

File No. 120521

Committee Item No. 28

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Government Audit and Oversight Date June 14, 2012

Board of Supervisors Meeting Date _____

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 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"/> | Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Youth Commission Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Introduction Form (for hearings) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input checked="" type="checkbox"/> | <input 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 (Use back side if additional space is needed)

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Completed by: Alisa Miller Date June 8, 2012

Completed by: _____ Date _____

An asterisked item represents the cover sheet to a document that exceeds 25 pages.
The complete document can be found in the file.

1 [Memorandum of Understanding - Municipal Executives' Association]

2
3 **Ordinance adopting and implementing the Memorandum of Understanding**
4 **between the City and County of San Francisco and the Municipal Executives'**
5 **Association, to be effective July 1, 2012, through June 30, 2014.**

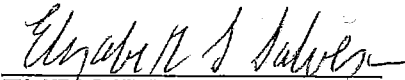
6 NOTE: Additions are *single-underline italics Times New Roman*;
7 deletions are *strike-through italics Times New Roman*.
8 Board amendment additions are double-underlined;
9 Board amendment deletions are ~~strikethrough normal~~.

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

10 Section 1. The Board of Supervisors hereby adopts and implements the
11 Memorandum of Understanding between the City and County of San Francisco and the
12 Municipal Executives' Association, to be effective July 1, 2012, through June 30, 2014.

13
14 The Memorandum of Understanding so implemented is on file in the office of the
15 Board of Supervisors in Board File No. 120521.

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

18 By: 
19 ELIZABETH S. SALVESON
20 Chief Labor Attorney



MEA BARGAINING HIGHLIGHTS

Term – Two year term (July 1, 2012 to June 30, 2014)

Wages –

Fiscal Year 2012-2013: No wage increases

Fiscal Year 2013-2014:

- 1% on July 1, 2013
- 1% on January 4, 2014
- 1% on March 29, 2014

Structural Reform of MEA's Management Flex Spending Compensation Package – Beginning 7/1/12, the flexible spending compensation provided to employees will be based upon their enrollment status with HSS. Unenrolled employees, or employees enrolled in Employee Only coverage will freeze their flexible compensation at \$726.04 per month (the Fall 2012 rate) until December 31, 2014. Thereafter, unenrolled employees or employees enrolled in Employee Only coverage will receive 65% of the Employee plus 2 or more dependent care index. The parties agreed to engage in meet and confer on further reform to the Flex Spending Compensation Plan beginning six months prior to the next bargaining season.

Floating Holidays – Employees will receive a one-time award of two additional floating holidays in Fiscal Year 2012-2013.

CalPERS Proposition C Contribution – Effective July 1, 2012, covered employees who are members of CalPERS agree to make pre-tax contributions similar to those being made by members of SFERS, as required under Charter sections A8.409-9 and A8.590-9.

Management Training Funds – The parties expanded employees' ability to use the funds for approved travel associated with training, and ended the practice of rolling over unused funds from year to year. DHR will develop and fund a Leadership Development Program including required training for all managers in important managerial skills such as strategic planning, fiscal management, communication, knowledge transfer, etc. The parties' goal is to offer the first elements of the program by January 1, 2013.

Additional Compensation –

- Government and Public Affairs Managers assigned to PORT – This premium has been eliminated.



**Municipal Executives
Association**

- Local Agency Formation Commission – This premium will expire once the current incumbent who is entitled to the premium separates from the position.

Reform of the Management Compensation/Classification Plan adjustment process – The parties agreed to liquidate the remaining B & C adjustment one-time funds, which were previously deferred from wage increases. Going forward, there will be .5% of MEA compensation available for distribution through the B & C committee process each year, with no rollover of remaining funds. One half of the annual allocation will be available for one-time adjustments, and one half will be available for ongoing adjustments to recognize exemplary performance, special skills or assignments, or to address of internal equity or compaction. A proportionate pool of these funds will be separated out for Department Heads

Severance and Pay in Lieu of Notice – An employee receiving severance pay will no longer be eligible to take a Prop F appointment in the department from which he or she was released within two years of the release. The parties incorporated into the MOU their agreement to provide a released employee, who reinstates to a lower-paid position, notice pay in the amount of the difference between the higher and lower-paid positions. The City will provide MEA with a template severance release to attempt to expedite the severance process. A qualifying employee must elect severance within thirty days of notice of release.

Discipline Procedures – The parties created an expedited arbitration process for appeals of certain types of discipline, and agreed that permanent civil service employees will be able to appeal disciplinary suspensions of less than five days. Further, the employee may submit a response to disciplinary actions which will be kept in his or her personnel file.

Pay for Performance – The Pay for Performance program expires at the end of the 2006-2012 agreement. The payment, normally made in October, is only maintained for those employees who retire prior to July 1, 2012 and whose single highest year of compensation is 2011-2012 when the Pay for Performance lump sum is factored in.

Performance Appraisals – Employees may submit a response to his or her performance appraisal within 30 days, to be maintained in his or her personnel file.

Acting Assignment Pay – Acting Assignments may only last six months, with extension upon approval of DHR.

State Disability Insurance – All employees entering the MEA bargaining unit on or after 7/1/12 will be enrolled in SDI.

** Complete copy of document is
located in

File No. 120521

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CITY AND COUNTY OF SAN FRANCISCO
AND
THE MUNICIPAL EXECUTIVES ASSOCIATION

JULY 1, 2012 – JUNE 30, 2014

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