unrep. Job Codes

1229	Special Examiner	001
1326	Customer Service Agent Supv	001
1867	Assistant Performance Auditor	001
1942	Asst Materials Coordinator	001
2561	Optometrist	001
2576	Sprv Clinical Psychologist	001
2782	Laundry Superintendent	001
2966	Welfare Fraud Investigator	001
2967	Sup Welfare Fraud Investigator	001
3238	Dance Instructor	001
3246	Pianist	001
3438	Arborist Technician Supv II	001
3650	Medical Records Librarian	001
8168	Parking Hearing Supervisor	001
8229	Assoc Dir of Museum Sec Svcs	001
8247	Emergency Planning Coordinator	001
8263	Crime Lab Mgr	001
8282	Sr Environ Control Off	001
8446	Court Alternative Specialist 1	001
9914	Public Service Aide-Admin	001
9916	Public Svc Aide-Public Works	001
9920	Publ Svc Aide-Asst to Prof	001
9922	PS Aide to Prof	001
AB27	Sctry, Comm on the Environment	001
AC34	Project Analyst	001
AC35	Bd/Comm Secretary 3	001
AC41	Operations Program Associate	001
AC42	Grants Finance Associate	001
AC43	Grants Associate	001

1	AC44	Grant Funding Prgm Associate	001
	AC45	CIP Outreach Coordinator	001
2	0881	Mayoral Staff I	002
	0882	Mayoral Staff II	002
3	0883	Mayoral Staff III	002
	0884	Mayoral Staff IV	002
4	0885	Mayoral Staff V	002
	0886	Mayoral Staff VI	002
5	0887	Mayoral Staff VII	002
	0888	Mayoral Staff VIII	002
6	0889	Mayoral Staff IX	002
	0890	Mayoral Staff X	002
7	0891	Mayoral Staff XI	002
	0892	Mayoral Staff XII	002
8	0901	Mayoral Staff XIII	002
	0902	Mayoral Staff XIV	002
9	0903	Mayoral Staff XV	002
	0904	Mayoral Staff XVI	002
10	0905	Mayoral Staff XVII	002
	1283	Dir Emp Relations Div	002
11	1293	Human Resources Director	002
	1849	Prog Mgr, Bus & Econ Develop	002
12	3234	Marina Manager	002
	5646	Environ Program Mgr I	002
13	8137	Chf Victim/Witness Invstgtor	002
	9251	Public Relations Mgr	002
14	AB44	Cfdntal Chf Atty 2,(Cvl&Crmnl)	002
	AC37	Principal Area Manager	002
15	AC38	Assistant Superintendent, Rec	002
	AC39	Manager, Marina Operations	002
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