

COLLECTIVE BARGAINING AGREEMENT
BETWEEN AND FOR
SERVICE EMPLOYEES INTERNATIONAL UNION
LOCAL 1021
AND
THE CITY AND COUNTY OF SAN FRANCISCO
JULY 1, ~~2012~~2014 – JUNE 30, ~~2014~~2017

~~Revised Per Amendment #1~~

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This Collective Bargaining Agreement (hereinafter Agreement) is entered into by the City and County of San Francisco (hereinafter City) acting through its designated representatives and the Service Employees International Union, Local 1021 (hereinafter Union).

ARTICLE I – REPRESENTATION

A. RECOGNITION

Classifications Currently Represented

1. The City acknowledges that the Union has been certified by the Municipal Employee Relations Panel or 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 classifications listed in Attachment A and employees in these classifications who perform duties for the City and County of San Francisco. The provisions of this Agreement shall apply to said employees to the extent authorized by law as provided in Charter Section A8.409-1.

Placement of New Classifications

2. Any non-supervisory, new or amended classification or reclassification not claimed by another Union and related to SEIU-represented classes shall be automatically assigned to a bargaining unit represented by SEIU. The current practice as established by the Employee Relations Ordinance will continue for supervisory classes. The Union will be notified within seven (7) calendar days of any such assignments.
3. Whenever a new class is created by the Department of Human Resources which is the result of consolidation or splitting off of one or more former classes, and in those instances when the duties and responsibilities of the new class(es) are the same or similar to those of the former class(es), then the bargaining unit assignment and representation shall continue to be the same as for the former class(es) without notice and appeal procedures required by the CSC Rule and provisions of the San Francisco Administrative Code.
4. Should there be a dispute regarding appropriate unit assignment of any such classification(s), such dispute shall be resolved in accordance with the grievance and arbitration procedure.

Applicability of the Agreement to All Newly Recognized Classifications

5. The terms and provisions of this Agreement shall also be automatically applicable to any classifications for which the Union has become appropriately recognized during the term of this agreement. Such classifications shall also receive the appropriate differentials and premiums applicable to related classifications.
6. Issues related to classification descriptions shall be subject to the meet and confer process with final review by the Civil Service Commission. Issues related to the effects of classification decisions on hours, wages, terms and conditions of employment shall be subject to negotiations and interest arbitration.

Employee Relations Ordinance

7. During the term of this Agreement, the parties will meet and confer in good faith to reach mutual agreement, if practicable, upon the structure and number of the units and sub-units into which the classifications represented by the Union should be allocated, consistent with the factors set forth in San Francisco Administrative Code Sec. 16.210 (b) of the Employee Relations Ordinance. It is the parties' intent to complete this process within six (6) months after the effective date of this Agreement. It is also the parties' intent that this process will not result in a change in the recognized representative for any classification nor will it result in an increase in the number of bargaining units. In the event the parties agree to modify any units or sub-units, the parties shall jointly recommend this agreement to the Civil Service Commission. In the absence of an agreement, no recommendation regarding consolidation shall be issued. Unresolved disputes shall not be subject to the interest arbitration procedures of Charter Section A8.409, et seq.

B. INTENT

8. It is the intent of the parties signatory hereto that the provisions of this Agreement shall become binding upon adoption or acceptance by the City and ratification by the general memberships of the Unions of the Joint Council or upon a final decision rendered by an arbitration panel pursuant to the interest arbitration procedure under Charter Section A8.409.
9. Upon adoption, the provisions of this Agreement shall supersede and control over contrary or contradictory Charter provisions, ordinances, resolutions, rules or regulations of the City to the extent permissible by Charter Section A8.409.
10. In the event the parties reach a tentative agreement, the Employee Relations Director and the Union negotiating team shall present a full tentative agreement, signed by the Employee Relations Director and representatives of the Union negotiating team, to the City and the Union general membership for ratification within sixty (60) days of signing such full tentative agreement together with their recommendations.
11. Pursuant to the provisions of the Meyers-Milias-Brown Act, as amended, the City agrees to meet and confer with the Union in advance regarding any proposed changes in working conditions within the scope of representation.

C. MANAGEMENT RIGHTS

12. Except to the extent there is contained in this Agreement express and specific provision to the contrary, 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. 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 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.
13. However, the exercise of such rights does not preclude represented employees or the union from utilizing the grievance procedure to process grievances regarding the practical consequences of any such actions on wages, hours, benefits or other terms and conditions of employment.

D. NO WORK STOPPAGE

14. It is mutually agreed and understood that during the period this Agreement is in force and effect the Union will not authorize or engage in any strike, slowdown, or work stoppage. Represented employees are also bound by the above. The City agrees not to conduct a lockout against any of the employees covered by this agreement during the term of this Agreement.

E. OBJECTIVE OF THE PARTIES

15. It is agreed that the delivery of municipal services in the most efficient, effective and courteous manner is of paramount importance to the City and its employees. Such achievement is recognized to be a mutual obligation of the parties to this Agreement within their respective roles and responsibilities.
16. Recognizing the challenging fiscal realities facing San Francisco and the State of California, the parties agree that in order to preserve City services and employment, they must work cooperatively to identify operational efficiencies, explore additional sources of revenue, and, if necessary, reduce the size of the City workforce through attrition, retraining and reorganization. The parties further agree that it is in their mutual interest to avoid unnecessary reductions in direct public services and to prevent existing City employees from becoming jobless and therefore they mutually agree that they shall focus their efforts to maintain programs and public service jobs to the fullest extent possible.

F. UNION SECURITY

Application

17. Except as provided otherwise herein, and in accordance with applicable federal, state and local law, the provisions of this Section shall apply to all employees of the City in all classifications represented by SEIU Local, either jointly or individually, in representation units 22, 23, 24, 25, 26, and 27, when on paid status, except those mutually designated classifications and mutually designated individual on-call employees who are employed for less than 20 hours per week. The provisions of this Section shall not apply to individual employees of the City in representation units 22, 23, 24, 25, 26, and 27 who have been properly and finally determined to be management employees pursuant to Section 16.208 of the Employer-Employee Relations Ordinance.
18. When the Employee Relations Director receives a request from a department head to designate position(s) as management, the Employee Relations Director shall give the Union notice of such request. The Union shall have ten (10) working days within which to request a meeting to discuss the requested designation(s). Upon request of the Union, the Employee Relations Director and the Union shall meet to discuss the requested designation(s). In accordance with Section 16.208 of the Employee Relations Ordinance, the Employee Relations Director shall thereafter approve or disapprove the requested designation(s).
19. If the Union disagrees with such designation(s), the Union may submit the matter to an Administrative Law Judge for hearing and final determination as provided in the Employee Relations Ordinance. The Union and the City may jointly request that the assigned Administrative Law Judge have a labor relations background.

20. Designation(s) of position(s) by the Employee Relations Director as management, for which no challenge has been filed by the Union shall result in termination of agency shop fees if applicable. Challenges of designation(s) by the Union shall result in agency shop fees being placed in escrow until the disagreement is resolved by an Administrative Law Judge. Following final determination by the Administrative Law Judge, the fees shall be dispersed to either the employee or the Union depending on who prevails.

Agency Shop

21. For the term of this Agreement, all current and future employees of the City as described in paragraph 17 above 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. Such service fee payment shall not exceed the standard initiation fee, periodic dues and general assessments (hereinafter collectively termed membership fees) of the Union representing the employee's classification. The service fee payment shall be established annually by the Union, provided that such agency shop service fee will be used by the union only for the purposes of collective bargaining, contract administration and pursuing matters affecting wages, hours and other terms and conditions of employment.

Religious Exemption

22. If an employee in a classification covered by this Agreement sincerely holds religious beliefs that include conscientious objections to joining or financially supporting a labor organization, the employee shall not be required to pay the service fee. In lieu of paying the service fee, the employee shall pay a charitable contribution equal to the service fee to one of the three following charitable organizations: (1) United Way of the Bay Area, (2) Community Health Charities of California (San Francisco/East Bay Branch), or (3) Local Independent Charities. The charitable contribution shall be paid in the amounts and at the times the service fee would otherwise be paid if the employee were not exempt under this paragraph. The employee shall provide the City and the Union with an acknowledgement of receipt from the charitable organization or other satisfactory evidence that the charitable contribution has been paid.

Payroll Deductions

23. The Union shall provide the Employee Relations Director and the City Controller with a complete list of the City classifications subject to this section represented by each constituent union of the SEIU Joint Council and a current statement of membership fees. Such list of represented classifications and statement of membership fees shall be amended as necessary. The Controller may take up to 30 days to implement such changes. The Controller shall make required membership fee or service fee payroll deductions solely for the Union representing the employee's classification as designated on the list submitted by the Union. An employee may, on a voluntary basis, request a payroll deduction for Union membership in another SEIU Local Union, in addition to the service fee deduction.
24. Each pay period, the Controller shall make membership fee or service fee deductions, as appropriate, from the regular periodic payroll warrant of each City employee described in paragraph 17 above.
25. Service fees from nonmembers shall be collected by payroll deduction pursuant to Administrative Code Section 16.90. Failure to comply with this Section shall be grounds for termination. The

Union, at its option, may elect to waive its right to demand termination and instead utilize judicial process to compel payment.

26. Effective with the first complete pay period worked by an employee newly employed in a classification described paragraph 17 above and each pay period thereafter, the Controller shall make membership fee or service fee and initiation deductions, as appropriate, from the regular payroll warrant of each such employee.
27. Nine (9) working days following payday the Controller will promptly pay over to the appropriate Union all sums withheld for membership or service fees. The Controller shall also provide with each payment a list of employees paying service fees. All such lists shall contain the employee's name, employee number, classification, department number and the amount deducted. A list of all employees in represented classes shall be provided to the Union monthly.
28. Nothing in this Section shall be deemed to have altered the City's current obligation to make insurance program or political action deductions when requested by the employee.
29. The union shall be entitled to collect, through the payroll deduction method, membership dues, COPE deductions, and any special membership assessments, and through that system, may make changes as may be required, from time-to-time. The Union shall give the Controller appropriate written notice of any changes in existing deductions, or the establishment of new bases for deduction.
30. At the time of fingerprint processing, the City will provide new permanent and provisional employees in those units listed in Appendix "A" with a Union-provided packet of information regarding the Union and agency shop. The Union will provide this information in sealed envelopes, one of which will be distributed to each new employee. The City may advise such employees that the packet is being provided pursuant to a Memorandum of Understanding with the Union and the contents are neither known nor endorsed by the City.

Employees Exempt from Agency Shop

31. Employees covered by this Agreement not subject to the agency shop requirement set forth above and who have voluntarily joined the Union shall, for the administrative convenience of the parties, be permitted to revoke an authorization for the deduction of union dues during the month of January of any year only. Any request for such revocation shall be delivered in person to the Office of the Controller or may be sent by U.S. Mail to the Controller, Payroll/Personnel Services Division (PPSD), One South Van Ness Avenue, 8th Floor, San Francisco, CA 94103. The City shall deliver a copy of any revocation notice to the Union not later than March 1.

Financial Reporting

32. Annually, the Union will provide an explanation of the fee and sufficient financial information to enable the 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.

Indemnification

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

G. OFFICIAL REPRESENTATIVES AND STEWARDS

Official Representatives

34. The Union may select as many as one employee member of such organization from the appropriate unit represented by such organization, and one additional such employee member for each two-hundred and fifty (250) employees in such unit; or fraction thereof, in excess of two-hundred (200) employees in such unit, to attend, during regular duty or work hours without loss of compensation, meetings scheduled with the Civil Service Commission, the Department of Human Resources, the Director of Employee Relations, or designee, when such meetings have been scheduled for the purpose of city-wide Agreement meeting and conferring on all matters within the scope of representation affecting such appropriate unit, and to participate in the discussions, deliberations, and decisions at such meetings. The selection of such employee members, or substitutions or replacements therefore, and their attendance at meetings during their regular duty or work hours, shall be subject to the following:
35. 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.
36. b. No selected member shall leave the duty or work station, or assignment without specific approval of the employee's department head or other authorized management official.
37. c. In scheduling meetings, reasonable consideration shall be given to the operating needs and work schedules of the department, division, or section in which the employee members are employed.
38. d. Official representatives who are assigned to evening and night shift work schedules and who participate in meeting and conferring during day shift hours shall be released from their regular shift pursuant to the rules established herein. Official representatives shall not be provided compensatory release time for participating in meeting and conferring on regular days off except as may be mutually determined.
39. Release time for official representatives engaged in meeting and conferring affecting a department or other work unit of City government shall be determined by mutual agreement.
40. The rules for release time for City-wide meeting and conferring shall apply.

Stewards

41. The Union, through a designated sender, shall furnish the City, to a designated recipient, with an accurate list of City-wide shop stewards and designated officers of the Union in areas as designated by the Union by July 1 of each year and each quarter thereafter. The Union may submit an amendment to the list at any time. An employee has no status as a steward unless the City has

received verification in writing from the Union that the employee is a steward in a given area. Stewards are not authorized to act in said capacity unless on said list.

42. The Union recognizes that it is the responsibility of the shop steward to assist in the resolution of grievances at the lowest possible level.
43. Upon notification of an appropriate management person, stewards and 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, disciplinary appeals and attend meetings with Management without loss of pay or benefits. Union Stewards shall advise their first level supervisors prior to engaging in Union business. Such notification of release time shall normally be made in advance and shall include the area or work location where they will be investigating or processing grievances, disciplinary appeals or meetings with Management. The Union will attempt to insure that shop steward release time will be equitably distributed. Normally one steward will be sufficient for a single investigation of a grievance or appeal, except for Shop Steward Trainee Observers.
44. In emergency situations, where immediate disciplinary action must be taken because of a violation of law or a City departmental rule (intoxication, theft, etc.) a shop steward shall not unreasonably be denied the right to leave his/her post or duty to represent the employee.
45. Except in emergency situations, an investigative, disciplinary or grievance meeting shall be rescheduled if a Shop Steward is denied release time.
46. Shop stewards shall not interfere with the work of any employee. A shop steward may interview an employee during the employee's regular work time in order to investigate or process a grievance or disciplinary appeal with the approval of the employee's supervisor, which shall not unreasonably be withheld.
47. Stewards shall be responsible for the performance of their work load, consistent with release time approved pursuant to rules established herein.
48. Stewards shall receive timely notice of and shall be permitted to make appearances at departmental orientation sessions in order to distribute union materials and to discuss employee rights and obligations under this Agreement.
49. Any meeting of shop steward and supervisor shall be held in private surroundings and shall be held in a quiet and dignified manner.
50. All newly-elected Stewards shall be allowed four (4) hours paid release time for Union Steward training. In addition, four (4) hours paid release time shall be paid for all Stewards for training regarding the provisions of the new Collective Bargaining Agreement.

Official Representatives to Retirement and Health Service Board and Civil Service Commission Meetings

51. Subject to operational needs, the City shall allow one (1) union representative from ~~among all SEIU locals~~ **Local 1021** release time in order to attend the Retirement Board and Health Service Board

meetings. **Subject to operational needs, the City shall allow one (1) union representative paid release time in order to attend the Civil Service Commission meetings.**

H. BULLETIN BOARDS, INTEROFFICE MAIL, UNION ACCESS AND LEGAL MATERIALS

Bulletin Boards

52. Reasonable space shall be allowed on bulletin boards for use by the Union to communicate with employees as may be agreed between the Union and the affected department head.

Inter-Office Mail and Email

53. To the extent permissible under the law, the Union may make reasonable use of the City's interoffice mail and email systems to communicate with appointing officers, personnel officers, stewards and officers of the Union in order to carry out Union representation of unit employees in administration of the MOU.

Union Access

54. 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.
55. The parties agree that Union representatives 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. The parties agree that union access to work locations will not disrupt or interfere with a department's mission and services or involve any political activities.
56. 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.
57. In work units where the work is of a confidential nature and in which the department requires it of other non-employees, the department may require that union representatives be escorted by a department representative when in areas where said confidential work is taking place.
58. Nothing herein is intended to disturb existing departmental union access policies. Further, the departments may implement additional rules and regulations after meeting and conferring with the Union.

Legal Materials

59. The City shall provide the Library with the following items, not to exceed fifteen (15) sets, to be placed at libraries selected by the Librarian: Charter, San Francisco Administrative Code, Annual Salary Ordinances, Civil Service Rules and this Agreement.

DPH Website and Telephone Hotline

60. In addition to job vacancy postings on the City website and telephone hotline and as otherwise obligated in the CBA, DPH will post all DPH job vacancies on the DPH internet website. Posted information shall include but not be limited to: job classification, shift, days-off and worksite as available. A telephone hotline will provide a separate non-nursing classification hot line for only DPH classifications that are open for permanent testing.

I. VENDING MACHINES

61. Subject to the requirements of the Charter and Sections 4.2, 4.3, 4.4, 4.6, 4.7 and 4.8 of the San Francisco Administrative Code, The Union is authorized to establish vending machines in employee work areas. The Union shall be responsible for their installation and operation and all costs relating thereto, including maintenance and insurance. Proceeds from sales made through the vending machines shall be deposited in a special fund under the direction and control of the Union and allocated exclusively for the benefit of employees' recreation and welfare.
62. It is the understanding of the Parties that Union will not establish vending machines in the Recreation and Parks Department that compete with vending machines currently established in the Department that contribute to the operating revenues of the Department.

62a. Effective July 1, 2014, the Union shall not establish any new vending machines, but the Union may continue operating vending machines where already established.

J. DATA

63. The City shall provide information to the Union, ~~in hard copy and~~ electronically, as available, to permit the evaluation of contract compliance. The information shall be provided within ten (10) calendar days of a written request to the Employee Relations Department. This shall include, but not be limited to, Names, department, worksite, classification, seniority, hire date, and status of represented employees.

63a. The City shall provide to the Union every two weeks a report containing the following information for all represented employees:

1. Department
2. Division
3. Full Name (last, first, middle initial)
4. Employee Number
5. Job Classification
6. Employment Status (active, leave of absence, leave with pay, suspended, terminated)
7. Hire Date
8. Citywide Seniority Date
9. Salary Step
10. Hourly Rate
11. Appointment Type
12. Last Pay Date
13. Bargaining Unit
14. Payroll Deduction Type

15. Payroll Deduction Amount

16. Exemption Type

17. Home Address

18. Home Phone

64. The City and the Union agree that the Collective Bargaining Agreement will be printed with an index.

Equal Employment Opportunity (Glass Ceilings)

65. The City shall provide to the Union on an annual basis the Work Force Composition Report (EEO-4).

ARTICLE II – EMPLOYMENT CONDITIONS

A. NO DISCRIMINATION

Discrimination Prohibited

66. The City and Union agree that no person employed or applying for employment shall in any way be discriminated against because of race, color, creed, religion, sex, national origin, physical handicap, physical disability, age, political affiliation or opinion, sexual orientation, gender identity, marital status, or other non-merit factors, nor shall a person be the subject of sexual harassment as prohibited by State or Federal law, or be subject to illegal harassment.
67. In the event more than one administrative remedy may be available within the City and County governmental system of San Francisco, the Union and the employee shall elect only one. The election is irrevocable.

Reasonable Accommodation

68. The Parties agree that they are required to provide reasonable accommodations for persons with disabilities in order to comply with the provisions of the Americans with Disabilities Act and the Fair Employment and Housing Act, as amended by the Prudence Kay Poppink Act. The City reserves the right to take any action necessary to comply therewith.
69. If there is a conflict between a proposed accommodation and this Agreement, the City will notify the Union and, upon request, meet with the Union within ten (10) business days to attempt to resolve the issue. The parties may extend this time limit by mutual agreement. During the reasonable accommodation process, an employee has the right, upon request, to Union representation.
70. When an employee requests an accommodation pursuant to the ADA and the Fair Employment and Housing Act, as amended by the Prudence Kay Poppink Act, the City and its Departments shall meet with the employee and, at the request of the employee, with the employee's Union representative. The City/Department will inform the employee and the representative of the status of the employee's request for an accommodation and of the resolution of the request. As necessary, and on a case-by-case basis, the City/Department will meet with the Union representative to review problems concerning reasonable accommodation.
71. Departments shall maintain files on formal reasonable accommodation requests that include information related to: status of accommodation requests and the resolution of closed accommodation requests.
72. Following a reasonable period of time after the employee has submitted the information required for a reasonable accommodation but not later than thirty days, the City shall provide a **written** response to the employee's request. **The written response shall include an update on the status of the employee's request. When the City grants an accommodation, the City shall provide a written description of the accommodation to the employee. If no accommodation is granted, upon request the City shall provide a written reason for the denial to the employee.** If no accommodation in the current assignment is possible, the Employer shall evaluate alternative job assignments for possible accommodation. While ~~his or her~~ **the employee's** request for reasonable accommodation is pending, the Employer shall make every reasonable effort to provide a modified work duty assignment pursuant to the provisions of VII. B. Return to Work, of this Agreement.

Complaints of Discrimination

73. Discrimination complaints will be treated in strict confidence by both the Union and the City.
74. Progressive disciplinary action shall be imposed by the City upon any employee found to have engaged in discriminatory conduct in violation of this section.

No Discrimination on Account of Union Activity

75. Neither the City nor the Union shall interfere with, intimidate, retaliate, restrain, coerce or discriminate against any employee because of the exercise of his/her rights granted pursuant to this Agreement, the Employee Relations Ordinance and the Meyers-Milias-Brown Act. No employee seeking promotion, reassignment or transfer shall in any way be discriminated against because of their Union activities.

B. PROBATION

76. All permanent appointees shall serve a six month probationary period, except as provided below:
77. 1. Employees who move from a part-time to a full-time position within a classification shall be subject to a three (3) month probationary period in the full-time position;
78. 2. Employees who move, in a flexible staffing series of classifications, except to a supervisory position, will have a three (3) month probationary period in the new position;
79. 3. Employees who move to a new department in the same class or former class will serve a three (3) month probationary period;
80. 4. An employee who is appointed to a permanent position shall have his or her probationary period reduced by the time served by that employee in the same classification in the same department, but all such probationary periods shall be at least three (3) months.
81. 5. When an employee is reinstated to a permanent position in a former class in a department other than the department in which the probationary period had been completed (in the former class) the employee shall serve three (3) months probationary time.
82. 6. A six (6) month probation will be required following promotion to a higher classification.
83. 7. When an employee's position changes by permanent transfer to the same class in another department, by disability transfer, reduction in force due to technical advances, automation or the installation of new equipment the employee shall serve three (3) months probation time.

84. 8. When an employee is returned as permanent following layoff, involuntary leave or resignation to a class or department other than the one left, the employee shall serve three (3) months probationary time.
85. 9. A current regularly scheduled provisional employee who receives a permanent appointment in his or her class in another department shall have his or her probationary period reduced by the time served by that employee in the same classification, but all such probationary periods shall be at least three (3) months.
86. 10. The probationary period for 8237, 8238 and 8239 Public Safety Dispatchers hired on or after July 1, 2007 shall conclude six (6) months after an employee's successful completion of the Department of Emergency Management training program.
87. A probationary period may be extended by mutual agreement, in writing, between the Union and the City.
88. An employee who is granted a leave while serving a probationary period shall have such probationary period extended by the period of such leave in order to complete the required period of service. Disability leave shall extend the probationary period in all cases.
89. Any employee who is returned to duty to a position in another department after layoff or displacement, and who has displaced an incumbent in such position, is entitled to an introductory meeting with the new department. The purpose of the meeting is to review the job duties and expectations for the new position and to provide the timeline and framework for training and orientation. After thirty (30) days, the employee is entitled to a review of his or her performance. If the employee is not meeting standards, the supervisor will meet with the employee and, upon request, the union representative, to identify ways for the employee to bring his or her performance to a satisfactory level.

C. CONTRACTING OUT OF WORK

90. Due to the size of the bargaining unit and the diversity of the classifications and employees within the unit, which enable the employees to perform various services in the diverse communities served by the City, the Mayor and the Union agree that, for the term of this Agreement, the Mayor shall instruct the City's Department Heads over whom he has budgetary authority that:
91. Department heads shall not initiate and the Mayor shall not approve requests to contract out any routine work currently performed by existing employees represented by the Union; and
92. Department heads shall not lay off current bargaining unit members or eliminate existing bargaining unit positions as a result of contracting out.
93. This instruction shall not in any way affect (i) existing contracts (which shall include proposed contracts funded with monies appropriated in the 1996-97 budget), (ii) renewals, amendments or extensions of those contracts, or (iii) new contracts either for services already contracted out or arising from the City's receipt of new and/or additional federal, state, or grant funds designated for new or unique programs. However, such funds shall not include growth in general fund or enterprise revenues in force and effect at the time of the signing of this Agreement.

94. The Mayor agrees that it is not the intent of the City to use the contracting out process to avoid prevailing wages, compliance with MBE/WBE requirements, or payment of health or other benefits.
95. Notwithstanding any other provision of this section, the Mayor may propose pursuant to the City's standard procedures to contract out work currently performed by existing City employees (a) where external funding sources require the use of outside third parties to perform services; or (b) in emergency situations, as determined by the Mayor and upon a majority vote of the Board of Supervisors.
96. Should the Mayor determine that the restrictions contained in this section unduly interfere with a department's or the City's ability to provide appropriate services to the diverse communities within the City, the Mayor and the Union agree to meet in order to resolve the concerns. If the Mayor and the Union cannot mutually agree, the matter shall be submitted to an arbitrator, selected pursuant to the provisions of Article IV (Grievance Procedure) of this Agreement, who shall decide the issue of whether a proposal to contract out work may be initiated by the Mayor.
97. The City agrees that it will not assign work currently performed by SEIU-represented employees to any other bargaining unit.

97a. The City agrees that only City employees are authorized to hire, fire, execute performance evaluations, and discipline SEIU-represented employees.

Required Notice to the Union on Prop J Contracts

98. The City shall deliver to the Union no later than sixty (60) days prior to issuing any "Invitation for Bid" or "Request for Proposal" a report explaining the proposed change, an explanation of reasons for the change, and the effect on represented classes.
99. The Union shall respond within twenty-one (21) days from the date of receipt of the above information with a request to meet.
100. The City agrees to discuss and attempt to resolve issues relating to:
 101. Possible alternatives to subcontracting;
 102. Questions regarding current and intended levels of service;
 103. Questions regarding the Controller's certification pursuant to Charter Section 10.104(15);
 104. Questions relating to possible excessive overhead in the City's administrative-supervisory/worker ratio;
 105. Questions relating to the effect on individual worker productivity by providing labor saving devices; and
 106. Questions regarding services supplied by the City to the Contractor.

107. 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 out so that the particular issues may be fully explored by the Union and the City.

Non-Prop J (Personal Services Contracts)

108. At the time the City issues a Request for Proposals (“RFP”)/Request for Qualifications (“RFQ”), or sixty (60) days prior to the submission of a non-Prop J (personal services contract) request to the Department of Human Resources and/or the Civil Service Commission, whichever occurs first, the City shall notify the Union of any non-Prop J (personal services contracts), including a copy of the draft personal services contract summary form, where such services could potentially be performed by represented classifications.
109. If the Union wishes to meet with a department over a proposed non-Prop J (personal services contract), the Union must make its request to the appropriate department within twenty-one (21) days after the Union’s receipt of the department’s notice.
110. Upon the request of the Union, the City agrees to discuss and attempt to resolve issues relating to:
111. Possible alternatives to subcontracting;
112. Questions regarding current and intended levels of service;
113. Questions relating to possible excessive overhead in the City’s administrative-supervisory/worker ratio;
114. Questions relating to the effect on individual worker productivity by providing labor saving devices; and
115. Questions regarding services supplied by the City to the Contractor.
116. 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.
117. The City agrees that it will take all appropriate steps to ensure the presence at said meetings of those officers and employees (excluding the Board of Supervisors and other boards or commissions) of the City who are responsible in some manner for the decision to contract out so that the particular issues may be fully explored by the Union and the City.
118. The City shall also provide advance notice of at least sixty (60) days to the Union of all amendments to existing non-Prop J contracts valued at more than \$100,000 where such services could potentially be performed by represented classifications. At the request of the Union, the City shall meet to discuss with the Union the topics set forth above, in paragraphs 111 through 115.
119. The Mayor agrees to instruct department heads over whom he has budgetary authority not to initiate non-Prop J contracts for a term exceeding one (1) year, except as otherwise approved by the Mayor,

after notice to and consultation with the Union. This provision shall apply only to contracts for services which could otherwise be performed by represented classifications.

120. 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.

Joint Labor Management Committee on Personal Service Contracts

121. The City and the PEC shall form a joint labor management committee on personal service and construction/maintenance contracts to do the following:
122. 1. Review areas of General Fund and Enterprise PSCs and other city contracts, including construction/maintenance contracts, affecting members with the goal of ensuring appropriate use of Civil Service classifications.
123. 2. Explore establishing workload forecasting by city departments.
124. 3. Review PSC processes, form(s) and tracking of PSCs, and RFP notice requirements and recommend improvements.
125. 4. Existing committees set out in individual union MOUs shall continue as sub-committees under this provision but shall take on specific areas of concern so as to avoid redundant efforts. Parties agree to set meeting agendas in advance to increase efficiency.
126. The Committee will be comprised of eight (8) members of the PEC and eight (8) City representatives. Release time is to be provided for work of this Committee. The Committee will complete its work by June 30, 2012.

Grants

127. The City shall deliver to the Union a summary of any proposed grant agreement no later than sixty (60) days prior to the submission of the proposed grant agreement to any departmental commission or other approving authority for authorization to enter into any such agreement, the essential services of which could be performed by SEIU-represented classifications.
128. It is not the intent of the City to use the grant issuance process to avoid application of the subcontracting limitations of this Agreement.
129. Upon the request of the Union, the City agrees to discuss and attempt to resolve issues relating to:
130. Possible alternatives to subcontracting;
131. Questions regarding current and intended levels of service;
132. Questions relating to possible excessive overhead in the City's administrative-supervisory/worker ratio;

133. Questions relating to the effect on individual worker productivity by providing labor saving devices; and
134. Questions regarding services supplied by the City to the Contractor.

Volunteers, SWAP, CAL WORKS, CAAP Workfare, or others not covered by this agreement

135. The City shall not use paid or unpaid volunteers, SWAP, CAL WORKS, CAAP Workfare, or similar programs to displace Bargaining Unit employees. The City will not keep authorized budgeted positions vacant, nor is it the intent of City Departments to initiate the reduction of the number of budgeted positions, for the purposes of using Volunteers, SWAP, CAL WORKS, CAAP Workfare or similar programs.
136. Each quarter the City will supply the Union an accounting, by department and work location, of the hours worked by CAL WORKS, CAAP or SWAP workers.

Sworn Police Officers

137. The City may temporarily assign sworn police officers to perform bargaining unit work in the event of an emergency situation or for short-term purposes in order to comply with the medical restrictions upon the police officer. These assignments shall not be made for the purpose of, or with the affect of, holding vacant, and unfilled, bargaining unit positions, or to displace SEIU-represented employees.

Severance/Retraining

138. Represented employees shall have one (1) week of severance pay for each year of permanent service. If a permanent employee is to be laid off because of subcontracting, the employee shall select one of the following irreversible options.
139. 1. Take severance in one payment eliminating automatic recall rights;
140. 2. Take severance as regular bi-weekly payments; retraining if offered by the City; placement on re-call list until severance is exhausted in which event the employee's automatic recall rights are eliminated;
141. 3. Utilize City-wide bumping rights according to the provisions elsewhere in this agreement. If employee is placed on the holdover list he/she shall receive severance pay for any period in which he/she suffers a loss of pay according to this severance entitlement.

D. LAYOFF

Department of Public Health

142. Management shall notify the Union in writing at least forty (40) working days before the elimination and reduction of DPH service which has an impact on bargaining unit members' wages, hours or working conditions. The parties shall begin to meet and confer concerning all issues relevant to the scope of representation within fifteen (15) working days of a request to meet and confer by the Union. Pursuant to this process, upon the request of the Union, management will expeditiously provide in writing, all existing information concerning such a proposed service change.

60-Day Minimum Notice

143. Any employee whose position is to be eliminated due to lack of funds shall be notified, in writing, with as much advance notice as possible but not less than sixty (60) days prior to the effective date of the layoff, with the exception that if a special grant is unexpectedly terminated, the City shall provide not less than thirty (30) days' notice prior to the effective date of layoff. The Union shall receive copies of any layoff notice.

Minimum Notice for Displacements

144. The City will provide no fewer than 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 classification and department for the remainder of the notice period.
145. The provisions of this Section shall not apply to "as needed" or intermittent employees or employees hired for a specific period of time or for the duration of a specific project.

Request to Meet & Confer

146. Prior to any layoff, the City shall meet and confer upon the written request of the Union after receipt of a copy of the notice specified in paragraph 143, to consider any proposal(s) advanced as an alternative to layoff and/or on the impact of such layoff.

Citywide Seniority in Classification

147. Layoff of employees shall be by inverse order of seniority in a classification City-wide. The five (5) year rule for City-wide bumping rights shall no longer apply.
148. Employees displaced by layoff shall be placed on the hold over list per CSC rules.

Retraining & Alternative Employment Opportunities

149. Retraining Program. In order to avoid layoffs, the City will provide an employee targeted for layoff (hereafter "an affected employee") the opportunity to participate in a reorientation/retraining program. The City shall bear the full costs of any retraining program. Retraining programs shall be developed through the Joint Training, Retraining and Career Development Committee set forth in Article V.G. All employees who have a minimum of twenty-four months of seniority shall be eligible to participate in the reorientation/retraining program. If the availability of funds is limited, disputes among affected employees will be resolved on the basis of City seniority.
150. Vacancies. Upon completion of the bumping process, an affected employee shall have priority to select one of any existing vacancies for which he/she may qualify upon completion of training within a reasonable period of time, not to exceed six months. (Subject to the approval of the Civil Service Commission.)
151. Positions to be Filled. When a position has been designated for a retraining candidate, that position shall be "held open" for no more than six (6) months, unless extended by mutual agreement. The City may fill the existing vacancy on a temporary basis in order to continue City services.

Severance

152. An employee who is laid off shall receive two weeks' pay for each year of service. An employee who accepts severance pay shall forfeit all holdover rights. If an employee accepts severance pay and retires within two (2) years of accepting the severance pay, he or she shall reimburse the City for the full amount of the severance pay.
153. For all layoffs or displacements effectuated by the layoff of permanent civil service (PCS) employees, employees may elect to take severance pay, even if there is a vacant available position or a position occupied by a less senior incumbent in the class from which the employee is laid off, or a position to which the employee has reinstatement rights, as long as the person who elects severance pay forfeits and waives the opportunity to be placed, to displace a less senior incumbent, or to be reinstated, and waives all holdover rights to which the employee may be entitled as provided in paragraph 152.
154. Layoff notices shall advise employees notified of layoff the option to elect severance pay, and the notices shall advise employees that they may have displacement and/or reinstatement, and holdover rights. The notice shall advise the employee that he/she has fourteen (14) calendar days after receipt as defined by State law (e.g., allowing maximum of 5-days for notice by mail if notice is not given in any other manner) to make an election. The employee receiving a layoff notice shall, upon request, receive information regarding his/her place on the seniority roster(s) in his/her own classification and in previous underlying classifications. Within fourteen (14) calendar days after receiving such layoff notice as described above, the employee shall make an irrevocable election among his/her options.

Internal Job Placement Committee

155. In the event the City issues layoff notices to seventy five (75) or more SEIU-represented employees in a fiscal year, the City and SEIU shall convene an internal job placement committee (IJPC) within ten (10) days. The committee shall consist of no more than 10 representatives from each party, including a representative from the Mayor's Office and DHR. The committee shall be co-chaired by the Mayor's senior management designee and a designee of SEIU. For the first ninety (90) days after its establishment, the committee shall meet at least once a week unless mutually agreed otherwise. Members of this committee shall be on City-paid release time while at IJPC meetings. The mission of the committee shall be to use its best efforts to maintain City employment for all SEIU-represented employees facing layoff or displacement.
156. The IJPC shall be responsible for identifying alternative employment within the City for employees facing layoff or displacement. In addition to conferring regarding near-list opportunities and vacancies for employees facing layoff or displacement, the committee shall make recommendations to the City regarding the following subjects and any other alternatives that it may identify which the City will make all reasonable efforts to implement:
157. i. Savings that can be used to create jobs from existing budgeted and authorized vacant positions;
158. ii. Opportunities to utilize EDD workshare or similar arrangements as an alternative to planned layoffs; including but not limited to a pilot EDD workshare program; and

159. iii. Maintenance of existing positions funded by reductions in overtime expenditures related to bargaining unit work.

E. STAFFING LEVELS

160. The City and Union acknowledge that there has been and may continue to be a reduction in the City workforce primarily as a result of reduced revenue. Upon request of the Union, if there is a reduction in the workforce that impacts working conditions, the City agrees to meet and confer on the impact of such reductions on the remaining workforce to the extent required by MMBA.
161. The City agrees to meet and confer in good faith upon request and endeavor to reach agreement on workload standards. Such meetings may include discussions of appropriate work for one person and relevant state guidelines. The City agrees to provide any written information on staffing levels in a given department upon written request to the Employee Relations Division with any reproduction costs above a single copy to be paid by the Union.
162. The City, realizing that staffing reductions could result in increased workload pressures upon the remaining employees, shall use its best efforts to avoid mandatory overtime to the maximum extent possible. Upon request of an employee, the City shall meet to discuss work priorities and/or workload reductions and/or alternatives to mandatory overtime. The employee may have a representative of his or her choice at such meeting.
163. The City will develop and provide Assignment Despite Objection forms for use by healthcare workers to document concerns regarding staffing levels and working conditions.

F. REIMBURSEMENT OF WORK-RELATED EXPENSES

Mileage

164. The City shall provide City vehicles for the use of City employees while traveling in the course of their duties for the City. In the event such vehicles are not available, the appointing officer may request employees to use their own vehicle for City business. Employees using their own vehicle for City business shall be reimbursed for expenses incurred at the rate allowed by the Internal Revenue Service and shall be adjusted to reflect changes in this rate on the date it becomes effective, as the changed rates are announced by the Internal Revenue Service and for all necessary parking and toll expenses.

Parking Expense

165. When an employee is required to use a vehicle to get to a location other than his/her regular worksite in the performance of work-related duties, the City shall cover or reimburse parking expenses provided that the employee complies with all departmental parking and parking reimbursement policies and/or procedures.

Travel Expense

166. ~~No later than the first pay period after September 1, 2012, active represented employees who received the Travel Expense Premium in Fiscal Year 2011-2012 pursuant to paragraph 173 of the parties' 2006-2012 Agreement shall receive a one-time lump sum payment equal to the amount of Travel Expense Premium they received in Fiscal Year 2011-2012.~~

Damaged or Stolen Property

167. Reimbursement for property damaged, destroyed or stolen in the line of duty is administered through the provisions of Administrative Code Sections 10.25-1 through 10.25-9.
168. An employee who qualifies for reimbursement of such damaged, destroyed or stolen property shall submit a claim to his/her department head with all available documentation not later than thirty (30) calendar days after the date of such alleged occurrence. An employee shall be entitled to the appropriate reimbursement no later than one hundred-twenty (120) days following the submission of such claim. Reimbursement may be delayed if the employee does not submit the appropriate documentation.

Meals

169. City employees shall, subject to the procedures established by the Controller, be reimbursed for the reasonable and actual costs of meals upon presentation of receipts in the following circumstances:
170. When an employee is required by his/her department to attend a meeting at which a meal is served and such meal is billed to the employee;
171. When an employee is traveling overnight out of the City on City business.
172. When an employee works longer than ten (10) hours at a remote location, the City shall provide the employee with a meal or pay the employee the current per diem rate for the meal.

G. FINGERPRINTING

173. The City shall bear the full cost of fingerprinting whenever such is required of the employee.

H. PHYSICAL FITNESS JOINT LABOR-MANAGEMENT COMMITTEE

174. Upon request of the Union, the City shall establish a Joint Labor-Management Committee to study employee health education programs, availability of City and private facilities for physical fitness activities, and funding sources for the implementation of a City-wide occupational health promotion program. The Committee shall be comprised of representatives from the Mayor, the Board of Supervisors, the Chief Administrative Officer, Department of Public Health, the Health Service System, the Recreation and Park Department, six (6) representatives from SEIU. Its committee members appointed by the Union shall serve on released time.

I. COMMUTER BENEFITS

175. Employees may participate in any commuter plan provided by the City.

J. WELFARE REFORM

176. No current bargaining unit employee shall be displaced by a person hired as a result of any agreed upon public apprenticeship program.
177. Participants in a public apprenticeship program who are working as apprentices to classifications represented by the Union shall be represented by the Union and shall be covered by this Agreement.

178. New classifications containing public apprenticeship participants or other workers employed in a program designed to address welfare reform which perform a substantial amount of work performed by Union-represented employees shall be assigned to a bargaining unit represented by the Union.

K. PARKING FACILITIES

179. Upon request of the Union, the Employee Relations Division shall approach the Mayor, the Board of Supervisors and/or other appropriate parties of interest in order to attempt to provide sufficient, secure parking facilities for employees at the department in question. Included in such discussions may be the development of a shuttle service; patrol and escort service and/or the building of a parking structure. The Employee Relations Division will invite departmental representatives to participate in such discussion as necessary.
180. For the duration of this Agreement, the monthly rate for basic employee parking at the Department of Public Health (DPH) will not exceed the price of a MUNI FastPass “A”, plus \$10 for SEIU-represented employees covered by this Agreement. Sufficient parking shall be provided to all employees who purchase a parking permit.
181. At all other Department operated and controlled parking facilities, the monthly rate for basic employee parking for SEIU represented employees covered by this Agreement will not exceed rates in effect as of June 1, 2004 or the price of a MUNI FastPass “A”, plus \$10, whichever is higher.
182. The Union does not waive its rights to advocate within the legislative process regarding any proposal to increase employee parking rates.

L. EMPLOYEE SUGGESTION PROGRAM

183. City and Union agree to publicize the Employee Suggestion Program and to encourage represented workers to submit cost saving suggestions for consideration and possible awards.

Worker Initiated Cost Abatement Program

184. To encourage City employees to submit improvements in the management and operation of the City and County in order to sustain and improve services, increase nontax revenues, reduce inefficiency and improve the quality of work life, the City and its Departments shall implement an Employee Suggestion Program as described in the San Francisco Administrative Code, Article VIII, Sections 16.108 through 16.117a (as approved on 6/24/82) with the following changes:
185. The Program may be utilized by all employees.
186. Proposals to reduce City or Departmental services are not appropriate for consideration under this Program.
187. SEIU may appoint one (1) departmental employee to serve on such committees as established in the Administrative Code. Union appointees will serve on paid release time.
188. The amount of award granted to an employee shall be from \$50 to \$100, or 10% of the savings to the City or Department resulting from implementation of the suggestion in the first year following adoption of the suggestion, whichever is greater.

189. Awards shall not be considered compensation for services rendered.

190. Employees submitting suggestions shall be protected from any form of retribution.

M. INDEMNIFICATION AND DEFENSE OF CITY EMPLOYEES

191. The City shall defend and indemnify an employee against any claim or action against the employee on account of an act or omission in the scope of the employee's employment with the City, in accord with, and subject to, the provisions of California Government Code Sections 825 et seq and 995 et seq. Nothing herein is deemed to supersede referenced state law.

N. THE RIGHT TO PRIVACY IN THE WORKPLACE

192. Employees subject to this Agreement shall have a reasonable expectation of privacy and to be secure from unreasonable searches and seizures on his/her person and his/her work area to the extent provided by law.

O. PEACE OFFICER STATUS

193. The City and the Union shall meet and confer with regard to any actions taken as a result of the PUC study completed on June 30, 2004 concerning 7470 Watershed Keepers and 7220 Watershed Keeper Supervisors to the extent such actions are within the mandatory scope of bargaining.

P. AUTOMATIC RESIGNATION

194. Absence from duty without proper authorization for any period of time up to and including five (5) or less working days may be cause for disciplinary action by the Appointing Authority.

195. Absence from duty without proper authorization in excess of five (5) continuous working days may constitute abandonment of the position and may be recorded as an automatic resignation. The employee shall be notified by certified mail of this action, prior to the effective date of the automatic resignation.

Q. UNSATISFACTORY RESIGNATION

196. The City agrees that in the event an employee resigns with services designated as unsatisfactory, the City shall not provide information to any inquiry or referral regarding the resignation other than that the employee has resigned, except as required by law.

R. ADDITIONAL PART-TIME EMPLOYMENT

197. There shall be no limit on outside employment, or service as an independent contractor, imposed upon any employee covered by this agreement, unless such employment can be shown to create a conflict of interest with his/her City employment.

S. UNIFORMS AND EQUIPMENT

198. Except as otherwise provided in this Agreement, the City shall provide and maintain uniforms as specified below for the workers in the listed classifications:

2706 Housekeeper/Food Service Cleaner (in PUC only)

2708 Custodian (who currently receive uniforms)
3302 Admission Attendant
3210 Swimming Instructor/Pool Lifeguard
~~3214 Senior Swimming Instructor~~
~~3280 Assistant Recreation Director) — Windbreakers and~~
~~3284 Recreation Director) — patches only if~~
~~3287 Assistant Recreation Supervisor) — assigned to playground.~~
3208 Life Guard
3209 Swim Instructor
3213 Assistant Pool Manager
3215 Pool Manager
3283 Recreation Specialist
3286 Recreation Coordinator
3289 Recreation Supervisor
7270 Watershed Keeper Supervisor
7470 Watershed Keeper
8201 Adult Crossing Guard
8202 Security Guard
8204 Institutional Police Officer
8207 Building and Grounds Patrol Officer
8208 Park Patrol Officer
8210 Head Park Patrol Officer
8217 Community Police Service Aide Supervisor
8226 Museum Guard
8228 Senior Museum Guard
8274 Police Cadet
8280 Environmental Control Officer
9209 Airport Police Services Aide
9212 Airport Safety Officer
~~9213 Senior Airfield Safety Officer~~

199. Uniforms are to be provided and maintained if required by a department, or if already given to employees in a classification, or for classes added by the agreement of the parties.
200. During the term of this Agreement, the parties may mutually agree to add additional classifications to this list.
201. Grievances related to the City's obligation to provide uniforms may be initiated at the third step of the grievance procedure. Unresolved grievances shall be submitted to Expedited Arbitration. Nothing herein shall be construed to limit the City's liability or obligation to provide appropriate uniforms per California or Federal law, statute, ordinance or relevant licensing agencies.
202. The departments shall meet and confer with the Union regarding the style and color of new uniforms provided under this section.

Uniform Specifications

203. Specifications for uniforms subject to this Agreement including prescribed items, optional items, rain gear, shall be prepared by the appointing officer, after consultation with the Union and the Purchaser but such specifications must not be so narrowly drawn as to prevent or unreasonably prohibit competitive bidding and must take relevant safety and environmental concerns into consideration.

Termination or Change of Employment; Return of Uniforms

204. Upon termination of employment or upon change to a position which does not require wearing of uniforms, each employee having in his possession uniform items owned or leased by City must deliver such items, in good condition, reasonable wear and tear excepted.

Replacement of Uniforms

205. Replacements for uniforms shall be acquired by purchase or lease by the City and furnished to the members as indicated in this Agreement as the items wear out. Not more than one uniform shall be acquired by the City and County in any twelve-month period for the use of one employee enumerated herein, provided however, that any employee entitled to a uniform allowance under this Agreement shall be furnished two replacement shirts or blouses in any twelve-month period or a full or partial replacement of the uniform when the department determines that the uniform has been damaged in the course of the employee's duties for the City.

Uniforms for Laundry Workers and Porters

206. Employees in classes 2760 Laundry Worker and 2770 Senior Laundry Worker at Laguna Honda and San Francisco General Hospital, and in classes 2736 Porter and 2738 Porter Assistant Supervisor at Laguna Honda and San Francisco General Hospital as well as the SEIU-represented classifications of Food Service Worker (2600 series) shall continue to be provided uniforms under the terms of existing departmental practices. The Department, upon request of the Union, will meet to discuss the type and number of uniforms to be issued.

Uniforms and Equipment for 8204 Institutional Police, 8202 Security Guard, 1705 Communications Dispatcher II and 8300 Sheriff's Cadets Assigned to the Institutional Patrol Unit

207. Beginning in fiscal year 2006-2007 and continuing for the duration of this Agreement, the City agrees to provide to 8204 Institutional Police Officers a uniform allowance each year in the amount of Eight Hundred (\$800) dollars. The City will pay the uniform allowance in the payroll that includes September 1 of each year. Represented employees must be on duty status or approved leave on each September 1 to be eligible for the uniform allowance. Any eligible employee hired on or after March 1 will receive fifty percent (50%) of the uniform allowance that year.
208. For the term of this Agreement, the City agrees to provide to 8202 Security Guard, 1705 Communications Dispatcher II and 8300 Sheriff's Cadets a uniform allowance each year in the amount of Five Hundred (\$500) dollars. The City will pay the uniform allowance in the payroll that includes September 1 of each year. Represented employees must be on duty status or approved leave on each September 1 to be eligible for the uniform allowance. Any eligible employee hired on or after March 1 will receive fifty percent (50%) of the uniform allowance that year.

Sheriff's Employee Safety Equipment Committee

209. Within thirty (30) days of the effective date of this Agreement, the Sheriff's Department and representatives of the Union shall meet for the purposes of reaching agreement on the use and distribution of any and all equipment that may be necessary in the line of duty for all SEIU represented classifications employed in the Sheriff's Department. Items to be discussed shall include, but not be limited to, bulletproof vests, pepper spray and restraint devices. This committee shall meet on an ongoing basis as needed. All agreements shall also include procedures for implementation of such equipment as well as training in appropriate use in accordance with all local, state and federal regulations and current best practices. This committee shall expire on June 30, 2013.

Ammunition Allowance for 8204 Institutional Police Officers Assigned to the Sheriff's Department

210. The City will provide an adequate amount of ammunition per month, as determined by the Sheriff, for each 8204 Institutional Police Officer assigned to the Sheriff's Department to practice in order to qualify. As of the execution of the Agreement, the Sheriff has determined that amount to be 100 rounds per month.

Protective Clothing

211. Employees assigned to work in the covered channels or on machinery located below the water line in the sedimentation or grit tanks of a sewage treatment plant shall be furnished with protective clothing, uniforms or work clothes and laundry connected with this employment without charge. Employees whose normal duties require them to work in the rain shall be provided with rain gear, including a coat, hat or hood, pants, and overshoes or rain boots.

Protective Clothing for 9220 Airport Operations Supervisor

- 211a. Within 120 days of the effective date of this Agreement, the City will provide one pair of safety boots and one high visibility jacket, as specified by the San Francisco International Airport, to each 9220 Airport Operations Supervisor. The safety boots and high visibility jackets shall only be worn for work purposes.**

Protective Vests for 8208 and 8210 Park Patrol Officers

- 211b. If provided a protective vest by the City, an 8208 or 8210 Park Patrol Officer shall wear the protective vest while in uniform, unless directed otherwise by the employee's supervisor. Replacement of a protective vest shall be made upon its expiration date.**

Uniforms for 7470 and 7270 Watershed Keeper/Supervisor

212. The Department shall provide four (4) short sleeve shirts, four (4) long sleeve shirts, four (4) pair pants, one (1) foul weather jacket, one (1) belt, two (2) coveralls, two (2) caps, one (1) pair of boots, one (1) key holder, one (1) rain jacket and one (1) rain hood and other items determined appropriate by the Appointing Officer or designee. Employee safety due to environmental extremes and remote duty locations shall be considered in the purchase of items listed.
213. The Department shall replace items according to each division's specifications and as authorized by the Appointing Officer or designee every twelve (12) months.

214. Any items determined by the Appointing Officer or designee to be damaged in the course of duty will be replaced and will not count towards the yearly replacement.

Uniforms for 8201 Adult Crossing Guards

215. The Department shall provide safety vest, cap, gloves, safety sign and protective equipment as deemed appropriate by the Appointing Officer or designee. This equipment shall be replaced by the Department when it is damaged in the course of the employee's duties for the City. Upon request of the Union, the Department will meet to discuss the type and allowances of equipment to be issued.

T. UNIFORM ALLOWANCE FOR DEPARTMENT OF PUBLIC HEALTH EMPLOYEES

216. Employees, excluding as-needed employees, who are required to wear and supply their own uniform or lab coat or smock in the course of their duties and who are employed on September 1 of any year covered by this Agreement, shall be paid an annual uniform allowance of two hundred fifty dollars (\$250), or, in the case of lab coats or smocks, two hundred dollars (\$200) no later than December 1 of each year. As-needed employees, if any, who have received a uniform allowance pursuant to the provisions of the prior MOU shall continue to receive a uniform allowance pursuant to this section for the term of this Agreement, if otherwise eligible.

Lab Coats

217. Classifications 2903 Eligibility Worker, 2905 Senior Eligibility Worker and 2908 Hospital Eligibility Worker who are required to have patient contact will be provided with five (5) lab coats. Each employee will be given a maintenance allowance of one hundred twenty-five dollars (\$125) per year.
218. Employees shall be furnished two (2) replacement lab coats in any twelve-month period. Lab Coats shall also be replaced by the department when a lab coat has been damaged in the course of the employee's duties for the City.

U. COMFORT STANDARDS

219. The City agrees to encourage departments and the Union to meet and confer on providing adequate lounge, locker and comfort facilities.
220. As part of any new funding proposals for new construction or renovations, City departments will include requests for funding designated non-work areas for the purpose of providing a location for employees to take their breaks.

V. DEPARTMENT OF HUMAN SERVICES / DEPARTMENT OF AGING AND ADULT SERVICES CASELOADS

221. The City and the Union agree that high workload can adversely impact worker's ability to perform quality work. The Department of Human Services and the Union and the Department of Aging and Adult Services and the Union agree that caseload size in excess of agreed upon caseload standards shall be considered a mitigating factor in performance appraisals and in performance-based disciplinary actions. In all cases, in the absence of agreed upon caseload standards, the California Department of Social Services recommended standards shall prevail.

222. Within sixty (60) days of execution of this Agreement, the Department of Aging and Adult Services and the Union will meet, pursuant to Article VIII.A. of this Agreement, for the purpose of reaching agreement on caseload standards for the Adult Protective Services Division.
223. Within sixty (60) days of execution of this Agreement, the Department of Human Services and the Union will meet and confer for the purpose of reaching agreement on caseload standards for the following programs in the order listed, in accordance with Article VIII.A. of this Agreement: Family and Children’s Services Division, Food Stamps, Medi-Cal, CAAP, CalWorks, and IHSS. The Union and the Department agree that availability of funding shall be taken into consideration in establishing agreed upon standards.
224. When the Union or the Department believes that there is a substantial change in workload, either party may request to meet in accordance with Article VIII.A. of this Agreement, for the purpose of reaching agreement on acceptable means of resolving workload issues.
225. If any changes occur in State and/or Federal regulations during the term of this Agreement that impact program complexity and workload burden, the Department and the Union shall meet, in accordance with Article VIII.A. of this Agreement, to review the changes for the purpose of reaching agreement on acceptable means of resolving workload issues.
226. The Department agrees to distribute workload among workers in each program on as equitable a basis as possible, and agrees to provide the Union with quarterly statistical information developed by the Department for monitoring workload distribution. The Department agrees to meet, upon request by the Union, to discuss issues related to workload. The criteria for equitable distribution of cases shall include, but not be limited to, such considerations as case complexity (including, but not limited to, unique client needs, acute crisis oriented nature of a case, multifaceted services), difficulty and issues related to bilingual caseloads.

W. PUC HOUSING

227. The parties agree, subject to the approval of the PUC to the following provisions:
228. Bargaining Unit members in classes 7470 and 7270 occupying PUC housing presently reserved for employees deemed essential by the PUC shall be subject to the following:
229. a. Rental rates at Hetch Hetchy shall remain at “\$50 per room” (i.e., \$50 per bedroom plus two rooms).
230. b. Effective July 1, 2000, Bay Area Housing rental rates shall be “\$100 per room.” Beginning on July 1, 2001, and annually for the duration of the contract, the rents shall be adjusted for changes to the cost of living as reflected in the S.F./Oakland CPI-U Annual Average.
231. c. For Hetch Hetchy housing, all utilities shall be billed at \$60 per month. For Bay Area housing, payment of all utilities shall be the responsibility of the employee. Provided however, that electricity shall only be billed where meters are in place. Employees will not be billed for heating costs in facilities that are not insulated. Water shall only be billed where meters are in place and water is potable.

232. d. Payment of all taxes associated with occupancy are the responsibility of the employee.
233. e. All bargaining unit members renting PUC housing shall be subject to signed leases, in the form presently utilized by the PUC. Such leases are not subject to the grievance procedure, but are subject to any applicable law.
234. f. No bargaining unit member currently residing in PUC housing shall be displaced during the life of this collective bargaining agreement while employed in the 7470 or 7270 classification at that location. Vacancies shall be offered on the basis of departmental seniority and the required special needs of each location. All things being equal, seniority shall be the determining factor.
235. A joint labor-management committee shall be established, with two (2) representatives from the Union and two (2) from the PUC. The purpose of the Committee shall be to discuss and make recommendations regarding assignments and maintenance of PUC housing. No recommendation will be considered or made by the Committee that conflicts with the paragraph above.

X. DISASTER SERVICE WORKERS

236. All City employees are designated Disaster Service Workers, in accordance with California Government Code 3100-3109. The City agrees to meet and confer on the impact of any plan it adopts that assigns particular responsibilities to employees covered by this Agreement. To the extent required by local, state and federal law, the City will make reasonable accommodation for employees with disabilities.

Y. TEAM NURSING

237. No later than September 1, 2010, the City agrees to meet with the Union to discuss the Team Nursing models at Laguna Honda Hospital and the Behavioral Health Center, including but not limited to the use of per diem Registered Nurses (P-103s) to do bargaining unit work.

Z. REORGANIZATION

238. The City agrees not to effectuate any new reorganization plan that lays off more than 10 employees in a represented classification while assigning the work formerly performed by those laid off employees to a similar number of new positions in a classification with a lower pay grade.
239. As required by MMBA and/or this Agreement, the City and Union will meet and confer over the impact of any work reorganization that results in a layoff, and will at that time consider whether alternatives to layoffs exist.
240. Nothing in this Agreement shall waive or prejudice the right or position of the City or the Union with respect to layoffs and rights granted by Charter, the Civil Service Commission, this Agreement, or state law.

AA. UTILIZATION OF PROP F AND TEMPORARY EXEMPT EMPLOYEES

241. 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.
242. For the period July 1, 2010 through June 30, 2012 only, the City agrees that no “Prop F” (retired) employees will be utilized in any SEIU citywide classification in which there are holdovers.

ARTICLE III – PAY, HOURS AND BENEFITS

A. WAGES

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

Effective January 4, 2014: ~~2%~~

Effective March 29, 2014: ~~1%~~

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 $(2.00\% \leq \text{CPI-U} < 3.00\%) + 0.25\%$, 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.

244. All base wage calculations shall be rounded to the nearest salary schedule.

B. WORK SCHEDULES

Normal Work Schedules

1. Normal Work Day

245. A normal work day is a tour of duty of eight (8) hours completed within not more than nine (9) hours.

246. If an alternative work day of either ten (10) or twelve (12) hours is, or has been, established by mutual agreement, the shift shall be considered normal for the affected employees.

2. Normal Work Week

247. A normal work week is a tour of duty comprised of fixed consecutive scheduled days of work and fixed consecutive days off within a period of seven (7) days.

248. Alternative work weeks can be established by mutual agreement. Employees shall have two consecutive days off except by mutual agreement of the parties.

3. Exceptions

249. a. The 20-20 education programs

250. b. Specially funded training programs to be determined by the parties;

251. c. 6-Day work week for educational and training courses.
Represented employees may, on a voluntary basis, with approval of the appointing officer, consistent with scheduling requirements, work a forty-hour week in six (6) days when required in the interest of furthering the education and training of the employee;
252. d. Inability to work due to inclement weather or unusual circumstances.
Employees shall receive no compensation when properly notified (two (2) hour notice) that the work applicable to the classification is not available because of inclement weather conditions, shortage of supplies, traffic conditions, or other unusual circumstances. Employees who are not properly notified and report to work and are informed no work applicable to the classification is available shall be paid for a minimum of two (2) hours.
253. Employees who begin their shift and are subsequently relieved of duty due to the above reasons shall be paid a minimum of four (4) hours, and for hours actually worked beyond four (4) hours, computed to the nearest one-quarter (1/4) hour.
254. e. City-Wide 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 week for a specific period of time. Such reduced work week shall not be less than twenty (20) hours per week nor for less than three (3) continuous months during the fiscal year. Pay, vacation, holidays and sick pay and any other benefits shall be reduced (computed proportionately) in accordance with such reduced work week.
255. f. City-Wide Voluntary Time Off Program
Employees in any classification, with the approval of the appointing officer, may voluntarily elect to work a reduced work week, or take unpaid hours of days off, for a specific period of time with no negative impact on other terms and conditions of employment.
256. Requests for voluntary time off may only be denied for operational reasons. When there are conflicting voluntary unpaid time off requests for the same day(s) or time period, and more than one employee cannot be granted time off due to operational needs, the request of the more senior employee shall prevail.
257. Employees who have requested time off and who have obtained approval of such requests shall not have their time off altered or eliminated without their consent.
258. Employees who voluntarily take unpaid time off shall continue to accrue vacation, retirement and sick leave credits at the same rate as if they were in a

paid status for the period of their unpaid time off up to a maximum of twenty (20) days per year.

259. Seniority, holiday pay, retirement and other benefits of employment shall not be negatively impacted due to an employee's participation in the voluntary time off program.
260. Disputes over the application of this section regarding the approval for certain days or hours off shall be submitted to a standing panel of three (3) people (one appointed by the Union, one by the City, and one by mutual agreement) for resolution in a timely manner.
261. g. There shall be no mandatory unpaid administrative leave (furlough) of any duration for represented employees.
262. h. Alternatives to Normal Work Schedules or Flextime
Upon request of the Union to any City department the department head shall meet and confer with the Union on proposals offered by the union or the department relating to alternative scheduling of working hours for all or part of a department.
263. Notwithstanding any changes agreed to under this section, the work year shall continue to be two thousand eighty (2080) hours (2088 in leap years) and that overtime shall be earned on a daily and/or weekly basis, provided, however, the Union and the affected department may mutually agree on cost equivalent alternative scheduling practices.

Part-time Work Schedules

264. A part-time work schedule is a tour of duty less than forty (40) hours per week.
265. Salaries for part-time services shall be calculated upon the compensation for normal work schedules proportionate to the hours actually worked.

Work Schedule Changes

266. The City can change work schedules with two (2) weeks advance notice unless operational exigencies require otherwise. However, a schedule of an individual employee shall not be temporarily changed to avoid paying an individual employee overtime.
267. It is agreed that pursuant to the exercise of management rights, normal work schedules may be changed without mutual agreement, subject to compliance with other provisions of this Agreement. However, it is agreed that the effects of consequences of such changes are subject to the meet and confer obligation to the extent required by state law.
268. The parties mutually reaffirm the language of this section that alternative work weeks beyond those described in this Agreement may be instituted only after mutual agreement of both of the parties.

Lunch and Break Periods

269. At the request of the Union or the City, City departments will meet and confer regarding the scheduling of break and lunch periods for unit members. Existing departmental practices with respect to break and lunch periods shall continue unless modified after the conclusion of the meet and confer process.

Rotating Days Off

270. Upon request by the Union for rotating days off in a department, management will meet and confer with the Union over the definition and scheduling of rotating days off. In the event an agreement is reached, elections shall then be conducted within the department to determine the manner in which days off are to be scheduled (fixed or rotating).

Shift Bidding

271. Shift bidding for all represented classes shall continue by current practice. Upon the written request of the Union, a Department shall negotiate with the Union to establish or to revise a shift bidding procedure. The determination of the shift bidding procedure shall be by mutual agreement. All shift bid postings shall include the following information: the nature of the assignment, days off, work location, and duration of the bid. The shift bidding procedure shall incorporate the principles of seniority. This provision shall not be applied in an arbitrary or capricious manner.

C. REASSIGNMENT

272. When a department seeks to fill a permanent vacancy or temporary vacancy lasting one (1) year or more, the department shall utilize the following procedure:
273. Such vacancies shall be posted. Posting of vacancies shall include shifts, hours, position, assignments, days off and work location and shall be posted for at least one week in the department's personnel office(s), on official bulletin boards and at other mutually agreed upon locations.
274. Reassignment: the department will reassign one of the three most senior qualified applicants from within the class and department who has applied within the one week posting period, taking into consideration applicable ADA requirements.
275. If less than three qualified employees express interest in the reassignment, the position shall be filled by either choosing the least senior qualified employee in the class and department or some other means authorized by CSC rules.
276. The reassignment shall be based on objective criteria and shall not be arbitrary or capricious.
277. Selection criteria: in filling a vacancy, the department may consider the candidate's knowledge, skills and abilities when determining whether or not the candidate is acceptable for the position. If no candidate is accepted for the position, the department may use other means authorized by CSC rules to fill the position.
278. The name of the candidate selected shall be posted for a one week period.
279. Grievances arising from this section may be initiated at the third step of the grievance procedure. Unresolved grievances shall be submitted to Expedited Arbitration.

280. Absent mutual agreement, an employee may not be voluntarily reassigned pursuant to this provision more than twice in a two (2) year period.

D. ADDITIONAL COMPENSATION & PREMIUM PAY

Night Duty

281. Employees shall be paid eight percent (8%) more than the base rate for each hour worked between 5:00 pm and 7:00 am if the employee works at least one (1) hour of his/her shift between 5:00 pm and 7:00 am, except for those employees participating in an authorized flex-time program and who voluntarily work between the hours of 5:00 pm and 7:00 am.
282. Employees shall be paid ten percent (10%) more than the base rate for each hour worked between the hours of midnight (12:00 a.m.) and 7:00 a.m. provided that the employees' regular shift includes at least five (5) hours between the hours of midnight (12:00 a.m.) and 7:00 a.m.

Shift Differential for Swing and Night Duty- Radiology and Pharmacy

283. For classes:

2450 Pharmacist
2454 Clinical Pharmacist
2467 Diagnostic Imaging Technologist I
2468 Diagnostic Imaging Technologist II
2469 Diagnostic Imaging Technologist III
2470 Diagnostic Imaging Technologist IV

284. Any shift immediately following a regular day shift or commencing during any period of a day shift shall be considered a swing shift and employees working on such shift shall be paid at ten percent (10%) above the regular day shift. A subsequent shift shall be known as a night shift and shall be paid at fifteen percent (15%) above the regular day rate (twenty percent (20%) for 2450 Pharmacist and 2454 Clinical Pharmacist).

Night Duty - Public Health

285. The following Classes with working shifts designated by the Department of Public Health to be evening and night shifts shall be paid eight percent (8%) above the regular day shift as set forth herein, excepting those employees participating in an authorized flextime program and who voluntarily work during hours otherwise designated as an evening or night shift:

1404 Clerk
1406 Senior Clerk
1424 Clerk Typist
1426 Senior Clerk Typist
1428 Unit Clerk
1429 Nurses Staffing Assistant
1431 Senior Unit Clerk
2302 Nursing Assistant
2303 Patient Care Assistant

2305	Psychiatric Technician
2306	Senior Psychiatric Orderly
2310	Surgical Procedures Technician
2312	Licensed Vocational Nurse
2314	Public Health Team Leader
2390	Central Processing & Distribution Technician
2392	Senior Central Processing & Distribution Technician
2402	Laboratory Helper
2406	Pharmacy Helper
2408	Senior Pharmacy Helper
2409	Pharmacy Technician
2416	Bacteriological Laboratory Assistant
2420	Histology Technician
2424	X-Ray Laboratory Aide
2430	Medical Evaluations Assistant
2440	Veterinary Laboratory Technologist
2514	Orthopedic Technician I
2515	Orthopedic Technician II
2520	Morgue Attendant
2522	Senior Morgue Attendant
2536	Respiratory Care Practitioner
2537	Respiratory Care Practitioner II
2574	Clinical Psychologist
2583	Home Health Aide
2585	Health Worker I
2586	Health Worker II
2587	Health Worker III
2588	Health Worker IV
2604	Food Service Worker
2606	Senior Food Service Worker
2618	Food Service Supervisor
2619	Senior Food Service Supervisor
2622	Dietetic Technician
2650	Assistant Cook
2652	Baker
2654	Cook
2656	Chef
2736	Porter
2738	Porter Assistant Supervisor
2740	Porter Supervisor I
2760	Laundry Worker
2770	Senior Laundry Worker
2780	Laundry Worker Supervisor
2903	Eligibility Worker
2908	Hospital Eligibility Worker
2909	Hospital Eligibility Worker Supervisor
2912	Senior Social Worker

2920 Medical Social Worker
2930 Psych Social Worker
2931 Marriage, Family & Child Counselor
7303 Barber
7324 Beautician

286. During the term of this Agreement, the parties may mutually agree to add additional classifications to this list.
287. Employee shall be paid ten percent (10%) more than the base rate for each hour worked between the hours of midnight (12:00 a.m.) and 7:00 a.m. provided that the employees' regular shift includes at least five (5) hours between the hours of midnight (12:00 a.m.) and 7:00 a.m.

Charge Nurse Premium

288. 2312 LVNs and 2305 LPTs at both Laguna Honda Hospital and the Behavioral Health Center who are assigned in writing the duties of a charge nurse shall receive a five percent (5%) premium for that assigned shift.

Charge Pharmacist Premium

289. The parties agree to the establishment of a "Charge Pharmacist Premium" of Five Per Cent (5%) for Class 2450 Pharmacists assigned in writing to perform the duties of a Charge Pharmacist for an assigned shift. The parties agree to meet and discuss, prior to the implementation of this premium, the specific duties and responsibilities of this assignment.

Preceptor Pay for Licensed Vocational Nurses in Jail Health Services

289a. Class 2312 Licensed Vocational Nurses (LVNs) working in Jail Health Services who are assigned in writing to perform preceptor duties will be paid \$10 per day for the duration of the assignment.

289b. The Department and the Union agree to meet and discuss, no later than December 31, 2014, formalizing a program and process for preceptorships for newly employed LVN and LPT staff. Preceptorships are defined as an organized instructional program in which designated members of the existing LVN/LPT staff facilitate the integration of newly employed or reassigned clinical nurses to their role and responsibilities in the assigned work setting.

Extended Tour of Duty

290. An extended tour of duty shall be a tour of duty of eight (8) hours' work completed within eleven (11) consecutive hours but extended over more than nine (9) hours. There shall be only one split in any tour of duty. Employees on an extended tour of duty shall be paid for time actually worked and shall be paid fifty (50) percent above their base rate after the ninth (9th) hour. These provisions shall not apply to executive, administrative or professional employees.
291. Exception - employees of Camp Mather who during the summer season work a tour of duty of eight (8) hours completed within thirteen (13) consecutive hours shall be paid five dollars (\$5.00) per day above the compensation to which they are otherwise entitled.

Bilingual Pay

292. All employees who translate or interpret as part of their work shall have their positions designated as "bilingual."
293. A "designated bilingual position" is a position designated by the department which requires translating to and from a foreign language including sign language for the hearing impaired and Braille for the visually impaired.
294. An employee who provides more than forty (40) hours per pay period of non-English services, including Braille and sign language, as part of his or her regular job assignment, will receive a bilingual premium of sixty dollars (\$60.00) per pay period.
295. An employee who routinely and consistently provides less than forty (40) hours per pay period of non-English services, including Braille and sign language, as part of his or her regular job assignment, will receive a bilingual premium of forty dollars (\$40.00) per pay period.

Supervisory Differential Adjustment

296. Compensation of a supervisory employee whose schedule of compensation is set herein shall be adjusted subject to the following conditions:
297. 1. The supervisor, as part of the regular responsibilities of his/her class supervises, directs, is accountable for and is in responsible charge of the work of a subordinate or subordinates.
298. 2. The supervisor/subordinate relationship is approved by the Appointing Officer, Chief Administrative Officer, board or commission, where applicable, and is a matter of record based upon review and investigation by the Department of Human Resources.
299. 3. 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.
300. 4. The compensation schedule of the supervisor is less than five (5) percent or one (1) full step over the compensation schedule, exclusive of extra pay, of the employee supervised.
301. 5. The adjustment of the compensation schedule of the supervisor shall be to the nearest compensation schedule representing, but not exceeding five (5) percent or one (1) full step over the compensation schedule, exclusive of extra pay, of the employee supervised. If the application of this section adjusts the rate of pay of an employee in excess of his/her immediate supervisor, the pay of such immediate supervisor shall be adjusted to an amount One Dollar (\$1.00) biweekly in excess of the base rate of his/her highest paid subordinate, provided that the applicable conditions under this section are also met.

302. 6. Compensation adjustments are effective retroactive to the beginning of the current fiscal year or the date in the current fiscal year upon which the employee became eligible for such adjustment under these provisions.

Standby Pay

303. Employees who, as part of the duties of their positions are required by the appointing officer to stand by when normally off duty to be instantly available on call for immediate emergency service for the performance of their regular duties, shall be paid twenty-five (25) percent of their regular straight time rate of pay for the period of such standby service, except that employees shall be paid ten (10%) percent of their regular straight time rate of pay for the period of such standby service when outfitted by their Department with an electronic paging device or an alternate communication device that functions in that area, and the employee voluntarily accepts said standby service. When such employees are called on to perform their regular duties in emergencies during the period of such standby service, they shall be paid while engaged in such emergency service the usual rate of pay for such service as provided herein. Notwithstanding the general provisions of this section, standby pay shall not be allowed in classes whose duties are primarily administrative in nature.
304. No employee shall be compensated for standby service unless the appointing officer assigns said employee to such standby service.

DPH-SFGH Standby Pay, Trauma Response Members

305. Trauma Response Members (classes 2467, 2468, 2469, **2470** and 2310) 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 Trauma Service, shall be paid (50) percent of their regular straight time rate of pay for the period of such standby service, except on recognized holidays when they shall be paid seventy-five (75) percent of their regular straight time rate of pay.
306. When such employees are required to return to the worksite during the period of standby service, they shall be paid at the appropriate rate for hours worked.

Callback/Holdover Pay

1. Call-Back/Call-in/Holdover Provision

307. Employees called back or called in to their work locations, except those at remote locations where City-Supplied housing has been offered, shall be granted a minimum of four (4) hours pay at the applicable rate or shall be paid for all hours actually worked at the applicable rate, whichever is greater. The employee's workday shall not be adjusted to avoid the payment of this minimum.
308. Full-time employees who are held over to work after having worked their regularly scheduled shift shall be paid one and one-half (1-1/2) times their regular rate of pay for all time from the end of their regularly scheduled shift until they are relieved.

2. Rest Period (Callback and Holdover)

309. Every full-time employee required by the City to work overtime shall have an unbroken rest period of at least twelve (12) hours between shifts, and of at least fifty-five (55) hours between shifts when said employee is off on the weekend or two (2) consecutive days off,

and of at least thirty-one (31) hours between shifts when said employee is off on a holiday or on a single day off. All hours worked within the above rest periods shall be paid at the rate of time and one-half (1-1/2) or in compensatory time at the rate of time and one-half (1-1/2).

310. This provision may be waived on the request of said employee and the approval of the appointing officer or appropriate designated representative. Employees on callback or holdover resume their regular work schedule on the day after callback or holdover. If his/her regular schedule calls for him/her to come in within eight (8) hours after callback or holdover, the employee has the option to not work or work at time and one-half (1-1/2) until s/he has twelve (12) consecutive hours' rest time.
311. Employees mandatorily held over for an overtime assignment and employees called back shall be eligible for the rest period as provided above.

Referral Unit

312. Employees in general clerical and personnel clerical classes assigned to the Referral Unit of the Department of Human Resources (except the Unit Supervisor) shall receive fifty cents (\$.50) per hour in addition to the regularly established salary rates.

Public Safety Communications Premium

313. Employees in the classification 8238 Public Safety Communications Dispatcher and 8237 Public Safety Communications Technician, who are required to train and evaluate performance of probationary 8238 or 8237 employees on-the-job, shall be paid a premium of three dollars (\$3.00) per hour for those hours, or portions thereof, when such duties are assigned. Said training and evaluation shall be performed in accordance with the standards established by the San Francisco Emergency Communications Department. In the event that 8237 and 8238 employees meet and maintain the criteria for the Communications Training Officers (CTO's), established by the Emergency Communications Department (ECD), they shall be paid a premium of four dollars (\$4.00) per hour for those hours, or portions thereof, when such duties are assigned.

Lead Person Premium

314. Employees shall be entitled to a five dollar (\$5.00) per day premium when designated by their supervisor as authorized in writing by the Appointing Officer or designee as a lead person when required to perform a majority of the following duties: plan, design, sketch, layout, detail, estimate, order materials or take the lead on any job when at least two employees are working together and one acts as the lead person.

Underwater Diving Pay

315. Employees shall be paid ten dollars (\$10.00) 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.

Security Guard

316. When a Security Guard (8202) is assigned to the museums and performs the duties of a Museum Guard (8226), said employee shall receive the rate of pay of a Museum Guard (at a comparable step) for the period of time so assigned and performing appropriate duties for an entire shift.

Out Of Class Work

Acting Assignment Pay

317. An employee assigned in writing by the Department Head to perform a substantial portion of the duties and responsibilities of a higher classification shall be entitled to out of class pay after the tenth (10th) work day (within a sixty (60) working-day period) of such an assignment, retroactive to the first (1st) day of the assignment.
318. Employees who believe they have been assigned to do the work of a higher classification, whether in writing or not, and do not receive such pay must file an out of class pay claim with the Department Head within forty-five (45) working days of such alleged assignment.
319. The Department Head or designee shall review the claim and shall either approve and submit the claim for payment, or deny the claim. In cases of denial, the Department Head or designee shall state the reason for denials. Denials may be based on either of the following:
320. 1. The Department Head disagrees that the assignment is out of class or;
321. 2. The Department Head considers the assignment improper, in which case the assignment shall be terminated, but the employee's pay claim will be honored.
322. Denials based on (1) above are appealable through the grievance procedure of this Agreement.
323. Upon written approval by the Appointing Officer, an employee shall be authorized to receive an increase of one salary step above the employee's base salary (except for employees who are at the top step, who shall receive at least five (5) percent more than their base rate) but which does not exceed the maximum step of the salary schedule of the class to which temporarily assigned. Such pay shall be retroactive to the first day of such assignment. Premiums based on percent of salary shall be paid at a rate which includes the out of class pay.
324. Employees shall not normally be required to perform the duties of a higher classification.
325. Work assignments of employees shall not be changed for the sole purpose of evading the requirements of providing acting pay to an employee who would otherwise be eligible.
326. Requests for classification or reclassification review shall not be governed by this provision but shall be submitted to the Civil Service Commission whose determination is final and not subject to the grievance procedure.

Volunteers, SWAP, CAL WORKS, CAAP Workfare, or others not covered by this agreement

327. Employees who supervise or direct the work of volunteers, or CAL WORKS, CAAP Workfare, SWAP workers or other similar programs shall be paid a differential of five percent (5%) above their base hourly rate. (See Article II. Contracting Out, paragraph numbers 135 to 136).

Medi-Cal Screen/Process Premium

328. Employees in class 2903 Eligibility Worker who are assigned to screen and process Medi-Cal applications at San Francisco General Hospital shall receive the rate of pay assigned to Class 2908 Hospital Eligibility Worker. Such assignment shall be certified by the appointing officer of the Department of Public Health and Administrator of San Francisco General Hospital.

Premium Pay for 2940/2944 Court Liaisons

329. The 2940/2944 positions assigned to Court Liaisons Unit shall receive a premium of two and one half percent (2.5%) of their base salary.

Premium Pay for Emergency Response Protective Service Workers

330. The City agrees that because of the complexity of emergency response assignments in the Family & Children's Services Division of the Department of Human Services, Class 2940 Protective Services Workers and Class 2944 Protective Services Worker Supervisors assigned to emergency response positions shall be paid a premium of 5% above their base pay.

Adult Protective Service Unit Premium

331. Adult Protective Service unit employees occupying 2910 Social Worker, 2912 Senior Social Worker, 2914 Social Worker Supervisor positions shall receive a ten percent (10%) premium above their base salary.

Airport Field Officer Training Premium

332. Airport employee(s) in the 9209 Community Police Service Aide, 9212 Airport Safety Officer, 9202 Airport Communications Dispatcher and 1706 Telephone Operator classifications who are assigned by the Appointing Officer or designee to train employees in their respective classifications shall receive a premium of two (\$2.00) dollars per hour above their base wage, for each hour they are assigned as a Field Training Officer.
333. Assignment shall be by seniority among qualified employees. The department shall determine the qualifications of the assignment. The determination of qualifications shall not be arbitrary. The assigned training and evaluations shall be performed in accordance with the standards established by the department.
334. Employees in the 9212 Airport Safety Officer classification holding a position in the training section pursuant to the current practice of the department shall also receive this premium for each hour they are designing and developing training materials and training employees in the Airfield Safety series of classes, which shall include interns and trainees, and other City employees.

Airport Traffic Division Premium

335. Employees in classification 9209 (Community Police Services Aide) who are assigned to the Airport Traffic Division and who have completed required training will receive a two percent (2%) premium above their base hourly wage for such duty. Required training is provided by the Airport and includes First Aid, CPR, AED, Anti-Terrorism Training, and other training reasonably related to the employee's job duties.

District Station Premium

336. Employees in classification 9209 (Community Police Services Aide) who are assigned to a district station will receive a five percent (5%) premium for the duration of the employee's assignment to a district station.

2467, 2468, 2469 and 2470 (Diagnostic Imaging Technologist Series)

337. ~~Market Adjustments.~~ In recognition of ~~severe market inequities and recruitment and retention problems; in the schedules of compensation for employees assigned to the following classes:~~ 2467 Diagnostic Imaging Technologist I, 2468 Diagnostic Imaging Technologist II, 2469 Diagnostic Imaging Technologist III, and 2470 Diagnostic Imaging Technologist IV ~~shall be increased as follows.~~ **bonuses and salary step advances shall apply to these classes as provided below:**

338. a. Employees hired on or after July 1, 2004 **2014** shall receive a **\$4,000** ~~\$2000 recruitment retention~~ bonus upon **completion of sixty (60) months of service.** ~~their scheduled start date. Such employees shall receive an additional \$2000 recruitment bonus upon completion of six months service.~~
339. b. All employees shall advance to Step 6 upon completion of twelve (12) months of service at Step 5.
340. c. All employees shall advance to Step 7 upon completion of thirty-six (36) months of service at Step 6.
341. The parties shall establish a labor-management committee to address weekend shifts. Each side may appoint no more than two representatives to this committee.
342. Local 1021 shall appoint two representatives to participate in an existing DPH management committee which shall address health and safety and equipment issues related to radiologic technologists. The Committee shall meet not less than monthly and report directly to the Director of the Department of Public Health.

4215 Assessor-Recorder Senior Office Specialist

343. Employees in classification 4215 Assessor-Recorder Senior Office Specialist who possess a valid County Records' Association of California (CRAC) Recordable Document Examiner certificate and have completed 12 months of service at Step 5 in this classification, shall be eligible to receive Step 6, if assigned to the Recorder's unit.

Longevity Premium

344. Effective July 1, 1995- Notwithstanding the provisions of sub-sections (1), (2) or (3) of Article III.G. SALARY STEP PLAN, after completion of ten (10) years of service for the City and thereafter in any classification an employee shall be granted an additional thirty cent (\$.30) per hour longevity increment.
345. Effective July 1, 1997: An employee who voluntarily moves to another classification shall not be eligible for longevity pay until he/she has served ten (10) continuous years in the classification.

Notwithstanding the preceding sentence, an employee who currently receives longevity pay shall continue to receive longevity pay, unless he/she voluntarily moves to another classification.

POST and/or Educational Premium Pay (Medical Examiner Investigator series)

346. Employees in classifications 2577 Medical Examiner's Investigator I, 2578 Medical Examiner's Investigator II, and 2579 Medical Examiner's Investigator III who possess and maintain a valid Intermediate POST Certificate shall receive a premium equal to four percent (4%) of their base rate of pay.
347. Employees in classifications 2577 Medical Examiner's Investigator I, 2578 Medical Examiner's Investigator II, and 2579 Medical Examiner's Investigator III who possess and maintain a valid Advanced POST Certificate shall receive a premium equal to six percent (6%) of their base rate of pay. Any employee who receives the 6% premium shall not receive the 4% premium described in paragraph 346.

8238 Public Safety Communications Dispatcher and 8239 Senior Police Communications Dispatcher

348. ~~Law Enforcement, Fire, and Medical Call Taking and Radio Dispatch Premium:~~ **Effective July 1, 2014, base wages for classifications 8238 Public Safety Communications Dispatcher and 8239 Senior Police Communications Dispatcher shall be increased by four percent (4%), in exchange for deleting the Law Enforcement, Fire, and Medical Call Taking and Radio Dispatch Premium contained in the July 1, 2012 – June 30, 2014 CBA.** Said Employees, upon sign-off verification by the appointing officer of successful completion of the law enforcement, fire, and medical call taking and radio dispatch classroom and on-the-job training programs, shall receive a premium equal to four percent (4%) of base pay.

2450 Pharmacist and 2454 Clinical Pharmacist

349. ~~Effective July 1, 2006, base wages for classifications 2450 Pharmacist and 2454 Clinical Pharmacist shall be increased by seven and a half percent (7.5%); on April 5, 2008, base wages for classifications 2450 Pharmacist and 2454 Clinical Pharmacist shall be increased by two percent (2%); and on April 4, 2009, base wages for classifications 2450 Pharmacist and 2454 Clinical Pharmacist shall be increased by one quarter percent (0.25%).~~
350. ~~Effective July 1, 2007, a new step 6 shall be added to the compensation schedule at 5% above Step 5. All employees covered under this section who have currently served at Step 5 for longer than twenty-four (24) months shall immediately move to Step 6. All other employees shall advance to Step 6 upon completion of twenty-four (24) months of service at Step 5.~~
351. ~~New Hire~~ **Retention** Bonus: Full-time non-exempt employees hired on or after July 1, 2006 ~~2014~~ shall receive a \$5,000 ~~new hire~~ **retention** bonus **upon completion of thirty-six (36) months of service** on the payday closest to ninety (90) days after their actual start date. Such employees shall receive an additional \$5,000 **retention** bonus upon completion of **sixty (60) months of service** ~~eighteen (18) months service~~. Part-time employees shall be entitled to the ~~new hire~~ **retention** bonus on a pro-rata basis.

352. The New Hire Retention Bonus shall not be considered compensation for the purpose of computing retirement benefits.

8237, 8238 and 8239 (Public Safety Communications Series)

353. ~~Effective July 1, 2006, base wages for classifications 8237, 8238 and 8239 (Public Safety Communications series) shall be increased by seven percent (7%).~~
354. ~~Effective July 1, 2007, steps 1 and 2 for classification 8238 shall be increased by approximately 5%, so as to place the compensation pay range on a standard salary grade (i.e., on matrix).~~
355. A. ~~New Hire Bonus: Full-time, non-exempt employees hired on or after July 1, 2007 in classifications 8237 or 8238 shall be eligible to receive a one-time \$1,000 new hire bonus to be paid upon completion of training. No individual employee may receive more than one such payment.~~
356. ~~The New Hire Bonus shall not be considered compensation for the purpose of computing retirement benefits.~~
357. B. ~~Referral Bonus: Effective July 1, 2007, employees in class 8237, 8238 and 8239 who refer a new applicant to the department in classification 8237 or, 8238 shall be eligible to receive a referral bonus of \$1,000 upon that candidate's successful completion of training. To qualify, the referring employee must verify that he/she has made at least three contacts with the applicant prior to the start date of the training. For purposes of this provision, a "new applicant" is an individual who has not previously applied for a position in any of the following classifications: 8237, 8238, or 8239.~~
358. ~~The Referral Bonus shall not be considered compensation for the purpose of computing retirement benefits.~~
359. C. ~~Alternative Work Schedule Bonus: If the parties agree to a 4-11 alternative work schedule to be implemented on or before February 1, 2008, each non-probationary, active employee in these classifications at the time of implementation will be paid a one-time, lump sum bonus of \$2,000 in the first full pay period after such implementation. In such event, the current 4% dispatch premium will be rolled into base pay upon the new work schedule's implementation.~~
360. ~~The Alternative Work Schedule Bonus shall not be considered compensation for the purpose of computing retirement benefits.~~

9202, 9203 and 9204 (Airport Communications Series)

361. Effective July 1, 2006, base wages for classifications 9202, 9203 and 9204 (Airport Communications series) shall be increased by eleven percent (11%).
362. A. New Hire Bonus: Full-time, non-exempt employees hired on or after July 1, 2007 shall be eligible to receive a \$1,000 new hire bonus upon completion of training. No individual employee may receive more than one such payment.

363. The New Hire Bonus shall not be considered compensation for the purpose of computing retirement benefits.
364. B. Referral Bonus: Effective July 1, 2007, employees in class 9202, 9203 and 9204 who refer a new applicant to the department in classification 9202 or 9203 shall be eligible to receive a referral bonus of \$1,000 upon that candidate's successful completion of training. To qualify, the referring employee must verify that he/she has made at least three contacts with the applicant prior to the start date of the training. For purposes of this provision, a "new applicant" is an individual who has not previously applied for a position in any of the following classifications: 9202, 9203 and 9204.
365. The Referral Bonus shall not be considered compensation for the purpose of computing retirement benefits.

2580 Medical Examiner Investigator

366. Effective July 1, 2007, the base wage for classification 2580 Medical Examiner Investigator shall be increased by five percent (5%).

9212 and 9220 (Airport Safety Officer Series)

367. Effective July 1, 2006, base wages for classifications 9212 (Airport Safety Officer) and 9220 (Airport Operations Supervisor) shall be increased by two percent (2%).

Human Services Agency Classifications 2905 Senior Eligibility Worker, 2912 Senior Social Worker, and 9703 Employment & Training Specialist 2

- 367a. Effective July 1, 2014, the salary steps for 2905, 2912, and 9703 shall be adjusted to be the same as the current respective 2903, 2910, and 9702 salary steps, with the following differences:

- a. Three salary steps shall be added above the 5-step range. The new top step for classes 2905, 2912, and 9703 will equal the current top step of classes 2905, 2912, and 9703, respectively.
- b. Two salary steps shall be added below the 5-step range.

- 367b. Effective July 1, 2014, for incumbents in classes 2903, 2910, and 9702 at the Human Services Agency who are appointed to 2905, 2912, and 9703, respectively, upon appointment, those employees shall advance to the appropriate salary step as follows:

- a. Employees receiving Acting Assignment pay as of May 7, 2014, shall advance to Step 10 in the respective new salary range.
- b. Excluding the employees covered above, employees who have been at Step 5 of 2903, 2910, and 9702, for more than a year shall advance to Step 9 in the respective new salary range.
- c. Employees who have been at Step 5 of 2903, 2910, and 9702 for less than a year shall advance to Step 8 in the respective new salary range.
- d. Employees who are at Step 4 of 2903, 2910, and 9702 shall advance to Step 7 in the respective new salary range.

- e. Employees who are at Step 3 of 2903, 2910, and 9702 shall advance to Step 6 in the respective new salary range.
- f. Employees who are at Step 2 of 2903, 2910, and 9702 shall advance to Step 5 in the respective new salary range.
- g. All other employees shall advance through the new salary ranges in accordance with Article III.I (Seniority Increments) of this agreement.

367c. Effective July 1, 2014, all new employees hired into classes 2905, 2912, and 9703 shall advance through the salary range in accordance with Article III.I (Seniority Increments) of this agreement, except that all employees shall advance to Step 5 upon completion of six (6) months of service at Step 4 in the respective new salary ranges.

367d. The City agrees to propose and advocate to the Civil Service Commission that incumbents in 2903, 9702, and 2910 in the Human Services Agency, receive civil service status in classification 2905, 9703, and 2912, respectively. Further, the Union agrees not to challenge the following department only designations:

- 2905, 2912 and 9703 (HSA only classes)
- 2903 (DPH only class)

2940 and 2944 (Protective Service Workers)

368. In addition to the current Salary Step Plan, all employees in class 2940 Protective Service Worker and 2944 Protective Service Supervisor shall receive a sixth (6th) step increase of five percent (5%) one year after receiving the Step Five increase.

2604 and 2606 (Food Service Workers)

368a. Effective July 1, 2014, an additional salary step will be added to 2604 Food Service Worker and 2606 Senior Food Service Worker classifications. Incumbents in Class 2604 or 2606 who have been at Step 5 of the current salary range for more than one (1) year as of that date shall advance to Step 6 effective the first payroll date after July 1.

8300 Sheriff's Cadet

369. Effective July 1, 2014, the base wage for 8300 Sheriff's Cadets shall be paid at converted from a flat rate to a five-step salary range, with the entry step equal to the current flat rate, and each additional step at 5% increments above the prior step equivalent to the rate of pay for the top step of classification 8300 as of the execution of this Agreement. Each incumbent Cadet shall be placed on the appropriate step based on the below formula and thereafter shall advance through the steps per Article III.I:

0-less than 1 year of service in classification 8300 shall be placed on the entry step.
1 - 3 years of service in classification 8300 shall be placed on the second step.
3+ years of service in classification 8300 shall be placed on the third step.

7268 Window Cleaner Supervisor

- 369a. Effective July 1, 2014, the base wage for 7268 Window Cleaner Supervisor shall be increased by the amount necessary to place the compensation range on a salary grade 10% above the salary grade for 7392 Window Cleaner.**

~~8141 Worker's Compensation Adjuster and 8165 Worker's Compensation Supervisor I~~

370. ~~Effective July 1, 2006, base wages for classifications 8141 Worker's Compensation Adjuster and 8165 Worker's Compensation Supervisor I shall be increased by two and a half percent (2.5%); and effective June 30, 2007, base wages for classifications 8141 Worker's Compensation Adjuster and 8165 Worker's Compensation Supervisor I shall be increased by two and a half percent (2.5%).~~

Retirement Restoration Payment

371. For employees who retire prior to the end of this Agreement and for whom their final compensation for retirement purposes was impacted by the unpaid legal holidays or a wage adjustment in lieu of unpaid legal holidays in Fiscal Years 2009-2010 or 2010-2011 described in Article III.G. of the parties' 2006-2011 Agreement, the City will provide restoration pay equaling the pensionable value of the unpaid legal holidays or wage adjustment described in Article III.G. of the parties' 2006-2011 Agreement, for the period used by the applicable retirement system to determine the employee's final compensation for retirement purposes.

Relief for Individual Employees

372. The parties' 2010-2012 Agreement created the "Layoff Impact Premiums" for certain employees in the following classes who were impacted by layoffs or reductions in hours during FY 2008-2009 and FY 2009-2010:

1424 Clerk Typists
1428 Unit Clerks
2302 Nursing Assistants (May and November 2009 layoffs)
1444 Secretary I
1446 Secretary II
1426 Senior Clerk Typists
8202 Security Guard
8226 Museum Guard

373. Effective the close of business on June 30, 2012, individual employees who are (a) in classes 1424, 1426, 1428, 1444, 1446 and 2303 and (b) who are listed in Attachment B of this Agreement will receive base wages consistent with their pre-layoff classification.
374. Effective the close of business on June 30, 2012, in lieu of the Layoff Impact Premiums described in paragraph 372, the City will make available full-time status to individual employees who are (a) in classes 8202 and 8226 and (b) who are listed in Attachment C of this Agreement; and thereafter, said employees shall be ineligible to receive the Layoff Impact Premiums. Those employees who accept full-time employment will be scheduled consistent with the full-time status.

375. Any past or future credit to which the City may be entitled to claim under the Settlement Agreement of September 2011 for picking up the bargaining unit “Layoff Impact Premium” effective July 1, 2012, is fully extinguished by the terms of this Agreement.

375a. Effective July 1, 2014, the City shall begin paying the Layoff Impact Premium to Certified Nursing Assistants (2302) listed in Attachment B who were laid off on February 21, 2009 and subsequently rehired into the Patient Care Assistant classification (2303).

375b. Effective July 1, 2014, Patient Care Assistants (2303s) who were hired at Mental Health Rehabilitation Facility (“MHRF”)/Behavioral Health Center (“BHC”) on or before July 1, 2008 will begin being paid a five percent (5%) differential for all hours worked in a skilled nursing facility, rehabilitation facility, acute care facility, trauma center, clinic or any City facility other than the BHC.

E. OVERTIME COMPENSATION

376. Overtime is hereby defined to mean time worked in excess of eight (8) hours per day or forty (40) hours per week except those electing to work ten (10) or twelve (12) hour work days. In the event an employee elects to work a ten (10) hour day, for example, he/she shall begin earning overtime rates after ten (10) hours. Legal holidays shall count as time worked for the purpose of computing overtime.

Assignment of Overtime

377. When an overtime assignment must be made, the most senior qualified employees shall be given the first opportunity to volunteer for the overtime assignment. If there is an insufficient number of volunteers, assignment may begin with the least senior employees able to do the work.

378. Any employee working in excess of the regular or normal work day or week shall be compensated at the overtime rate of one-and-one-half times the base hourly rate which shall include a night differential if applicable.

379. Overtime compensation so earned shall be computed subject to all the provisions and conditions set forth herein.

380. Overtime shall be distributed on a voluntary, rotational basis. The rotation shall begin with the most senior qualified employee in the classification, in the department or in the facility and continue down through the seniority list which shall be provided to the Union upon request. Overtime shall be equalized among all volunteers on an annual basis. Each department shall provide its overtime records to the Union Steward upon request. Appointing Officers shall give as much notice as possible of available overtime to be worked.

381. Whenever possible, available overtime shall be posted a minimum of two (2) weeks in advance. This posting shall include the name of the first eligible employee to sign up for said overtime. The posting shall also include a cut-off date and time for signing up. Once the sign-up has been completed, the names of the employees who are to work the overtime shall be posted. In the event of an insufficient number of volunteers, employees shall be drafted to work the overtime by reverse seniority.

382. All contact attempts made for offering overtime shall be documented. Upon request, this information will be made available to the Union.
383. For the purposes of this provision, the evaluation of an employee's qualifications shall not be arbitrary.

Overtime for Non-"Z" Employees

1. Overtime Pay or Compensatory Time

384. Non "Z" designated employees and employees in Class 2450 Pharmacist who work or, who are suffered to work overtime shall be paid in salary unless the individual employee requests in writing compensatory time off in lieu of paid overtime. Compensatory time shall be earned at the rate of time and one-half (1-1/2).

2. Maximum Accrual of Compensatory Time

385. Employees occupying non "Z" designated positions ~~and designated "L" positions~~ may not accumulate a balance of compensatory time earned in excess of 240 hours calculated at the rate of time and one half (1-1/2). Those employees occupying positions designated as "L" shall not accumulate in excess of four hundred eighty (480) hours calculated at time and one-half.

3. Use of Compensatory Time

386. Non-"Z" and "L" designated employees shall be allowed to take any accrued compensatory time upon request to his/her supervisor. Requests for use of accrued compensatory time off shall not be unreasonably denied. At the employee's option, any accrued compensatory time off shall be paid at the end of the fiscal year. If the employee does not exercise such option, accrued compensatory time will be carried over to the next fiscal year.

4. Pay out of compensatory time for non-"Z" and "L" class employees at termination of employment

387. Any compensatory time earned but not used at the time of an employee's termination of employment shall be paid in cash.

Overtime for "Z" Employees

388. Employees occupying positions determined to be exempt from the Fair Labor Standards Act and designated by a "Z" shall not be paid for overtime worked but shall be granted compensatory time off at the rate of one-and-one-half times for time worked in excess of normal work schedules. Unused accrued compensatory time will be carried over to the next fiscal year.

Overtime for 2940 Protective Service Workers and 2944 Protective Services Supervisors

389. For employees occupying positions in 2940 Protective Service Workers and 2944 Protective Services Supervisors who have accrued one hundred fifty (150) hours or more of CTO, the department can mandate that the CTO time be scheduled and taken within the next six (6) months. Scheduling shall be by mutual agreement. Upon receipt of such notice of accrual of one hundred fifty (150) or more hours of CTO, the employee shall request days to take off as CTO within the next six (6) month period. The department shall not unreasonably deny a CTO request pursuant to this paragraph. CTO will be taken in full work-day blocks unless an alternative is mutually agreed upon.

390. Any employee covered by paragraph 389 who accrues more than two hundred forty (240) hours of compensatory time shall be paid for all hours over two hundred and forty on a quarterly basis.
391. Other classifications subject to this Agreement shall be added to this listing, and shall be entitled to the benefits of this provision if the Union can show that such classes are also subject to excessive accrual or problems utilizing compensatory time off. The City shall review all Z-symbol classifications periodically for conformity with FLSA.
392. If employees in classes 2940 Protective Service Workers and 2944 Protective Services Supervisors at the time of separation from employment have accrued compensatory time off, they shall be entitled to cash out up to eighty (80) hours of said CTO time upon their separation. A written notice of separation from employment is given by the employee to his/her supervisor not less than three (3) months prior to the date of separation, unless the employee and the supervisor mutually agree otherwise. If employees are denied a reasonable opportunity to use their comp time prior to their separation, and they have submitted a notice of separation as aforesaid, then the employee shall be entitled to the full cash-out of all accrued compensatory time off up to a maximum of two hundred and forty (240) hours.

F. HOLIDAYS

Designation of Holidays

393. Except when normal operations require, or in an emergency, employees shall not be required to work on the following days hereby declared to be holidays for such employees:
394. January 1; the day designated for observation of Martin Luther King, Jr.'s Birthday; the third Monday in February (Presidents' Birthday); the last Monday in May; July 4; first Monday in September (Labor Day); the second Monday in October (Columbus Day); November 11; Thanksgiving Day; the Day After Thanksgiving; December 25; and any day declared to be a holiday by proclamation of the Mayor, the Governor of the State of California or the President of the United States. Provided, if January 1, July 4, November 11 or December 25 falls on a Sunday, the Monday following is a holiday.

Floating Holidays

395. Employees shall receive floating holidays totaling thirty-two (32) hours off per fiscal year (pro-rated for eligible part-time employees) selected by the employee, subject to the approval of the Appointing Officer. Employees with twenty (20) or more years of City Service shall receive eight (8) additional floating holiday hours, for a total of forty (40) hours per 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. 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 may not exceed the total number of floating holidays received in the previous fiscal year.
396. ~~Additionally, employees shall receive a one-time award of two (2) floating holidays in Fiscal Year 2012-2013, to be administered in accordance with the above paragraph.~~

397. Notwithstanding the paragraphs above, any unused floating holidays accrued from July 1, 2010 through June 30, 2013 may be carried over to be used in Fiscal Years 2012-13, 2013-14 and 2014-15.
398. During Fiscal Years 2012-13, 2013-14 and 2014-15, floating holidays must be used before vacation days or hours are taken; provided however that this limitation (i.e., use of floating holidays before vacation) will not apply in cases in which use of the floating holiday will cause a loss of vacation due to the accrual maximums. Floating holidays are to be scheduled per mutual agreement, based on operational needs of the department.

Saturday Holidays

399. 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 jurisdiction on such preceding Friday so that said public offices may serve the public as provided in San Francisco Administrative Code Section 16.4. 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 mutual agreement with the appointing officer within one (1) calendar year of the date of the holiday.

Holiday Compensation for Time Worked

400. 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 at the rate of time and one-half (1-1/2) the usual rate of pay for all regularly scheduled hours worked; provided, however, that at an employee's request and with the approval of the appointing officer, an employee may be granted compensatory time off in lieu of paid overtime at the rate of time and one-half (1 1/2).
401. Ten (10) and twelve (12) hour employees shall receive full holiday compensation for the regularly scheduled shift worked on a holiday.
402. No designated "Z" employee shall receive overtime pay for working on a holiday. All such overtime shall be compensated in the form of compensatory time accrued. Provided however that "Z" employees may, at the end of each fiscal year, choose to receive a cash payment in lieu of accrued compensatory time for each holiday worked during the fiscal year.

Holidays for Employees on Work Schedules Other Than Monday Thru Friday

403. Employees assigned to seven (7) day-operation departments or employees working a five (5) day workweek other than Monday through Friday shall be allowed another day off if a holiday falls on one of their regularly scheduled days off. Employees whose holidays are changed because of shift rotations shall be allowed another day off if a legal holiday falls on one of their days off.
404. Employees regularly scheduled to work on a holiday which falls on a Saturday or Sunday shall observe the holiday on the day it occurs, or if required to work shall receive holiday compensation for work on that day. Holiday compensation shall not be paid for work on the Friday preceding a Saturday holiday nor on the Monday following a Sunday holiday.

405. If the provisions of this section deprive an employee of the same number of holidays that an employee receives who works Monday through Friday, s/he shall be granted additional days off to equal such number of holidays. The designation of such days off shall be by mutual agreement of the employee and the appropriate supervisor with the approval of the appointing officer. In no event shall the provisions of this section result in such employee receiving more or less holidays than an employee on a Monday through Friday work schedule. Departments will use their best efforts to grant each employee qualifying for paid holidays at least one (1) of the following two (2) holidays off: Christmas Day and the following New Year's Day.
406. Such days off must be used in the current or next fiscal year after the day off has been earned.

Holiday Pay for Employees Laid Off

407. An employee who is laid off at the close of business the day before a holiday who has worked not less than five (5) previous consecutive workdays shall be paid for the holiday.

Employees Not Eligible for Holiday Compensation

408. Persons employed for holiday work only, or persons employed on a part-time work schedule which is less than twenty (20) hours in a biweekly pay period, or, except as provided in paragraph 453 (Benefits for Non-Permanent employees) of this Agreement, persons employed on an intermittent part-time work schedule (not regularly scheduled), or persons on leave without pay status both immediately preceding and immediately following the legal holiday shall not receive holiday pay.

Part-time Employees Eligible for Holidays

409. Part-time employees who regularly work a minimum of twenty (20) hours in a biweekly pay period shall be entitled to holidays on a proportionate basis.
410. Regular full-time employees are entitled to 8/80 or 1/10 time off when a holiday falls in a biweekly 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 biweekly pay period. Holiday time off shall be determined by calculating 1/10 of the hours worked by the part-time employee in the biweekly 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.
411. The proportionate amount of holiday time off shall be taken in the same or next fiscal year in which the holiday was provided. Holiday time off shall be taken at a time mutually agreeable to the employee and the appointing officer.

Time Off for Voting

412. 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.

G. SALARY STEP PLAN AND SALARY ADJUSTMENTS

Salary Step Plan

413. Appointments to positions in the City and County service shall be at the entrance rate established for the position except as otherwise provided herein.

1. Promotive Appointment in a Higher Class

414. An employee who is a permanent appointee following completion of the probationary period or an employee who has served six (6) months of continuous service, and who is appointed to a position in a higher classification, deemed to be promotive by the Department of Human Resources shall have his/her salary adjusted to a step in the promotive class as follows:
415. a. If the employee is receiving a salary in his/her 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 (2) steps to the closest step representing a 10% increase in the salary grade over the salary received in the lower class but not above the maximum of the salary range of the appropriate classification.
416. b. If the employee is receiving a salary in his/her 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 10% above the salary received in the class from which promoted. The proper step shall be determined in the biweekly salary grade and shall not be above the maximum of the salary range of the promotive class.

2. Provisional to Promotive

417. Consistent with the Temporary Employees' Agreement attached hereto, a provisional appointee who accepts appointment to a promotive position from a regular eligible list shall have his/her salary in the promotive appointment based on the salary in his/her regular civil service next lowest rank position from which s/he gained promotive eligibility, except as herein provided.
418. If the following conditions are met, the salary in the promotive appointment shall be not less than the salary received under provisional appointment:
419. a. That the employee was serving under permanent provisional appointment for at least six (6) months immediately prior to accepting such regular promotive appointment.
420. b. That the employee received a salary above the entrance rate of the compensation schedule in the permanent limited tenure appointment.
421. c. That if the salary steps in the provisional class and the regular promotional class do not match, the employee shall be advanced to the salary step in the compensation schedule nearest that received in the provisional appointment.
422. d. Further increments in the compensation schedule in the regular promotive class shall be based on the date of permanent appointment to the regular promotional appointment.

3. Nonpromotive Appointment

423. When an employee accepts an appointment in a class having the same or lower salary grade, the employee shall be placed at the step nearest to, but not less than their current salary, not to exceed the maximum of the salary grade.

4. Appointment Above Entrance Rate

424. Appointments may be made at any step in the salary grade ~~upon mutual agreement with the Union~~ under any one of the following conditions:
425. a. A former permanent City employee, following resignation with service satisfactory, is being reappointed to a permanent position in his/her former classification.
426. b. Loss of compensation would result if appointee accepts position at the normal step.
427. c. A severe, easily demonstrated and documented recruiting and retention problem exists, such that all city appointments in the particular class should be above the normal step.
428. d. The appointee possesses special experience, qualifications and/or skills which, in the Appointing Officer's opinion, warrants appointment above the entrance rate.
429. e. If a new employee is hired above Step 1 under section (4)(c) above, all incumbents in the same classification shall be advanced to the same step at which the new employee is hired. In this case, the incumbents shall maintain their original anniversary date in the class for future step increases.
430. The Appointing Officer seeking such Appointment Above Entrance, through a designated sender, shall submit a written notice request to a designated recipient for the Union, ~~for which the Union shall have five (5) business days to respond. If the Union fails to respond within five (5) business days, the Appointing Officer may proceed with the Appointment Above Entrance.~~

5. Appointive Position

431. An employee whose position is affected by the provisions of II.D. Layoff of this Agreement and is thereupon appointed to another appointive position shall receive a salary in the second position based upon the relationship of the duties and responsibilities and length of prior continuous service.

6. Reappointment Within Six Months

432. An 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.

Compensation Adjustments

1. Prior Fiscal Year Promotion

433. When an employee promoted to a higher classification 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 salary shall be adjusted on July 1 to the rate s/he would have received had s/he been promoted in the current fiscal year.
434. The salary and anniversary increment date shall be adjusted for 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 the promotional examination was held.

2. *Salary Increase in Next Lower Rank Classification*

435. When a classification that was formerly a next lower rank in a regular civil service promotional examination receives a salary schedule higher than the salary schedule of the classification to which it was formerly promotive, the rate of pay to an employee who was promoted from such lower class shall be equivalent to the salary s/he would have received had s/he remained in such lower class.

3. *Flat Rate Converted to Salary Range*

436. An employee serving in a class in the prior fiscal year at a flat rate which flat rate is changed to a compensation schedule number during the current fiscal year shall be paid on the effective date of such change the step in the current salary schedule closest to, but not below, the prior flat rate and shall retain the original anniversary date for future increments, when applicable.

4. *Continuation of Salary Step Earned Under Temporary Appointment*

437. When an employee is promoted under temporary appointment to a higher classification during a prior fiscal year and is continued in the same classification without a break in service in the current fiscal year, or is appointed to a permanent position in the same classification, such appointment shall be in accordance with the provisions of this Agreement, provided that the salary shall not be less than the same step in the salary schedule the employee received in the immediately prior temporary appointment.

5. *Credit for Non Permanent Service*

438. A non permanent employee who has completed six (6) months or more of non permanent employment within the immediately preceding one (1) year period before appointment to a permanent position in the same class shall be appointed at the next higher step in the one (1) year required service from the date of permanent appointment. These provisions shall not apply to non permanent employees who are terminated for unsatisfactory services or resign their non permanent position.

6. *Salary Anniversary Date Adjustment.*

439. Permanent employees working under provisional appointment in other classifications or temporary appointments from eligible lists in other classifications shall have their salary adjusted in the provisional or temporary class when such employees reach their salary anniversary date in their permanent class.

Compensation Upon Transfer or Reemployment

1. *Transfer*

440. An employee transferred from one department to another, but in the same classification, shall transfer at his/her current salary, and if s/he is not at the maximum salary for the class, further increments shall be allowed following the completion of the required service based upon the seniority increment anniversary date in the former department.

2. *Reemployment In an Intermediate Classification*

441. An employee who has completed the probationary period in a promotive appointment that is two or more steps higher in an occupational series than the permanent position from which promoted and who is subsequently laid off and returned to a position in an intermediate ranking classification shall receive a salary based upon actual permanent service in the higher classification, unless such salary is less than the employee would have been entitled to if promoted directly to the intermediate classification. Further increments shall be based upon the increment anniversary date that would have applied in the higher classification.

3. *Reemployment In a Formerly Held Classification*

442. 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 based upon actual permanent service in the classification from which laid off.

Salary Step Placement Resulting from Status Grant

443. Employees who are granted status in another class where the salary grade is higher than the current class shall be placed at the same salary step in the new class as the employee was at in the former class and maintain his/her anniversary date.

H. NON-PERMANENT EMPLOYEES

Testing of Non-Permanent Employees

444. The Union and the City shall meet upon the request of either party regarding classifications that have excessive numbers of non-permanent employees. If deemed by the parties to be useful, they may establish a joint committee for the purpose of reaching an agreement which shall be submitted to the Civil Service Commission for approval, if required by Charter. Nothing herein shall be construed, however, as the Union's agreement to proceed with rule of the list appointments in a manner other than the process previously established between the Union and the Civil Service Commission under Rule 113.

445. Non-permanent employees with two years or more of continuous service in class and who: (a) are available for appointment from an eligible list, and (b) are displaced because of the appointment of another eligible, and (c) are not offered employment in a comparable position, shall receive severance pay as follows:

two to three years of service in class	one weeks of pay per year of service
four to nine years of service in class	two weeks of pay per year of service
ten or more years of service in class	three weeks of pay per year of service

Save-Our-Services Labor/Management Committee

446. Both the City and the Union recognize the need to:
- review the use of public/private partnerships;
 - review the use of personal services contracts; and

- use “as-needed” and/or other non-permanent employees for operational purposes under certain circumstances, but desire to ensure such non-permanent appointment status is not used inappropriately.

447. In pursuit of this goal, the parties agree to the creation of an SOS Labor/Management Committee consisting of four (4) City representatives and four (4) representatives from SEIU, whose members shall be granted release time to take part in meetings of the Committee.
448. The Committee shall ~~initially convene no later than July 1, 2010,~~ shall meet at least monthly, and shall work cooperatively to:
- a. identify and recommend processes for ending long-term provisional and as-needed employment;
 - b. review utilization patterns within departments;
 - c. identify departments that may be better staffed with a higher percentage of permanent positions;
 - d. review and make recommendations on the use of public/private partnerships; and
 - e. review and make recommendations on the use of personal services contracts with the goal to reduce personal service contracts.
 - f. Identify and address those departments whose use of Prop F and As-Needed employees may be inconsistent with Civil Service Rules.
449. The Committee shall complete its work no later than the expiration of this agreement ~~June 30, 2011,~~ unless the parties mutually agree to a later date. The Committee shall submit quarterly reports to the Human Resources Director and the Union.

Flat Step Classifications

450. Effective July 1, 1996, represented classes which are currently at a flat biweekly rate shall be converted to the corresponding salary schedule for which the third step is closest to the current flat rate. Employees in prior flat rate represented classes shall be appointed to the step which recognizes the length of service in the classification. Employees with less than six months continuous service shall be appointed to step three. Employees with more than six months, but less than eighteen months continuous service shall be appointed to step four. Employees with more than eighteen months continuous service in the same class shall be appointed to step five.

Part-Time Employees

451. A represented employee working less than full-time, who would not receive a salary increment adjustment otherwise, shall be granted a one-time step increase, not to exceed top step of class, when he or she completes 1040 hours of service in his or her classification.

Seniority

452. The first date of hire in a classification shall be used to break seniority ties of permanent employees in the same classification who have gained or shall have gained permanent status under ATP.

Benefits

453. Employees who have worked 1040 hours in any consecutive twelve (12) month period shall receive all benefits which are provided to permanent employees, including but not limited to retirement, premiums, vacation pay, sick pay, holiday pay and jury duty pay.

Health Benefits for As-Needed Employees

454. The City and the Union agree to continue the program to provide health benefits for SEIU-represented “As-Needed” employees. The City commits two million dollars (\$2,000,000) in each year of this Agreement to fund such benefits. In addition to the credit referenced in paragraph 375 on the Layoff Impact Premium, the Union has been credited for one half of the fund surplus in the first year of this MOU towards the second year. No credit for the fund surplus applies after the first year of this MOU.
455. Effective July 1, 2012, the As-Needed Health Benefits Committee will discuss the issue of federal health care reform mandated health exchanges and how they might impact health benefits for as-needed employees. The Committee will be made up of six (6) City and six (6) SEIU representatives, who will be granted release time in order to participate in Committee meetings. Individuals with expertise in this area may attend Committee meetings as appropriate. The Committee will meet at least twice monthly, and more frequently as may be mutually agreed.

Data

456. It is the intent of the parties to curtail and limit the use of long-term provisional employment. Accordingly, the parties will continue to make efforts to install and support procedures and policies designed to achieve that objective. Access to relevant data is essential to the Unions' involvement in this process. It is agreed, therefore, that the Department of Human Resources shall provide to the Union a monthly report on computer diskette. Two data sets shall be included on the diskette. The first will include employee name, class name and number and employment status, time in position, and total number of employees represented by the Union by department and classification. The second will list all represented classes containing any provisional employees. It will indicate the list adoption date if a list exists and one or two additional dates related to the list adoption process. The parties may mutually agree to add data fields that may be requested by the Unions that do not infringe upon privacy or violate law.

I. SENIORITY INCREMENTS

Entry at the First Step

1. Advancement Through Salary Steps

457. Except as otherwise provided herein, employees shall advance to the second step upon completion of one thousand forty (1,040) hours worked and to each successive step upon completion of the one (1) year required service.
458. ~~Effective July 1, 2012:~~ Employees hired on or after July 1, 2012, shall advance to the second step and each successive step upon completion of the one (1) year required service.
459. Each year of satisfactory service normally shall make an employee eligible for consideration for salary advancement within the salary range of his/her classification, except where such employee is in a class for which there is a single rate of pay. If an employee's service is not

deemed satisfactory, based on a written performance appraisal, the employee may not be eligible for consideration for salary advancement.

460. If an employee does not receive a performance appraisal within forty-five (45) days of his/her performance appraisal due date, and a written notice of intent to withhold the increase no later than fifteen (15) days before the step increase due date, and the employee is scheduled for a step increase, the appraisal for said year shall be considered satisfactory and any step increase due will be provided to the employee retroactively to his/her anniversary date. Denial of a step increase is subject to appeal through the expedited arbitration procedure of this Agreement.

Entry at Other Than the First Step

461. Employees who enter a classification at a rate of pay at other than the first step shall advance one step upon completion of the one (1) year required service. Further increments shall accrue following completion of the required service at this step and at each successive step.

Conversion from Salary Set by Charter Section 8.400

462. Employees with at least six months continuous service in their current classification, shall be eligible to receive annual salary step increments based on their length of service in their current classification. After six months of continuous service, employees at step one shall be eligible to advance to the second step in the salary grade. Thereafter, they shall receive subsequent salary increments on the anniversary dates of the first increment until they reach the fifth step. Non-permanent employees who receive a salary step increment and thereafter become permanent, shall receive subsequent salary increments on the anniversary date of the first increment until they reach the fifth step.

Date Increment Due

463. Increments shall accrue and become due and payable on the next day following completion of required service as an employee in the class.

Lay-Off

464. An employee who (1) is "laid off" from a permanent appointment, (2) is immediately and continuously employed in another classification with the City, either permanent or temporary, and (3) is thereafter re-employed in his/her permanent position without a break in service, shall, for the purposes of determining salary increments, receive credit for time served while laid off from his/her permanent appointment.

J. HEALTH PLAN

Health and Dental Benefits

465. Maintenance of Benefits: The current benefits level shall be maintained for the duration of this agreement.
466. City Contribution: ~~The City shall contribute and continue to contribute a monthly amount towards employee health benefits for each represented employee as determined by Charter Section 8.423, which provides for an annual benefits survey of the ten most populous counties.~~

Dependent Care Health Benefits

467. Amount of Employee Contribution to be Paid by the City

~~The City shall contribute \$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 coverage for the employee plus two or more dependents category.~~

Medically Single Employees

468. ~~From July 1, 2012 to June 30, 2014, for "medically single"/Employee Only employees (i.e., benefited employees not receiving the contribution paid by the City for dependent health care benefits), the City shall contribute all of the premium for the employees' own health care benefit coverage.~~

469. ~~Effective July 1, 2014, unless otherwise agreed by the parties or ordered by an arbitration board pursuant to Charter Section A8.409, 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.~~

470. ~~For the period July 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. Thereafter, the City shall contribute ninety percent (90%) of the premium for the second highest cost plan for such employees.~~

471. ~~The provisions in paragraphs 469 and 470 above shall not apply to "medically single employees" (Employee Only) who are permanently assigned by the City to work in areas outside of 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.~~

471a. Effective July 1, 2014 through December 31, 2014, the City shall be obligated to contribute the same monthly amount towards employee health benefits as it did on June 30, 2014, and shall continue to make contributions at that level until December 31, 2014. To the extent the City does not, for any reason, make timely contributions set forth above, then it shall hold the affected employees harmless for any additional contributions up to the negotiated amount for said period of delay.

Health Coverage Effective January 1, 2015

471b. Effective January 1, 2015, 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:

471c. For medically single employees (Employee Only) who enroll in any health plan offered through the Health Service System (HSS), the City shall contribute one hundred percent (100%) of the total health insurance premium.

2) Employee Plus One:

471d. For employees with one dependent who elect to enroll in any health plan offered through HSS, the City shall contribute ninety-six percent (96%) of the total health insurance premium, provided however, that the City's contribution shall be capped at ninety-six percent (96%) of the Employee Plus One premium of the second-highest-cost plan.

3) Employee Plus Two or More:

471e. For employees with two or more dependents who elect to enroll in any health plan offered through HSS, 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

471f. 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

471g. For purposes of this agreement, to ensure that all employees enrolled in health insurance through the City's HSS are making premium contributions under the Percentage-Based Contribution Model, 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, for the life of this agreement, expiring June 30, 2017, 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. The parties intend that, for the life of this agreement, expiring June 30, 2017, the City's contribution toward employee health insurance premiums will not exceed the amount established under the Percentage-Based Contribution Model.

Joint Commitment to Raise Quality and Lower Costs

471h. The City and SEIU Local 1021 shall, no later than 120 days following the execution of this agreement, form and jointly petition HSS to participate in a joint labor-management committee to do the following, including but not limited to:

471i. Promote the following policy priorities:

i. Healthcare cost and quality transparency

- ii. Prevention of anti-competitive practices
- iii. Fair hospital pricing and payment reform
- iv. Health and wellness for employees
- v. Supporting development of a common public purchasers' position on health care transparency and accountability

471j. The Committee shall meet quarterly to provide opportunities for review and discussion of HSS contracting strategies, HSS studies and reports, and ideas for expanded vendor reporting and accountability, and to review, discuss and advance strategies to reduce excess health care cost growth.

471k. The Committee shall be comprised of four (4) Union appointees and four (4) City appointees (two (2) of which may be HSS appointees). The City shall provide the Union members of the Committee, including witnesses to testify before the Committee, with fully-paid release time to participate in Committee meetings and caucuses.

Dental: Fiscal Year 2011-2012 and Thereafter

472. Notwithstanding paragraph 475, 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.
473. Consistent with the terms of ordinances which are adopted by the Board of Supervisors and pursuant to Charter Section 12.202, the City shall propose changes to the Health Services eligibility criteria to provide for the enrollment of provisional, regularly scheduled employees upon appointment.
474. Subject to Charter requirements and in accordance with its meet and confer obligations under the Meyers Milias Brown Act, the City agrees to meet with SEIU and other affected unions in the event a Charter amendment is proposed which would require or permit the City to provide employees with health insurance coverage through CalPERS.
475. Dental: The City shall continue to contribute a monthly amount per represented employee sufficient to continue the family dental coverage specified in the Memorandum of Agreement signed and dated March 31, 1992.

K. LONG TERM DISABILITY INSURANCE

476. The City shall provide to employees with six months continuous service a Long Term Disability (LTD) plan that provides, after a one hundred eighty (180) day elimination period, sixty percent (60%) salary (subject to integration) up to age sixty-five. Employees who receive payments under the LTD plan shall not be eligible to continue receiving payments under the City's Catastrophic Illness Program.

L. BENEFITS WHILE ON UNPAID LEAVE OF ABSENCE

477. The City will cease payment of any and all contributions for employee health and dental benefits for those employees who remain on unpaid status in excess of twelve (12) continuous weeks, with the exception of approved sick leave, workers' compensation leave, family care leave, or mandatory administrative leave. Following expiration of the employee's family care leave, the employee may

request personal leave due to hardship (pursuant to the procedures of the Department of Human Resources). Paid benefits shall continue during this approved personal leave. In addition, the City will continue payment of all regular contributions for employee health and dental benefits for an employee on a holdover list during the time period that the employee verifies that the employee does not have alternative health care coverage. The verification process shall be established by the Department of Human Resources and the Union.

478. It is not the intent of the City to schedule any employee less than twenty (20) hours per week for the purpose of avoiding the payment of benefits.

M. RETIREMENT

1. Proposition C

479. A. The parties recognize the requirement under Charter Section A8.409-9 to negotiate cost-sharing provisions that produce comparable savings and costs to the City and County as are produced through the Charter's SFERS employee contribution rate adjustment formulae. The parties intend this Section to effectuate the cost sharing provisions of San Francisco Charter Section A8.409-9. The parties further acknowledge that: (i) the annual SFERS employer contribution rate is determined by the SFERS actuary and approved by the SFERS Board for each fiscal year; and (ii) the annual employer contribution rate for SFERS for FY 2012-13 is 20.71%.
480. B. The parties agree that, when the applicable SFERS annual employer contribution rate is more than 12.00%, bargaining unit members in CalPERS shall make the mandatory statutory employee contribution described in paragraph 485 plus an additional mandatory contribution to effectuate San Francisco Charter Section A8.409-9 (the "Prop. C Contribution"). The Prop. C Contribution is determined, as set forth in the chart below, based on the employee contribution rate which corresponds to the SFERS annual employer contribution rate for that fiscal year. For example, for FY 2012-2013, based on the employer contribution rate of 20.71%, the Prop. C Contribution will be 2.5% of covered compensation for miscellaneous safety bargaining unit members in CalPERS earning at the annual rate of less than \$100,000, and 3% of covered compensation for such bargaining unit members earning at the annual rate of \$100,000 or more.

Employer Contribution Rate for Comparable SFERS Employees	Additional Employee Contribution/Reduction for Misc. Safety < \$100K	Additional Employee Contribution/Reduction for Misc. Safety > \$100K
0%	(4.0%)	(5.0%)
0.01% - 1.0%	(4.0%)	(4.5%)
1.01% - 2.5%	(3.75%)	(4.25%)
2.51% - 4.0%	(3.5%)	(4.0%)
4.01% - 5.5%	(2.5%)	(3.0%)
5.51% - 7.0%	(2.0%)	(2.5%)
7.01% - 8.5%	(1.5%)	(2.0%)
8.51% - 10.0%	(1.0%)	(1.5%)
10.01% - 11.0%	(0.5%)	(0.5%)

11.01% - 12.0%	0%	0%
12.01% - 13.0%	0.5%	0.5%
13.01% - 15.0%	1.0%	1.5%
15.01% - 17.5%	1.5%	2.0%
17.51% - 20.0%	2.0%	2.5%
20.01% - 22.5%	2.5%	3.0%
22.51% - 25.0%	3.5%	4.0%
25.01% - 27.5%	3.5%	4.0%
27.51% - 30.0%	3.75%	4.25%
30.01% - 32.5%	3.75%	4.25%
32.51% - 35.0%	4.0%	4.5%
35.01% +	4.0%	5.0%

481. C. The Prop. C Contribution:
- (i) will be paid by the City to CalPERS, effectuated via a pre-tax reduction in salary pursuant to Internal Revenue Code Section 414(h)(2);
 - (ii) will not be included in the gross income of the bargaining unit members for certain tax reporting purposes, that is, for federal, state, or local income tax withholding, unless and until distributed either through a pension benefit or a lump sum payment;
 - (iii) will be included in the gross income of the bargaining unit members for FICA taxes when they are made;
 - (iv) will be reported to CalPERS as City contributions to be applied against the City's CalPERS reserve, and will not be applied to the bargaining unit member's individual CalPERS account;
 - (v) will be included in the bargaining unit member's compensation as reported to CalPERS and the affected bargaining unit members shall not be entitled to receive any of the contributions described above directly instead of having them paid by the City to CalPERS; and
 - (vi) will be considered as part of the bargaining unit member's compensation for the purpose of computing straight-time earnings, compensation for overtime worked, premium pay, and retirement benefits, and shall be taken into account in determining the level of any other benefit which is a function of, or a percentage of, salary.
482. D. In the event that the Prop. C Contribution is zero, i.e. the annual SFERS employer contribution rate is between 11-12%, Section C above will not apply. In the event that the Prop. C Contribution is a negative number, i.e. the annual SFERS employer contribution rate is less than 11%, Section C above will not apply and the Prop. C Contribution will be treated as a City pick up of the bargaining unit members' mandatory CalPERS retirement contribution under paragraph 485 to the extent of the Prop. C Contribution.
483. E. Any City pickup of an employee's mandatory retirement contribution shall not be considered as a 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 our percentage of salary. The City reserves the right to take said contributions into account for the purpose of salary comparisons with other employers.

484. F. Notwithstanding the above paragraphs, in the event that a change in state law causes the implementation, during the term of this Agreement, of an increase in the employee contribution to CalPERS for employees covered by this Agreement, either party may elect to reopen this Agreement to address the impact of the change in state law. This reopener shall be subject to the impasse resolution procedures and criteria set forth in Charter Section A8.409-4.

2. Employee payment of employee contribution to CalPERS

485. For the duration of this agreement, members of the bargaining unit in CalPERS shall pay the employee share of mandatory retirement contributions effectuated via a pre-tax reduction in salary. These mandatory retirement contributions:
- (i) will be paid by the City to CalPERS, effectuated via a pre-tax reduction in salary pursuant to Internal Revenue Code Section 414(h)(2);
 - (ii) will not be included in the gross income of the bargaining unit members for certain tax reporting purposes, that is, for federal, state, or local income tax withholding, unless and until distributed either through a pension benefit or a lump sum payment;
 - (iii) will be considered as part of the bargaining unit member's compensation for the purpose of computing straight-time earnings, compensation for overtime worked, premium pay, and retirement benefits, and shall be taken into account in determining the level of any other benefit which is a function of, or a percentage of, salary; and
 - (iv) the affected bargaining unit members shall not be entitled to receive any of the contributions described above directly instead of having them paid to CalPERS.

Retirement Restoration

486. For employees who retire prior to July 1, 2013 and whose final compensation for retirement purposes was impacted by the wage reduction in Fiscal Years 2010-2011 or 2011-2012 described in Article III.A. of the parties' 2010-2012 Agreement, the City will make available restoration pay in a lump sum equivalent to the pensionable value of the wage reduction described in Article III.A. of the parties' 2010-2012 Agreement for the period used by the applicable retirement system to determine the employee's final compensation for retirement purposes (Final Compensation Period).
487. Should employees who retire prior to July 1, 2013 wish to receive retirement restoration, they must, at least thirty (30) days prior to the last date of employment, agree to re-designate any floating holidays they have taken during the Final Compensation Period in excess of four (or five, depending on the number of years of City Service, as described in paragraph 395) to vacation days upon retirement. This re-designation shall not apply to floating holidays carried over from a prior fiscal year. Once they have taken four (or five, depending on the number of years of City Service, as described in paragraph 395) floating holidays during the Final Compensation Period, such employees will not be eligible to take any floating holidays during the last thirty (30) days of their employment except for floating holidays accrued before July 1st of the fiscal year in question.

Temporary Employees

488. Effective 5/1/95 retirement benefits will be provided to temporary employees who have worked at least 1040 hours.

Retirement Buy Back

489. It is the intent of the City that the Retirement System shall continue to authorize the pre-tax buyback of pension credits by qualified members.

Retirement Board

Benefit Processing Time

490. The Retirement Board shall process and pay retirement claims, except in cases beyond the Board's control, in the following manner:

BENEFIT

PROCESSING TIME

- | | | |
|------|---------------------------------------|--|
| 491. | Initial monthly retirement allowance. | Initial payment shall begin within sixty (60) days after the first of the month following the date of retirement provided that the appropriate forms of the Retirement System have been submitted. |
| 492. | Withdrawal of Contributions. | A refund of contributions will be paid within six (6) weeks following submission of the appropriate forms of the retirement System. |
| 493. | Death Benefit. | A death benefit will be paid within thirty (30) days from the filing of the appropriate forms of the Retirement System. |

Review of Retirement Portfolio

494. The Retirement System agrees to hold a meeting each Fall, following their annual audit, to review their portfolio with interested unions. The Retirement System will request the unions to submit questions in advance of such meeting to set an appropriate agenda.

Retirement Reopener

495. Consistent with provisions of Charter Section A8.409, this Agreement shall be reopened if the Charter is amended to enable the City and the Union to negotiate and arbitrate retirement benefits.

Release Time for Pre-Retirement Planning Seminars

496. Subject to development, availability and scheduling by SFERS and PERS, employees shall be allowed not more than one (1) day during the life of this MOU to attend a pre-retirement planning seminar sponsored by SFERS or PERS.
497. Employees must provide at least two (2) 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 Departmental operational necessities require the employee's attendance at work on the day such seminar is scheduled. Release time shall not be unreasonably withheld.
498. All such seminars must be located within the Bay Area.

499. This section shall not be subject to the grievance procedure.

Safety Retirement for Certain Classifications

500. During the term of this Agreement, if the voters amend Charter Section A8.506-2 to delete the “no net increase in cost” requirement in that section, the City agrees to meet and confer with the Union over a mutually satisfactory contract amendment with PERS to effect safety retirement improvements for eligible classes. As set forth in Charter Section A8.409-5, the parties acknowledge that this paragraph is not subject to Charter Section A8.409’s impasse resolution procedures.
501. The parties agree to meet and confer regarding possible implementation of the PERS 3% at 55 retirement benefit for eligible employees covered by this Agreement. The City will request sufficient data from PERS to determine the cost of implementing this benefit in a manner consistent with the requirements of the City Charter and PERS. Upon receipt of such data, the parties will meet and confer, and the meet and confer process shall conclude within six (6) months. It is understood and agreed that the meet and confer process will be conducted in conjunction with other labor organizations representing employees eligible under the Charter for this benefit improvement. The parties acknowledge that this paragraph is not subject to Charter Section A8.409’s impasse resolution procedures.

N. CHILD CARE & VOLUNTEER/PARENTAL RELEASE TIME

502. The Child Care Study Committee shall continue plans and efforts to open an affordable, accessible and high quality child care for City workers on the grounds of San Francisco General Hospital (SFGH), or nearby, as soon as possible given space and financial limitations. The child care center at SFGH shall be designed into any future significant construction at SFGH if a suitable site is not located and child care center is not established by the time of planning for such construction.

Volunteer/Parental Release Time

503. Represented employees shall be granted paid release time to attend parent teacher conferences of two (2) hours per semester.
504. 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.

O. DCAP PROGRAM

505. The City shall continue to provide a DCAP program to Union members. The Union and the City shall negotiate any beneficial changes to the program or any changes that may be necessary due to tax rule changes.

P. MUNICIPAL RAILWAY PASSES

506. The City agrees to attempt to obtain Municipal Railway passes from the Municipal Transportation Agency to be supplied to department heads. Department heads who have employees who are required to move from one City location to another during normal working hours shall be entitled to obtain sufficient Municipal Railway passes to distribute to employees as needed. It is understood that these passes are to be used by employees only during normal working hours and while on City business.

Q. PAYROLL PROCEDURES

Overtime & Holiday Pay

507. The City agrees to take necessary action in the annual budget process and through the supplemental appropriation process, if necessary, to assure that the departmental overtime accounts will have sufficient funds to pay overtime and holiday pay to those assigned to work such overtime and holidays throughout the fiscal year.

508. The Controller agrees to process and distribute all holiday and overtime payments with the regular pay warrants for the period in which the overtime was earned.

Recovery of Overpayment

509. Should recovery of overpayment of salary or wages be necessary, the Controller's PPSD will make every attempt to minimize the hardship for the employee.
510. The schedule of recovery of any overpayment shall be made by mutual agreement between the City and the employee. In the absence of a mutual agreement, the City may recover no more than 20% of the total amount in any one biweekly payment.
511. In correcting all employee underpayment or nonpayment problems, the following timelines will be used to correct the most significant problems first:

1. No Payment on Pay Day for the Pay Period

512. Highest priority, full payment to be issued as quickly as possible, within four (4) hours if PPSD or departmental payroll division is notified before noon on payday or before noon on any subsequent day. If PPSD or departmental payroll division is notified after noon but before 4 p.m., the payment will be issued no later than noon on the following day.

2. Payment on Pay Day is 10% or More Short of Total Due for Pay Period

513. Second priority, correcting payment to be issued as quickly as possible, but no later than three (3) working days of report to payroll.

3. Payment on Pay Day is Less than 10% Short of Total Due for Pay Period

514. Third priority, correcting payment to be issued as quickly as possible, with a goal of within ten (10) working days of report to payroll.

Additional Payroll Procedures

515. Upon the request of the Union, the Director of the Controller's PPSD or (designee) agrees to meet with the Union to discuss matters related to the City's payroll procedures, including but not limited to, the creation of a fund for reimbursement of short payments, issuance of overtime, holiday, vacation, or final payments. Departmental representatives will be invited to participate if the Director of PPSD (or designee) deems it appropriate.

Maintenance and Charges

516. Charges and deductions for all maintenance, such as housing, meals, laundry, etc., furnished to and accepted by employees shall be made on time rolls and payrolls in accordance with the schedule of maintenance charges fixed and determined in the current Annual Salary Ordinance. Such charges will be fixed at their current rates for the term of this agreement.
517. No charge shall be made for meals furnished to cooks, bakers, dieticians, lunchroom helpers and other kitchen workers while on duty.

R. JURY DUTY

518. An employee shall be excused from work on a work day on which he/she performs jury service, providing he/she gives prior notification to his/her supervisor. During such excused absence, an employee shall be paid up to an amount of the difference between jury fees and his/her regular shift earnings.

Swing and Night Shift Employees

519. An employee who takes jury duty leave shall not be required to work a swing or night shift on the day(s) of the leave and shall be paid up to an amount of the difference between jury fees and his/her regular shift earnings.
520. Witness leave shall be paid as currently provided in the Civil Service rules.

S. VACATION

Vacation and Days Off Scheduling

521. Subject to the approval of the Appointing Officer, vacation periods and days off shall be scheduled by mutual agreement of the employee and his/her supervisor. In the event of a conflict where two or more employees desire the same vacation period or days off, the supervisor shall grant the preference of the more senior employee, after taking into account the needs of the service.

Holiday during Vacation

522. If a holiday occurs during an employee's vacation and the employee would as a matter of law have been entitled to said day as a regular day off, such holiday shall not be considered a day of vacation chargeable to the employee's vacation allowance.

Vacation when Employment Ceases

523. An employee with one year or more of service who ceases to be employed by the city and county and who has neither received nor waived his current annual vacation allowance shall receive a pro-rate

payment for all service performed since January 1 of the calendar year in which he ceases to be employed, together with an amount equivalent to any accumulated vacation allowances due him.

Annual Vacations of Employees

524. Every person employed in the city and county service shall be allowed a vacation with pay annually, as long as he continues in his employment, as follows:
1. After one years' continuous service, 10 working days.
 2. After five years' continuous service, 15 working days.
 3. After fifteen years' continuous service, 20 working days.
525. Employees may elect not to take their entire vacation in any one year and in such event may accumulate the days allowable and not taken for use at some future time, provided, however, that no employee may accumulate unused vacation allowance in excess of 400 hours regardless of length of service.
526. In computing vacation pay, no employee shall be considered to work more than five days each week. Vacation pay for employees working less than a five day week shall be computed proportionately.
527. Vacation pay shall include all premiums, differentials, etc that an employee earns during the regular work year.

Authorization of Transfer of Vacation Credits

528. Employees of the City and County of San Francisco may individually transfer their vested vacation allowance credits to another individual employee of the City and County of San Francisco who has been determined to be catastrophically ill by the employee's head of department, in accord with the definition of catastrophic illness to be provided by the Health Commission, and who has exhausted her or his vacation allowance, sick leave and compensatory time off, provided that such transfer may be made only in compliance with the terms and conditions established by the Board of Supervisors.

T. STATE UNEMPLOYMENT AND DISABILITY INSURANCE

529. Upon certification by the Union that one or more representation units covered by this MOU desires to be enrolled in the State Disability Insurance Program, the Department of Human Resources shall immediately take any and all necessary action to enroll such representation units and all employees therein. The Union shall certify to the Employee Relations Director which representation units desire to be enrolled for SDI no later than forty-five (45) days prior to SDI's quarterly enrollment dates and the Board shall take necessary action to enroll such employees in time for the next SDI enrollment date.
530. Once an employee or classification is enrolled in the State Disability Insurance Program, these benefits shall continue for the employee or classification regardless of any reassignment or reclassification which may occur.
531. An employee entitled to SDI shall receive in addition thereto such portion of his/her accumulated sick leave with pay as will equal, but not exceed, the regular biweekly "take home" earnings of the employee, excluding optional deductions. 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.

532. At an employee's option, an employee's accrued vacation, holiday, and compensatory time off can also be integrated with SDI payments in the same manner as sick leave.
533. During the term of the agreement, all classifications added to the SEIU bargaining unit, where other members of the bargaining unit are covered by State Disability Insurance, shall automatically be covered by SDI.
534. The City agrees to continue participating in the State Unemployment Insurance Program as long as applicable laws so require.

U. FAIR LABOR STANDARDS ACT

535. To the extent that the Agreement fails to afford employees the overtime or compensatory time off benefits to which they are entitled under the Fair Labor Standards Act, the Agreement is amended to authorize and direct all City departments to ensure that their employees receive, at a minimum, such Fair Labor Standards Act benefits.

V. EMPLOYEE ASSISTANCE PROGRAM

536. The City shall budget one hundred twenty five thousand dollars (\$125,000) in fiscal year 2000-2001 and in each successive year of this agreement to continue a city-wide Employee Assistance Program to be administered by the Department of Public Health.
537. The Joint Employee Assistance Program Advisory Committee's purpose shall be to advise the Employee Assistance Program on matters concerning services provided by the program. This committee shall include participation by recognized employee organizations.

W. DIRECT DEPOSIT OF PAYMENTS

538. The City shall continue to provide the electronic deposit of payments. At the request of an employee, the City shall continue the electronic transfer at no cost to the employee to the financial institution of the employee's choice so that funds are available on payday.

538a. Effective on a date to be established by the Controller, but not sooner than September 1, 2014, the City shall implement a Citywide "Paperless Pay" Policy. This policy will apply to all City employees, regardless of start date.

538b. 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 assistance to print hard copies of their pay advices through their payroll offices upon request. 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.

538c. 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.

538d. Under the policy, all employees (regardless of start date) will have two options for receiving pay: direct deposit or pay card. Employees not signing up for either option will be defaulted into pay cards.

538e. 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 pay card option, or vice versa;
4. Obtain a new pay card the first time the employee's pay card is lost, stolen or misplaced;

538f. The City assures that the 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 pay card.

538g. 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.

538h. The City will work with the vendor to evaluate options to provide no-cost ATMs available at large worksites and remote worksites.

X. LEGAL SERVICES PROGRAM

539. The City agrees to administer payroll deductions for employees who volunteer to participate in a pre-paid legal services program to be selected by the Union. The pre-paid legal services program selected by the Union shall be reviewed by the City for compliance with applicable local laws and procedures.

Y. APPOINTMENT PROCESSING

540. Newly appointed employees shall be provided paid release time to complete post-hire, appointment processing.

Z. PAID SICK LEAVE ORDINANCE

541. Should the Civil Service Commission amend the Civil Service Rules to allow eligible employees covered by this Agreement to access their sick leave with pay credits after three continuous months of regularly scheduled paid service instead of requiring six continuous months of such service, San

Francisco Administrative Code Chapter 12W Paid Sick Leave Ordinance shall be deemed expressly waived in its entirety by the Union, and said amended provision shall apply to covered employees.

AA. LIFE INSURANCE

541a. Upon becoming eligible to participate in the Health Service System under San Francisco Administrative Code Section 16.700, the City shall provide term life insurance in the amount of \$50,000 for all employees covered by this agreement.

ARTICLE IV – GRIEVANCE PROCEDURE & PERSONNEL FILES

A. GRIEVANCE PROCEDURE

Definition

542. A Grievance shall be defined as any dispute which involves the interpretation or application of, or compliance with this Agreement, discipline or discharge.

Grievance Description

543. The Union and the City agree that the following guidelines will be used in the submission of grievances:
544. a. The basis and date of the grievance as known at the time of submission;
545. b. The section(s) of the contract which the Union believes has been violated;
546. c. The remedy or solution being sought by the Grievant.

Procedure

547. The management representative named in the Steps of this grievance procedure may appoint a designated representative to act on his/her behalf with the accompanying authority to settle the grievance at the appropriate grievance step.
548. Only the Union shall have the right on behalf of a disciplined or discharged employee to grieve the discipline or discharge action.
549. Grievances related to a suspension of an employee may be submitted initially at Step II of this procedure within fifteen (15) calendar days of the date of final notice of disciplinary action.
550. Grievances related to a termination of an employee must be submitted initially at Step II or III of this procedure within fifteen (15) calendar days of the final notice of termination.

Monetary Relief

551. Except for grievances based on alleged violations of Article III.D. (Out of Class Work, Acting Assignment), in no event shall a grievance include a claim for money relief for more than a thirty (30) working day period prior to the initiation of the grievance. For grievances based on alleged violations of Article III.D. (Out of Class Work, Acting Assignment), in no event shall a grievance include a claim for money relief for more than a forty-five (45) working day period prior to the initiation of the claim as described in paragraph 318. In the event that the parties agree to settle a grievance through a formal settlement agreement containing a back pay provision or in the event that an arbitrator makes an award pursuant to this MOU's grievance procedure that includes back pay, the City will issue a payment in the appropriate amount within 90 days from the date the settlement agreement is fully executed or, in the case of an arbitration award, within 90 days from either: (a) the date of receipt of an arbitration award that sets forth a specific dollar amount of back pay; or (b) the date the parties verify and agree on the specific back pay calculation. If the City does not meet this 90-day deadline, the grievant(s) shall be entitled to interest at the rate of 5% per year beginning on the 91st day until the date the payment is issued. In the event that either party moves to judicially challenge the arbitration award, the ninety (90) day deadline shall apply upon the resolution of such

challenge, assuming the resolution to the judicial challenge is final and contains a specific dollar amount as discussed above.

Time Limits

552. The parties have agreed upon this grievance procedure in order to ensure the swift resolution of all grievances. It is critical to the process that each step is followed within the applicable timelines. Steps are skipped only with the express, prior approval of the other party, except as outlined in paragraphs 552 - 555.
553. All time limits referred to in this section are binding on each party.
554. A time limit may be extended by the Union and the Management Official responsible for the decision making at the particular step of the process by agreement entered into prior to the expiration of the time limit. This agreement must be confirmed in writing by the party initiating the extension request. Failure by the Union to follow the time limits, unless mutually extended, shall cause the grievance to be withdrawn. Failure of the City to follow the time limits shall serve to move the grievance to the next step.
555. Any deadline date under this procedure that falls on a Saturday, Sunday or Holiday shall be continued to the next business day.

Steps of the Grievance Procedure

Informal Discussion with Immediate Supervisor

556. An employee having a grievance may first discuss it with the employee's immediate supervisor, or the next level in management, to try to work out a satisfactory solution in an informal manner. The employee may have a representative at this discussion.

Step I Immediate Supervisor

557. If a solution to the grievance, satisfactory to the employee and the immediate supervisor is not accomplished by informal discussion, the Union may pursue the grievance further.
558. The Union shall submit a written statement of the grievance to the immediate supervisor within fifteen (15) calendar days of the facts or event giving rise to the grievance, or within fifteen (15) calendar days from such time as the employee or Union should have known of the occurrence thereof. In cases alleging sexual harassment, the time limit during which to file a grievance shall be four (4) months.
559. The immediate supervisor will make every effort to arrive at a prompt resolution by investigating the issue. He/she shall respond in writing within five (5) calendar days.

Step II Department Head/Designee

560. If the grievance is not satisfactorily resolved in Step I, the written grievance shall be advanced, containing a specific description of the basis for the claim and the resolution desired, and submitted to the department head or his/her designee within fifteen (15) calendar days of receipt of the Step I response. The parties shall meet within fifteen (15) calendar days, unless a mutually agreed upon alternative is established. The department head/designee shall, within fifteen (15) calendar days of

receipt of the written grievance, or within ten (10) calendar days of the date the meeting is held, whichever comes later, respond in writing to the grievant and the Union, specifying his/her reason(s) for concurring with or denying the grievance.

Step III Director, Employee Relations/Designee

- 561. If the decision of the department head/designee is unsatisfactory, the Union may, within fifteen (15) calendar days after receipt of the Department's decision, submit the grievance in writing to the Employee Relations Director.
- 562. The Director or designee shall have fifteen (15) calendar days after receipt of the written grievance in which to review and seek resolution of the grievance and respond in writing.
- 563. Subject to applicable law, the Director of Employee Relations shall have authority to settle grievances at this step.

Step IV Final and Binding Arbitration (except termination grievances)

- 564. Should there be no satisfactory resolution at Step III, the Union has the right to submit and advance the grievance to final and binding arbitration within thirty (30) calendar days of receipt of the Step III response. The parties shall utilize a standing panel for arbitrator selection. To select an arbitrator from the standing panel, the parties shall strike arbitrators alternately from the standing panel until one arbitrator remains to hear each particular case. The party who strikes first will alternate between the parties; however, the first party to strike will be determined by lot, coin flip or other comparable method. The parties acknowledge that in a particular case they retain the right to be able to mutually agree to select an arbitrator who may or may not be on the standing panel.
- 565. The parties will utilize a standing arbitration panel of 7 arbitrators ("Standing Panel"), plus two alternates. To form this Standing Panel, the parties will simultaneously exchange a list of 9 proposed arbitrators. From the two lists, those arbitrators who appear on both lists shall be selected. To complete the Standing Panel, the parties will strike the names remaining on the two lists until the Standing Panel is completed. The first alternate will be the last name struck and the second alternate will be the second to the last name struck. The party to strike first will be determined by lot, coin flip or other comparable method.
- 566. If an arbitrator is no longer available or willing to serve on the Standing Panel due to death, retirement, incapacity, or other reason personal to the arbitrator, the position becomes vacant and the first alternate will replace that arbitrator. The second alternate will replace any other arbitrator whose position becomes vacant prior to the annual process described in paragraph 573c(c) below. If there are additional vacancies, those vacancies will be filled annually pursuant to the method described in 573c(c) below.
- 567. Every January, the parties will fill any vacancies as follows:
- 568. (a) Any arbitrator on the Standing Panel (other than an alternate) who has not been selected for any case in the preceding calendar year will be removed from the Standing Panel and the position will become vacant.

569. (b) Any arbitrator on the Standing Panel or serving as an alternate who is no longer able or willing to serve due to death, retirement, incapacity, or other reason personal to the arbitrator, will be removed and the position will become vacant.
570. (c) Any vacancies described in 573c.(a) and/or 573c.(b) above, will be filled as follows: each January, the parties will simultaneously exchange a list containing the names of additional proposed arbitrators equal to the number of vacancies that exist, including vacant alternates. From the two lists, arbitrators who appear on both lists shall be selected as Standing Panel members. If the number of names on both lists is greater than the number of vacancies on the Standing Panel, then the assignment to the Standing Panel will be determined by alternate striking of such names until the Standing Panel is filled. The last name(s) stricken will become the alternates according to the method described in Paragraph 573a above. If additional vacancies remain, the parties will alternately strike the names remaining on the two lists until the Standing Panel is completed. The party to strike first will alternate between the parties each year. Any vacant alternate position(s) will be filled according to the striking method described in paragraph 573a. An arbitrator cannot serve on the Standing Panel and as an alternate at the same time.
571. (d) When filling any vacant positions as set forth in Paragraph 573c(c), the parties will simultaneously exchange the lists by January 31, and will complete the selection process no later than February 15. (If either the January 31 or the February 15 date falls on a weekend or holiday, the deadline for the submission of names will be the next business day.) Any party that fails to exchange a list of arbitrators, or to engage in the selection process by the dates set forth above, will be deemed to have waived its right to submit a list of arbitrators under this provision.
572. Except when a statement of facts mutually agreeable to the Union and City is submitted to the arbitrator, it shall be the duty of the arbitrator to hear and consider facts submitted by the parties.
573. The City and the Union must commence selecting the arbitrator and scheduling the arbitration within thirty (30) calendar days of ERD's receipt of the Union's arbitration request. The parties agree to recommend to the selected arbitrator that the hearing be scheduled within ninety (90) calendar days of his/her selection. Should the designated arbitrator be unable to comply with this requirement, the parties shall by mutual agreement commence contacting other arbitrators on the panel, beginning with the last struck, until an arbitrator is selected who will meet such requirement.
574. The arbitrator shall have no authority to add to, subtract from, or modify the terms of this Agreement.
575. The parties shall encourage the arbitrator to make his/her awards within forty-five (45) calendar days following the receipt of closing arguments or briefs. The decision of the arbitrator shall be final and binding on all parties.
576. Each party shall bear its own expenses in connection therewith. All fees and expenses of the arbitrator and court reporter and report, if any, shall be borne and paid in full and shared equally by the parties. Transcript costs shall be paid separately by the party requesting the transcript. If parties mutually request, and the arbitrator agrees, a court reporter may not be required.

577. Individuals who may have direct knowledge of the circumstances relating to the grievance may be present at the request of either party at the hearing. In the case of employees of the City, they shall be compensated at an appropriate rate of pay for time spent.

Step IV Final and Binding Arbitration (termination grievances only)

578. The parties agree to use their best efforts to arbitrate grievances appealing the termination of employment within ninety (90) days of the Union's written request to arbitrate.

Termination Grievances

579. 1. This provision regarding termination grievances is adopted on a trial basis only. It shall sunset on the last day of this Agreement, and shall not be renewed except by mutual agreement. If the provision is not renewed, termination grievances shall be processed in the same fashion as other grievances under this Agreement.
580. 2. The parties shall commence arbitration of a grievance challenging the termination of employment within ninety (90) days of the request for arbitration, unless it is not possible under the circumstances. To that end, the parties agree to process termination grievances as follows:
581. a. Initial filing of grievances
- i. Termination grievances will be filed directly at Step II or, at the Union's option, at Step III (Director of Employee Relations or designee). In either case, the initial filing will be due not later than fifteen (15) days of the effective date of termination.
582. ii. The City's response, whether at Step II or at Step III, will be due not later than fifteen (15) days of the Union's filing. The Union's submission to arbitration from a Step III response will be due no later than fifteen (15) days from its receipt of the City's response. Upon notice from the Union, failure of the City to follow the time limits shall serve to move the grievance to the next Step.
583. b. Arbitration
- In the first year of this Agreement, the City and the Union shall select a standing panel of arbitrators to hear termination grievances. The panel shall be established in the following fashion: Within fifteen (15) days of the effective date of this Agreement, each party shall submit to the other the names of five (5) arbitrators. Within seven (7) days thereafter, the parties, beginning by lot, shall alternately strike names from the list until six (6) names remain. The six remaining persons shall constitute the standing termination arbitration panel for the first year of the Agreement.
584. c. Termination cases submitted to arbitration by the Union shall be heard at the next prescheduled termination hearing date that is at least sixty (60) but not more than ninety (90) days after the submission to arbitration.
585. d. The parties agree to preschedule each arbitrator for one set of two (2) dates each calendar year. These two (2) dates shall be scheduled to provide continuity for

hearings that require more than one (1) day. The parties will attempt to schedule dates so that there will be hearing dates available at least every other month. At the end of the first year of the program, the parties will meet to discuss the utilization of scheduled dates and whether the number of dates should be changed.

586. The order in which the parties will solicit dates from the arbitrators will be based on the arbitrator's last name, in alphabetical order. If an arbitrator is not able to provide any dates in the specific month the parties have requested, the parties will solicit dates from the next arbitrator in order.
587. If the arbitrator requests a court reporter, or by prior agreement of the parties, a court reporter will be utilized. In these circumstances, the costs will be shared by the parties and the reporter must agree to submit the hearing transcript to the parties and the arbitrator within five (5) business days of the close of the hearing. If only one party requests a court reporter, that party shall pay all associated costs. Closing briefs, if permitted by the arbitrator, will be due to the arbitrator within fifteen (15) calendar days of the close of the hearing, or receipt of transcripts, when mutually requested or required by the arbitrator, whichever is later. Either party may choose to make a closing oral argument in lieu of a written brief. By the parties' mutual agreement, or as determined by the arbitrator, the arbitrator may issue a bench decision on the record, stating the arbitrator's award and the reasons therefore. Any written decision from the arbitrator will be due within thirty (30) calendar days of the receipt of the parties' briefs or the close of oral arguments, whichever is later.
588. e. Annually, on a date to be determined by the parties after consultation, either party may exercise the right to strike the name of one arbitrator from the panel. The party which nominated that person shall have the right to appoint a replacement.
589. f. If an arbitrator withdraws from the panel, the party who originally proposed him/her shall nominate two (2) more arbitrators and allow the other party to strike one (1) name.
590. g. Neither party may propose for inclusion on the arbitration panel the name of an arbitrator who has been peremptorily stricken by the other party in that same year; provided, however, that in any subsequent year after the exercise of such a strike, either party may resubmit the name of that arbitrator for inclusion.

Expedited Arbitration

591. Suspensions up to and including fifteen (15) days and written warnings shall be processed through an expedited arbitration proceeding. By mutual written agreement entered into, before or during Step III of the grievance procedure, the parties may submit other grievances to this expedited arbitration process. At least one day each month will be used for these grievances. The expedited arbitration shall be before an arbitrator to be mutually selected by the parties who shall serve until the parties mutually agree to remove him/her or for twelve (12) months, whichever comes first. Alternatively, at the time of the selection of the arbitrator, either party may request a list of seven (7) appropriately experienced arbitrators from the American Arbitration Association from which the arbitrator will be selected by the method of striking names. The parties shall not use briefs. Every effort shall be

made to have bench decisions followed up by written decisions. These decisions will be final and binding, and shall not be used in any other cases except those of the grievant involved. Transcription by a certified court reporter shall be taken but shall be transcribed only at the direction of the arbitrator.

592. Each party shall bear its own expenses in connection therewith. All fees and expenses of the arbitrator and court reporter and report, if any, shall be borne and paid in full and shared equally by the parties.
593. In the event that an expedited arbitration hearing is canceled resulting in a cancellation fee, the party initiating the request or causing the cancellation shall bear the full cost of the cancellation fee, unless a mutually agreed upon alternative is established.

Rights of Individuals

594. An employee may not be disciplined or discharged without just cause and without written notice of the intended action. The City agrees to follow the principles of progressive discipline.
595. Employees who are released or disciplined during their initial probationary period or during any probationary period established by this Agreement, may appeal the release or discipline provided that the grounds for the grievance or appeal shall be limited to a claimed violation of the provisions of Article II.A. (Discrimination Prohibited or Reasonable Accommodation). In such an appeal the employee shall bear the burden of proof with respect to the claimed violation.
596. Employees covered by this agreement with temporary status shall be subject to termination or dismissal for just cause only, and the rights described in these sections of the Agreement, including the right to expedited or regular arbitration, in the appropriate case, upon their completion of six (6) months of service.

Skelly Rights

597. An employee subject to suspension or discharge, shall be entitled, prior to the imposition of that discipline or discharge, to a hearing and to the following:
- 598.
- a. A notice of the proposed action; and
 - b. The reasons for the proposed discipline; and
 - c. A copy of the charges and the materials upon which the action is based; and
 - d. The right to respond, either orally or in writing, to the authority initially imposing the discipline.
599. The Skelly meeting shall be presided over by a management representative who is not the employee's immediate supervisor unless the Department provides the opportunity for the employee to seek administrative review of the Skelly Officer's recommendation prior to the Appointing Officer taking final disciplinary action.

B. PERSONNEL FILES

600. Only one (1) official personnel file shall be maintained on any single employee. The official file shall be located in the Department's personnel office unless another location is designated and the

employee notified in writing. Each employee shall have the right to review the contents of his/her official personnel file upon request. Nothing may be removed from the file by the employee but copies of the contents shall be provided to the employee at his/her request. Copies in excess of 100 pages shall be at a charge of 10 cents per page.

601. With the written permission of the employee, a representative of the Union may review the employee's personnel file when in the presence of a departmental representative and obtain copies of the contents upon request. Copies in excess of 100 pages shall be at a charge of 10 cents per page.
602. An employee shall have the opportunity to review, sign and date any and all material to be included in the file except routine matters chronicling job and pay charges. The employee may also attach a response to such materials within thirty (30) days of receipt. All material in the file must be signed and dated by the author. The City may transmit documents to the employee at the employee's last known address by means of U.S. mail or hand-delivery, except disciplinary notification, which must be sent by certified mail when the employee is on leave.
603. With the approval of his/her appointing officer or designees, the employee may include material relevant to his/her performance of assigned duties in the file.
604. No action to impose discipline against an employee shall be initiated more than thirty (30) days from the date the employer knows of the conduct after diligent and timely investigation except for conduct which would constitute the commission of a crime. Initiation of discipline for the purposes of this provision is the date of the charging letter or notice. The discipline imposed may take into account conduct which is documented in the employee's personnel file or was the subject of a prior disciplinary action.
605. Except for the specific disciplinary matters provided below, materials relating to disciplinary actions in the employee's personnel file which have been in the file three (3) years or more shall not be used. At the request of the employee, materials relating to disciplinary actions which are three (3) or more years old shall be removed, provided there has been no reoccurrence of the conduct on which the discipline was based. The performance evaluations are excluded from this provision.
606. Materials relating to disciplinary actions for 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 felony; acts which present an immediate danger to the public health and safety; or acts of harassment or discrimination based on protected status which have been in the employee's personnel file for five (5) years or more shall not be used. At the request of the employee, material relating to such disciplinary actions which are five (5) or more years old shall be removed, provided there has been no recurrence of the conduct on which the discipline was based.

606a. Notwithstanding the above, if an employee believes his or her personnel file contains a personnel evaluation that negatively references employee's authorized and proper use of leave under the Family and Medical Leave Act (FMLA) or the California Family Rights Act (CFRA), the employee should notify his or her Department's Personnel Officer and/or Equal Employment Opportunity Officer, who shall review the matter and ensure any reference to such use of FMLA or CFRA leave is removed from the evaluation.

Performance Information

607. Negative information regarding any individual employee's performance shall not be publicly displayed, except as may otherwise be required by law or court order. In no way does this section preclude the city from publicly recognizing positive employee performance.

ARTICLE V - TRAINING

A. CAREER OPPORTUNITIES

608. As described below, the City will establish a Career Opportunities Program to offer employees career advancement opportunities including educational courses and programs of study, including certification and licensure. This program does not limit any other education leave to which an employee may be entitled.

B TUITION REIMBURSEMENT

609. The City agrees to allocate one hundred twenty thousand dollars (\$120,000) per each year of this agreement to the Tuition Reimbursement Program for the exclusive use of classifications represented hereunder. Employees in said classifications may not receive more than five hundred dollars (\$500) per fiscal year from this special allocation. Employees in classifications 2574 Clinical Psychologist and 2575 Research Psychologist may receive up to fifteen hundred dollars (\$1,500) per fiscal year.
610. If any portion of said allocation remains unexpended on June 30th of any fiscal year it shall be carried over to the next fiscal year.
611. The Union shall be sent a quarterly report of the persons who have applied for tuition reimbursements, purpose of reimbursement, and monies allocated.
612. Eligibility. Any regularly scheduled full-time or part-time employee within the City service who has served a minimum of one (1) year of continuous service in any class immediately prior to receipt of application may apply for tuition reimbursement. Such reimbursement shall be for training courses pertaining to the duties of a higher classification or for the purpose of improving performance in the present classification when such courses are offered by an accredited educational institution.
613. Expenses. The City will reimburse each eligible employee up to \$500 annually for tuition, books, supplies, and other fees for such course if attendance has been approved in advance. The City will attempt to make such payment promptly upon the employee's submission of proof of satisfactory completion of the course with a passing grade. If the course is not graded, or is not a credited course, an official transcript or other official document shall be deemed evidence of satisfactory completion.
614. Pre-Approval. Application for reimbursement shall be prepared through the Online Tuition Reimbursement System provided by the Department of Human Resources. Courses require pre-approval by the Appointing Officer (or designee) and the Human Resources Department, neither of which shall be unreasonably denied. Such application for tuition reimbursement shall be made prior to the date of enrollment in the course and, if approved by the Appointing Officer (or designee) and the Human Resources Department in the Online Tuition Reimbursement System, reimbursement shall be subject to successful completion of the course. No reimbursement shall be made if the employee is eligible to receive reimbursement for said tuition under a Federal or State Veterans benefit program from other public funds.
615. Should an employee not have access to the technology necessary for an on-line process, the General Tuition Reimbursement Form will be available through departmental human resources staff, and human resources staff will facilitate the reimbursement process during employee worktime.

616. Repayment. If an employee resigns from the City within two (2) years following completion of the training course, the amount of the tuition reimbursement shall be repaid by the employee to the City by cash payment or out of the employee's last pay warrant or, if applicable, retirement earnings.

C. INSERVICE TRAINING

617. The City agrees to institute inservice training for represented employees by mutual agreement. Training may include, but is not limited to, instruction that will qualify for required CE credits, certificate and license requirements as required for continued employment in the employee's current classification. Required attendance shall be considered a duty assignment for purposes of payment of salary.

D. EDUCATIONAL LEAVE

618. Educational leave may be granted for the purpose of educational or vocational training in a field related to the employee's current position and any training to which a veteran is entitled pursuant to the laws of the United States or the State of California.
619. Educational leave may be approved for appointees for a period of up to one (1) year. Requests for educational leave of longer than one year must be renewed each year.
620. An employee on educational leave shall not accept other employment without approval of the appointing officer except for employment in vacant positions with the City and County during school vacations.
621. As soon as records are available, the employee shall periodically present to the appointing officer a record of completed educational work.

E. 20/20 WORK TRAINING PROGRAM

622. Employees under permanent civil service appointment, upon application, may be assigned with pay, not to exceed twenty (20) hours in any one (1) week, to attend classes during regular working hours in educational institutions approved by the Human Resources Director subject to the availability of funds for replacement is required subject to the following:
623. 1. Permission to attend classes during regular working hours must be approved by the appointing officer and approved by the Human Resources Director, subject to the availability of funds for replacement where replacement is required.
624. 2. The class or classes to which the employee would be promoted will be listed by the Department of Human Resources or Human Resources Director and must be in promotive classes where there is a continuing shortage of qualified employees to fill all vacancies.
625. 3. Such assigned time with pay for educational purposes shall only be granted when the class session is during a regular work shift and the employee cannot be reassigned to another work shift.
626. 4. Such assigned time for educational purposes shall not be granted if the course is available at a time other than the employee's regular work shift.

627. 5. Such assigned time for educational purposes with pay shall not be granted to employees who are eligible for other benefits through the Veterans' Administration, the State Department of Veterans' Affairs or other benefit programs.
628. 6. The department head will be responsible for reviewing and checking the attendance of the employee in class during the specified assigned time and the employee on such assigned time must return to work status when school is not in session.
629. 7. Employees granted such time to attend classes who leave the service by resignation prior to a two-year period following completion of the educational course or courses shall be subject to withholding from their final payment or retirement contributions an amount equivalent to the payroll cost of such assigned time for educational purposes.

F. SPECIAL EDUCATIONAL LEAVE FOR HEALTH RELATED PERSONNEL

630. Each regularly scheduled full-time or part time employee (excluding as needed employees) who works a minimum of 20 hours per week and who has served in one of the classifications enumerated below for more than ninety (90) days which requires a valid license or re-licensure, certification or re-certification or registration or re-registration, shall be allowed the necessary number of hours of educational leave with pay per re-licensure cycle to attend formally organized courses, institutes, workshops or classes that relate to the particular classifications' studies to fulfill the requirement.
631. Such educational leave with pay shall include CPR certification for LVN's, LPT's and other classifications who are required to re-certify CPR for re-licensure, if DPH does not provide CPR on an in service basis.
632. It is the intent of the Board of Supervisors that leave pursuant to this paragraph shall be granted subject only to the reasonable staffing requirements of the departments and that in the granting of such leave, preferences shall be given to the employee having the earliest re-licensure date.

2112 Medical Records Technician
2302 Nursing Assistant
2303 Patient Care Assistant
2305 Psychiatric Technician
2306 Senior Psychiatric Orderly
2310 Surgical Procedures Technician (those who possess a LVN license)
2312 Licensed Vocational Nurse
2314 Public Health Team Leader
2390 Central Supply Process and Distribution Tech
2392 Senior Central Processing and Distribution Technician
2430 Medical Evaluations Assistant
2441 Diagnostic Medical Sonographer I
2450 Pharmacist
2454 Clinical Pharmacist
2467 Diagnostic Imaging Technologist I
2468 Diagnostic Imaging Technologist II
2469 Diagnostic Imaging Technologist III

2470 Diagnostic Imaging Technologist IV
2517 Jail Medical Technician
2574 Clinical Psychologist
2585 Health Worker I
2586 Health Worker II
2587 Health Worker III
2588 Health Worker IV
2622 Dietetic Technician
2624 Dietician
2626 Chief Dietician
2920 Medical Social Worker
2922 Senior Medical Social Worker
2930 Psychiatric Social Worker
2931 Marriage, Family and Child Counselor
2932 Senior Psychiatric Social Worker
2934 Chief Psychiatric Social Worker
2935 Senior Marriage, Family & Child Counselor

633. During the term of the Agreement, the parties may mutually agree to add additional classifications to this list.

LVN/LPT Educational Leave

634. Each fulltime and regularly scheduled part-time LVN/LPT shall be allowed a maximum of twenty-four (24) hours educational leave with pay per fiscal year or a prorata share thereof to complete programs approved by the California Board of Licensed Vocational Nurses/Licensed Psychiatric Technicians for Continuing Education Units, Continuing Medical Education, California Board of Registered Nurses or which are necessary to achieve the particular classification's recertification or relicensure or which promote professional nursing development and education. **Up to eight (8) unused educational leave hours not used in the present fiscal year may be rolled over into the following fiscal year. At no time shall the Educational Leave balance exceed 32 hours for each individual.**
635. Mandatory, in-house training shall not be counted toward the educational leave hours allotted for in the paragraph above.

G. TRAINING, RETRAINING AND CAREER DEVELOPMENT COMMITTEE

636. The City and County of San Francisco supports the development of career ladder proposals and various programs of training, retraining, mentoring, and career development for City employees to be coordinated through the Department of Human Resources, the operating departments, and the Union.
637. The Union and the City agree to the creation of a Joint Training, Retraining, and Career Development Committee.
638. The Committee shall consist of four (4) City representatives and four (4) Union representatives who shall meet at least quarterly to discuss issues related to training, retraining, **cultural competency**, and career development. Where possible, these programs shall be incorporated into existing department training budgets. In the event that new programs exceed existing training budgets, a fund

shall be established in an amount no greater than \$250,000 for the term of this MOU. Funds not spent in any year will carry over into the next fiscal year. The parties shall exercise all reasonable efforts to begin providing programs by September ~~2014~~2012.

638a. The Committee shall also establish an on-line training program on Workplace Bullying, subject to approval by the Department of Human Resources, which shall be made available to all SEIU-represented employees.

639. The committee is to consider and publicize training programs to be available on a voluntary basis for employees laid-off, and who are either still working for the city or on a holdover list, or who are given layoff notice during this MOU term, in order to enhance rehire/reassignment qualifications within the same or related classification. **The Committee may also consider training programs to be available to all employees represented by the Union.**

640. The Parties agree to jointly advocate for the inclusion of public employees in any future Local, State or Federal legislation providing for training and retraining programs.

640a. Additionally, the Committee may also consider relevant training issues, including, but not limited to, career paths, joint training programs, CPR and AED training, and employee development designed to enhance employees' readiness to perform effectively in changing work environments.

641. Accordingly, the Employee Relations Division will request the Human Resources Director to designate appropriate staff persons to coordinate the establishment of such programs.

H. TRAINING FOR CLASS 2580 CORONER'S INVESTIGATORS

642. For any training which the Chief Medical Examiner requires of Class 2580 Coroner's Investigators, the City shall reimburse such investigators for expenses directly related to that training including tuition.

I. TRAINING FOR CERTAIN CLASSIFICATIONS

Office of Public Defender Investigators

643. The City agrees to allocate two thousand five hundred dollars (\$2,500) each fiscal year for the purpose of training for classes 8142 Public Defender's Investigator and 8143 Senior Public Defender's Investigator.

644. The Department will be in charge of administering this fund, and will determine the appropriate training to be funded and the attendees. Upon request, the Department will discuss these determinations with the Union.

645. The Office of the Public Defender agrees to provide equipment for Public Defender Investigators such as various photographic and recording equipment and supplies, as to be determined by the Department.

Diagnosis Coding

646. In the event that significant changes are made to Diagnosis Coding or Diagnosis Coding Procedures implemented by the City, the City shall provide appropriate training to employees in positions who perform this task. In addition, training shall be provided when an employee gets a new or different assignment to perform coding duties.

Human Service Workers

647. The City and the Union agree to meet and confer to explore options designed to enhance the social casework, counseling, career planning and employment skills for human service workers. The goal is to identify an academic process for career advancement. In addition, for the term of this Agreement, the Human Services Agency (HSA) will continue the existing department practice of providing basic support classes through the current partnership program with the City College of San Francisco and courses offered through the "Human Services Certificate" program.

Office of Citizen Complaints Investigators

648. The City agrees to allocate two thousand five hundred dollars (\$2,500) each fiscal year for the purpose of training for class 8124 Investigator, Office of Citizen Complaints.
649. The Department will be in charge of administrating this fund, and will determine the appropriate training to be funded and the attendees. Upon request, the Department will discuss these determinations with the Union.

Rent Board Citizens Complaint Officers

650. The City agrees to allocate two thousand five hundred dollars (\$2,500) each fiscal year for the purpose of training for class 2975 Citizens Complaint Officer working at the Rent Board.
651. The Department will be in charge of administrating this fund, and will determine the appropriate training to be funded and the attendees. Upon request, the Department will discuss these determinations with the Union.

Victim / Witness Investigators

652. The City agrees to allocate two thousand five hundred dollars (\$2,500) each fiscal year for the purpose of training for classes 8129 Victim/Witness Investigator I, 8131 Victim/Witness Investigator II and 8133 Victim/Witness Investigator III.
653. The Department will be in charge of administrating this fund, and will determine the appropriate training to be funded and the attendees. Upon request, the Department will discuss these determinations with the Union.

Notary Certification Exam

654. The City agrees to reimburse the cost of the California Notary Public Examination to an employee who volunteers, and is then instructed by his or her Department Head, to take the California Notary Public Examination so that he or she can routinely provide notary services as part of his or her regular job assignment.

J. TEMPORARY EXCHANGES FOR TRAINING PURPOSES

655. Employees holding permanent civil service appointment in positions under different appointing officers or in another public agency, may, upon their written request and with the approval of the appointing officers concerned and the Human Resources Director, be exchanged in positions in the respective departments or other public agency for a period not to exceed one (1) year for training and development purposes; provided that the employees so exchanged must be permanent employees in the same class or in occupations deemed by the Human Resources Director, to be closely related in duties and responsibilities, training and experience requirements, and further provided that such temporary training service may be terminated by either appointing officer at any time during such training period.
656. Employees so exchanged will remain on the permanent payroll of their regular department and time reports will be maintained in the second department or other public agency and submitted to the original department for timekeeping purposes. Exchange assignments shall be recorded on employee history cards and employees shall be credited for the performance of the duties in the exchanged position. Employees temporarily assigned for training and development under this section of the rule will be considered as employees of the original department for any disciplinary action necessary under the Charter.

K. PROTECTIVE SERVICE WORKER LICENSING SUPERVISION PROGRAM

657. The City agrees to develop a Licensing Supervisor Program for Protective Service Workers in classes 2940/42 & 2944. An employee will be responsible for making individual arrangements with clinical supervisors for after-hours supervision. Eligible employees will pay the employee providing the supervision from their own funds, and will then submit the payment for reimbursement through the SEIU TUITION REIMBURSEMENT Fund. The maximum amount allowable from this fund for this purpose is \$500.00 per employee per fiscal year. Funds will be issued (reimbursed) on a first come, first served basis.
658. The Department of Human Services will develop criteria for participation in the program taking into account state guidelines and/or requirements, a mechanism for enrollment of participants and prior approval of reimbursement from the Fund, and criteria for payment of clinical supervision, in consultation with the Union.
659. The City will monitor use of the Fund attributed to this program and the balance remaining in the fund each year. The Department will request funding in its annual budget, as needed, for continued operation of the Supervision Program.

Licensure Requirements

660. Licensed Clinical Social Workers (LCSW): LCSW's must complete the State-mandated required hours of work experience. LCSW candidates must have at least one (1) hour of direct face-to-face supervision for each week of work experience. Candidates for the LCSW license have six (6) years in which to acquire these supervised hours.

Marriage and Family Therapist

661. MFT's must complete the State-mandated required hours of post-degree experience. MFT candidates must receive at least one (1) hour per week of face-to-face supervision for every ten (10)

hours of direct client counseling. Candidates for MFT license have six (6) years in which to acquire these supervised hours.

Supervision

662. Licensing: The City or the Department of Human Services will develop a list of Protective Services staff who are eligible to provide LCSW and/or MFT supervision. Staff will be required to provide proof of current licensure of 15 hours of state-approved supervision training for LCSW's. There is no maximum number of participants each employee may supervise, however those providing clinical supervision are expected to use judgment regarding the number of workers that can be reasonably supervised at any one time. Protective Service Worker staff seeking LCSW or MFT supervision may contact any person on the list of staff eligible to provide the supervision. Protective Service staff seeking supervision and Protective Service staff providing supervision must mutually agree to the assignment.
663. The appropriate California State Licensing Agency is responsible for investigating any liability issues arising from clinical supervision. Protective Service staff providing clinical supervision are encouraged to obtain liability insurance.

Licensing Candidate Commitment

664. Candidates for LCSW or MFT license will be required to register their application with the appropriate California State Licensing Agency and submit this information to the supervisor prior to receiving hours for licensing supervision. Candidates are required to make a two-year employment commitment to the City in return for licensing supervision. For those workers fulfilling their Title-IV-E service commitment to San Francisco, the two (2) years will be in addition to their 1 or 2 year Title IV-E agreement.
665. The voluntary agreement can be terminated by the employee under specific conditions such as unavoidable changes in personal or family circumstances. If an employee voluntarily terminates employment with the City prior to the completion of the two-year commitment, the employee shall reimburse the City the amount of \$500.00 to offset the cost of licensing supervision.

L. SMART TRAINING

666. The City agrees to complete appropriate safety training, including, but not limited to, SMART training for Class 2736 Porters; Class 1428 Unit Clerks; Class 7524 Institutional Utility Workers, and other members of this bargaining unit, whose duties require their presence in locked, patient care areas. Subject to available resources, refresher trainings shall be given to these employees at least every two (2) years. The parties agree to meet to discuss whether additional employee classifications should be added to the above list.

M. CITYWIDE SAFETY TRAINING PROGRAM

667. The City agrees to initiate a citywide safety training program to ensure, to the maximum extent possible, the maintenance of safe, violence-free, worksites.

ARTICLE VI – HEALTH & SAFETY

A. HEALTH AND SAFETY

Policy

668. The City acknowledges its responsibility to provide safe, healthful work environments for City employees and users of City services. Every employee has the right to safe and healthful working conditions. **The City agrees to continue its Citywide safety training program to ensure, to the maximum extent possible, safe, violence-free worksites. Employees shall have input into the safety training programs in their respective departments.**
669. Upon request of the Union, Departments will meet with the Union to discuss and address safety concerns relating to facilities where employees are assigned to work ~~alone~~ while the facility is open to the public. These discussions may include proposals to provide cellular phones, personal alarm devices, and/or other options where appropriate.
- 669a. The City agrees to maintain and regularly update its Illness and Injury Prevention Program, which may include training programs for designated Departmental in-house safety officers. Departmental in-house safety officers shall be encouraged to seek input from the Joint SEIU Labor-Management Occupational Health and Safety and Workers' Compensation Committee, as defined in paragraph 679, if available.**
670. Where the employee has a good faith belief that a work assignment presents health and safety risks outside those normally associated with the work, he/she may refuse to begin or continue a work assignment.
671. When in such a case an employee declines to begin or continue a work assignment, she or he shall notify his/her in-house safety officer of the situation. The in-house safety officer shall promptly investigate the complaint. While the employee is awaiting the arrival of the in-house officer, and until the officer has made his/her determination, the employee shall not be required to perform the disputed assignment.
672. If the safety officer determines that the complaint is valid, his/her decision shall override the "departmental" management decisions, including abatement procedures or employee re-assignments. If, after investigation, the in-house officer determines that the work assignment does not present ~~such~~ an unsafe condition, he/she shall notify the employee. The employee shall then have the following options:
1. continue the work in reliance on the decision;
 2. request a re-assignment, which shall not be unreasonably denied; or
 3. continue to refuse the work assignment.
673. If the employee elects option three, he/she shall not be paid unless he/she executes an agreement that if it is ultimately determined that the complaint was invalid, the money shall be repaid to the City. If it is ultimately determined that the employee's complaint was valid, and he/she has not elected to be paid, the employee shall be made whole for all lost wages and benefits.

674. Employees shall not be subject to discipline or retaliation for exercising any rights under this Section unless it is finally determined that the employee's complaint was ~~a gimmick, e.g.,~~ was made or pursued in bad faith or for ulterior motives unrelated to the merits of the dispute.
675. The Union may employ or assign its own safety consultant to investigate the situation in conjunction with the City's in-house officer. If after consultation between the two, the dispute remains unresolved, it shall be submitted for final determination to a neutral arbitrator selected pursuant to the provisions of the section covering Expedited Arbitration (paragraphs 591 - 593) or another mutually agreed upon third party.

Information

676. The City (the Worker's Compensation Division) shall provide the Union departmental lists on a monthly and cumulative annual basis containing the vital information on all work related injuries and illnesses. Vital information shall include but not be limited to the nature of the illness or injury, dates, time lost, corrective action, current status of employee, cost of injury and work location.
677. City departments will provide the Union with copies of their annual OSHA Form 300 and Cal/OSHA Form 300 (a), or their equivalent, which report employee industrial injuries, illnesses and chemical exposures.

Assault Study

678. Upon written request of the Union, the Department of Human Resources agrees to provide a report on incidents of assault against City workers, including information on department and classification of injured employees to the Union which shall be no more often than quarterly.

Joint SEIU Labor-Management Occupational Health and Safety and Workers' Compensation Committee

679. There is hereby created a Joint Labor-Management Occupational Safety and Health and Workers' Compensation Committee consisting of six (6) persons appointed by the Union and six (6) persons appointed by the Mayor. **The Committee shall be co-chaired by one representative designated by the Union and one representative designated by the City.** Appointees of the Union shall serve on released time subject to departmental approval which shall not be unreasonably denied. Labor representatives are recommended to be from among the top twelve City departments in terms of Workers' Compensation costs per employee.
680. The Committee shall begin to meet at least once each quarter, beginning in October ~~2014~~ 2006, or more frequently as may be mutually agreed. The Committee will consider health and safety hazards and workers' compensation issues (as listed below) brought to its attention by members of the Committee.
681. 1) Identify workers compensation training and education needs of employees in SEIU-represented classifications.
682. 2) Provide a forum for labor to have input on workers compensation issues of concern, including return-to-work programs for injured employees.

683. 3) Review and discuss various CCSF and industry reports related to workers compensation activities, and make recommendations to the Department of Human Resources for possible implementation.
684. 4) Review and discuss safety of City vehicles used by represented employees. City departments will provide maintenance and repair records to an employee, the Union, or the Committee upon request.
- 684a. 5) Review and recommend uniform policies and procedures related to the use of City vehicles and employees' personal vehicles for City business.**
- 684b. 6) Review and discuss building safety to address the maintenance of safe worksites, interior and exterior lighting, secure escorts, and security personnel at "high risk" work locations.**
685. The committee is also charged with studying and identifying elements of SF Environment Code Ordinance (171-03, File No. 030422, App. 7/3/2003), the Precautionary Principle Policy, that apply to occupational health and safety, and promoting compliance with this policy in such regard.
686. The committee shall make a report to the Board of Supervisors and the Union each September regarding its activities.

Asbestos Abatement Requirements

687. The City will comply with the requirements provided for in the Asbestos Hazardous Abatement Reauthorization Act, ASHARA, and will use the requirements provided by CAL-OSHA in order to schedule regular hazardous substance screening for all custodians and any other employees at risk.

Video Display Equipment Working Conditions

1. Policy

688. The City and the Union agree that employees working on video display equipment shall have safe and healthy work environments. This environment shall avoid excessive noise, crowding, contact with fumes and other unhealthy conditions. The City agrees upon request of the Union to meet and confer on ways to design the flow of work to avoid long, uninterrupted use of video display equipment by employees.

2. Eye Examinations

689. The City agrees to provide a base line eye examination, followed by annual eye examinations for all employees required to use video display equipment. This subject will be given further review by the Joint Labor/Management City Safety Committee as referenced above.

3. Breaks

690. Every employee working on video display equipment shall be required to take break away from his/her screen of at least fifteen (15) minutes after two (2) hours' work. In the event the normal work schedule does not provide a lunch or rest break every two (2) hours, the employee shall be assigned duties away from the video display screen for fifteen (15) minutes after two (2) hours' of work.

4. Physical Plant

691. The City agrees to provide the following physical equipment and work environment for users of video display equipment:
692. a. When requested by the employee, effective glare screens shall be affixed to the front of such machines;
693. b. Adjustable chairs, footrests and tables to allow for adjustment of individual machines to provide each operator with optimum comfort and the minimum amount of physical stress;
694. c. Optimal lighting conditions adapted to accommodate the types of equipment in use at each work site shall be provided;
695. d. Prior to the acquisition of additional or replacement machines, the City agrees to meet and consult with the Union on the design of the machines, including such features as separate keyboards, tiltable screens, phosphor colors, brightness controls and any other features relating to operator health and well being. The City will give the Union as much advance notice as possible of such changes.

5. Inspection of Machines

696. The City agrees to inspect each machine in use on a regular basis and to maintain all equipment in proper repair, state of cleanliness and working order.

6. Pregnancy

697. Upon request, a pregnant employee shall have the right to be assigned duties or to be temporarily appointed to another position away from video display equipment for the duration of pregnancy.

Right to Know

698. Material Safety Data Sheets are available for inspection by employees and/or their Union representatives. Inspections may be coordinated through the Health Department's Hazardous Material Program Manager.

Mace Training

699. Departments may designate employees, other than uniformed members of the Police and Sheriff's Departments, but including Juvenile Court Counselors, whose position, hours and/or work location would warrant training in the use of mace. At the Union's request, other employees may be offered this training. Such requests shall not be unreasonably denied. Training shall be given at no cost to the employee. An initial supply of Mace, replacement when needed, and a suitable holder shall be provided at no cost to the employee. Benefits provided by this Section shall not exceed a total cost to the City of \$10,000 in any fiscal year.

Infectious Waste

700. The City shall provide training to all employees in classification 2708 (Custodian) regarding proper procedures for infectious waste.

Traumatic Event

701. The City will make available a trained CISD (Critical Incident Stress Debriefing) person to meet with employees who experience a traumatic event during the course of employment.

Costs of Additional Laboratory Analysis Regarding Substance Abuse Policy at San Francisco International Airport

702. The Airport will pay the costs of the additional laboratory analysis and review by the Medical Review Officer (MRO) of the new result, as well as the cost of transfer of the specimen to the second laboratory. If the test of the split sample causes the original test to be voided or to be determined as negative, the Airport will reimburse the employee for any costs collected in advance.

ARTICLE VII – LEAVES OF ABSENCE & RETURN TO DUTY

A. LEAVES OF ABSENCE

703. Requests for leave shall be subject to the approval of the appointing officer or designee. Requests for military, maternity, or witness or jury duty leave shall be granted as provided herein.
704. Except for vacation leave, witness or jury duty leave, compulsory sick leave, or disability leave, an employee requesting a leave for more than five working days shall submit such request to the appointing officer or designee. Requests for sick leave in excess of five (5) continuous working days shall be certified by a licensed medical doctor, doctor of dental surgery, doctor of podiatric medicine, licensed clinical psychologist, Christian Science Practitioner or licensed social worker, licensed doctor of chiropractic, optometrist, nurse practitioner or nurse midwife within the scope of their practice as defined by state law. Verification of sick leave with pay for less than five (5) working days (seven (7) calendar days in the case of part-time employees) as provided elsewhere in this provision shall be required on an individual basis only and shall be based upon an evaluation of the individual attendance record of an employee, provided that the employee has been previously notified in writing that such certification will be required for absences of less than five (5) days.
705. Except as otherwise provided in these provisions, leave granted for the period stated on the prescribed form may be extended or abridged only with the approval of the appointing officer or designee.
706. Except when an employee requesting sick leave has accumulated unused sick leave with pay credits and except for employees eligible for military leave with pay, witness or jury duty leave, disability leave or leave due to battery as provided elsewhere in this section, or for authorized holiday, compensatory time off, or vacation, leaves shall be without pay.
707. An authorized leave granted under this section shall not be considered as a break in the continuous service of an employee.

Sick Leave – General Requirements

1. Eligibility for Sick Leave

708. Subject to these provisions, employees who are absent from their duties because of illness or disability are eligible for sick leave.

2. Types of Sick Leave

709. A leave granted under this provision for one of the following reasons shall be known as "sick leave".
710. a. Sick Leave for Medical Reasons
711. b. Quarantine
- c. Bereavement
712. (1) Absence because of the death of the employee's spouse or domestic partner, parents, step parents, grandparents, parents-in-law or parents

of a domestic partner, sibling, child, step child, adopted child, a child for whom the employee has parenting responsibilities, aunt or uncle, legal guardian, or any person who is permanently residing in the household of the employee. Such leave shall not exceed three working days and shall be taken within 30 calendar days after the date of death; however, two additional working days shall be granted in conjunction with the bereavement leave if travel outside the State of California is required as a result of the death.

713. (2) Absence because of the death of any other person to whom the employee may be reasonably deemed to owe respect; leave shall be for not more than one working day; however, two additional working days shall be granted if travel outside the State of California is required as a result of the person's death.

d. Sick Leave - Maternity

714. Maternity leave shall not exceed six months provided that such leave may be extended for employees if a physician certifies that a longer convalescence period is required. Such extensions shall be subject to the provisions of this section governing sick leave without pay.

e. Sick Leave - Illness or Medical Appointment of Child or Dependent Adult

715. Absence because of the illness, injury, or medical or dental appointment of a biological or adoptive child, or child for whom the employee has parenting or child rearing responsibilities or because of the illness, injury or medical or dental appointment of a dependent adult.

f. Sick Leave – Compulsory

716.

3. *Retirement Automatically Terminates Sick Leave*

717. Sick leave shall automatically terminate on the effective date of an employee's retirement.

4. *Abridgment of Sick Leave*

718. Sick leaves granted in excess of five (5) working days shall be abridged if the employee presents to the appointing officer or designee medical evidence of capability to resume all the duties of the position

Sick Leave with Pay

1. *Sick Leave with Pay Eligibility*

719. Sick leave with pay may be granted to employees who have earned sick leave with pay credits and who have served a total of six (6) continuous months of regularly scheduled paid service except that supplemental disability credits may be used to supplement disability indemnity payments as provided elsewhere in this section regardless of length of service and except that an authorized leave of absence with or without pay granted under this section shall not be considered as a break in the continuous service of an employee.

720. A break in service of more than six (6) continuous months by any employee other than an employee designated as a "holdover" will cause prior accumulated sick leave with pay credits to be canceled and eligibility for sick leave with pay must be re-established.
721. There shall be a limit on the accumulation of sick leave of 1040 hours.
722. No single employee may contribute more than six (6) months of accrued sick leave to the catastrophic illness program.
723. The rate of earning and accumulating sick leave with pay credits and authorization for its use under this Agreement shall in no way inhibit or restrict the right of an appointing officer to establish reasonable and uniform standards.
724. The rate of earning and accumulating sick leave with pay credits and authorization for its use under this Agreement shall in no way inhibit or restrict the right of an appointing officer to establish reasonable and uniform standards of attendance.
2. *Prohibition Against Employment While on Sick Leave with Pay*
725. Employees are prohibited from working in any other employment while on sick leave with pay unless, after considering the medical reason for the sick leave with pay, the appointing officer with the approval of the Human Resources Director, grants permission for the employee to engage in a secondary employment subject to the provisions of these Rules governing such employment.
3. *Calculation of Sick Leave with Pay Credits*
726. Sick leave with pay credits shall be earned at the rate of .05 hours for each hour of regularly scheduled paid service excluding, 1) overtime exceeding 40 hours per week and 2) holiday pay, except that an employee on disability leave shall earn sick leave with pay credits at the normal rate. Employees working a ten (10) hour shift shall earn sick leave at the rate of .0625 hours per hour worked until they earn 104 hours of paid sick leave. For twelve (12) hour shift employees the rate shall be .075 per hour worked.
4. *Disbursement of Sick Leave with Pay Credits*
727. Sick leave with pay credits shall be used and deducted at the minimum rate in units of one one-quarter (1/4) hour for those employees whose credits are calculated in hours.
5. *Conversion of Sick Leave with Pay Credits from Days to Hours*
728. Sick leave with pay credit balances shall be converted from days to hours based on the equivalent number of hours in such employee's sick leave with pay credit balances. The equivalent number of hours shall be based on the employee's authorized normal daily work schedule.
6. *Employees Injured by Battery and/or Assault (To be referred to as Battery in this Section)*
729. Sick leave under this section shall not be charged against earned sick leave with pay credits.

730. Approved sick leave under this section shall be paid retroactive to the first day of injury.

Sick Leave without Pay

731. Sick leave without pay may be approved for employees for the period of the illness provided that requests for prolonged leave shall be renewed every six (6) months and provided further that such leave shall not be extended beyond a period of one (1) continuous year unless a designated physician advises that there is a reasonable probability that the employee will be able to return to employment.

1. Prohibition Against Employment While on Sick Leave Without Pay

732. Employees are prohibited from working in any other employment when on sick leave without pay unless, after considering the medical reason for the sick leave without pay, the appointing officer grants permission for the employee to engage in outside employment.

Compulsory Sick Leave

733. An appointing officer or designee who has reason to believe that an employee is not medically or physically competent to perform assigned duties, and if allowed to continue in employment or return from leave may represent a risk to co-workers, the public and the employee, may require the employee to present a medical report from a physician designated by the Human Resources Director certifying the employee's medical or physical competency to perform the required duties.
734. The appointing authority shall notify the employee in writing of the specific incidents or behavior that is considered to cause risk to co-workers, the public or the employee.
735. If the employee refuses to obtain such physician's certificate or if as a result of a medical evaluation, the employee is found not to be medically or physically competent, the appointing officer or designee may place the employee on compulsory sick leave and shall immediately report such action to the Human Resources Director. If the examining physician determines that the employee is not medically or physically competent and recommends the imposition of sick leave, the physician shall specify the duration of such leave.
736. At the request of the employee, the appointing authority or designee at the level of Departmental Manager shall meet with the employee - and if the employee requests, a representative of the Union - prior to the imposition of a compulsory leave. The employee shall be informed of his/her right to have a representative present.
737. Written notice of the imposition of compulsory leave shall be sent to the employee prior to the effective date of the leave.

Appeal of Imposition of Compulsory Sick Leave Following Re-examination

738. An employee placed on compulsory sick leave may appeal the imposition of compulsory sick leave to the Human Resources Director within fifteen (15) calendar days of the effective date of the leave. The Human Resources Director shall appoint a medical specialist not in the City and County service who practices in the City and County of San Francisco, to conduct an evaluation and to report the findings. This evaluation shall be conducted at the cost of the City and County. The decision of the medical specialist shall be final and no further appeal

shall be allowed. If the medical specialist confirms the compulsory sick leave, the specialist shall specify the duration of the leave.

739. An employee may remain on compulsory sick leave until such time as the employee is found to be competent to return to duty by a physician designated by the Human Resources Director. The compulsory sick leave may be abridged with the approval of the physician designated by the Human Resources Director.

Disability Leave

740. An employee who is absent because of disability leave and who is receiving disability indemnity payments may request, by submitting a signed option statement to the employee's department following the release from disability leave, that the amount of disability indemnity payment be supplemented with salary to be charged against the employee's supplemental disability credits so as to equal the full salary the employee would have earned for the regular work schedule. The regular work schedule shall be that schedule in effect at the commencement of the disability leave.
741. Supplemental disability credits shall be an account separate from, but equivalent to, the employee's accumulated unused sick leave with pay credit balance except that the supplemental disability credit account shall be adjusted as provided below.
742. Failure to exercise the option to supplement disability indemnity payments within 90 calendar days following release from disability leave will preclude later requests.
743. Supplemental disability credits shall be used at the minimum rate in units of one hour.
744. The employee's department shall submit separate timerolls to reflect this action only after the Retirement System certifies the amount of disability indemnity payment, if any, for the period.
745. Salary may be paid on regular timerolls and charged against the unused sick leave with pay credit balance during any period prior to the commencement of the determination of eligibility for disability indemnity payment without requiring a signed option by the employee.
746. When an employee has used sick leave with pay credits and the Retirement System subsequently determines that the employee was entitled to disability indemnity payment for the period of absence, provision shall be made for adjusting the employee's sick leave with pay credit balance and for reimbursing the appropriate City fund for the amount of sick leave with pay credits charged and paid.
747. An employee who uses supplemental disability credits to supplement disability indemnity payments shall, while on disability leave, earn supplemental disability credits at the same rate as sick leave with pay credits.
748. Upon return to duty, an employee who has used supplemental disability credits shall earn sick leave with pay credits at the normal rate and shall earn supplemental disability credits at twice the rate that sick leave with pay credits are earned until such time as the total hours of supplemental disability credits used are regained.

749. Should an employee suffer a recurrence or a new injury before all supplemental disability credits are regained, the supplemental disability credit balance shall be that balance existing at the beginning of the pay period in which the recurrence or new injury occurs and shall be adjusted for the amount of supplemental disability credits subsequently earned and sick leave with pay credits subsequently used.

Use of Sick Leave with Pay Credits to Supplement State Disability Insurance

750. Sick leave with pay credits shall be used to supplement State Disability Insurance (SDI) at the minimum rate in units of one hour.
751. Vacation, CTO, or other paid time as well as SDI payments to an employee who qualifies and who has accumulated and is eligible to use sick leave with pay credits shall be supplemented with sick leave with pay credits so that the total of SDI and sick leave with pay calculated in units of one-hour provides up to, but does not exceed, the regular take home salary the employee would have received (excluding voluntary or optional deductions) for the normal work schedule excluding overtime.
752. An employee who wishes not to supplement, or who wishes to supplement with compensatory time, vacation or floating holidays must submit a written request to the appointing officer or designee within seven calendar days following the first date of absence.
753. Employees who are supplementing SDI earn sick leave with pay credits at the normal rate only for those hours of sick leave with pay credits used.

Military Leave, War Effort and Sea Duty Leaves

Military Leave

1. Military Leave - Authority
754. Military leave is governed by the provisions of applicable Federal and State laws, by Charter provision and by this provision.
2. Military Leave - Time of War
755. Leaves of absence shall be granted to officers and employees for service in the armed forces of the United States or the State of California or for service on ships operated by or for the United States government in time of war and for a period not to exceed three months after the conclusion of such service, but not later than one year after the cessation of hostilities, except in case of disability incurred while in active service with the armed forces or the merchant marines when such disability shall extend beyond such period.
3. Military Leave - Time of Peace
756. Whenever any officer or employee shall, by order of the government of the United States or by lawful order of any of its departments or officers, or by lawful order of the State of California, or any of its departments or officers, be directed in time of peace to report and serve in the armed forces of the United States, or in the armed forces of the State of California, said officer or employee shall be entitled to a leave of absence from the employee's office or position during the time of such service and for a period not to exceed three months after the expiration thereof.

4. Military Leave - Permanent Appointees

757. Any officer or employee on military leave, who prior to such leave has been appointed to a permanent position in the City and County service, shall be entitled to resume such position at the expiration of the leave, and in determining and fixing rights, seniority, salary and otherwise which have accrued and shall inure to the benefit of such officer or employee, the term of military leave shall be considered and accounted as part of the employee's service to the City and County.

5. Military Leave - Proof of Duty

758. Officers and employees requesting military leave shall file with the Human Resources Director a copy of the orders necessitating such service prior to the effective date of the leave of absence and upon return from such leave shall submit a copy of the discharge or release.

6. Military Leave - Salary While on Temporary Leave

759. Employees who have been employed by the City and County or any other public agency or have been on military duty for a period of not less than one year continuously prior to the date upon which temporary military leave not exceeding 180 calendar days begins shall, as required by the State of California Military and Veterans' Code (Section 395), receive their regular salary or compensation for a period not to exceed 30 calendar days of such military leave in any fiscal year or more than 30 calendar days during any period of continuous military leave.

War Effort Leave

760. The Board of Supervisors may provide by ordinance that leaves of absence shall be granted to officers and employees during time of war for service directly connected with the prosecution of the war or national defense or preparedness.

Leave for Sea Duty as Licensed Officer

761. In time of war or while any act authorizing compulsory military service or training is in effect, the Board of Supervisors may provide by ordinance that leaves of absence shall be granted to officers and employees for sea duty as licensed officers aboard ships operated by or for the United States government. The Commission shall amend this section to implement such ordinance.

Leave to Accept Other City and County Position

762. Such leave by an employee may be approved for the duration of such appointment

Leave for Civilian Service in the National Interest

763. Such leave may be approved for permanent appointees for a period of up to one year. Requests for such leave of longer than one year must be renewed each year.

Leave for Employment as an Employee Organization Officer or Representative

764. Leave for permanent appointees may be approved for the duration of such service.

Family Care Leave

765. Permanent employees who have one or more years of continuous service in any status may be granted up to one year of unpaid family care leave for the following reasons:
766. 1) The birth of a biological child of the employee;
767. 2) The assumption by the employee of parenting or child rearing responsibilities. Family care leave does not apply to an employee who temporarily cares for a child for compensation, such as a paid child care worker;
768. 3) The serious illness or health condition of a family member of the employee, the employee's spouse or domestic partner, a parent of the employee or the employee's spouse or domestic partner, the biological or adoptive child of the employee, or a child for whom the employee has parenting or child rearing responsibilities; or
769. 4) The mental or physical impairment of a family member of the employee, the employee's spouse or domestic partner, a parent of the employee or the employee's spouse or domestic partner, the biological or adoptive child of the employee, or a child for whom the employee has parenting or child rearing responsibilities, which impairment renders that person incapable of self-care.
770. Family care leave is unpaid leave. At the employee's request, and when approved, family care leave shall be granted in addition to accumulated compensatory time off, vacation time, floating holiday time or sick leave as specified under Sick Leave - Illness or Medical Appointment of Child.
771. Paragraphs 765 through 770 above shall apply to non-permanent employees.

Witness or Jury Duty Leave

772. An employee who is summoned for witness or jury duty shall be entitled to leave with pay less the amount of juror or witness fee paid for the period required for such service). An employee who is summoned to serve as a witness in cases which involve outside employment or personal business affairs shall be placed on leave without pay unless vacation leave or compensatory time is requested.
773. Paid witness or jury duty leave shall be only from an employee's scheduled duty time and shall not include hours outside of scheduled hours of work or on days off. But employees shall not be expected to work on any shift on days they have served as a witness or on a jury.
774. Such employees shall notify the appointing officer immediately upon receiving notice of jury duty.
775. An employee who takes vacation leave while on witness or jury duty leave shall receive regular salary.

Religious Leave

776. Religious leave shall be without pay unless the employee elects to use accumulated compensatory time off, vacation time, or floating holiday time.

Personal Leave

777. Personal leave for permanent employees may be approved for a period of up to 12 months within any two-year period.

B. RETURN TO WORK

778. The City will make a good faith effort to return an employee whose request for reasonable accommodation is pending, or an employee who is pregnant or who has sustained an injury or illness and whose doctors certify that he or she is temporarily unable to perform specified aspects of his or her regular job duties to temporary modified duty within the employee's medical restrictions. Duties of the modified assignment may differ from the employee's regular job duties and/or from job duties regularly assigned to employees in the injured employee's class. Where appropriate modified duty is not available within the employee's classification, on the employee's regular shift (including regular days off), and in the employee's department, the employee may be temporarily assigned pursuant to this section to work in another classification, on a different shift (including different days off), and/or in another department. The City will make a good faith effort to avoid assigning the employee to work on a different shift or different days off, and will appropriately train the employee for the new assignment. After a period of three (3) months, the parties shall evaluate the modified duty assignment in conjunction with the employee's medical restrictions. It is understood that modified duty assignments are temporary only.
779. An employee who is absent because of an occupational or non-occupational disability and who is receiving Temporary Disability, Vocational Rehabilitation Maintenance Allowance, State Disability Insurance, may request that the amount of disability indemnity payment be supplemented with salary to be charged against the employee's accumulated unused sick leave with pay credit balance at the time of disability, compensatory time off, or vacation, so as to equal the normal salary the employee would have earned for the regular work schedule.
780. An employee who wishes not to supplement, or who wishes to supplement with compensatory time or vacation, must submit a written request to the Appointing Officer or designee within seven (7) calendar days following the first date of absence. Written requests made subsequent to this time shall be effective at the start of the payroll period following the request. Disability indemnity payments will be automatically supplemented with sick pay credits (if the employee has sick pay credits and is eligible to use them) to provide up to the employee's normal salary unless the employee makes an alternative election as provided in this section.
781. Salary may be paid on regular time-rolls and charged against the employee's sick leave with pay, vacation, or compensatory time credit balance during any period prior to the determination of eligibility for disability indemnity payment without requiring a signed option by the employee.
782. Sick leave with pay, vacation or compensatory time credits shall be used to supplement disability indemnity pay at the minimum rate of one (1) hour units.
783. Notwithstanding any other provision of this Agreement, the supplemental disability income credit program shall continue in effect during the term of this Agreement, except that the employee's pay shall be supplemented under the program up to the employee's approximate net pay rather than gross pay.

C. FAMILY MEDICAL LEAVE

784. The parties acknowledge the obligation of the City to enforce the rules and regulations set forth in the Family Medical Leave Act and the California Family Rights Act.

ARTICLE VIII- SCOPE

A. FINALITY OF AGREEMENT

785. 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.
786. In the event management seeks to institute a change in methods or operations within the scope of representation under state law or the charter which it believes is not covered by this Agreement, the parties shall begin to meet and confer as required by state law within fifteen (15) working days from the date receipted written notice is received by the Union at the affected Union's executive offices. Said notice shall state the proposed change, an explanation of the reason(s) for said change, as well as the effect on represented employees that would result.
787. Management, except in the event of an emergency as defined by state law, shall advise the union of the date of the intended implementation of such proposed change, which shall be no sooner than forty (40) working days from the date receipted written notice is received by the Union.
788. In the event the parties do not reach agreement thereon, the union may grieve and take to expedited arbitration such disagreements as it may have. The authority of the arbitrator is to determine:
789. 1. Whether the city's proposed change(s) violate the terms of this agreement and, if so, what shall be the remedy;
790. 2. To determine whether there are negative practical consequences of any such proposed changes on wages, hours benefits or other terms and conditions of employment as to which the parties have not agreed and, if so, how such consequences shall be dealt with. The arbitrator, in making that determination, has no authority to negate the change of methods or operations.
791. 3. The Employee Relations Ordinance in the Administrative Code shall not apply to the application of this section.
792. 4. Failure by either party to engage in meeting and conferring in accordance with this provision will result in forfeiture of such party's rights under this section.
793. 5. Nothing in this agreement shall have application to changes of Civil Service rules excluded from bargaining pursuant to Charter Section A8.409-3 except as they may affect compensation.

B. SAVINGS CLAUSE

794. Should any part hereof or any provisions herein be declared invalid by a court of competent jurisdiction, 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.

C. HOLD HARMLESS

795. The Union shall assume the defense of, indemnify and hold the City harmless from any and all claims, demands, suits, or any other action arising from agency shop provisions herein, or from complying with any demand for termination hereunder.

D. DURATION OF AGREEMENT

796. This Agreement shall be effective ~~July 1, 2012~~ **July 1, 2014** and shall remain in full force and effect through ~~June 30, 2014~~ **June 30, 2017**.
797. This Agreement shall remain in full force and effect through that date and from year to year thereafter unless either party serves written notice on the other at least sixty (60) days prior to ~~June 30, 2014~~ **June 30, 2017** or June 30th of any subsequent year of its desire to open the Agreement for the purpose of meeting and conferring on proposed changes.
798. The effective date of those provisions herein that have been determined by the arbitration board established pursuant to Charter Section A8.409.4 shall be the date that the board issues its decision.

IN WITNESS HEREOF, the parties hereto have executed this MOU this _____ day of _____, ~~2012~~2014.

APPROVED AND ADOPTED BY THE MEMBERSHIP OF SEIU LOCAL 1021 ON _____.

APPROVED AND ADOPTED BY THE BOARD OF SUPERVISORS BY RESOLUTION NO. _____, ~~2012~~2014.

FOR THE CITY

FOR THE UNION

Carol Isen _____ Date
Chief Negotiator

Roxanne Sanchez ~~Pattie Tamura~~ _____ Date
SEIU, Local 1021

Martin Gran _____ Date
Employee Relations Director

Pete Castelli ~~Katherine Baseconcillo~~ _____ Date
SEIU, Local 1021

Micki Callahan _____ Date
Human Resources Director

John Stead-Mendez ~~Karen Joubert~~ _____ Date
SEIU, Local 1021

Approved As To Form:
DENNIS J. HERRERA
City Attorney

David Canham _____ Date
SEIU, Local 1021

Elizabeth Salveson _____ Date
Chief Labor Attorney

Larry Bradshaw _____ Date
SEIU, Local 1021

ATTACHMENT A – LIST OF REPRESENTED CLASSES

ARTICLE I. RECOGNITION

1201	Personnel Technician Trainee
1202	Personnel Clerk
1204	Senior Personnel Clerk
1209	Benefits Technician
1210	Benefits Analyst
1218	Payroll Supervisor
1220	Payroll Clerk
1222	Sr. Payroll & Personnel Clerk
1224	Pr Payroll & Personnel Clerk
1226	Chief Payroll & Personnel Clerk
1227	Testing Technician
1310	Public Relations Assistant
1322	Customer Service Agent Trainee
1324	Customer Service Agent
1326	Customer Service Agent Supervisor
1402	Junior Clerk
1403	Elections Clerk
1404	Clerk
1406	Senior Clerk
1408	Principal Clerk
1410	Chief Clerk
1422	Junior Clerk Typist
1424	Clerk Typist
1426	Senior Clerk Typist
1428	Unit Clerk
1429	Nurses Staffing Assistant
1430	Transcriber Typist
1431	Senior Unit Clerk
1432	Senior Transcriber Typist
1435	Shelter Officer Supervisor
1436	Braillist
1437	Shelter Office Asst Supv.
1440	Medical Transcriber Typist
1441	Sr. Medical Transcriber Typist
1444	Secretary 1
1446	Secretary 2
1450	Executive Secretary 1
1458	Legal Secretary 1
1460	Legal Secretary 2
1464	Medical Clerk Stenographer

1470	Services & Supply Asst Sprv.
1471	Elections Worker
1474	Claims Process Clerk
1476	Senior Claims Process Clerk
1478	Senior Water Services Clerk
1480	Principal Water Services Clerk
1630	Account Clerk
1632	Senior Account Clerk
1634	Principal Account Clerk
1635	Health Care Billing Clerk 1
1636	Health Care Billing Clerk 2
1637	Patient Accounts Clerk
1662	Patient Accounts Asst Sprv.
1663	Patient Accounts Supervisor
1664	Patient Accounts Manager
1704	Communications Dispatcher 1
1705	Communications Dispatcher 2
1706	Telephone Operator
1708	Senior Telephone Operator
1710	Chief Telephone Operator
1721	Senior Data Entry Operator
1750	Microphoto/Imaging Technician
1752	Sr. Microphoto/Imaging Tech.
1760	Offset Machine Operator
1762	Senior Offset Machine Operator
1764	Mail & Reproduction Svc Sprv
1770	Photographer
1771	Media Production Specialist
1774	Head Photographer
1802	Research Assistant
1812	Assistant Retirement Analyst
1813	Senior Benefits Analyst
1814	Benefits Supervisor
1820	Junior Administrative Analyst
1822	Administrative Analyst
1840	Junior Management Assistant
1842	Management Assistant
1844	Senior Management Assistant
1920	Inventory Clerk
1922	Senior Inventory Clerk
1924	Materials/Supplies Supervisor
1926	Sr. Materials & Supplies Sprv.

1929	Parts Storekeeper
1930	Warehouse Worker
1931	Senior Parts Storekeeper
1932	Assistant Storekeeper
1934	Storekeeper
1935	Principal Parts Storekeeper
1936	Senior Storekeeper
1938	Stores & Equip Asst Sprv.
2105	Patient Services Finance Tech
2106	Med Staff Services Dept Spc.
2110	Medical Records Clerk
2112	Medical Records Technician
2114	Medical Records Tech Sprv.
2202	Dental Aide
2204	Dental Hygienist
2302	Nursing Assistant
2303	Patient Care Assistant
2305	Psychiatric Technician
2306	Senior Psychiatric Orderly
2310	Surgical Procedures Technician
2312	Licensed Vocational Nurse
2314	Public Health Team Leader
2390	Central Processing & Dist Tech
2392	Sr. Cent Proc & Dist Tech
2402	Laboratory Technician I
2406	Pharmacy Helper
2408	Senior Pharmacy Helper
2409	Pharmacy Technician
2416	Bacteriological Technician II
2424	X-Ray Laboratory Aide
2430	Medical Evaluations Assistant
2434	Sr Electrocardiograph Tech
2436	Electroencephalograph Tech I
2440	Vet Laboratory Technologist
2450	Pharmacist
2454	Clinical Pharmacist
2467	Diagnostic Imaging Tech I
2468	Diagnostic Imaging Tech II
2469	Diagnostic Imaging Tech III
2470	Diagnostic Imaging Tech IV
2514	Orthopedic Technician 1
2515	Orthopedic Technician 2

2520	Morgue Attendant
2522	Senior Morgue Attendant
2523	Forensic Autopsy Technician
2533	Emergency Med Services Agency Spec
2536	Respiratory Care Practitioner
2537	Respiratory Care Practitioner 2
2552	Dir of Act, Therapy & Vol. Services
2554	Therapy Aide
2565	Acupuncturist
2574	Clinical Psychologist
2575	Research Psychologist
2577	Medical Examiner's Investigator I
2578	Medical Examiner's Investigator II
2579	Medical Examiner's Investigator III
2583	Home Health Aide
2585	Health Worker 1
2586	Health Worker 2
2587	Health Worker 3
2588	Health Worker 4
2604	Food Service Worker
2606	Senior Food Service Worker
2608	Supply Room Attendant
2618	Food Service Supervisor
2619	Senior Food Service Supervisor
2622	Dietetic Technician
2624	Dietitian
2626	Chief Dietitian
2650	Assistant Cook
2652	Baker
2654	Cook
2656	Chef
2706	Housekeeper/Food Service Cleaner
2708	Custodian
2716	Custodial Assistant Supervisor
2718	Custodial Supervisor
2719	Janitorial Services Asst Sprv.
2720	Janitorial Services Sprv.
2736	Porter
2738	Porter Assistant Supervisor
2740	Porter Supervisor 1
2770	Senior Laundry Worker
2772	Sewing Technician

2818	Health Program Planner
2820	Senior Health Program Planner
2903	Eligibility Worker
2904	Human Services Technician
2905	Senior Eligibility Worker
2907	Eligibility Worker Supervisor
2908	Hospital Eligibility Worker
2909	Hospital Eligibility Worker Supervisor
2910	Social Worker
2912	Senior Social Worker
2913	Program Specialist
2914	Social Work Supervisor
2915	Program Specialist Supervisor
2916	Social Work Specialist
2917	Program Support Analyst
2920	Medical Social Worker
2922	Senior Medical Social Worker
2930	Psychiatric Social Worker
2931	Marriage, Family & Child Cnslr.
2932	Sr. Psychiatric Social Worker
2933	Conservatorship/Case Mgt Sprv.
2935	Sr. Marriage, Fam & Cld Cnslr
2940	Protective Services Worker
2944	Protective Services Supervisor
2948	Human Services Section Mgr
2975	Citizens Complaint Officer
2991	Coord, Human Rights Comm.
2996	Rep, Human Rights Comm.
2998	Rep, Comm. Status of Women
3208	Pool Lifeguard
3209	Swimming Instructor
3210	Swimming Instr/Pool Lifeguard
3213	Aquatics Facility Assistant Supervisor
3214	Senior Swimming Instructor
3215	Aquatics Facility Supervisor
3232	Marina Assistant Manager
3260	Crafts Instructor
3264	Camp Assistant
3279	Recreation Leader
3280	Assistant Recreation Director
3283	Recreation Specialist
3284	Recreation Director

3286	Recreation Coordinator
3287	Asst Recreation Supervisor
3289	Recreation Supervisor
3291	Principal Recreation Sprv.
3292	Asst Superintendent Rec.
3302	Admission Attendant
3310	Stable Attendant
3371	Animal Care Supervisor
3373	Animal Control Supervisor
3375	Animal Health Technician
3376	Animal Care Asst Supv.
3378	Field Services Asst Supv.
3406	Land Use Aide
3450	Agricultural Inspector
3480	Farmers Market Manager
3502	Museum Exhibit Packer & Repairer
3518	Assoc Museum Cnsvrt, AAM
3520	Museum Preparator
3522	Senior Museum Preparator
3524	Principal Museum Preparator
3525	Chief Preparator
3546	Curator 4
3549	Arts Program Assistant
3554	Associate Museum Registrar
3556	Museum Registrar
3558	Senior Museum Registrar
3602	Library Page
3610	Library Assistant
3616	Library Technical Assistant 1
3618	Library Technical Assistant 2
3630	Librarian 1
3632	Librarian 2
3633	Librarian 2 - Asian Arts
3634	Librarian 3
4119	Performing Arts Center Aide
4202	Assessment Clerk
4203	Senior Assessment Clerk
4213	Assessor-Recorder Office Assistant
4214	Assessor-Recorder Office Specialist
4215	Assessor-Recorder Senior Office Specialist
4306	Collections Officer
4308	Senior Collections Officer

4320	Cashier 1
4321	Cashier 2
4322	Cashier 3
4331	Security Analyst
4334	Investigator, Tax Collector
4335	Sr Investigator, Tax Collector
4337	Pr Investigator, Tax Collector
4366	Collection Supervisor
5264	Airport Noise Abatement Spec
5271	Sr Airport Noise Abatement Spe
5322	Graphic Artist
6108	Environmental Health Tech 1
6110	Environmental Health Tech 2
6220	Inspector, Weights & Measures
7211	Cement Finisher Supervisor 2
7218	Asbestos Abatement Worker 2
7219	Maintenance Scheduler
7227	Cement Finisher Supervisor 1
7243	Parking Meter Repairer Sprv 1
7259	Water & Power Maint Sprv 1
7268	Window Cleaner Supervisor
7270	Watershed Keeper Supervisor
7302	Audio-Visual Equipment Tech
7303	Barber
7324	Beautician
7362	Communications Systems Tech
7368	Senior Comm. Systems Tech
7392	Window Cleaner
7416	Book Repairer
7418	Senior Book Repairer
7441	Tools Room Mechanic/Custodian
7450	Shade and Drapery Worker
7470	Watershed Keeper
7524	Institution Utility Worker
7542	Watershed Worker (Seasonal)
8104	Victim & Witness Technician
8106	Legal Process Clerk
8108	Senior Legal Process Clerk
8109	Document Examiner Technician
8113	Court Clerk
8124	Investigator Office Citizen Complaints
8129	Victim/Witness Investigator 1

8131	Victim/Witness Investigator 2
8133	Victim/Witness Investigator 3
8135	Asst Chief Victim/Wit Investigator
8139	Industrial Injury Investigator
8141	Worker's Compensation Adjuster
8142	Public Defender's Investigator
8143	Sr. Public Defenders Investigator
8157	Child Support Officer I
8158	Child Support Officer II
8159	Child Support Officer III
8165	Worker's Comp Supervisor 1
8170	Medical Claims Supervisor
8201	School Crossing Guard
8202	Security Guard
8204	Institutional Police Officer
8207	Bldg & Grounds Patrol Officer
8208	Park Patrol Officer
8210	Head Park Patrol Officer
8211	SupvBldg Grounds Patrol Ofcr
8213	Police Services Aide
8217	Community Police Service Aid Supervisor
8226	Museum Guard
8228	Museum Sec Supervisor
8234	Fire Alarm Dispatcher
8236	Chief Fire Alarm Dispatcher
8238	Public Safety Communications Dispatcher
8239	Public Safety Communications Supervisor
8249	Fingerprint Technician 1
8250	Fingerprint Technician 2
8251	Fingerprint Technician 3
8274	Police Cadet
8300	Sheriff's Cadet
8301	Sheriff's Property Keeper
8316	Assistant Counselor
8318	Counselor 2
8320	Counselor, Juvenile Hall
8321	Counselor, Log Cabin Ranch
8420	Rehabilitation Services Coord.
8452	Criminal Justice Specialist 2
8484	Sprv. Crime Prevention Worker
8560	Assistant Counselor (SFERS)
8562	Counselor, Juvenile Hall (SFERS)

8564	Counselor, Log Cabin Ranch (SFERS)
8566	Counselor II (SFERS)
9202	Airports Communications Disp.
9203	Sr. Airport Communications Disp.
9204	Airports Communications Sprv.
9209	Community Police Services Aide
9212	Airport Safety Officer
9220	Airport Operations Supervisor
9230	Airport Custodial Services Sprv.
9355	Wharfinger
9356	Wharfinger 2
9702	Employment & Training Spec 1
9703	Employment & Training Spec 2
9704	Employment & Training Spec 3
9705	Employment & Training Spec 4
9706	Employment & Training Spec 5
9708	Employment & Training Spec 6
9722	Specialist in Aging 2
9770	Community Development Asst
9772	Community Development Spec
9774	Sr. Community Dev. Spec. 1
9775	Sr. Community Dev. Spec. 2
9910	Public Service Trainee
9912	Public Service Aide-Technical
9914	Public Service Aide-Admin
9920	Public Service Aide-Asst to Prof
9922	PS Aide to Prof
9924	PS Aide Health Services

ATTACHMENT B – List of Individual Employees Referenced in Relief for Individual Employees, Paragraphs 373 & 375a 373

(SEIU L1021 - Nursing Assistants and Clericals)

DEPT	FORMER JOB CLASS	CURRENT JOB CLASS	LAST NAME	FIRST NAME	DATE OF HIRE	2010 SALARY STEP
DPH		2303	BACLAAN	MARIA A	2009-05-23	
DPH		2303	ABARQUEZ	BRENDA R	2009-11-16	
DPH		2303	ABAUNZA	NIDIA M	2009-11-16	
DPH		2303	ACOSTA	NORY B	2009-11-16	
DPH		2303	ACOSTA	THELMA E	2009-11-16	
DPH		2303	AFONSOEWA	DELANO S	2009-11-16	
DPH		2303	AGCAOILI	MARIA ISABEL B	2009-11-16	
DPH		2303	AGPALASIN	BETTE T	2009-11-16	
DPH		2303	AGUILAR	CIRILO F	2009-11-16	
DPH		2303	ALABI	IBIYEMI A	2009-11-16	
DPH		2303	ALDON	SALVACION G	2009-05-23	
DPH		2303	ALIGA	JACINTA M	2009-11-16	
DPH		2303	ALLEN	LICERIA P	2009-11-16	
DPH		2303	ALMARINEZ	NECITAS V	2009-11-16	
DPH		2303	ALVAREZ	ANA E	2009-05-23	
DPH		2303	ANDERSON	NELIA M	2009-11-16	
DPH		2303	ANDERSON	PERLA G	2009-11-16	
DPH		2303	AQUINO	ARIEL S	2009-11-16	
DPH		2303	AQUINO	MODESTA F	2009-11-16	
DPH		2303	ARCA	ANGELITA D	2009-11-16	
DPH		2303	ARCIA	GLORIA A	2009-05-23	
DPH		2303	ARIENZA	EVELYN R	2009-11-16	
DPH		2303	AYALA-RAMIREZ	EMMANUEL D	2009-11-16	
DPH		2303	BALANCIO	ALLAN M	2009-11-16	
DPH		2303	BALLADARES	GRETHEL C	2009-05-23	
DPH		2303	BALLESTEROS	NORA P	2009-11-16	
DPH		2303	BALQUEDRA	FLORA A	2009-11-16	
DPH		2303	BARIL	EDWINO S	2009-11-16	
DPH		2303	BARSI	ARSENIA A	2009-05-23	
DPH		2303	BARTOLOME	ALBERT G	2009-11-16	
DPH		2303	BASAS	ROCKY B	2009-11-16	
DPH		2303	BAYANI	ALMA S	2009-11-16	
DPH		2303	BELTRAN	MARINA S	2009-11-16	
DPH		2303	BENARD	CHARBEL A	2009-11-16	
DPH		2303	BERONILLA	NICK	2009-11-16	
DPH		2303	BERRIOS	MARIA	2009-11-16	
DPH		2303	BLANCO	EVANGELINE P	2009-11-16	
DPH		2303	BOTER	MARY JANE E	2009-05-23	
DPH		2303	BOWMAN	ANITA E	2009-11-16	
DPH		2303	BROWN	MAMIE L	2009-11-16	
DPH		2303	BRYANT	ANTHONEY N	2009-11-16	

(SEIU L1021 - Nursing Assistants and Clericals)

DEPT	FORMER JOB CLASS	CURRENT JOB CLASS	LAST NAME	FIRST NAME	DATE of HIRE	2010 SALARY STEP
DPH		2303	BUENA	SERVILLANA O	2009-11-16	
DPH		2303	BUSANTE	JESSELIN	2009-11-16	
DPH		2303	BUSINE	EMMANUEL M	2009-11-16	
DPH		2303	CABASAL	BRIGIDA L	2009-05-23	
DPH		2303	CABAYA	NORMA	2009-11-16	
DPH		2303	CADIENTE	CELIA A	2009-11-16	
DPH		2303	CAJILIG	LEOVIE R	2009-11-16	
DPH		2303	CALDERON	VICTORIA R	2009-11-16	
DPH		2303	CAMPO	MARIA SUSAN C.	2009-11-16	
DPH		2303	CAMPOS	EDITH D	2009-05-23	
DPH		2303	CANTA	JAMES C	2009-11-16	
DPH		2303	CAPIZ	JAY F	2009-11-16	
DPH		2303	CARINAL	JOTTER C	2009-11-16	
DPH		2303	CARREON	MARIA DULCE D	2009-11-16	
DPH		2303	CARTER	CYNTHIA D	2009-11-16	
DPH		2303	CASAYURAN	AGNES C	2009-11-16	
DPH		2303	CASTILLO	ANNALIZA C	2009-11-16	
DPH		2303	CASTILLO	LUZ M	2009-05-23	
DPH		2303	CASTILLON	NIDA N	2009-11-16	
DPH		2303	CATACUTAN	ARTHUR N	2009-11-16	
DPH		2303	CELEDIO	CATHERINE N	2009-11-16	
DPH		2303	CELESTAN	MIRIAM T	2009-11-16	
DPH		2303	CERDA	MARIA M	2009-11-16	
DPH		2303	CHEN	ZHIDONG	2009-05-23	
DPH		2303	CHIBUNDU	EUNICE O	2009-05-23	
DPH		2303	CHIKERE	JOHNNY	2009-11-16	
DPH		2303	CLEMENTE	MARICA	2009-05-23	
DPH		2303	COLLEMACINE	ELEONOR M	2009-11-16	
DPH		2303	CONCENGCO	EVANGELINA	2009-11-16	
DPH		2303	CORDOVES	CHRISTILYN R	2009-11-16	
DPH		2303	CORREA	MA MIRACLE C	2009-11-16	
DPH		2303	CORTES	SANTOS A	2009-05-23	
DPH		2303	COTTO	SYLVIA M	2009-11-16	
DPH		2303	CRUZ	NATHANIEL F.R.V.	2009-11-16	
DPH		2303	CUENCO	FERNANDO R	2009-11-16	
DPH		2303	CURRIER	SOCORRO	2009-11-16	
DPH		2303	CUVIN	JULIETA L	2009-11-16	
DPH		2303	DAHLBERG	ELBA D	2009-11-16	
DPH		2303	DAVID	ROSALINA D	2009-11-16	
DPH		2303	DE VERA	MICHAEL S	2009-05-23	
DPH		2303	DEL ROSARIO	FLORENCE M	2009-11-16	

(SEIU L1021 - Nursing Assistants and Clericals)

DEPT	FORMER JOB CLASS	CURRENT JOB CLASS	LAST NAME	FIRST NAME	DATE of HIRE	2010 SALARY STEP
DPH		2303	DELA ROSA	ARTURO S	2009-11-16	
DPH		2303	DELAROSA	LOURDES C.	2009-11-16	
DPH		2303	DELEON	DENNIS T	2009-11-16	
DPH		2303	DELOS SANTOS	JULIET V	2009-11-16	
DPH		2303	DESAMPARADO	ONIEDA F	2009-11-16	
DPH		2303	DEVI	VANDANA	2009-05-23	
DPH		2303	DIMAILIG	EDNA V	2009-05-23	
DPH		2303	DINGLE	MICHAEL H.	2009-05-23	
DPH		2303	DOBSON	DEBRA D	2009-11-16	
DPH		2303	DOLOR	MARILYN	2009-05-23	
DPH		2303	DOMINGO	CARMELITA L	2009-05-23	
DPH		2303	DOMINGO-ABRIA	BENEDICTA R	2009-11-16	
DPH		2303	DOMINGUEZ	GRACE MARIA	2009-11-16	
DPH		2303	DUTT	SHANTI D	2009-11-16	
DPH		2303	ELUMBARING	MARIBEL C	2009-11-16	
DPH		2303	ESCOBAR	EMIGRACE R	2009-11-16	
DPH		2303	ESCOBAR	LITA S	2009-11-16	
DPH		2303	ESPIRITU	PACENCIA	2009-11-16	
DPH		2303	ESTIVA	CORAZON	2009-11-16	
DPH		2303	FERMIN	CHRISTINE Q	2009-11-16	
DPH		2303	FERMIN	NOEL J	2009-11-16	
DPH		2303	FERNANDEZ	MARIVIC C	2009-11-16	
DPH		2303	FERNANDEZ	REMEDIOS A	2009-11-16	
DPH		2303	FERRARO	EDMUNDO Z	2009-11-16	
DPH		2303	FERRER	LUZVIMINDA E	2009-11-16	
DPH		2303	FERRER	MEL E	2009-11-16	
DPH		2303	FOSTER	DEMIKA S	2009-11-16	
DPH		2303	FRADELLA	JOSEPH S.	2009-05-23	
DPH		2303	GABRIEL	ROSITA V	2009-11-16	
DPH		2303	GALIMBA	REY	2009-11-16	
DPH		2303	GAMIT	MA. TERESA M	2009-11-16	
DPH		2303	GARAY	PAULA E	2009-11-16	
DPH		2303	GARCIA	ANA	2009-11-16	
DPH		2303	GARCIA	ELIZABETH V	2009-11-16	
DPH		2303	GATLIN	LATANYA M	2009-11-16	
DPH		2303	GATMEN	ROSITA C	2009-11-16	
DPH		2303	GAYAGOY JR	GREGORIO B	2009-11-16	
DPH		2303	GILLIAM-PROCTOR	SHAWN TAYE S.	2009-05-23	
DPH		2303	GLOVER	RAYMOND S	2009-11-16	
DPH		2303	GONZALES	MARISSA D	2009-11-16	
DPH		2303	GONZALES	MERCEDES C	2009-11-16	

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DEPT	FORMER JOB CLASS	CURRENT JOB CLASS	LAST NAME	FIRST NAME	DATE OF HIRE	2010 SALARY STEP
DPH		2303	GOTERA	LORNA M	2009-11-16	
DPH		2303	GRIFFIN	FALILAT O	2009-11-16	
DPH		2303	GRONA	CHRISTOPHER J	2009-05-23	
DPH		2303	GUNDAYAO	NORMA A	2009-11-16	
DPH		2303	HAMMAN	SAM I	2009-05-23	
DPH		2303	HARRIS	JOYCELYN	2009-11-16	
DPH		2303	HASSAN	NAZRA B	2009-11-16	
DPH		2303	HERNANDEZ	NOEMI B	2009-05-23	
DPH		2303	HUAB	LEX AMADO B	2009-11-16	
DPH		2303	HUAB	LINAFLOR B	2009-11-16	
DPH		2303	HUANG	PENLY	2009-05-23	
DPH		2303	HUANG	XIUMEI	2009-11-16	
DPH		2303	IBABAO	RUBY P	2009-11-16	
DPH		2303	IBARRA	ANITA D	2009-11-16	
DPH		2303	IBARRA	WILSON C	2009-11-16	
DPH		2303	IBAY	ESTRELLA D	2009-11-16	
DPH		2303	IBAY	FELICIANO T	2009-11-16	
DPH		2303	INGRAM	TYRONE	2009-05-23	
DPH		2303	INTAL	CECIL R	2009-11-16	
DPH		2303	ISANA	PATRIMA G	2009-11-16	
DPH		2303	JALLORINA	NATTY A	2009-11-16	
DPH		2303	JAMES	LINDA A.	2009-05-23	
DPH		2303	JEAN	PATRICIA A.	2009-11-16	
DPH		2303	JOHNSON	NIKKO R	2009-05-23	
DPH		2303	JOSE	DEMOCRITO	2009-11-16	
DPH		2303	JUAREZ-VARGAS	CANDELARIA Y	2009-05-23	
DPH		2303	KAO	ANGELA C	2009-11-16	
DPH		2303	KAUR	DILJEET	2009-05-23	
DPH		2303	KAUR	KULDIP	2009-11-16	
DPH		2303	KAUR	KULWANT	2009-11-16	
DPH		2303	KAUR	TAVINDER	2009-05-23	
DPH		2303	KING	BRIGITTE D	2009-11-16	
DPH		2303	KING	FRANK L	2009-11-16	
DPH		2303	LABORETE	JULIET L	2009-11-16	
DPH		2303	LACAP	NANCY P	2009-11-16	
DPH		2303	LACAYANGA	MARIA TERESA B	2009-11-16	
DPH		2303	LAM	ANDREW M	2009-11-16	
DPH		2303	LAM	MEI SUEN	2009-05-23	
DPH		2303	LARANANG	CHONA E.	2009-11-16	
DPH		2303	LAWSON	EUFEMIA R	2009-11-16	
DPH		2303	LAXA	LEILANI T.	2009-11-16	

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DEPT	FORMER JOB CLASS	CURRENT JOB CLASS	LAST NAME	FIRST NAME	DATE of HIRE	2010 SALARY STEP
DPH		2303	LENON	FELICIDAD M	2009-11-16	
DPH		2303	LENON	MARK JOHN M.	2009-05-23	
DPH		2303	LINARES	ADA M	2009-11-16	
DPH		2303	LIRIO	CECILIA	2009-11-16	
DPH		2303	LIWANAG	ROSEMARIE	2009-11-16	
DPH		2303	LOPEZ	MA. CRISTINA D	2009-11-16	
DPH		2303	LUGUE	FITZIE	2009-11-16	
DPH		2303	LUNA	MARIA M	2009-05-23	
DPH		2303	LUO	DANIELLE HONG D	2009-05-23	
DPH		2303	MACALALAG	AGNES M	2009-11-16	
DPH		2303	MACK	LUCIA R	2009-11-16	
DPH		2303	MACKEY-WILLIAMS	PATRICIA M	2009-11-16	
DPH		2303	MAGALLANES	TERESITA	2009-11-16	
DPH		2303	MAGLANOC	NARCISO P	2009-11-16	
DPH		2303	MAGSALIN	SOLITA M	2009-11-16	
DPH		2303	MAHAN	KIT P.	2009-05-23	
DPH		2303	MAIDEN	JACQUELINE	2009-11-16	
DPH		2303	MAILO	NERISSA F	2009-11-16	
DPH		2303	MAJANO	PAULA	2009-11-16	
DPH		2303	MANCIA	EMMA L	2009-11-16	
DPH		2303	MANGALINDAN	ERWIN	2009-11-16	
DPH		2303	MANGAWANG	ADELA R	2009-05-23	
DPH		2303	MANLUTAC	ARMAND S	2009-11-16	
DPH		2303	MARIGMEN	RUBY RUTH Q	2009-05-23	
DPH		2303	MARIONA	VERONICA G	2009-11-16	
DPH		2303	MARQUEZ	MARIA ANGELICA Y	2009-11-16	
DPH		2303	MARTÉ	NERISSA T	2009-11-16	
DPH		2303	MARTIN	EDNALYN C	2009-11-16	
DPH		2303	MAYFIELD	GLORIA C	2009-11-16	
DPH		2303	MEDINA	DOROTEA M	2009-05-23	
DPH		2303	MEDINA	GISSILLA M.	2009-05-23	
DPH		2303	MEJIA	ADELINA D.	2009-11-16	
DPH		2303	MENDOZA	NESTOR S.	2009-05-23	
DPH		2303	MENDOZA	RAFAELA	2009-11-16	
DPH		2303	MENDOZA	VIRGINIA D	2009-11-16	
DPH		2303	MERCADO	ALFREDO O	2009-11-16	
DPH		2303	MERÉCIDO	YOLANDA S	2009-05-23	
DPH		2303	MICHEL	ARCELIA T	2009-11-16	
DPH		2303	MIGUEL	RITA A	2009-11-16	
DPH		2303	MILANO	PACITA G	2009-11-16	
DPH		2303	MILLAN	LEONOR	2009-11-16	

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DEPT	FORMER JOB CLASS	CURRENT JOB CLASS	LAST NAME	FIRST NAME	DATE OF HIRE	2010 SALARY STEP
DPH		2303	MILLARE	ROSITA B	2009-11-16	
DPH		2303	MIRANDA	REBECCA E	2009-11-16	
DPH		2303	MOHLER III	JOHN C	2009-11-16	
DPH		2303	MOHLER	ROSALIE PAYNE	2009-05-23	
DPH		2303	MONES	EDWARD S	2009-05-23	
DPH		2303	MONTERO	JOVIC A	2009-11-16	
DPH		2303	MORALES	EVELYN A	2009-11-16	
DPH		2303	MORRELL	APRIL R	2009-05-23	
DPH		2303	MOSER	TATJANA	2009-11-16	
DPH		2303	MULLAN	CHICKIE	2009-11-16	
DPH		2303	MUNOZ	ROSALINDA B	2009-05-23	
DPH		2303	NARAG	ARMILYN H	2009-11-16	
DPH		2303	NEAL	SYBIL D	2009-11-16	
DPH		2303	NG	WAI Y	2009-11-16	
DPH		2303	NGONGOSEKE	JOHN S	2009-05-23	
DPH		2303	NICKLEBERRY	SHERRIE R	2009-05-23	
DPH		2303	NOORDZEE	MICHAEL	2009-11-16	
DPH		2303	OCAMPO	CRISTINA F	2009-11-16	
DPH		2303	ONG	HECILO R	2009-11-16	
DPH		2303	ONG	LINDA	2009-11-16	
DPH		2303	PACHECO	AVELINA E	2009-11-16	
DPH		2303	PAGUIO	RAMON B	2009-11-16	
DPH		2303	PAHL	BERNY B	2009-05-23	
DPH		2303	PALACIO	ALEXANDER S	2009-11-16	
DPH		2303	PALINSAD	JERALD Y	2009-11-16	
DPH		2303	PANAHON	MARILYN V	2009-11-16	
DPH		2303	PANTON	ANEITA V	2009-05-23	
DPH		2303	PARAYNO	PRISCILLA D	2009-05-23	
DPH		2303	PARODI	ELIZABETH G.	2009-05-23	
DPH		2303	PASCUA	JOSEPHINE A	2009-05-23	
DPH		2303	PENSOTES	ANTONIO D	2009-11-16	
DPH		2303	PENTA	YAPING X.	2009-05-23	
DPH		2303	PERALTA	BRENDA F	2009-11-16	
DPH		2303	PERALTA	LETICIA N	2009-11-16	
DPH		2303	PERALTA	MARY GRACE D	2009-05-23	
DPH		2303	PEREYRA	CLINT I	2009-11-16	
DPH		2303	PORTA	YOLANDA T	2009-05-23	
DPH		2303	QUIAMBAO	AIDA G	2009-11-16	
DPH		2303	QUITORIANO	LEODEGARDO A.	2009-05-23	
DPH		2303	RACKLIN	ALICE L.	2009-05-23	
DPH		2303	RADOC	MYRNA B	2009-11-16	

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DEPT	FORMER JOB CLASS	CURRENT JOB CLASS	LAST NAME	FIRST NAME	DATE OF HIRE	2010 SALARY STEP
DPH		2303	RADOC	NORMA M	2009-11-16	
DPH		2303	RAJERISON	COCO	2009-11-16	
DPH		2303	RAMIREZ	CIRILA B	2009-11-16	
DPH		2303	RAMIREZ	RAUL	2009-11-16	
DPH		2303	RAMOS	VENCIE M	2009-11-16	
DPH		2303	RAMOS	ZENAIDA L	2009-11-16	
DPH		2303	RAYMUNDO	JOCELYN H	2009-11-16	
DPH		2303	RENDON	MARIA O	2009-05-23	
DPH		2303	RENSCH	STEVEN W	2009-11-16	
DPH		2303	RESIDE	BRIGIDA N	2009-05-23	
DPH		2303	REYES	JERRY S	2009-11-16	
DPH		2303	REYES	JOCELYN V	2009-11-16	
DPH		2303	REYES	VEHERLENE E	2009-11-16	
DPH		2303	RIVERA	DAISY P	2009-05-23	
DPH		2303	RIVERA	JUDY N	2009-11-16	
DPH		2303	ROA	ALENI B	2009-05-23	
DPH		2303	ROBINO	FRED	2009-11-16	
DPH		2303	ROBLE	ANALYN M	2009-11-16	
DPH		2303	RODRIGUEZ	GONZALO D	2009-11-16	
DPH		2303	ROJAS	MONA H	2009-11-16	
DPH		2303	ROSAROSO	JULIA S	2009-11-16	
DPH		2303	ROTHENBERG	AURORA M	2009-05-23	
DPH		2303	RUBEL	MARIYA M	2009-11-16	
DPH		2303	RUHDERA	EVELITA R	2009-11-16	
DPH		2303	RUIZ	ROSEMARY R	2009-11-16	
DPH		2303	RUIZ	SALVADOR F	2009-11-16	
DPH		2303	RUSSELL-BENSON	VALORIA	2009-11-16	
DPH		2303	RUTHERFORD	THERESA A	2009-11-16	
DPH		2303	SABLAY JR.	ZACARIAS I.	2009-05-23	
DPH		2303	SAGUM	ELIZABETH M	2009-11-16	
DPH		2303	SALARDA	LALAIN G	2009-11-16	
DPH		2303	SALVACRUZ	VERONICA VICTORI	2009-11-16	
DPH		2303	SANTIAGO	VICTORIA B	2009-11-16	
DPH		2303	SCHULMAN	ALMA S	2009-11-16	
DPH		2303	SELERIO	JUDITH N	2009-11-16	
DPH		2303	SHARPE	IRENE M	2009-11-16	
DPH		2303	SHORTRIDGE	HATTIE N	2009-11-16	
DPH		2303	SOJOR	LUZVIMINDA V	2009-11-16	
DPH		2303	SORIANO	ANTONIO M	2009-11-16	
DPH		2303	SORIANO	ROLANDO G	2009-11-16	
DPH		2303	SORIANO	YOLANDA C	2009-11-16	

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DPH		2303	SOUTH	STEVEN C	2009-11-16	
DPH		2303	SULUS	DICKSON E.	2009-11-16	
DPH		2303	SWE	SAN	2009-05-23	
DPH		2303	TALAVERA	ROSA M	2009-11-16	
DPH		2303	TAN	RACHEL M	2009-05-23	
DPH		2303	TANGLAO JR.	ALFREDO N	2009-11-16	
DPH		2303	TANGLAO	MARISA R	2009-11-16	
DPH		2303	TEJADA	GLENDORA M	2009-11-16	
DPH		2303	TEODOSIO	ANGELA P	2009-11-16	
DPH		2303	THAW	SANDA WIN	2009-05-23	
DPH		2303	THOMSEN	OLGA	2009-11-16	
DPH		2303	TILLMAN	CAROL R	2009-05-23	
DPH		2303	TINIO	ALVIN D	2009-05-23	
DPH		2303	TOLENTINO	MITCHELENE M	2009-11-16	
DPH		2303	TORRUIOS	NIDA P	2009-11-16	
DPH		2303	TRINIDAD	AGNES	2009-11-16	
DPH		2303	ULEP	NENA S	2009-11-16	
DPH		2303	UMANZOR	CRUZ A	2009-11-16	
DPH		2303	UY	ARACELI C	2009-11-16	
DPH		2303	UY	MARK A	2009-11-16	
DPH		2303	VARGAS	LILIANA	2009-11-16	
DPH		2303	VARGAS	SEGUNDO	2009-11-16	
DPH		2303	VELA	REBECA P	2009-05-23	
DPH		2303	VELASCO	ESTELA A	2009-11-16	
DPH		2303	VELAYO	MILAGROS L	2009-11-16	
DPH		2303	VILANOVA	MARTHA L	2009-11-16	
DPH		2303	VILLARES	AZALIA	2009-11-16	
DPH		2303	VITALICIO	RODERICK I	2009-05-23	
DPH		2303	WHITE	THERESA E.	2009-05-23	
DPH		2303	WILLIAMS	MARILYN R	2009-11-16	
DPH		2303	WILSON	PAMELA M	2009-05-23	
DPH		2303	WONG	KARRIE C	2009-11-16	
DPH		2303	WONG	NORMA Y.	2009-05-23	
DPH		2303	WU	RUDI	2009-11-16	
DPH		2303	XUAN	XIAO XIA	2009-05-23	
DPH		2303	YAO	BO	2009-11-16	
DPH		2303	YEGOROV	ANDREI V	2009-05-23	
DPH		2303	YEUNG	STELLA L	2009-11-16	
DPH		2303	YOUNG	DAVID C.	2009-05-23	
DPH		2303	ZALDANA	MAGDALENA B	2009-11-16	
DPH		2303	ZAMORA	CLARISA C.	2009-05-23	

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DPH		2303	ZHANG	LYNA	2009-05-23	
DPH		2303	ZILMAR	NICKISA B	2009-11-16	
DPH	1424	1406	ALE	CECILIA		05
DPH	1424	1406	ARCEGA	DIANA		05
DPH	1424	1406	AURE-FLIEDER	MARIE		05
DPH	1424	1406	BERGONIA	ROSEMARIE		05
DPH	1424	1406	BIASBAS	ESTELA		05
DPH	1424	1406	CARVAJAL	ANA		05
DPH	1424	1406	FABIAN	LAZARO		05
DPH	1424	1406	FIELDS	MONA		05
DPH	1424	1406	GRAY	HERBERT		05
DPH	1424	1406	HANKERSON	SHEMETA		04
DPH	1424	1406	HILL	CAROLYN		05
DPH	1424	1406	HUANG	STEPHANIE		05
DPH	1424	1406	LANDEA	RAFAEL		04
DPH	1424	1406	LEYNES	CARMELITA		05
DPH	1424	1406	MIRANDA	LUISA		05
DPH	1424	1406	MIRANDA	LUISA		05
DPH	1424	1406	ORTIZ	CHRISTINA		05
DPH	1424	1406	REYES	BETTY L		05
DPH	1424	1406	SETIONO	PEGGY		05
DPH	1424	1406	SO	WAI MAY		05
DPH	1424	1406	SOLORZANO	BETHEL		05
DPH	1424	1406	TAI	NOREEN		05
DPH	1424	1406	TUIMAVAVE	ANNAMARIE		05
DPH	1424	1406	WADE	GWENDOLYN		05
DPH	1424	1406	YEE	LILLIAN		05
DPH	1426	1406	ASPIRAS	LORRAINE		05
DPH	1426	1406	BAUTISTA	ANN		05
DPH	1426	1406	CAMARDA	TERESA		05
DPH	1426	1406	CARROLL	MICHAEL		05
DPH	1426	1406	CHAN	WINNIE		05
DPH	1426	1406	DIAMZON	ANGELINA		05
DPH	1426	1406	GUZMAN	LUCY		05
DPH	1426	1406	HMELO	LINDA		05
DPH	1426	1406	HOFFMANN	STEVEN		05
DPH	1426	1406	IBARRA	SARA		05
DPH	1426	1406	KWOK	SARLINA		05
DPH	1426	1406	LEE	SELENA		05
DPH	1426	1406	MUIR	JOSEPHINE		05
DPH	1426	1406	NARVAEZ	CHRISTIAN		05

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DEPT	FORMER JOB CLASS	CURRENT JOB CLASS	LAST NAME	FIRST NAME	DATE OF BIRTH	2010 SALARY STEP
DPH	1426	1406	NG	ANITA		05
DPH	1426	1406	POSADAS	VILMA		05
DPH	1426	1406	REYES	LINDA		05
DPH	1426	1406	SMITH	EMELY		05
DPH	1426	1406	SON	CHIN		05
DPH	1426	1406	SZE	CHUN-HUEY		05
DPH	1426	1406	TAM	ALMA		05
DPH	1426	1406	THOMAS	NANCY		05
DPH	1426	1406	TURNER	ALLEN		05
DPH	1426	1406	WEST	WILLETТА		05
DPH	1426	1406	WOMACK SR	MICHAEL		05
DPH	1428	1406	BARRION	STEPHANIE		05
DPH	1428	1406	BUTLER	DANA		05
DPH	1428	1406	CABRERA	MARITESS		05
DPH	1428	1406	CANEDO	NORMA		05
DPH	1428	1406	CHAN	HELEN		05
DPH	1428	1406	CHAPMAN	ECHO		05
DPH	1428	1406	DEGIROLAMO	LISA		05
DPH	1428	1406	DUENAS	JENNIFER		05
DPH	1428	1406	ESPINAL	GRACE		05
DPH	1428	1406	HALL	LAVADA		05
DPH	1428	1406	HARRIS	LOUISE		05
DPH	1428	1406	HILL	BERNADINE		05
DPH	1428	1406	HYDER	JOE		05
DPH	1428	1406	JACKSON	KAVON		05
DPH	1428	1406	KARLEGAN-MUNIZ	CAROLYN		05
DPH	1428	1406	KWAN	SOPHIA		05
DPH	1428	1406	LEDESMA CASTRO	NORMA		05
DPH	1428	1406	LIU	JENNY		05
DPH	1428	1406	LOPEZ	ROSA		05
DPH	1428	1406	MARIN	SANDRA		05
DPH	1428	1406	PAMATTAN	SEBINANDA		05
DPH	1428	1406	PHILLIPS	JACQUELINE		05
DPH	1428	1406	RODRIGUEZ	CHRISTINA		05
DPH	1428	1406	RODRIGUEZ LAZARIN	NORMA		05
DPH	1428	1406	SOMRUEKPOL	ROONGTHIP		05
DPH	1428	1406	TANYAO	MARY JEAN		05
DPH	1428	1406	VALENZUELA	JULISSA		05
DPH	1428	1406	WALKER	AMY		05
DPH	1428	1406	WONG	JONATHAN		04

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DEPT	FORMER JOB CLASS	CURRENT JOB CLASS	LAST NAME	FIRST NAME	DATE OF HIRE	2010 SALARY STEP
DPH	1446	1406	DAVID	ALICIA		05
DPH	1446	1406	HURLEY	JOHN		05
PUC	1426	1424	DE DIOS	CHARLENE		05
POL	1426	1424	LOCKE	JOANNA		05
DSS	1426	1424	MAU	TOM		05
PUC	1446	1424	ANG-ASUNCION	MARIA		05
AIR	1446	1424	CHAU	EMILY		05
DBI	1446	1426	HAMILTON	WENDY		05
DPH	1426	1406	AMIOT	REBECCA		05
DPH	1424	1406	CASTRO	CHRISTINA		05
DPH	1424	1406	CUNADA	TERESITA		05
DPH	1424	1406	FONG	HOWARD		05
DPH	1424	1406	HARPER	DIANE		05
DPH	1424	1406	HOE	BELLA		05
DPH	1424	1406	JEAN-BAPTISTE	JENNIFER		05
DPH	1424	1406	JOHNSON	CLAIRE		05
DPH	1424	1406	JONES	TONYA		05
DPH	1424	1406	LAZO	EARL		05
DPH	1424	1406	LEAO	LEILANI		05
DPH	1424	1406	LEE	BIANCA		05
DPH	1424	1406	MAN	TRUNG		05
DPH	1424	1406	MENCHAVEZ	MARK		04
DPH	1424	1406	NELLY	KRISTINA		05
DPH	1424	1406	PALMER	ELIZABETH		05
DPH	1424	1406	PAYES	MANUEL		05
DPH	1424	1406	RAMOS	ALBERTO		05
DPH	1424	1406	SYLVESTER	MARIA BELEN		05
DPH	1424	1406	TOGNONI	JEANNE		05
DPH	1424	1406	VILLALTA	CRISTINA		05
DPH	1424	1406	WILLIAMS	JOANNE		05
DPH	1424	1406	WOO	SILVIA		04
DPH	1424	1406	XI	JOHNNY		05
DPH	1424	1406	ZAPLETAL	NOUANE		05
DPH	1426	1406	BARAJAS	HECTOR		05
DPH	1426	1406	BERGONIA	ROSEMARIE		05
DPH	1426	1406	CANO	ELIZABETH		05
DPH	1426	1406	CORDERO	JACQUELINE		05
DPH	1426	1406	FONG	STEPHEN		05
DPH	1426	1406	GHEITH	DEBORAH		05
DPH	1426	1406	HOOKE	BRENDA		05
DPH	1426	1406	IP	MEI		05

(SEIU L1021 - Nursing Assistants and Clericals)

DEPT	FORMER JOB CLASS	CURRENT JOB CLASS	LAST NAME	FIRST NAME	DATE OF HIRE	2010 SALARY STEP
DPH	1426	1406	KYI	LINDA		05
DPH	1426	1406	LEUNG	LAI FONG		05
DPH	1426	1406	MAROTO	JOHN BORG		05
DPH	1426	1406	PLUMLEE	WILLIAM		05
DPH	1426	1406	RODDY	DEBORAH		05
DPH	1426	1406	TAM	ANNIE		05
DPH	1426	1406	VAN PATTEN	VIRGINIA		05
DPH	1426	1406	WASHINGTON	JACKIE		05
DPH	1426	1406	YIM	RUSSELL		05
DPH	1426	1406	ZHANG	REN YU		05
DPH	1444	1406	LIM	LINDA		05
DPH	1444	1406	MCPHERSON	SONJA		05
DPH	1444	1406	SMITH	CHARLIE		05
DPH	1446	1406	BODE	MARGARET		05
DPH	1446	1406	CANJA	SHARIE		05
DPH	1446	1406	FARAHKHAN	ETHEA		05
DPH	1446	1406	NG	SANDY		05

<u>Dept</u>	<u>Class</u>	<u>Name</u>
<u>DPH</u>	<u>2303</u>	<u>Bugarin, Jennie</u>
<u>DPH</u>	<u>2303</u>	<u>Cabasal, Brigida</u>
<u>DPH</u>	<u>2303</u>	<u>Combes, Jonathan</u>
<u>DPH</u>	<u>2303</u>	<u>Francisco, Raymond</u>
<u>DPH</u>	<u>2303</u>	<u>Huang, Shao Ling</u>
<u>DPH</u>	<u>2303</u>	<u>Johnson, Christine</u>
<u>DPH</u>	<u>2303</u>	<u>Kinney, Maria</u>
<u>DPH</u>	<u>2303</u>	<u>Lit, Kim</u>
<u>DPH</u>	<u>2303</u>	<u>Orozco, Griselda</u>
<u>DPH</u>	<u>2303</u>	<u>Plaza, Virginia</u>
<u>DPH</u>	<u>2303</u>	<u>Ramirez, Blanca</u>
<u>DPH</u>	<u>2303</u>	<u>Roble, Robert</u>
<u>DPH</u>	<u>2303</u>	<u>Santos, Jose Carlos</u>
<u>DPH</u>	<u>2303</u>	<u>Tamayo, Melody</u>
<u>DPH</u>	<u>2303</u>	<u>Zhang, Guiqin</u>

ATTACHMENT C – List of Individual Employees Referenced in Relief for Individual Employees, Paragraph 374374

(SEIU L1021 - Security and Museum Guards)

DEPT	CLASS	LAST NAME	FIRST NAME
AAM	8226	Arnold	Ronnie E
AAM	8226	Cato	Demetrius D.
AAM	8226	Delarosa	Josie C
AAM	8226	Figueroa	Edwin M
AAM	8226	Garcia	Jason S.
AAM	8226	Goff	Sandra D.
AAM	8226	Ho	William W.
AAM	8226	Hugh	Kwok Ming
AAM	8226	Ibrahim	Ibrahim A
AAM	8226	Jones	Robert
AAM	8226	Julaton	Al T
AAM	8226	Korbut	Victor
AAM	8226	Lara	Rodolfo J
AAM	8226	Lebbos	Elias Y
AAM	8226	Manasievici	Atanase G
AAM	8226	McGrail	Lawrence M.
AAM	8226	Michaels	Jan C
AAM	8226	Osorio	Lisette A
AAM	8226	Sherry	Patrick J
AAM	8226	Stevenson	Brent L
AAM	8226	Sullivan	Timothy G
AAM	8226	Waite	Nicholas R.
AAM	8226	White	Winston D
AAM	8226	Wi	Norberto R
AAM	8226	Woon	Kenneth T
FAM	8226	Alvarez	Rosa
FAM	8226	Bandong	Nerissa Victoria
FAM	8226	Cenit	Jomarsan
FAM	8226	Cenit	Maria Teresa P.
FAM	8226	Coffey	Jane E
FAM	8226	Duffy	Michael W
FAM	8226	Fabbri Jr	Eugene P
FAM	8226	Fleming	Nenita J
FAM	8226	Galicia	Robert M.
FAM	8226	Isom	Richard
FAM	8226	Kahn	Paul A
FAM	8226	Kirby	Christopher L.
FAM	8226	Kotakis	Paula
FAM	8226	Martinez	David K
FAM	8226	Meisel	Gerald P
FAM	8226	Mynhier	Ardern L.
FAM	8226	Rodriguez	Barry

(SEIU L1021 - Security and Museum Guards)

DEPT	CLASS	LAST NAME	FIRST NAME
FAM	8226	Rozewicz	Rebecca
FAM	8226	Sanchez	Carlos C
FAM	8226	Serrano	Ricardo
FAM	8226	Thomas	James
FAM	8226	Tiomico	Serafin A
FAM	8226	Titiyevskiy	Arkadiy
FAM	8226	Torrano	Biagio
FAM	8226	Valiente	Rafael
FAM	8226	Whitley	Monica
FAM	8226	Woo	Sam
FAM	8226	Wood	Don
FAM	8202	Cuneo	Gina J
FAM	8202	Etheart	Guimy
FAM	8202	Motley	James M
FAM	8202	Ng	Eugenia E
FAM	8202	Scott-Finney	Andrea L
FAM	8202	Serrano	Lorenzo
FAM	8202	Stroman	Otis L
FAM	8202	Williams	Ineva J
FAM	8202	Wong	Darwin

CSC CARVE OUTS GLOSSARY
Civil Service Commission Jurisdiction

Leaves of Absence Definitions

Items contained in the Civil Service Carve Outs Glossary are not subject to any grievance and arbitration procedure either under this Memorandum of Understanding or under law.

Definition of Leave of Absence

A Leave of absence is defined as an employee's absence from duty with the authorization of an appointing officer for a specific duration and purpose.

Sick Leave - Definition

A Leave due to illness or disability.

Sick Leave - Medical Reasons - Definition

A leave due to illness or injury or medical and dental appointments, other than illness or injury arising out of and in the course of City and County employment.

Sick Leave - Quarantine - Definition

Leave during a period of quarantine established and declared by the Department of Public Health or other authority.

Sick leave - Bereavement - Definition

Leave due to the death of another person

Sick Leave - Maternity - Definition

Leave due to the employee's pregnancy or convalescent period following child birth.

Sick Leave - Illness or Medical Appointment - Definition

Leave due to the illness, injury or medical or dental appointment of a person other than the employee.

Sick Leave Compulsory - Definition

Mandatory sick leave imposed by an appointing officer provided it is determined as a result of a medical evaluation conducted by a physician designated by the Human Resources Director, that the employee is not medically or physically competent, and if allowed to continue in employment will represent an imminent risk to themselves, their co-workers or the public, or if an employee refuses to obtain a physician's certificate after being requested to obtain a medical evaluation.

Sick Leave With Pay - Definition

Sick leave with compensation for eligible employees.

Sick Leave With Pay - Battery Leave - Definition

Leave due to bodily injury or illness received in the course of employment and caused by an act of criminal violence.

Sick Leave Without Pay - Definition

Sick leave granted to employees who are not eligible for sick leave with pay or employees who choose not to use their sick leave pay credits.

Disability Leave - Definition

Leave due to illness or injury arising out of and in the course of employment and as administered under State Workers' Compensation Laws.

Military Leave - Definition

Leave for active military duty.

Leave to Accept Other City and County Position - Definition

Leave to accept exempt, temporary civil service, or provisional appointment in the City and County service.

Educational Leave - Definition

Leave for the purpose of educational or vocational training.

Leave for Civilian Service in the National Interest - Definition

Leave to serve with a federal, state, or other public agency or non-profit organization in a program or in a capacity which the Human Resources Director deems to be in the national or general public interest.

Leave for Employment as an Employee Organization Officer or Representative – Definition

Leave for employment to serve full time as an officer or representative of an employee organization whose membership includes City employees, or to attend a convention or other type of business meeting of an employee organization as an officer or delegate of the employee organization.

Family Care Leave - Definition

Leave for assisting or nurturing of family members.

Definition of Family

A unit of independent and interacting persons, related together over time by strong social and emotional bonds and/or by ties of marriage, birth and adoption, whose central purpose is to create, maintain, and promote the social, mental, physical and emotional development and well being of each of its members.

Witness or Jury Duty Leave - Definition

Leave to serve in a judicial proceeding in a local, State or Federal Court.

- a. as a witness on behalf of the City and County
- b. to serve as a juror

Holiday Leave - Definition

Paid leave for special occasions provided either by ordinance of the Board of Supervisors or in a collective bargaining agreement.

Vacation Leave - Definition

Paid leave of specified duration as provided in the Charter and by ordinance of the Board of Supervisors or in a collective bargaining agreement.

Involuntary Leave of Absence - Definition

Leave established and regulated under the layoff provision of Civil Service Rules.

Religious Leave - Definition

Leave when an employ's personal religious beliefs require that the employee abstain from work during certain periods of the work day or work week.

Personal Leave - Definition

Leave for reasons other than those covered under the Rules of the Civil Service Commission.

**Departmental Supplementary Agreement
Between Department of Public Health And
Service Employees International Union Local
1021**

July 1, ~~2012~~2014 – June 30, ~~2014~~2017

Departmental Supplementary Agreement
Department of Public Health

This Agreement is executed this _____ day of _____, ~~2012~~2014, by and between the CITY AND COUNTY OF SAN FRANCISCO (hereinafter called the Department) and SERVICE EMPLOYEES INTERNATIONAL UNION LOCAL 1021 (hereinafter called the Union).

SECTION 1. UNION MEMBERSHIP

- A. The Department shall furnish to the Union upon request, but no more frequently than once a month, a list of names, classifications, and work locations as are available in the Personnel or Payroll Office of new employees in represented classes, and the names of employees separated. The Union may deliver a copy of this Supplemental Agreement to employees in the covered classifications.
- B. Semiannually, the Department shall furnish the Union with updated seniority lists for all permanent employees working in classifications represented by the Union. The work location of the employees shall be available in the office of the appropriate departmental subdivision.

SECTION 2. BULLETIN BOARDS AND DISTRIBUTION OF MATERIALS

BULLETIN BOARDS

1. Reasonable space will be allowed on bulletin boards as specified herein for use by the Union to communicate with employees. Material shall be posted upon the bulletin board space as designated, and not upon walls, doors, windows or any other place. Posted material shall not be obscene, or of a partisan political nature, nor shall it pertain to public issues which do not involve the city and its relations with employees. All posted material shall be signed and dated, shall bear the identity of the sponsor, shall be neatly displayed, and shall be removed when no longer timely.
2. Should the department have objections to material posted on approved bulletin boards, the department shall discuss the issue with the union steward prior to removing any posted notices or material.
3. Location of Bulletin Boards
 - a) At San Francisco General Hospital:
 - Building 80: Elevator Bank - First Floor
 - Building 20: Elevator Bank - First Floor
 - Building 10: Elevator Bank - First Floor
 - Building 30: Elevator Bank – First Floor
 - Outpatient Department Lobby: Elevator Bank

- Main Hospital – Basement: Outside CPD
 - First Floor: Near Rear Elevator
 - Second Floor: Near Front and Rear Elevators
 - Third Floor: Clinics Elevator
 - Third Floor: Near Front Elevator
 - Fourth Floor: Near Front Elevator
 - Fourth Floor: Near Front Elevator
 - Fifth Floor: Near Front Elevator
 - Sixth Floor: Near Front Elevator
 - Seventh Floor: Near Front Elevator
 - Laundry
 - Radiology Fileroom

b) At Laguna Honda Hospital

- Five (5) bulletin boards with locks shall be made available.
- ~~Clarendon Hall~~
- Food Service Department, Tray Line Area
- Across from Nursing Office 5th Floor
- ~~Laundry; Main Floor~~
- **1st Floor, Administration Building main entrance; locked board**
- ~~General Services Manager's Office~~
- In Each Nursing Unit Lounge **Neighborhood Break Room**
- Social Services and Admissions/Eligibility
- Billing: ~~Personnel~~ **Human Resources Services Office**
- Main Kitchen Bulletin Board
- **Entry vestibule, 1st Floor entrance between A & B wings (Admin Bldg), locked board**
- **Inside the hallway, A300, locked board**
- **New Building:**
 - **Lobby/entrance**
 - **1st Floor, between the entrance/hallway from old building and the Café**
 - **Near the elevators, ground floor, North**
 - **Hallway just inside South Loading Dock**
 - **Outside Nursing Office, locked board**

c) At Central Office Administration (101 Grove Street), Community Health Program and Mental Health Program facilities, and any other separate Departmental facility which employees represented classes:

At such locations that shall be mutually agreeable to the Department and the Union, provided that at least one bulletin board or other mutually agreeable place shall be allowed at each location.

4. All existing bulletin boards currently in place shall be maintained.

DISTRIBUTION OF MATERIALS

Distribution of official Union literature and materials by a Union member, shop steward or Field Representative will be permitted, provided:

1. The employee distributes such literature outside his/her regular working hours or during break.
2. The distribution of literature to employees on duty will be accomplished during their break (rest) period or before or after their work shift.
3. Distribution of literature shall be restricted to non-work areas so as not to interfere with patient care or with the operation of any facility or institution of the Department. A non-work area is an area where an employee does not normally perform his/her duties and responsibilities. Distribution of literature to employees in office work locations shall be permitted provided the Union notifies the Department within thirty days of the ratification of this agreement of the areas or work locations where Union literature will be distributed. The distribution of literature shall not interfere with the work of any employee. If in the opinion of the office work unit manager, distribution of literature interferes with the work of employees, the department shall notify the Union in writing and meetings shall immediately commence in order to reach agreement on mutually acceptable literature distribution rules. Pending establishment of such rules, distribution of literature shall be permitted only in non-work areas as defined above.

SECTION 3. LOCATION OF PERSONNEL FILES

The official personnel files of the various divisions of the Department are located as follows:

San Francisco General Hospital Human Resources

Laguna Honda Hospital Human Resources

All other Divisions:

Department of Public Health Personnel Office 101 Grove Street

In the event of reorganization or changes in facility or office location, the Department will notify the Union, and affected employees in writing of any changes in location of the official personnel files.

SECTION 4. CLASS SPECIFICATION

- A. ~~Upon request Shop Stewards shall be furnished copies of class specifications, and, where available, job descriptions for classifications of the Department positions for which they are responsible.~~
- B. The Department agrees that the following terminology on all Civil Service job descriptions that states: "and performs related duties" will be exercised reasonably. Disputes concerning this paragraph shall be submitted to the Civil Service Commission for determination and shall not be subject to the Grievance Procedure.
- C. Current Civil Service class specifications may not be up to date in all cases, and do not necessarily reflect presently assigned duties and responsibilities. Class specifications are descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed. In accordance with Civil Service rules, the Appointing Officer has the authority to assign an employee to perform work provided that it is consistent with the kind of duties and level of responsibility of the employee's classification although the work may not be specifically described in the class specification.

SECTION 5. COMMITTEES

A. Labor Management Committees

The Department of Public Health (Department) and the Union agree to establish a Labor Management Committee (LMC) for each of the following: San Francisco General Hospital; Laguna Honda Hospital; Jail Health Services; Community Behavioral Health Services (CBHS); Behavioral Health Center (BHC); and Primary Care, each composed of three (3) representatives from the City and three (3) representatives from the Union. Additional LMCs may be established upon mutual agreement between the Union and the Department.

Each LMC shall meet at least quarterly, but no more than once per month, to discuss matters such as patient care improvement, staffing, safety issues, and the impact of the Affordable Care Act ("ACA") on employees and Department services. The LMC may make recommendations to appropriate executive management members. The agenda for each LMC meeting will be determined by management and the Union, and will be circulated to LMC members prior to each scheduled meeting. A Joint Labor-Management Committee shall be established at San Francisco General Hospital, Laguna Honda Hospital, and in Mental Health Programs and Community Health Programs. The committees for SFGH and LHH shall consist of five (5) representatives appointed by the Union and five (5) representatives appointed by the Department. The committee for Mental Health Programs and Community Health Programs shall consist of three (3) representatives appointed by the Union and three (3) representatives appointed by the Department. These committees shall meet from time to time at the call of either party but no more frequently than once every two (2) months for the purpose of improvement of patient care and the improvement of staff skills, discussions concerning workload distribution, and such other related matters as may be mutually agreed by the parties. Either party may convene a

~~meeting by submitting a proposed agenda and a proposed time and place of the meeting to the other party at least seven (7) calendar days in advance of the date proposed. The representatives of both parties shall be as broadly representative of the concerns of the Department as possible. All members of the committee shall be granted release time subject to staffing needs. Additional staff support may be added by either party subject to the approval by the Committee but all such added members will be non-voting, and shall not be eligible for release time.~~

B. The Department of Public Health Bloodborne Pathogen Safety Devices Committee

PURPOSE

The purpose of the committee is to develop and maintain a comprehensive program that reduces the risk for blood borne pathogen exposure for employees and affiliated staff working in Community Health Network (CHN) facilities. The program will integrate the evaluation and selection of the best available safety devices and the evaluation and recommendations of related user training and work practices.

COMPOSITION

- (A) The committee will contain eight members selected by CHN management and eight selected by and from labor. Labor and management may also select additional alternative representatives that may attend in the place of their designated representatives. Labor constitutes CHN staff and staff of their representative unions. The committee may request other experts to participate in committee activities; however, expert participation will be limited to an advisory capacity only.
- (B) The committee will be co-chaired by a representative from management and a representative from labor.
- (C) Participation on the committee or in the committee's work shall not include individuals with any past or current financial interest in or affiliation with manufacturers of engineered safety devices.

SCOPE AND AUTHORITY

- (D) The committee will report to the CHN Leadership Group (LG). Specific reporting requirements are detailed in the section on responsibilities below. The committee will have the consultation and support of the CHN LG where needed to help implement its recommendations.
- (E) The committee will have access to all non-medically confidential information necessary to fulfill its objectives including but not limited to the OSHA 200 Log, the Sharps Injury Log, and "Needle Stick Hotline" Summary Data for the CHN. The committee will obtain

information on individual exposure incidents through the incident follow up conducted by the CHN Environmental Health and Safety Program.

- (F) The committee will be responsible for establishing criteria for engineered sharps safety devices selection in the CHN. The committee will employ these established criteria to oversee and guide device evaluation processes in representative groups of frontline users and determined the preferred device for purchasing. The committee will select the single best device for each clinical practice or need. The committee will communicate their recommendations directly to purchasing department in a method consistent with purchasing protocols. Recommendations made regarding resource allocation will follow the standard process for resource allocation in the CHN.
- (G) The committee will identify unsafe device use practices that contribute to blood borne pathogen exposures and work with stakeholders, supervisors, and trainers to develop and promulgate alternative and safer work practices.
- (H) The committee will identify training needs, including training frequency, content, and evaluation, required for optimum safety device use and work with stakeholders, supervisors and trainers to ensure these needs are met.
- (I) Decisions of the committee will be made by consensus wherever possible; however, in the absence of consensus the committee may make decisions by majority vote. Issues at impasse will be brought to the Executive Administrator of the CHN for resolution with an opportunity for appeal to the Director of Public Health by any committee member.
- (J) The co-chairs of the committee will serve as CHN representatives to the six-hospital safety device committee.

RESPONSIBILITIES

- (K) The committee will operate under the standards of CHN committees and adhere to requirements set by JCAHO, California Title 22, and CAL-OSHA.
- (L) The committee will always solicit stakeholder input in its assessments.
- (M) The committee will meet monthly for the first year after its initiation and at least every two months thereafter.
- (N) The committee will prepare for the CHN LG: (1) An action plan every 12 months with description of the following years priorities, objectives, anticipated activities, and resource requirements. (2) A progress report every 6 months detailing progress towards objectives.
- (O) Minutes of meetings will be taken and made available to CHN staff.

- (P) Union representatives will be granted release time during regular work hours with pay subject to operational and staffing requirements to attend committee meetings and work on committee assigned projects. The scheduling of meetings and work projects with sufficient advance notice will enhance the ability to grant release time.
- (Q) The Labor co-chair of the committee shall be granted up to one (1) day of release time each week to do the work of the committee co-chair. This shall be in addition to the release time granted to attend committee meetings.
- (R) The committee may assign specific work projects to one or more of its members. Participation in committee-approved work projects may occur outside of regular committee meetings. The committee will notify managers of approved work projects so that union representatives may be appropriately released or granted compensatory time off pursuant to this agreement.
- (S) Union representative members will be granted straight-time compensatory time-off for part-time employee members and time-and-one-half compensatory time-off for full-time employee members for each hour involved in committee meetings and work projects during non-work hours.

C. PATIENT CARE COMMITTEE FOR SEIU MEMBERS IN HOSPITAL CLASSIFICATIONS

The following provisions apply to ~~UHW classifications and to Local 790 and Local 535~~ patient care classifications.

1. Quality Patient Care

The City and the Union agree that quality patient care and a safe working environment require adequate staffing and that staffing levels within all departments vary with census, acuity, shift, the specialization of various areas, changes in the specialization of the units, structural changes in the delivery of patient services and qualitative changes in average acuity. The City will establish two (2) Patient Care Committees, one for Laguna Honda Hospital and one for San Francisco General Hospital, including all Department of Public Health clinics. Each committee will be comprised of four (4) bargaining unit employees selected by the Union and four (4) representatives of the City selected by the City. The parties may mutually agree to expand the number of representatives to the committees as the need may arise.

2. Purpose

The purpose of the Patient Care Committees is to monitor the quality of patient services and make recommendations to improve patient services in the context of work design, if applicable, or in the current method or system of patient service delivery.

3. Meetings

The City will allow four (4) hours every two (2) months of release time for each employee member of the committee to attend meetings. Ten (10) days' notice shall be given by the moving party along with an oral or written proposed agenda. Authorized employee representatives will be granted time off to attend committee meetings, provided they have given their supervisor at least five (5) days' notice. Additional meetings may be scheduled by mutual agreement. The scheduling of any meetings will be subject to operational requirements of the hospitals.

RESOLUTION OF STAFFING ISSUES

1. Review Committee

If the patient care committee cannot reach agreement on a recommendation, the issue may be referred to a Review Committee of four (4) for consideration and recommendation. Two (2) representatives shall be selected by the Union and two (2) by the City. A majority of the review committee may invite resource persons to attend and participate in such review committee meetings. Such resource persons may review all relevant information before the committee pertaining to the subject matter under consideration and offer advice to resolve differences between the parties. The review committee may adopt recommendations by a majority vote of all four (4) members of the review committee.

2. Recommendations Implementation Process

Recommendations, both those approved by the Patient Care Committee or through the Review Committee, will be forwarded to the appropriate administrative director of the Hospital for implementation. Thirty (30) calendar days after receipt of a recommendation, the appropriate administrative director will send the Patient Care Committee a written summary of progress and may at the Patient Care Committee co-chair's request to attend the next Patient Care Committee meeting to report on the progress. However, the City is not obligated to implement any recommendation that would cause the City to violate the terms of any City labor agreement or any local, state or federal law.

3. Resolution of Staffing Issues

In the event the Review Committee is unable to reach agreement on a recommendation concerning a staffing issue, or a recommendation of the Patient Care Committee or Review Committee is not implemented by the Department, a mutually agreed third-party neutral may be brought to join the Review Committee, provided, however, the third-party neutral may only be brought in two (2) times per fiscal year. In the event the Review Committee remains unable to resolve the staffing issue, the third party neutral shall make a binding determination to resolve the dispute.

The third-party neutral's authority is limited to a specific staffing issue only and shall not include other matters such as job assignments, work schedules or other matters covered by this MOU. The determination of the third-party neutral shall cover no more than a single staffing issue at a time. The determination shall not add to or modify the MOU, nor shall it cause the City to violate the terms of any City labor agreement or any local, state or federal law. In reaching a determination, the third-party neutral must take into account area standards regarding staffing, state and federal laws, physicians' recommendations regarding quality of care, business needs, the City's financial ability to comply with the proposed resolution, and any other relevant information presented by the parties. In determining a staffing issue, the third-party neutral's determination must fall within allocated DPH resources.

4. Selection of Neutral Third Party

Unless the parties agree otherwise, the third party neutral shall be selected by alternately striking names (first strike determined by lot) from the following list of five (5):

(All names to be subject to mutual agreement)

1. _____
2. _____
3. _____
4. _____
5. _____

The Union and the City shall share equally the fees of the third party neutral.

D. ~~JOINT RN/DPH MONITORING COMMITTEE~~

- ~~A. The parties agree to include six (6) bargaining unit members on the Joint RN/DPH Monitoring Committee established in Section 5.E. of the agreement between the City and County of San Francisco and SEIU, Local 790 Staff and Per Diem Nurses, subject to concurrence by the RN Chapter of SEIU, Local 790.~~
- ~~B. The parties further agree to include up to three (3) bargaining unit members on each of the four divisional committees established in Section 5.E., of the SEIU, Local 790 Staff and Per Diem Nurses bargaining agreement.~~
- ~~C. Representatives on these committees shall be provided release time with pay to attend these committees.~~

SECTION 6. WORK RULES

- A. Clean-up Time ~~Bargaining Units 6A and 6B, –~~ Classifications in Exhibit A and the following classifications only:

1920 Inventory Clerk
1932 Assistant Storekeeper
1934 Storekeeper
1938 Stores and Equipment Assistant Supervisor
~~2650 Assistant Cook~~

Wherever the work processes require, a reasonable amount of clean-up time, will be allowed at the end of each work shift and before lunch.

B. Telephone Calls

1. All calls from a child, school, babysitters, or other persons involved in child care, and calls identified as emergencies shall be connected to the employee immediately. If the employee cannot be located or cannot be interrupted a message shall be left with the immediate supervisor or designee.
2. Employees should remind relatives, and persons in charge of the well-being of relatives, to identify their status to the staff person who takes the call. All calls of an emergency nature should be identified as such to the answering party. This is to facilitate necessary calls and to prevent unwarranted intrusions on the employee's time.
3. Rights granted under this Section shall be exercised reasonably.

C. Tardiness and Absence Without Leave Policy - **Classifications in Exhibit A** ~~Bargaining Units 6A and 6B~~ Only

1. Employees who call in prior to their starting time to inform their supervisor or designee they will be reporting late will be allowed up to a thirty-minute time extension from the regular reporting time to report to duty. The employee will not be docked provided the time is made up.
2. Employees who have not called in prior to their starting time will be allowed up to a thirty-minute time extension from the regular reporting time to report to duty, and will be subject to having pay withheld. For all instances of tardiness, time will be computed in fifteen (15) minute units. If such employee who has not called in is more than fifteen (15) minutes late, he/she may be replaced by another employee on his/her assigned shift and will be given a float assignment.
3. All employees reporting late will report to the office of the designated supervisor at the time of arrival for appropriate assignment.
4. Employees over thirty minutes late will not be allowed to work and will be considered absent without leave, provided that if an employee who is over thirty minutes late is told to come to work by the facility pursuant to (1) hereof said

employee shall be allowed to work the balance of the shift, if, in the judgment of the Department Head or his/her designee, the tardiness is excusable.

5. Employees who are chronically tardy may be refused permission to work when tardy after having been notified in writing in advance of such proposed action. Such refusal does not preclude the Department from taking subsequent disciplinary action.

D. Sick Calls

The Department will designate personnel who are authorized to receive sick calls from the employees for each department or work unit. Each department manager will provide written policies and procedures for calling in sick.

E. Institutional Police (SFGH) Shift and Assignment Bidding

The Department of Public Health no longer employs 8204 Institutional Police Officers.

1. Every six months, watch supervisors shall prepare a list of all available 8204 assignments, including investigations and traffic control, by shift and days off, based on the needs of the Department.
2. Officers shall select their assignments and shift in the order of their seniority. The primary selection criteria shall be seniority; however, officers bidding on a special assignment must demonstrate and maintain an acceptable level of performance in order to retain the assignments for the full term. If a senior candidate is not retained in the assignment, he/she shall receive a written explanation.
3. Seniority shall be determined by the length of time served in each classification at SFGH. This shall include all temporary, limited tenure and permanent time worked at SFGH provided there is no break in service in excess of six months.
4. When a shift or assignment becomes vacant more than two months prior to the twice yearly shift/assignment bidding process, the department shall post a notice for five (5) days accepting bids. The selection process shall be utilized as specified in #2 above, if staffing levels permit filling the assignment on an interim basis.
5. The department or the Union may propose changes in the procedures outlined above during the term of this agreement. Proposed changes shall be subject to the meet and confer process.

F. Radiologic Technologists, Radiology Department – SFGH

1. Job Assignments

- a) The Department, in accordance with the Agreement, reserves the right to determine job assignments in the Radiology Department of San Francisco General Hospital.
- b) The following factors shall be considered in determining job assignments: Performance, skills an ability, education, reliability (attendance and punctuality), affirmative action, seniority and the need for cross training.

2. Cross Training

The Department shall attempt to provide cross training, upon request, consistent with the needs of the service and quality patient care. In the event many such requests are made, employees selected for cross training shall be selected in accordance with the factors listed in Paragraph F.1.b of this section. Participation in these programs is voluntary.

G. Caseload Management (Medical & Psychiatric Social Workers and Psychologists)

Upon request, unit managers shall meet with professional staff of any department work unit to discuss caseload distribution and management.

SECTION 7. STAFFING AND WORK ASSIGNMENTS – Classifications in Exhibit A Only Bargaining Units 6A and 6B

A. Employee Assignments

Except as otherwise agreed upon in this Agreement, the Union recognizes it is the exclusive right of the Department to assign personnel and to make changes when necessary to meet the changing needs of the public and the patients. The Department agrees that in staffing shifts, personnel will be reasonably distributed based on the availability of staff and the assessment of departmental needs.

B. Permanent Float Employees – Nursing Departments – LHH and SFGH only.

1. A permanent float employee is an employee who does not have a regular assignment but reports to an appropriate supervisor for assignment. Assignments will be made in a fair and equitable manner.
2. The Department retains the right to determine the number of permanent float employees.
 - a) Voluntary assignment to permanent float status shall be based upon department need, employee's performance, ability and seniority.
 - b) Involuntary assignment to permanent float status shall be based upon inverse seniority providing performance and ability are equal.

3. Permanent float employees will not be assigned to the same work location more than two consecutive days in a week, unless they request longer assignments.
4. Permanent float employees may be assigned temporarily to work in place of an absent employee and, until such temporary assignment is completed, they are no longer considered on float status. At the completion of the temporary assignment, the department will notify the permanent float employee to again report to an appropriate supervisor for assignment.
5. The Department will make efforts to ensure that the employees who float will remain on an assigned ward for the duration of their shift. However, when no other resources are available, the Department retains the right to reassign the employee as needed.

C. Regularly-Assigned Employees Who Are Temporarily Reassigned (Floated) in a Given Shift.

1. Employees who are regularly scheduled in a unit may be temporarily reassigned (floated) to another unit within areas of specialization, whenever applicable and practicable, in a given shift because of departmental needs.
2. Floating will be kept to a minimum. Whenever it is necessary for regularly scheduled employees to float, assignment will be made in a fair and equitable manner.
3. The Department will make all efforts to ensure that employees floated to another unit will remain on that unit for the duration of their shift. However, when no other resources are available, the Department retains the right to reassign the employee as needed.

~~D. Promotional Opportunities for 2903 Eligibility Workers~~

~~— It is the intent of the City and the Union to enter into discussions for the purpose of developing career promotional opportunities for 2903 Eligibility Workers in the Department of Public Health, not later than sixty (60) days after the signing of this Agreement.~~

**SECTION 8. SHIFT CHANGES IN THE SAME WORK LOCATION OR WORK UNIT
PARAGRAPH A. THROUGH E. APPLICABLE TO ~~BARGAINING UNITS 6A AND 6B~~
CLASSIFICATIONS IN EXHIBIT A AND THE FOLLOWING CLASSIFICATIONS
ONLY.**

~~1429 Nurses Staffing Assistant~~
2903 Eligibility Worker
2908 Hospital Eligibility Worker

- A. Employees of the same classification may request to change shifts within the same location or work unit. If employees desire to exchange shifts, they shall be able to implement the

change with the agreement of their immediate supervisor. Such agreement shall not be unreasonably denied nor shall it be subject to the grievance procedure.

- B. If it is necessary to reassign an employee to another shift, the employee with the least seniority in the work unit, will change his/her shift, provided he/she has adequate experience and ability and provided that no other employee wants to make the change.
- C. Shift assignment may be change without regard to seniority for up to a (3) month period, provided there is a demonstrable documented need for training and/or development of such employee.
- D. This section shall not apply to changes in hours within an A.M., P.M., or night shift as defined by the department.
- E. Except as expressed above, this section shall not be interpreted as interfering with the department's ability to reassign employees.
- F. The Department may not change shift or work assignments for punitive reasons.
- G. Except in cases of emergency, as determined by the Department, 1428 Ward Clerks at SFGH Inpatient Nursing Department shall be given a minimum of ten (10) working days advance notice

SECTION 9. DAYS OFF – ~~BARGAINING UNITS 6A AND 6B~~ CLASSIFICATIONS IN EXHIBIT A ONLY

- A. Full time employees at San Francisco General Hospital and Laguna Honda Hospital shall have fixed days off unless an election is held for rotating days off.
- B. Fixed Days Off
 - 1. Fixed days off is defined as the same days off each week. Seniority shall be the governing factor in determining days off under the Section.
 - 2. The Department shall determine the available days off and in the scheduling of such days, the first choice shall go to that employee having the most seniority in a classification in the facility, department and shift. The second choice shall go to the second most senior employee and so forth.
 - 3. Seniority, as used herein, shall begin on the first day of employment in the class in the hospital
 - a) Voluntary and involuntary changes of shift or work location within the same hospital:

- 1) Voluntary: An employee who voluntarily changes shift or work location within a hospital shall have no access to seniority earned at his/her last assignment for the first (1st) 3 months on the new assignment. Beginning with the fourth (4th) month on the new shift or work location, such employee shall regain his/her original seniority from the previous assignment for purposes of scheduling days off in the new assignment when days off become available.
- 2) Involuntary: An employee who involuntarily changes shift or work location within a hospital shall have access to seniority.

b) Voluntary and involuntary reassignment to another hospital:

- 1) Voluntary: An employee who is voluntarily reassigned to another hospital shall have no access to seniority earned at his/her last assignment and shall begin a new seniority date for purposes of determining days off.
- 2) Involuntary: An employee who is involuntarily reassigned to another hospital shall retain his/her original seniority and shall have the right to exercise his/her original seniority immediately upon the reassignment for purposes of determining days off.

C. Rotating Days Off/Fixed Days Off

If a majority of employees within a department wish to explore the possibility of rotating days off/or fixed days off if currently serving rotating days off, management will meet and confer with the Union over the definition and scheduling of rotating days off. In the event an agreement is reached, elections shall then be conducted within the department to determine the manner in which days off are to be scheduled (fixed or rotating).

SFGH RADIOLOGY DEPARTMENT – RADIOLOGIC TECHNOLOGISTS

1. The department shall determine available days off as agreed in Section 8, paragraph B of this Agreement.
2. If the Department determines the availability of days off based on the various specialty job assignments, and if more than one (1) employee is permanently assigned to a specialty job assignment, the most senior employee in the specialty job assignment shall have the choice of days off for the assignment.

SECTION 10. EMPLOYEE REQUESTS FOR REASSIGNMENT

- A. An employee may at any time request reassignment to another position in his/her class in the Department. Each section or division within the Department shall post notices of vacant assignments, shifts, or work locations on a bulletin board in the section or division with the vacancy for a period of not less than seven (7) calendar days. Such notices shall consist of class number and title, and information regarding the assignment, shift and work location which is vacant.

Personnel Officers shall post notices of vacancies approved for filling on bulletin boards listed in this Agreement until such time as the position is filled. Such notices shall consist of class numbers and titles of job classifications in which vacancies exist and a contact person.

- B. When a vacancy occurs, employees may bid for reassignment. Seniority, performance and ability shall be considered in the event the department elects to grant a requested reassignment.
- C. When an employee is reassigned pursuant to this Section, the employee's seniority for scheduling days off and vacation shall be in accordance with Section 9B of this MOU. Temporary assignments may be made pending permanent assignments in order to provide proper care.

SECTION 11. HOLIDAY SCHEDULING POLICY

- A. Definition of In-lieu Holidays

In-lieu holidays are days off taken in lieu of holidays which fall on a regular day off and shall be scheduled as follows:

1. Any employee who accumulates a day or days off in lieu of a holiday may elect to add said day or days off to his/her normal days off, and such approval shall not be unreasonably denied. The scheduling of in-lieu days shall be by mutual agreement by the employee and the Department. Such days off must be taken within the fiscal year of the date of the holiday or the following fiscal year.
2. An employee may elect to add accumulated days off in lieu of holiday to his/her annual vacation, provided that this election is made at the time vacation schedules are being prepared.
3. The department shall respond to all such request in writing within ten (10) working days. If two or more employees request the same day or days, the conflict shall be resolved in favor of the employee whose request has been received first. In the event the Department shall deny an employee's request in full, it shall be for good cause only and a statement of the reasons for such denial shall be given the employee. Such denials shall not be subject to the Grievance Procedure.

- B. The Department will use its best efforts to grant each employee qualifying for paid holidays at least one (1) of the following three (3) holidays off: Thanksgiving Day, Christmas Day, and the following New Year's Day. ~~In order to accomplish this, the Department may require employees whose regular days off fall on one or more of these holidays to temporarily alter their days off schedule and work on a holiday. The Department will first ask employees to voluntarily request to change their days off to work a holiday. If the Department needs additional employees to work the holiday, the least senior worker will be reassigned to work the holiday.~~

C. **Holiday Overtime Rotation**

The Department will establish a holiday overtime rotation in each work Unit to assign additional staff to work on City-designated paid holidays, as designated in Article III, Section F—"Holidays," of this Agreement. Should the Department make a holiday overtime assignment, the assignment will be made in addition to staff already assigned to work the paid holiday as part of their regular shift. A holiday overtime assignment shall not involuntarily displace a regularly scheduled employee.

Using the City-wide seniority list for each Unit, the rotation shall begin with the most senior qualified employee in the classification for which the holiday assignment is being made, and continue down through the seniority list. Each employee who accepts or declines an offer to work on a City-designated paid holiday will not have another opportunity until all other Unit employees in the classification have had an opportunity to accept or decline an offer to work on a paid holiday.

Should there be no volunteers to work on a paid holiday after providing the opportunity to all employees in the rotation, the manager may assign the least senior employee in the rotation to work on the holiday.

The only remedy for grievances regarding the holiday overtime rotation process shall be the opportunity to work on the following paid holiday.

~~C.~~**D.** Floating Holidays

Unless otherwise agreed to in writing between the employee or Union and the supervisor, floating holidays shall be requested by employees on or before March 1 of each fiscal year. If the employee does not request his/her floating holiday by March 1, the Department will unilaterally schedule the floating holiday. The Department will notify the employee of such an assignment of a holiday one (1) week prior to the day assigned.

SECTION 12. VACATION SCHEDULING POLICY

- A. Except as provided in paragraph B of this Section, vacations shall be scheduled by mutual agreement of the employee and the Department. In the event of a conflict between granting a

similar request of two or more employees, the matter shall be decided in favor of the employee having the longest service in a classification and shift at the facility.

- B. In the event vacation scheduling pursuant to paragraph A hereof is impractical, the following procedure will apply. Prior to January 1st of any year, any employee may submit up to three (3) choices of a preferred vacation period. The Department shall approve such choices on the basis of employee seniority within his/her classification and shift at the facility and shall post a list of scheduled vacations within thirty (30) days. Any employee who fails to submit a choice or any new employee who misses the sign-up period shall schedule vacation by mutual agreement with the Department, provided that such scheduling shall not supersede a vacation scheduled by prior submission.
- C. The Department has the right to limit the number of employees on vacation at any one time consistent with the needs of the service.

SECTION 13. HEALTH AND SAFETY

Policy:

All employee reports of unsafe working conditions will be investigated promptly and without prejudice.

A. Health and Safety Committee

1. Purpose

The Union and the department recognize the importance of safety on the job and will work cooperatively to ensure safe working conditions. The Union will actively encourage its delegates to attend safety committee meetings and to be advocates for safe working conditions.

2. Membership

The Safety Committee of Laguna Honda Hospital and San Francisco General Hospital will include a total of six (6) employee representatives. The Safety Committees of Community Health Programs and Mental Health Programs may include three (3) employee representatives each elected at large.

3. Release Time

Employee Representatives shall receive paid release time from regular duties for Safety Committee meetings and Committee-approved activities. Time off for representation should not unduly interfere with the performance of duties or with the work flow requirements of the department.

B. Employees Who Become Ill or Injured on the Job

- 1. Employees who become ill on the job shall report to their immediate supervisor.

2. An employee who is injured on the job shall, in all cases, immediately report to the direct supervisor who shall act in accordance with established departmental and City policies, which shall include an investigation of the incident and completion of the Employer's report of Industrial Accident/Illness. An employee may utilize his/her designated personal physician in accordance with the requirements of State law.
3. When an employee cannot be transported to an appropriate emergency station, a health practitioner will be called to the location of the injury and there determine the disposition of the case.
4. An injured employee will be given a copy of the injury report upon request.

C. Contagious Diseases

1. Some employees may be exposed to infectious and communicable diseases in the normal course of work. The Department has recommended policies and procedures designed to protect employees and patients, which include Infection Precautions, required and recommended immunizations, skin testing for tuberculosis, gammaglobulin prophylaxis for infectious hepatitis exposures, titers for Rubella (blood test), and medical examinations.
 2. All known affected employees shall be contacted personally by the Department. A copy of such notice will be sent to the Union upon the employee's request. The Department will complete all workers' compensation forms in a timely manner.
 3. The employer and the employee shall follow established infection control procedures.
 4. The employer agrees to make AIDS education and sensitivity training part of the orientation and annual training. Representatives of the Union will consult with the employer in establishing the curriculum of this program.
 5. The Department will arrange a meeting between Union Representatives and the individuals responsible for the training in handling medical wastes so the Union can review the training curriculum.
 6. The Department shall provide all medical personnel and health care providers with training in health and safety, including but not limited to, training on safety devices, protection against infectious diseases, handling of hazardous materials, chemical spills and use of personal protective equipment. All training will be properly documented.
- D. The Department shall provide new 2736 Porters with a special in-service training on the handling of infectious waste. The content of this training shall be developed by the Health and Safety Committees. The content of the training shall be approved by the Department's Infection Control Committee.

- E. The Health Department Personnel Office shall make good faith efforts to assist an employee who is denied access to an EAP Stress Reduction Program offered at the worksites due to limitations on the number of program participants to be provided with a Stress Reduction Program within three months, except in emergency situations. Individuals needing stress reduction counseling can request this counseling at any time from the EAP.
- F. The Department will solicit input and feedback from the employees designated by the Union who use lifting equipment at SFGH and LHH. This information will be submitted to the Product Evaluation Committee prior to the purchasing of such equipment.

APPENDIX A: Health and Safety

~~Policy:~~

~~All employee reports of unsafe working conditions will be investigated promptly and without prejudice.~~

~~Safety: (EXCERPTED FROM EMPLOYEE HANDBOOK FOR INFORMATION PURPOSES ONLY)~~

~~Safety is everybody's job. Be alert at all times to safety hazards. If you see an unsafe act or condition, either correct it yourself or report it to your supervisor.~~

~~Remember that accidents don't just happen — they are caused by people. There is no job so important that time cannot be taken to do it safely. What may seem like a shortcut might cost you long weeks in the hospital. For reasons of safety, clothing and footwear appropriate to the type of work being performed is to be worn.~~

~~Do not engage in playful activities which might result in injury to yourself or others.~~

SECTION 14. DURATION

This Agreement will remain in effect through June 30, ~~2014~~2017 and run concurrent with the Citywide collective bargaining agreement unless extended by mutual agreement.

Dated _____

EXHIBIT A

<u>Class</u>	<u>Title</u>		
<u>1428</u>	<u>Unit Clerk</u>	<u>2736</u>	<u>Porter</u>
<u>1429</u>	<u>Nurses Staffing Assistant</u>	<u>2738</u>	<u>Porter Assistant Supervisor</u>
<u>2202</u>	<u>Dental Aide</u>	<u>2770</u>	<u>Senior Laundry Worker</u>
<u>2204</u>	<u>Dental Hygienist</u>	<u>2772</u>	<u>Sewing Technician</u>
<u>2302</u>	<u>Nursing Assistant</u>	<u>7324</u>	<u>Beautician</u>
<u>2303</u>	<u>Patient Care Assistant</u>	<u>7524</u>	<u>Institution Utility Worker</u>
<u>2305</u>	<u>Psychiatric Technician</u>		
<u>2306</u>	<u>Sr Psychiatric Orderly</u>		
<u>2310</u>	<u>Surgical Procedures Technician</u>		
<u>2312</u>	<u>Licensed Vocational Nurse</u>		
<u>2390</u>	<u>CPD Technician</u>		
<u>2402</u>	<u>Laboratory Technician I</u>		
<u>2406</u>	<u>Pharmacy Helper</u>		
<u>2408</u>	<u>Senior Pharmacy Helper</u>		
<u>2409</u>	<u>Pharmacy Technician</u>		
<u>2416</u>	<u>Laboratory Technician II</u>		
<u>2424</u>	<u>X-Ray Laboratory Aide</u>		
<u>2430</u>	<u>Medical Evaluations Assistant</u>		
<u>2436</u>	<u>Electroencephalograph Tech I</u>		
<u>2467</u>	<u>Diagnostic Imaging Tech I</u>		
<u>2468</u>	<u>Diagnostic Imaging Tech II</u>		
<u>2469</u>	<u>Diagnostic Imaging Tech III</u>		
<u>2470</u>	<u>Diagnostic Imaging Tech IV</u>		
<u>2514</u>	<u>Orthopedic Technician I</u>		
<u>2515</u>	<u>Orthopedic Technician II</u>		
<u>2520</u>	<u>Morgue Attendant</u>		
<u>2522</u>	<u>Senior Morgue Attendant</u>		
<u>2536</u>	<u>Respiratory Care Practitioner</u>		
<u>2554</u>	<u>Therapy Aide</u>		
<u>2583</u>	<u>Home Health Aide</u>		
<u>2585</u>	<u>Health Worker I</u>		
<u>2586</u>	<u>Health Worker II</u>		
<u>2587</u>	<u>Health Worker III</u>		
<u>2588</u>	<u>Health Worker IV</u>		
<u>2604</u>	<u>Food Service Worker</u>		
<u>2606</u>	<u>Senior Food Service Worker</u>		
<u>2622</u>	<u>Dietetic Technician</u>		
<u>2650</u>	<u>Assistant Cook</u>		
<u>2652</u>	<u>Baker</u>		
<u>2654</u>	<u>Cook</u>		

**Departmental Supplementary Agreement
Between San Francisco International Airport
And Service Employees International Union
Local 1021**

July 1, ~~2012~~2014 – June 30, ~~2014~~2017

REPRESENTATION

Employee Representatives

The Airport Chapter of Local 1021 will limit the appointment of official representatives as defined in the City-wide Collective Bargaining Agreement [Kagel Award] Article I.G. Official Representatives. For any section with fifty (50) SEIU-represented employees or less, only one individual from any single work unit at SFIA will be designated as the official representative. For those sections with more than fifty (50) SEIU-represented employees, one (1) representative from each shift may be designated as official representatives. Alternates within the same work unit may be designated. Alternates may only be granted release time when the primary representative is unavailable.

The Union must notify the Airport Human Resources Office of the names of employees for whom they are requesting official release time along with pertinent dates, times and locations. All requests must be submitted at least three (3) business days in advance of the requested date.

Bulletin Boards/Union Access/General Information

The Airport will make space available on glass-enclosed bulletin boards in Custodial, Communications, Airfield Operations and Police Bureau sections for SEIU to post materials. For those areas that may be under lock and key, the Union must submit the materials to a designated Airport representative for posting. This material must comply with the City's standards for materials posted on public bulletin boards.

Notification of New Employees

The City shall supply the Union with a list of new employees within forty-five (45) days of their employment. The list will contain the names, classifications and work unit of each new employee. The City shall also supply the Union with a list of resignations, retirements, transfers and promotions within forty-five (45) days after their occurrence.

Promotional Jobs Hotlines

The San Francisco International Airport will establish a “Jobs” telephone hotline for the sole purpose of providing current City & County of San Francisco employees with employment or promotional job information at San Francisco International Airport.

WORK SCHEDULES

Assignment of Work

1. Shift Bidding

Bargaining Unit employees assigned sections within 24-hour shift shall be entitled to select their work shift on the basis of seniority consistent with the practices historically in effect at each work unit at the time of the implementation of this Agreement. If a work unit does not have an established bidding interval, employees at that work unit shall, after the effective date of this Agreement, be entitled to bid on not less than an annual basis.

The parties recognize that the Airport presently has designated certain special assignments that require unique skills or abilities. Those assignments are as follows:

Airport Police Bureau

Class 9209 Airport Police Service Aides

- 2- Purchasing/Inventory
- 2 - Lost & Found
- 1 - MIS Support

Custodial

Class 2708 Custodian

- 1 - Exhibitions

Airfield

Class 9212 Airport Safety Officer

- 3 - Training

Class 9220 Airport Operations Supervisor

- 1 - Training

Communications

Class 9203 Airport Senior Communications Dispatcher

- 2 - Training
- 1 - Administrative Assistant

In filling these specialty assignment positions, the senior bidder shall be assigned unless management shall reasonably determine that the senior employee does not possess the published qualifications, knowledge, skills and abilities required by the assignment. A candidate whose bid for a special assignment position is not accepted shall be entitled to meet with the decision making supervisor to discuss the reasons why he or she was not chosen.

If, on and after the effective date of this Agreement, management determines that it wishes to establish additional special assignment positions, it shall give written notice to the Union of that intent and, upon demand, shall meet and confer with the Union with regard to any such proposal.

2. Shift Trades

Employees involved in a shift trade will be deemed to waive their right to overtime pursuant to the City-wide Memorandum of Understanding, Article III.E. Overtime Compensation.

TRAINING

Education and Career Development

1. Field Training Officer

The Airport and the Union shall designate a committee consisting of four (4) members representing management and four (4) members appointed by the Union to develop a proposal for a Field Training Officer within the Airport Communications and Police Bureau Section, and the Airport Operations Section.

PAY, HOURS & BENEFITS

Overtime

The Union and Airport Management shall mutually agree on the development and implementation of shift trade policy and overtime procedures including the distribution of overtime consistent with the operational needs of that department or particular unit.

LEAVES OF ABSENCE

Leaves of Absences – Submission of Leave Request

Except for vacation leave, witness or jury duty leave, compulsory sick leave or disability leave, an employee requesting leave for more than forty (40) hours shall submit a request in writing to the Appointing Officer or designee on an official Request for Leave form.

If the Leave is pre-scheduled, the Request for Leave Form must be submitted prior to the first day of the leave. If a leave is unscheduled, the Request for Leave form will be sent to the employee at his or her last known address by both regular and certified mail. The employee is responsible for ensuring that the Airport Human Resources Office has his or her current address on file. This form must be returned within ten (10) days of its postmark.

HEALTH AND SAFETY

Hazardous Materials

The Airport will make available the Material Safety Data Sheets for all janitorial cleaning chemicals at each of the Custodial Divisional Offices and lunchroom within each terminal. The Union may make an appointment to inspect these documents on a bi-annual basis. Airport Management is also willing to meet to discuss any concerns regarding these documents.

Health and Safety

The Union will not file or advance any future grievances pertaining to staffing or overtime under Article VI.A., Health and Safety, of the City-wide MOU.

EMPLOYMENT CONDITIONS

Equipment and Uniforms

1. Safety Clothing/7 Point Stars

Not later than 15 days after the effective date of this Agreement, the Airport and the Union shall commence meeting and conferring for the purpose of reaching agreement upon the design and distinguishing characteristics of an appropriate safety vest or belt to be worn by the Police Service Aides at the Airport. The parties shall consider, and include within their final Agreement, of whatever nature the following factors: (a) the necessity of distinguish the Police Service Aides employees from non-police traffic control employees at the Airport; (b) the fact that the vest or belt must clearly identify the wearer as a member of a law enforcement agency; (c) and that the fit and material of the vest or belt be light weight and non-restrictive as feasible, consistent with its purpose.

Airport Employee Transit Pilot Program

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.

POLICY CONCERNING SUBSTANCE ABUSE

I. General Policy Applicable to Airport Commission Employees

- A. Employees are required to notify the Airport Human Resources Department in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days following such conviction. Failure to make this notification may result in disciplinary action, up to and including discharge.
- B. It is also the Airport's policy that the use of controlled substances and alcohol by any employee while on the job is prohibited and provides the same penalties for violation as set forth above. The definition of "use" is not limited to actual consumption of controlled substances and alcohol (or any other means of introducing such drugs or alcohol into one's system) while on the job; "use" also is defined to include evidence of the presence at the levels indicated in Appendix A, of controlled substances or alcohol in an employee's system while on the job, irrespective of when the substance may have been consumed by the employee or otherwise introduced into the employee's system. In the case of alcohol, use is further defined later in this document.
- C. In certain circumstances, alcohol and drug addictions may be considered illnesses. If an employee suspects that he or she has an alcohol or drug problem, help is readily available to the employee and his/her family if the employee self-identifies as outlined in D. below before commencement of an investigation or disciplinary process. Employees coming forward under these circumstances will not be disciplined absent other issues (e.g. using drugs while on duty). Information on professional and self-help programs for intervention when a substance abuse problem is suspected is available from the City's Employee Assistance Program ("EAP") and the Airport Human Resources Department.
- D. Under conditions described below, the Airport will assist employees who identify themselves to the Airport as having a drug and/or alcohol problem and demonstrate their willingness to seek and accept professional help for their addiction.
 - 1. Such assistance might include granting the employee a leave of absence, if such leave is determined to be necessary by substance abuse professionals, to obtain treatment for or help with the problem.
 - 2. An employee who self-identifies and fulfills his or her obligations for rehabilitation as recommended by an Airport-authorized Substance Abuse Professional ("SAP") may be subject to return-to-duty and follow-up testing as described in Section IV.E.
 - 3. The employee must self-identify to an Airport supervisor prior to being approached by Airport managerial personnel with reasonable suspicion that

the employee has a substance abuse problem causing unacceptable on-duty behavior or prior to being asked to submit to a drug or alcohol test. Self-identifying after notification of a drug or alcohol test will not relieve the employee of the requirement to take a test, nor will it be cause to prevent the implementation of disciplinary action on the basis of the results of the test or refusal to be tested. Likewise, an employee's self-identification following any conduct which constitutes a violation of this policy will not prevent disciplinary action.

4. The Airport has designated the Airport Human Resources Director as the contact person responsible for answering questions about this Policy and programs to assist employees.
- E The Airport retains all rights under the Civil Service Commission Rules and/or the Collective Bargaining Agreement if applicable to place employees on compulsory sick leave for on-the-job behavior that jeopardizes the safety of themselves or others.

II. Policy of Testing for Reasonable Suspicion

- A. The Airport may test with reasonable suspicion for the presence of alcohol and or controlled or illegal drugs at levels set forth in Appendix A, for the following classifications:
- 9202 Airport Communications Dispatcher
9203 Senior Airport Communications Dispatcher
9204 Airport Communications Supervisor
9212 Airport Safety Officer
9220 Airport Operations Supervisor
1929 Parts Storekeeper
- B. The Airport may test all employees under the reasonable suspicion for the presence of alcohol.
- C. Purpose - The purpose of reasonable suspicion testing is to provide management with a method of identifying employees who may pose a danger to themselves and others in their performance of their job duties because of their use of drugs or alcohol, or both. Employees may be at work in a condition that raises concern regarding their safety. A supervisor must make a decision as to whether reasonable suspicion exists to conclude that substance abuse may be causing the behavior. The supervisor making this determination will be trained in the facts, circumstances, physical evidence, physical signs and symptoms, or patterns of performance and/or behavior that are associated with use.

- D. Reasonable suspicion testing will be administered when a supervisor who has received training as set forth in II.C. above observes covered employee behavior indicating possible drug use or alcohol misuse.
1. The supervisor must observe and describe specific behavioral, performance, or contemporaneous physical indicators of probable drug use or alcohol misuse. Upon making such observation, the supervisor will determine whether he or she believes the employee to be using drugs or misusing alcohol and order the employee to undergo testing as appropriate.
 2. The supervisor will obtain the opinion of a second trained supervisor, if circumstances permit. If both supervisors agree that reasonable suspicion exists, the employee will be escorted to the collection site by a supervisor and will be provided transportation home after testing is completed. The employee may, at his or her request, instead of being tested, be evaluated by a medical physician at SFO Medical Services, if a physician is available. However, such an examination may involve diagnostic tests, including the drawing of blood or urine. If a physician is unavailable, the employee shall submit to the required test.
 3. An employee who is tested for reasonable suspicion where the results are not available immediately will be placed on administrative leave without pay pending receipt of the test results. If the employee passes the test(s), all lost pay shall be restored to him or her, unless there was conduct which may supply an independent basis for disciplinary action.
 4. Testing will cover the substances listed in Section III.F.1. below.
- E. Procedures for reasonable-suspicion testing are described in Sections III.F. and G. below.
- F. Employees employed in "safety sensitive" positions as described in Section III.A., who test positive may be subject to return-to-duty and follow-up testing as described in Section III.H.

III. Policy Applicable to Safety-Sensitive Employees

- A. The Airport has determined that the following classifications are subject to this section:

9202 Airport Communications Dispatcher
9203 Senior Airport Communications Dispatcher
9212 Airport Safety Officer
9220 Airport Operations Supervisor
1929 Parts Storekeeper

The Parties hereby acknowledge and recognizing that to the extent that federal law mandates that more stringent standards or procedures apply to Airport employees, those standards and procedures shall supersede those set forth herein. The Airport shall advise the Union of its determination that higher standards must apply, and will meet and confer with the Union regarding any impact of such a determination on matters within the scope of bargaining. Nothing herein shall constitute a waiver of the Union's right to challenge any Airport determination that higher standards must apply through available judicial processes.

- B. No employee may perform a safety-sensitive function when that employee has a prohibited drug, or an alcohol concentration of 0.02 or more, in his or her system. Employees who are covered by this section currently include all persons in the following job classifications:

9202	Airport Communications Dispatcher
9203	Senior Airport Communications Dispatcher
9212	Airport Safety Officer
9220	Airport Operations Supervisor
1929	Parts Storekeeper

- C. An employee in a safety-sensitive position may not consume alcohol for at least eight hours following an accident or until the employee undergoes a post-accident alcohol test, whichever occurs first.
- D. Possessing or consuming alcohol while on Airport property is also a violation of this Policy, with the following exceptions:
1. Consumption, possession, sale or purchase of alcohol in certain approved restaurant, cocktail, conference or recreational facilities of the Airport when employees are not on working time and or not in uniform; and
 2. Possession of alcohol in sealed containers in an employee's private vehicle on Airport property or while being transported in compliance with applicable legal requirements.
- E. The Airport recognizes that confidentiality of information obtained in the drug and alcohol testing process is a critical concern to all employees who have been or will be tested. The Airport will handle test results and employee information in a confidential manner. All participants in the collection, testing and reporting process will be informed of their responsibility to protect the employee's privacy and testing program confidentiality. Testing records and results will be released only to the limited designated personnel authorized to receive such information.

- F. All employees performing safety-sensitive functions, as provided in III.A. above, shall be subject to urine drug testing and alcohol testing by an evidential breath testing (EBT) device, for reasonable suspicion (see G. below), following an accident (see H. below), on a random and unannounced basis, and prior to return to duty and on a follow-up basis after rehabilitation (see I. below).
1. Drugs to be tested for include marijuana, cocaine, opiates, phencyclidine (PCP), and amphetamines. Alcohol concentration is measured by EBT.
 2. If an employee in a safety-sensitive position refuses to take a required drug or alcohol test, tests positive for any of the above-listed drugs, or shows an alcohol concentration of 0.04 or greater, such employee shall be immediately relieved of his or her safety-sensitive functions, shall be referred to the Medical Review Officer ("MRO"), and may be subject to discipline based on the facts of the case, up to and including discharge.
 3. If an employee tests positive for alcohol with an alcohol concentration of at least 0.02 but less than 0.04, that employee shall immediately be removed from service; said employee shall be counseled, and shall be advised to seek professional help in the event he/she may have a substance abuse problem. More than one instance of showing an alcohol concentration in this range will subject an employee to more serious disciplinary action. If an employee is seen drinking alcohol while on duty, the employee may be subject to serious discipline, up to and including discharge for the first offense.
 4. If an employee adulterates a specimen for drug or alcohol testing or otherwise falsifies or attempts to falsify the testing process or results, such employee will be subject to severe discipline.
- G. "Reasonable suspicion" testing as used in this policy means a drug or alcohol test required when a supervisor or manager reasonably suspects an employee of using a prohibited drug or alcohol while on the job, and when a second trained supervisor or manager, if one is available, agrees that reasonable suspicion exists.
- H. "Post-accident" testing as used in this policy means a drug or alcohol test required in the event of an occurrence (accident), in which an individual dies, or any nonfatal accident involving an Airport vehicle in which an individual is injured and immediately receives medical treatment away from the scene, or in which one or more vehicles involved sustains disabling damage as a result of the occurrence and must be towed away. A post-accident drug test will be administered to an employee or employees when an accident, as defined above, has occurred and the employee performed a safety-sensitive function that either contributed to the accident or cannot be completely discounted as a contributing factor in the accident. An employee will be subject to alcohol testing in a post-accident situation only when the employee's

conduct causes a supervisor or manager reasonably to suspect that the employee may be under the influence of alcohol.

- I.. "Return-to-duty" testing as used in this policy means a drug or alcohol test required when the Airport allows an employee who did not pass a drug or alcohol test to return to work or when an employee has self-identified before any testing is required and has successfully completed an appropriate rehabilitation program. The SAP must determine that the employee may return to duty. Employees returning to duty as described in this paragraph may be given unannounced "follow-up" drug or alcohol tests, or both, if recommended by the SAP. Such follow-up tests shall not exceed a two year period, unless special circumstances prompt the SAP to recommend an extension of this period.

IV. Drug and Alcohol Testing Procedures

SFIA/SEIU drug testing procedures shall be based on Department of Transportation (DOT) standards. The procedures set forth below were established as of July 2000 and are for general informational purposes. To the extent these procedures have been modified by more current DOT standards, DOT standards shall supersede those set forth here.

A. Pre-Employment Testing

1. Purpose - The purpose of pre-employment testing is to identify applicants who have consumed a prohibited drug in the recent past. This behavior has the potential to impact the workplace and may present an unacceptable safety risk to the employee, coworkers, passengers, and the general public. The Airport will not hire an applicant who tests positive in a pre-employment drug test.
2. Coverage – Applicants, except current City employees, seeking the following positions will be required to submit to urine drug testing as part of the selection process:
 - a. Candidates applying for the following positions are subject to pre-employment drug testing:

9202 Airport Communications Dispatcher
9203 Airport Senior Communications Dispatcher
9204 Airport Communications Supervisor
9212 Airport Safety Officer
9220 Airport Operations Supervisor
1929 Parts Storekeeper
 - b. Applicants, except current City employees, for classifications whose incumbents must obtain security clearances because of their access to

areas secured by U.S. Customs will also be subject to pre-employment testing. Such classes currently include:

2708	Custodian
2716	Custodial Assistant Supervisor
2718	Custodial Supervisor I
2719	Janitorial Services Assistant Supervisor
7268	Window Cleaner Supervisor
7392	Window Cleaner

- c. Applicants who test positive, or who decline to be tested, will not be further considered.
3. Pre-employment drug testing shall be administered only after the candidate has been given and has accepted a conditional job offer. The conditional offer shall specify that a final offer shall be conditioned upon, among other things, negative drug test results.
4. Collection and testing procedures for pre-employment drug testing will be the same as for other types of testing as described in paragraph F, as applicable to the circumstances, except that the individual will not be escorted to or from the collection site.

B. Random Testing

1. The Airport will administer random drug tests to employees in classifications listed in Section III.A. of the Policy Concerning Substance Abuse Random drug tests will be conducted without advance notice during employees' normal working hours.
 - a. All employees will be placed in a random testing pool, from which random selection shall be made. The Human Resources Director or his/her designed representative shall notify said employees in as confidential manner as reasonably possible.
 - b. The random numbers or other identifiers assigned to all employees who have been selected for random testing shall be immediately returned to the pool, so that everyone has an equal chance of being selected for the next round of testing.
2. The Airport will annually require at least 25% of the covered employees to undergo drug testing, except that the Airport Director may revise the testing rate after reviewing data concerning the rate of positive tests in the previous calendar year. Random testing will be conducted throughout any given year at a relatively

steady rate, although the days of the week and the times when testing is conducted will vary.

C. **Reasonable Suspicion Testing** All employees shall be subject to reasonable-suspicion testing in classifications set forth in Section II.A. and B.

D. **Post-Accident Testing**

1. **Purpose** - The purpose of post-accident drug testing is to determine whether substance abuse has been a causative factor in an accident in which an individual dies or is injured or disabling damage occurs to one or more vehicles involved. Although the first concern is the health of any accident victim(s), post-accident drug and alcohol tests must be performed as soon as possible after the accident and after it is determined that the employee's performance cannot be ruled out as a contributing factor.
2. Post-accident drug tests must be administered whenever a safety-sensitive employee is involved in an occurrence (accident) with an Airport vehicle in which an individual dies. Testing is also required when in an occurrence an individual suffers bodily injury and immediately receives medical treatment away from the scene of the accident, or in which the Airport vehicle or another vehicle involved incurs disabling damage and is transported away from the scene by a tow truck or other vehicle. In such nonfatal accidents, the Airport will test a covered employee on duty in the vehicle if the employee has been cited or if the Airport Human Resources Director or his/her designated representative determines the employee's performance could have contributed to the accident.
 - a. In the event of an accident described in 1. above, urine specimens must be collected, not later than eight (8) hours after the accident, from every employee who performed a safety sensitive function that either contributed to the accident or cannot be conclusively ruled out as a contributing factor to the accident. Ordinarily, specimens will be collected as soon as possible after the accident, allowing for treatment of any injuries first.
 - b. Alcohol testing will be conducted only when the employee's conduct, besides the mere fact of being involved in an accident, causes a supervisor or manager reasonably to suspect the employee may be under the influence of alcohol. An alcohol test should be administered within two (2) hours of the accident, and must be administered within eight (8) hours of the accident.
 - c. The decision to administer post-accident drug and alcohol tests will be made by an Airport supervisor.

- d. Supervisors will explain the reason for the tests to each employee to be tested and will escort employees to the collection site.
 - e. Employees involved in occurrences as defined in paragraph D.2. above must remain available for testing following the accident and should be paid for this time. The supervisor shall inform the employee(s) when he or she may leave. If an employee leaves the scene without authorization or is otherwise unavailable for testing, the employee shall be considered to have refused the test and shall be subject to appropriate discipline.
- 3. If reasonable suspicion (see b. above) is also found in post-accident situations, the employee will be transported home and placed on administrative leave without pay until test results are received. The employee will be reinstated and any lost pay will be restored should the test results be negative.

E. Return-To-Duty and Follow-Up Testing

- 1. Purpose - The purpose of return-to-duty testing is to provide assurance that the employee is presently free of alcohol and/or any prohibited drugs and is able to return to work without undue concern about continued substance abuse. The purpose of follow-up testing, which will be specified by the Airport's SAP according to the circumstances of each case, is to ensure that an employee's recovery from substance abuse is continuing so that the possibility of accidents and injuries is minimized.
- 2. Any employee who refuses to take or does not pass a required drug or alcohol test, and is not discharged, may not perform a safety sensitive function until he or she passes a drug or alcohol test, or both, and the SAP has determined that the employee may return to duty. The leave and pay status of any such employee before return to duty will depend upon the circumstances.
- 3. Employees who are subject to follow-up testing must undergo unannounced testing if such testing is recommended for the SAP. The duration and frequency of their tests will also be determined by the SAP, but may not exceed 2 years unless circumstances arise which cause the SAP to recommend an extension. The terms and conditions of any return to work situation will depend upon individual facts.
- 4. Employees subject to follow-up testing will at all times remain in the random testing pool so that such employees may be required to undergo random testing in addition to follow-up testing.

F. Procedures Common to Pre-Employment, Reasonable Suspicion, Post-Accident, Random, Return-to-Duty, and Follow-up Drug Testing

1. When an employee must be tested for reasonable suspicion or following an accident, he or she will be escorted by a supervisor to the collection site. Upon arrival at the collection site, the employee will be required to follow the instructions of collection site personnel. In other situations, the employees will not be escorted.
 - a. The employee will be required to complete a urine custody and control form, the purpose of which is to ensure proper identification, handling, and confidentiality of the specimen.
 - b. The employee will provide a urine specimen in a private enclosure according to instructions of collection site personnel.
 - (1) The employee will be provided with a securely wrapped single-use collection cup or specimen bottle, to be opened in front of the employee.
 - (2) The employee will be required to provide a specimen of not less than 45 milliliters (ml.) of urine.
 - (3) The collection site person will pour the urine into two specimen bottles (if a collection cup is used) or pour off urine in excess of 30 ml. from the specimen bottle used for collection into another specimen bottle. This process will result in a split sample consisting of the primary specimen of 30 ml. of urine and the split specimen of at least 15 ml. of urine.
 - c. The specimens will be sealed and labeled by collection site personnel. The employee will observe the sealing and initial the labeling. The specimens will be transported to a laboratory approved by the Department of Health and Human Services ("DHHS") for actual testing.
 - d. If the employee is unable to provide at least 45 ml. of urine, the collection site person will instruct him or her to drink not more than 24 ounces of fluids during a period of up to two hours. The employee will then be directed to provide another specimen, and if he/she provides 45 ml. of urine, the first specimen shall be discarded. If the employee fails to provide 45 ml. of urine, the specimen shall be discarded and the employee referred to the MRO, who shall refer the employee for medical evaluation to determine whether the

individual's inability to provide an adequate specimen is genuine or constitutes a refusal to submit to a drug test. Applicants who do not provide 45 ml. of urine after this procedure shall not be considered further in the selection process.

- e. Employees will be escorted or directed to report back to their work sites or vehicles, as the case may be. If an employee is being tested for reasonable suspicion, the Airport will arrange for transportation to the employee's residence.
2. In certain limited circumstances, the specimen collection will be monitored.
- a. If there is reason to believe that an individual has adulterated the specimen or otherwise compromised the collection process, that individual will be asked to provide a specimen under the direct observation of a same-gender collection site person. The following circumstances may result in a request that an individual provide a specimen under direct observation:
 - (1) The employee has presented a urine specimen that falls outside the normal temperature range (90.5-99.8F) and declines to provide a measurement of oral body temperature by sterile thermometer or shows an oral temperature that varies more than 1C/1.8F from the temperature of the specimen.
 - (2) The last urine specimen provided by the employee (the most recent test) was determined by the laboratory to have a specific gravity of less than 1.003 and a creatinine concentration below .2 g/L.
 - (3) The collection site person observes conduct clearly and unequivocally indicating an attempt to adulterate the specimen (for example, substituting urine in plain view or presenting a specimen containing blue dye).
 - b. If the employee refuses to cooperate with the collection process, the collection site person will inform the Airport Human Resources Director or his/her designated representative and shall fully document the non-cooperation on the urine custody and control form. Failure to cooperate may result in disciplinary action, up to and including discharge. In the case of pre-employment testing, any failure to cooperate by an applicant shall disqualify him or her for further consideration in the selection process.

3. The laboratory will perform screening of the specimens using a technique known as immunoassay. All positive results will be confirmed using a second technique known as gas chromatography/mass spectrometry.
4. All test results will be reported by the laboratory to the Airport's MRO, who is a licensed physician with knowledge of substance abuse disorders, in a manner designed to ensure confidentiality of the information. Only specimens confirmed positive by gas chromatography/mass spectrometry will be reported as positive by the laboratory to the MRO.
5. The MRO, after appropriate review, will report test results to the Human Resources Director or his/ her designated representative.
 - a. In the event of a positive test result, the MRO shall give the individual an opportunity to discuss the test result with him or her before reporting the result as positive to the Airport.
 - b. The employee shall be given twenty-four (24) hours to respond to the MRO's attempt to contact him or her; failure to respond within that time will cause the MRO to request that the Airport's Human Resources Director or his/her designated representative contact the employee and direct him or her to contact the MRO immediately.
 - c. The MRO shall examine any alternative medical explanations offered by the individual to explain any positive test result.
 - d. If the MRO determines that there is a legitimate explanation for a positive test result, the MRO shall report that result to the Airport as negative.
 - e. The MRO shall verify a result as positive to the Airport without direct contact with the tested employee when:
 - (1) The employee expressly declines the opportunity to discuss the test; or
 - (2) The Human Resources Director has directed the employee to contact the MRO and more than two (2) days have passed without such contact occurring.
 - f. The MRO shall notify each employee who has a confirmed positive test that he or she has seventy-two (72) hours in which to request a test of the split specimen.

6. When the MRO reports a positive result for an employee and depending on the facts of the case, the employee may be subject to disciplinary action, up to and including discharge
7. All test results will remain strictly confidential, whether maintained by the laboratory, the MRO, or the Airport.
 - a. Individual test results may be released to a third party only if the tested individual signs a specific written authorization to release the results to an identified person or if proper legal authority compels such release.
 - b. The MRO will report results only to the Human Resources Director or his/her designated representative.
 - c. The MRO will provide to the individual his or her tests result upon request by the individual.
 - d. The Human Resources Director or his/her designated representative will share this information only on absolute need-to-know basis. Those receiving this information will be informed of its confidentiality.
8. An employee (or applicant) who does not pass a drug test administered under the Policy Concerning Substance Abuse may request that the split urine sample be tested by submitting a written request to the MRO within seventy-two (72) hours of notification by the MRO to the employee of his or her right to request another test. The MRO will then direct, in writing, the laboratory to provide the split sample to another DHHS-certified laboratory for analysis.
 - a. If testing of the split sample fails to reconfirm the presence of the drug(s) or drug metabolite(s) found in the primary specimen, the MRO shall cancel the test. The MRO shall also cancel the test if the split specimen is unavailable, inadequate for testing, or untestable. The MRO shall declare that the employee has passed the test in any circumstance where a second test is not possible through no fault of the employee or that test fails to confirm the presence of any prohibited substance(s).
 - b. The employee who has not contacted the MRO within the seventy-two (72) -hour period may present to the MRO information documenting circumstances, such as serious illness or injury that unavoidably prevented the employee's timely request for testing of the split sample. If the MRO determines the employee's information

adequately explains his or her failure to contact the MRO, the MRO shall then direct the testing of the split sample be performed.

9. An employee who refuses to take a required drug test will be presumed to have tested positive, and shall be subject to appropriate disciplinary action, based upon the facts of the case, up to and including discharge.
10. An employee who does not pass, or who refuses, a required drug test and is not discharged shall be referred to the Airport's SAP for evaluation. The SAP shall be a licensed physician who has knowledge of substance abuse disorders and their treatment.

G. Alcohol Testing Procedures

1. Alcohol testing will be accomplished by means of an evidential breath testing device (EBT) approved by the National Highway Traffic Safety Administration and listed on its Conforming Products List. The EBT measures an employee's alcohol concentration in exhaled breath.
2. Alcohol testing will take place at a testing site or facility and will be conducted by persons qualified as Breath Alcohol Technicians.
 - a. Employees and applicants to be tested will either report or be escorted to the testing site for testing. The test will be administered by a properly trained Breath Alcohol Technician (BAT).
 - b. The BAT shall be trained to proficiency in the EBT he or she is using and in the alcohol procedures specified in this Policy.
 - c. The alcohol test shall be conducted in a manner that provides the employee with privacy to the greatest extent applicable.
 - d. The EBT must be secured with no unauthorized access at any time. Only one test will be conducted at a time, and the BAT may not leave the testing site while the preparations for testing or the test itself is in progress.
3. Testing process
 - a. The individual to be tested must present to the BAT positive photo identification (such as a driver's license or Airport identification card).
 - b. The employee or applicant and the BAT must complete, date and sign a form indicating that the employee or applicant is present and providing a breath specimen. A copy of the completed form will be provided to the tested individual.
 - c. The BAT will initially conduct a screening test.
 - (1) The BAT will open an individually sealed, disposable mouthpiece in view of the employee or applicant and attach it to the EBT.
 - (2) The BAT will instruct the employee to blow forcefully into the mouthpiece for at least six seconds or until an adequate

amount of breath has been obtained. The BAT will then show the employee the test result displayed on the EBT or on the printed result.

- (3) If the result of the screening test is an alcohol concentration less than 0.02, no further testing is required and the test result will be considered as negative.
 - (4) If the test result shows an alcohol concentration of 0.02 or greater, a confirmation test will be performed.
- d. The confirmation test must be conducted at least 15 minutes, but not more than 20 minutes, after the completion of the screening test.
 - (1) During the interval between tests, the employee may not eat, drink, or put any substance into his/her mouth. The employee will also be instructed not to attempt to belch. (However, the test will be conducted even if the employee disregards the instructions.)
 - (2) The confirmation test is conducted using the same procedures as the screening test, with a new mouthpiece.
 - (3) If results of the screening and confirmation tests differ, the confirmation test result is deemed to be the final result.
 - (4) If the result displayed on the EBT is not the same as that on the printed form, the test will be canceled, and the EBT removed from service.
- e. Following completion of the testing, the BAT will sign and date the form, and the employee will sign and date the certification statement. The BAT will attach the alcohol test result printout directly onto the alcohol collection form with tamper-proof tape (unless the results are printed directly on the form).
- f. In the event of an incomplete test, the BAT must begin a new test using a new alcohol testing form with a new sequential test number.
- g. Refusal by an employee to complete and sign the alcohol testing form, to provide an adequate amount of breath, or otherwise to cooperate with the directions of the BAT will be deemed a refusal to be tested, will result in a presumed positive test, and may subject the employee, depending on the facts of the case, to disciplinary action,

up to and including possible discharge. Refusal by an applicant to do any of these things will result in rejection from employment.

- (1) If the employee fails to provide an adequate amount of breath, he or she shall be immediately referred to a physician, who shall determine the employee's medical ability to provide an adequate amount of breath.
 - (2) If the physician determines that there is no valid medical reason for the inadequate breath, the employee's failure will be considered a refusal to take the test.
- h. If a screening or confirmatory test cannot be completed, the BAT must, if practicable, begin a new test using a new alcohol testing form with a new sequential test number.

4. Test Accuracy

- a. The above procedures must be followed rigorously for each test.
- b. Alcohol tests will be considered invalid when one or more of the following occur:
 - (1) The external calibration check of the EBT produces a result outside the allowed tolerance levels.
 - (2) A device other than an NHTSA-approved EBT is used.
 - (3) The BAT does not wait 15 minutes between the screening and confirmatory tests.
 - (4) The alcohol test form with the attached EBT printout is not completed correctly. Employee and BAT signatures, or relevant BAT remarks, should be included.
 - (5) The EBT fails to print the confirmation results, the sequential test number on the EBT is not the same as the number on the printout, or the alcohol concentration displayed on the EBT is different from what is printed out.

5 Consequences of Positive Result

- a. Any safety-sensitive employee whose confirmation test shows an alcohol concentration of 0.02 or greater shall be removed from service and will be advised to go to the Employee Assistance Program

or to seek other appropriate treatment in the event he or she may have a substance abuse problem. A second such incident will result in disciplinary action. If a safety-sensitive employee's test results are 0.04 or greater, the employee will be immediately removed from service, escorted home, and referred for an evaluation by the MRO or SAP. Depending on the facts of the case, that employee may also be subject to appropriate discipline. In addition, the MRO or SAP must approve of the employee's participation in a rehabilitation program, if appropriate, if the employee is permitted to return to work.

(1.) The MRO or SAP shall determine, among other things, the employee's fitness for duty, whether and what rehabilitation programs may be appropriate, the period of time the employee should be subject to follow-up alcohol testing after return to duty as discussed elsewhere, and whether follow-up drug testing should also be included.

(2.) Assessment by the MRO or SAP shall be scheduled as soon as is feasible. The employee shall not be permitted to work in the interim.

(3.) Assessment by the MRO or SAP shall not affect the Airport's right to discipline, including discipline an employee including discharge if circumstances warrant, for being under the influence of alcohol.

- b. If a non-safety sensitive employee's confirmation test is less than 0.04, the employee will be allowed to return to work, barring other extenuating circumstances. If a non-safety sensitive employee's confirmation test is 0.04 or greater, that employee will be advised to seek treatment in the event he or she may have a substance abuse problem. The employee may be counseled or disciplined, depending upon the test result level and upon the circumstances and behavior of the employee. The employee shall be relieved of duty for the remainder of the shift and escorted home a second such incident may result in more severe action.

If a non-safety sensitive employee's confirmation test is 0.08 or higher that employee shall in addition to the above, be referred to the MRO or SAP.

V. Employee Self-Identification

- A. Employees having substance abuse problems may self-refer to the Airport's Employee Assistance Program through an Airport supervisor or through the Human Resources Department, or may otherwise self-identify and seek rehabilitation for a chemical dependency problem without penalty. The Airport encourages employees having substance abuse problems to self-identify, and will assist in coordinating treatment, including authorizing applicable periods of leave for the employee to be treated. (Each case, however, will be evaluated on its own facts.) Self-referral or self-identification after notification of a required drug or alcohol test will not relieve the employee of the requirement to take a test, nor will it prevent the administration of disciplinary action on the basis of the test results or a refusal to be tested.

This Agreement is by and between the City and County of San Francisco (San Francisco International Airport) and Service Employees International Union Local 1021. This Agreement will remain in effect through June 30, ~~2014~~2017 and run concurrent with the Citywide collective bargaining agreement unless extended by mutual agreement.

Departmental Supplementary Agreement Between San Francisco Public Library And Service Employees International Union Local 1021

Section 1. Notification of New Library Employees

Personnel Office Notes (PONs)

The Library Personnel Office shall continue to publish the PONs twice each month. PONs shall include job-related information of interest to Library employees. Information contained in PONs shall contain but not be limited to the following:

- Notice of positions open for bids
- Library, city-wide and other job positions
- Resignations
- Retirements
- Promotions
- New hires
- Transfers
- Announcement of events of interest to Library employees

Section 2. Departmental Human Resources Guidelines

The Library agrees to codify current Human Resources Guidelines in the form of the Employee Handbook. Once assembled these practices shall be provided to the Union for review and comment. The Union shall notify the Library within 30 calendar days if it desires to meet and discuss the Human Resources Guidelines.

The Library reserves the right to update the Employee Handbook as required by changes in applicable City or contract changes, which shall be provided to the Union for review and comment. The Union shall notify the Library within 30 calendar days if it desires to meet and discuss these changes.

A copy of these Human Resources guidelines will be made available to each library employee and at each work location.

Section 3. Health, Safety and Emergency

In accordance with Article 6, Health and Safety, the Library agrees to continue the Library Health, Safety and Emergency Committee for the purposes of reviewing health, safety and emergency issues relating to the Library employee working conditions.

This Committee, as part of its responsibilities, will review safety and emergency procedures. This Committee shall meet not less than once every three (3) months, or as needed. The City Librarian shall designate up to seven (7) additional members which shall be representative of the staff, including paraprofessional/clerical, librarian, janitorial, security and management, including two (2) members nominated by the Union.

The Library shall make copies of all emergency procedures readily available at all work locations.

Section 4. Staff Development

The Library agrees to continue the practice of providing staff committee participation in the identification, provision and funding of staff training and development.

A committee of staff representatives from all Library classifications shall be convened, under the direction of the departmental Personnel Officer, to identify and fund training opportunities, consistent with management priorities, for all Library classifications. The Union may nominate two members of this Committee. It shall be responsibility of the Committee to develop training opportunities as broadly as possible for all Library classifications and expend training funds in accordance with established Committee procedures. Library Management shall establish a review and approval procedure for individual staff training requests. Staff training requests will be reviewed and may be approved by appropriate management prior to being forwarded to the Educational Opportunity Committee, a subcommittee of the Staff Training and Development Committee, for consideration. The Staff Training and Development Committee shall, through the Departmental Personnel Officer, provide quarterly reports to Library Management of training, expenses and Library staff who have attended.

Whenever possible the Staff Development and Training Committee shall use existing City agencies to secure staff training.

Whenever possible staff training shall be provided during regular shift hours. If training occurs outside normal work hours the Library shall have the option to either change the employees work shift for the duration of the training or to provide compensatory time, based on the needs of the service.

Employees who are required to attend training shall be funded, and such required training shall not be optional.

Section 5. Reduced Work Schedule

The Library shall consider requests from full-time employees for voluntary reduced work schedules each fiscal year. The application process will begin in May. By June 1 the employee will be notified if his/her request is approved or rejected for the next fiscal year. Reduced work schedules shall be approved in an equitable manner. Conditions and criteria for approval of RWS shall be discussed with the Union in April of each year.

A Reduced Work Schedule shall not be less than twenty (20) hours per week or for less than three (3) continuous months during the fiscal year. Once the request is approved, the Library or the employee may request a review at three (3) month intervals. A three (3) month notice for revocation of the RWS will be given by each party. An employee may request alteration or cancellation of his/her RWS contract for promotion or reassignment purposes.

An employee may appeal a denial of his/her RWS request to the City Librarian within fourteen (14) calendar days of the denial. The City Librarian will render a decision within five (5) working days of the appeal.

Section 6. Attendance at Meetings

If the Library Commission requests Union representatives at the regularly scheduled Library Commission Meeting, the Library shall allow one (1) Union representative paid release time to attend that meeting. Paid release time will be granted only if the meeting is held during the representative's regularly scheduled work time.

Management will approve release time based on the needs of service and an equitable distribution among the work units in the Library.

Section 7. Preparation Time

Although management maintains the prerogative to structure work assignments as it sees fit and recognizes its obligation to negotiate with the Union about the effect of changes in the structure of work assignments, employees will be provided with time for preparation during the work day.

Section 8. Staff Lounges

The Library believes that adequate staff lounges for the Main Library and the branches are desirable, and will make efforts to provide such areas. The Library will actively seek additional space and funds so that such lounges can be provided. Should a space currently in use as a staff lounge be needed for some other purpose, including renovation, the Library will meet and discuss alternatives with the affected staff with the intent of preserving a staff lounge area for that facility.

Section 9. Volunteers

In addition to the language that exists in the current Collective Bargaining Agreement between SEIU and the City, the Library agrees to the following language: The Union shall be given a copy of each new approved volunteer position description as soon as it is prepared by the volunteer coordinator, or shall be provided information about pending volunteer position descriptions upon request of the Union Business Representative.

The provisions of the Collective Bargain Agreement Volunteer SEIU and the City, paragraphs 135 - 136 Volunteers, SWAP, CALWORKS, CAAP Workforce, or others not covered by the agreement shall govern the use of volunteers in the Library and the pay of the supervisors of such volunteers.

Section 10. Meal Breaks (Unpaid)

The Library shall not require any employee during an eight (8) hour shift to take a meal break before at least three (3) hours of their shift have elapsed, nor after five (5) hours of their shift have elapsed.

Section 11. Schedule of Work

The Library will continue the current practice of a rotating weekend schedule for FT employees, unless operational exigencies require otherwise. Each division will mutually agree with affected staff on the frequency of rotation.

The Library will consider requests by employees who wish to be on a work schedule that includes weekend hours on a continuing basis, and will try to accommodate such requests, based on the needs of public service.

Section 12. Staff Safety

No employee shall be required to work alone on any floor of a branch or department of the Main Library during open hours, or the facility (or floor/department of the facility) shall be closed to the public.

Side letters / Letters of Understanding

Sideletter

The Library's Equal Employment Opportunity Policy is established pursuant to the Administrative Code. Library Management agrees to provide a copy of this document to the Union.

Letter of Understanding on Reclassification

March 20, 1995

Prior to requesting reclassification, the establishment of new classes or abolishing obsolete classes, the Library will notify the Union.

RECREATION AND PARK SUPPLEMENTAL AGREEMENT

Training / Classes Preparation Time

Employees in classes 3204, 3210, 3214, 3280, 3284 and any other classes who are assigned by the Appointing Officer or designee to conduct training classes and/or training programs, shall be provided with necessary preparation time as deemed appropriate by the Appointing Officer or designee as part of their regular work schedule.

Department Response to the Budget Analyst's 2006 Management Audit

Within 90 days of the effective date of this Agreement, the Recreation and Park Department and the Union will meet to review any recommendations contained in the Recreation and Park Department's reply to the Budget Analyst's 2006 Management Audit that may affect members of the bargaining unit.

To the extent that the Department moves to implement any such recommendations, the Department will meet and confer on the impact of those that fall within the scope of bargaining.

FINE ARTS SUPPLEMENTAL AGREEMENT

Museum Training

Training for classifications 8202 Security Guard, 8226 Museum Guard, and 8228 Senior Museum Guard shall continue by current practice. Approved training includes: P.C. 832 P.O.S.T., California Consumer Affairs Guard Card, California Affairs Gun Card (Initial and Re-qualification), Red Cross First Aid Certificate, Hazardous Material Training, Crowd Control, Customer Service Training, Emergency Response Training, and Fire Extinguisher Training.

SIDELETTERS

CITY-WIDE VOLUNTARY TIME OFF PROGRAM

The parties hereby agree to the following clarifying principles in connection with the implementation of this provision:

- (a) The Voluntary Time Off Program will be triggered by certification of a projected deficit by the Controller's Office as authorized by the Appointing Officer's approval of the VTOP request;
- (b) The Union shall provide the City with its input and recommendations as to how the present VTOP form should be amended so as to clearly express the rights and obligations of the employee and employer under this program;
- (c) The parties affirm the language of paragraph 261 that there shall be no mandatory unpaid administrative leaves (furloughs) of any duration for employees subject to this Agreement;
- (d) It is the intent of both parties that the VTOP contained in this MOU be administered and interpreted consistent with Civil Service Rule 120.28.2 which shall be incorporated as part of this Agreement.

HEALTH AND SAFETY

The parties mutually agree that after the execution of this interpretive Memorandum, and the implementation of the Kagel award as modified or interpreted herein, the parties will meet and discuss the present language of Article VI. If changes are mutually agreed upon, they will modify the language of Article VI. If mutual agreement cannot be reached on any aspect of Article VI, no changes will be made.

HEALTH CARE REFORM

Letter of Agreement In Support of National Health Care Reform

The Union and the Employer agree to write and sign a joint letter in support of national health reform. The letter will be based upon the following ideas and set of principles.

Skyrocketing health care costs threaten the living standards of workers and the financial stability of state and local governments.

The parties recognize that the problem cannot be solved through collective bargaining alone. Health care costs cannot be adequately controlled on a plan-by-plan, employer-by-employer, or even on a state-by-state basis. Rather, a national framework for a health care system that works in partnership with the states is required to solve the three related problems of cost, quality, and access.

National health care reforms should recognize the best of local and state initiatives, including health care reforms that improve access, maximize delivery of cost-effective preventive care, and establish medical care payment programs designed to reduce overall medical costs. The parties recognize that cooperation between labor and management will increase their effectiveness in achieving changes in state and federal policy that both support.

Universal Coverage: Health system reform must guarantee health care as a right, not a privilege, with universal coverage and access for all people who live in California and in the United States, regardless of culture, class, ethnicity, and sexual orientation.

Role of Public Health Departments and Public Sector Providers: Public health departments provide essential population-focused health promotion and disease prevention services that are not typically included as part of individual health care benefits through insurance coverage. Examples of these services include disease control, health education, public health nursing services, disaster planning, emergency medical services and environmental protection services. These services must be recognized and adequately funded in any health reform plan.

Even under the most comprehensive national plan, public sector providers will be essential to any health care delivery system. This is for at least three reasons: First, the public sector must always be ready to respond to health care crises, such as the HIV epidemic. Second, the public sector must be available to provide services to those who do not have access to other providers. Finally, there will always be individuals whose circumstances have not been planned for in the comprehensive health care plan, and services need to be available to them through the public sector. It is absolutely essential to provide access for persons who are not able to receive appropriate health care service in other ways through the preservation of a strong and well-financed institutional safety net.

Comprehensive Benefits: There must be a guaranteed broad-based benefit package that emphasizes coordinated preventive and primary care services for individuals. Covered services must include disease prevention and health promotion programs which will assist in long-term cost containment. The plan should also include specified programs currently provided by public health departments, including mental health, family planning, long-term care, and substance abuse services.

Cost Containment: Health reform must include a package of cost containment measures to control operating and capital expenses because excess costs ultimately limit access to services. These measures should be based on appropriate regulatory provisions and should cover all components of the health system, without creating barriers to appropriate care. Appropriate cost controls include evaluations of technology and procedures, utilization of the most appropriate procedures at the most appropriate level of care, resource planning for distribution of capital and medical technology, and global budgeting.

Financing: Health reform must recognize that individuals in society ultimately will pay for the financing of any health system. The health system should be financed through a combination of progressive financing mechanisms that reflect ability to pay.

Quality Assurance: There must be mechanisms and safeguards to ensure effective and efficient organization of services and high quality care. Mechanisms should include a process of appeal to ensure that patient rights are respected. Quality assurance should also address the cultural competence of care and assess whether culturally and linguistically appropriate services are being delivered.

Development of Health Workforce: Comprehensive health system reform must include support for the education and training of health care workers to ensure: (1) adequate financing; (2) appropriate supply and distribution of workers, geographically and across specialties; (3) affirmative action to reach to goal of appropriate representation of all cultural and ethnic minorities in the health care workforce; and (4) culturally competent care through multicultural education and training of all providers.

Ongoing Planning and Evaluation with Consumers, Communities and Providers: To ensure accountability to providers and consumer communities and the protection and promotion of consumer rights, there must be mechanisms to ensure ongoing planning and evaluation of the system. These mechanisms include consumer satisfaction surveys, community-based needs assessment, measures of quality of care, technology assessment, and diverse representation on all advisory committees.

The following information is provided for informational purposes only and is not part of the Collective Bargaining Agreement:

Handling of HIV+ and Hepatitis C+ Claims

1. The City Attorney and the Director of the Workers' Compensation Division of the Department of Human Resources agree that in the normal course of events, they can properly manage workers' compensation claims involving HIV and Hepatitis C using a pseudonym.
2. The Deputy City Attorney assigned to the matter and the claims adjuster assigned to the matter may disclose the true identity of the applicant to the Managing Attorney of the City Attorney's Office and to the Director of DHR's Workers' Compensation Division for limited purposes, only if disclosure of applicant's identity is necessary to resolve an issue relating to payment or provision of benefits including the form, amount and duration of benefits. In such an event, the city will give unrepresented applicants or represented applicants' counsel notice of such disclosure in a timely manner.
3. In addition, the applicant's name, address and social security number shall be disclosed only as necessary to and between the parties described in paragraph 2, above, and to the treating physicians, medical and other experts and any agents of these parties requiring the information to provide the services requested.
4. The City employees described in paragraph 2, above, will maintain files involving HIV and Hepatitis C in confidence in accordance with all applicable laws.
5. Applicant may designate a trustee for purposes of payments.
6. Unless required to do so by Court order or any applicable laws, the City shall not disclose applicant's HIV positive or Hepatitis C status in the subpoena or discovery process unless the disclosure is provided in a strictly confidential manner. In such an event, the City will give unrepresented applicants or represented applicants' counsel notice of such disclosure within forty-eight (48) hours.
7. The Union understands that the City Attorney has the sole authority under the Charter to represent the City in all Workers' Compensation administrative law and court proceedings. Similarly, the Director of DHR's Workers' Compensation Division has exclusive authority over workers' compensation claims handling procedures. Applicants shall provide the City with signed releases for all medical and other records which may lead to the discovery of admissible evidence.
8. An applicant can waive any and all of the above confidentiality provisions.

INTERPRETER CLASSIFICATION SERIES

This letter is to confirm additional agreements reached between the City and County of San Francisco and SEIU 1021 on matters not covered by the contract/arbitration award issued by Arbitrator Winograd.

1. Interpreter Classification Series

- A. Subject to the Civil Service Rules for the City and County of San Francisco and to approval by the Civil Service Commission, the Department of Human Resources will perform the analysis to consider the creation of a classification series of Interpreters to be differentiated from 2586 Health Worker II or 2587 Health Worker III by June 30, 2013.
- B. Upon the Civil Service Commission's approval of the Interpreter classification series, the parties will meet to discuss the functions and rate of pay for the Interpreter classes.

PEC-CCSF PSC/JOC/Construction/Maintenance Contracts Committee

Joint Letter of Understanding of Labor Management Committee

During labor negotiations in 2010, the City and the member unions of the Public Employees' Committee (PEC) established a citywide joint labor-management committee, the PEC-CCSF PSC/JOC/Construction/Maintenance Contracts Committee ("Committee"). The memorandum of understanding between the PEC member unions and the City specifically charged the Committee with:

- a) reviewing areas of General Fund and Enterprise PSCs and other city contracts, including construction/maintenance contracts, affecting members with the goal of ensuring appropriate use of Civil Service classifications;
- b) exploring establishing workload forecasting by city departments; and
- c) reviewing PSC processes, form(s) and tracking of PSCs, and RFP notice requirements and recommending improvements.

The Committee's mission statement, adopted on May 13, 2011, affirmed that the City and the PEC are dedicated both to the long-term, responsible stewardship of the limited resources entrusted to the City and County of San Francisco and to the delivery of high-quality services to its residents.

The Committee sought to review and improve the process for providing analysis and oversight of Personal Services Contracts ("PSCs"), Job Order Contract ("JOCs"), and Construction/Maintenance Contracts, and to ensure that the PSC process is transparent and complies with civil service and good government principles.

Further, the Committee sought to empower, support, and encourage employees to expand their training, knowledge, and skills, to meet the changing service and technological needs of the City.

The work of the PEC-CCSF PSC Committee was vital in increasing awareness of the extent of City outsourcing through PSCs, and resulted in an increased understanding that outsourcing can be reduced through effective utilization of City resources already in place, including employees and departments. The Committee recognizes the importance of knowledge transfer for effective utilization of City employees, and to reduce overall project and ongoing maintenance costs, and the value of workload forecasting for effective planning for City staffing needs.

The following are joint accomplishments and recommendations by the Committee, pursuant to memoranda of understanding that established this special joint citywide labor-management Committee.

1. Accountability and Transparency in Personal Services Contracting – Establishment of PSC Database

- 1.a) As a result of the work of the Committee, the PSC process has been made more transparent, resulting in the creation of a PSC database, which will enhance internal efficiency, create greater accountability, and shall allow all interested parties to access data that has historically been unavailable electronically. The PSC database will enable tracking and monitoring of Personal Services Contracts submitted to and approved by the Civil Service Commission, and all City unions shall be able to access data, and produce and generate reports from the database.

1.b.) Effective July 1, 2012, all departments submitting requests for approvals of PSCs shall utilize and enter all information into the PSC database regarding their request for a PSC.

1.c) Accountability in Financial Reporting of City Expenditures on PSCs

In FY2012-13, the City will initiate and develop a timeline within three (3) months, and the City will make its best efforts to complete the project by July 1, 2013, which will provide publicly accessible and reportable information specifying for each approved Personal Services Contract:

- a) the amount of the approved contract(s)
- b) the name(s) of the contractor(s) and subcontractor(s)
- c) the duration of the contract(s)
- d) the amount encumbered by the City each year for each contract
- e) the amount expended by the City each year for each contract

1.d) DHR will meet with a subcommittee of PEC representatives, and with Department of Technology representative(s) to recommend the creation and implementation of additional fields to be added to the PSC database to monitor and track progress in implementing knowledge transfer.

The City will continue to meet and discuss the design, production, development, and implementation date of this second phase of the PSC database with PEC representatives, which shall be incorporated into the existing PSC database.

2. Clarification of the PSC Factors Considered by the Civil Service Commission

The Committee shares the understanding of City policy, being that where there is a merit system, services provided to the public are delivered by public employees hired through the merit system. The Committee agrees that the following definitions clarify the factors which departments may use as the basis for requesting approval of a PSC by the Civil Service Commission, and jointly agrees to present these recommended clarifications to the Civil Service Commission. The Committee will jointly draft, agree to, and then submit a memorandum to the Civil Service Commission clarifying the intent and understandings reached with regard to the agreed-upon factors. The recommendations on the factors are not intended to limit or extend the Civil Service Commission's authority over Personal Services Contracts.

Factor # 1: Immediately needed services; services needed to address emergencies or unanticipated situations.

Factor # 2: Short-term or capital projects defined by the Local 21/PUC Capital Improvement Program,¹ requiring diverse skills, expertise and/or knowledge.

Factor # 3: Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

Factor # 4: Regulatory or legal requirements, or requirements or mandates of funding source(s) which limit or preclude use of Civil Service Employees.

¹ Appendix C, 1.3 of Local 21 MOU

Factor # 5: Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

Factor # 6: Circumstances where it is an apparent² or demonstrated conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations).

Factor # 7: Cases where future funding is otherwise uncertain such that the establishment of new civil service positions, classes or programs is not feasible.

2.a) A Frequently Asked Questions (FAQ) will be developed jointly by the PEC and the City to help clarify these Factors, in conjunction with the work being done in 1.d).

3. **Knowledge Transfer**

The Committee has reached an understanding of the importance of Knowledge Transfer to:

- Strengthen internal City capacity to provide services sustainably to residents of San Francisco;
- Build on the City's capacity to effectively utilize its most valuable resource - City employees;
- Strengthen recruitment and retention of City employees.

Accordingly:

3.a. **City agrees to adopt and disseminate the advancement of knowledge transfer as City policy.**

"Departments are encouraged to seek to empower, support, and encourage employees to expand their training, knowledge, and skills to meet the changing service and technological needs of the City."

3.b. **Implementation of Citywide Policy on Knowledge Transfer**

3.b.1) With regard to Personal Services Contracts involving specialized skills, knowledge, or expertise, communication - including from the Department of Human Resources to departments, in the FAQ, pop-up information in the PSC database, and in departmental training(s) involving PSCs - will include the following:

- 1) The need for "specialized skills/ expertise" not possessed by Civil Service classifications is intended to be temporary and not ongoing.
- 2) Departments are encouraged to empower, support, and encourage employees to expand their training, knowledge, and skills to meet the changing service and technological needs of the City.

3.b.2) Departments requesting approval of Personal Services Contracts involving specialized skills, knowledge, or expertise - As part of the Knowledge Transfer policy, when submitting requests for approval of Personal Services Contracts involving specialized skills, knowledge, or expertise, departments shall provide information to the Civil Service Commission and PEC unions, including through the PSC database, responding to:

- What specific support will the Department provide, such as providing knowledge transfer of current staff, to help build internal capacity to do this work? If none, explain why not or the limitations.

² Using the "reasonable person" standard.

- Is there a plan to transition this work back to the City? If so, please explain. If not, explain why not.

Departments are encouraged to use creative and innovative methods to promote knowledge transfer, including the use of interdepartmental work orders and train-the-trainer approaches to enhance capacity of City employees.

3.b.3) Departments receiving approval of Personal Services Contracts involving specialized skills, knowledge, or expertise - As part of the Knowledge Transfer policy, after Civil Service Commission approval of PSCs involving specialized skills, knowledge, or expertise, departments shall report on a quarterly basis, responding to:

- What specific support did the Department provide, such as providing knowledge transfer of current staff, to help build internal capacity to do this work? If none, explain why not or the limitations.

DHR's Workforce Development Division will review quarterly and analyze departmental commitments and progress on knowledge transfer in connection with an approved PSC related to "3.b.2)" and "3.b.3)" above, and report findings to the Civil Service Commission.

4. **Workload Forecasting**

The parties recognize that workload forecasting is an effective planning tool to forecast staffing needs. The parties recognize that changes in workload may be driven by different factors, including changes in budgets or proposals for new capital projects, new information systems, or new government services.

The benefits for the City of San Francisco are significant, including:

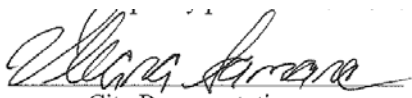
- Increased capacity to proactively respond to changing demands for services.
- Improve the shared understanding of managers about upcoming work and upcoming changes in staffing levels, particularly for project-driven workloads such as capital projects and IT projects.
- Support proactive steps to achieve a better balance between workload and staffing to avoid layoffs or outsourcing of work.

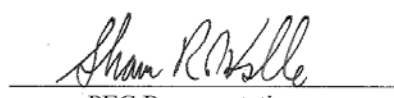
4.a. PSCs – When requesting approval of PSCs, departments will provide information responding to the following questions:

- What efforts has the department made to obtain these services through available resources with the City, including through use of interdepartmental work orders?
- If this is an ongoing need for service,
 - Has the Department requested additional staff to meet this ongoing requirement for service? If so, what is the status of that request?
 - If not, is the Department willing to hire additional staff to create the capacity to do this work?

4.b. During the two-year budget process, departments will provide a workload forecast of staffing levels for 24 months, which will include:


- Projecting the number of FTE's required to do work;
- Forecasting how the changes in workload would change the number of full-time equivalent employees (FTE's) needed to deliver the work;
- Projecting budgetary changes from the previous year for contractors/consultants required for temporary specialized services, and contractors/consultants required to meet temporary peak workload situations


 City Representatives
3/28/12
 Date


 PEC Representatives
3/28/12
 Date

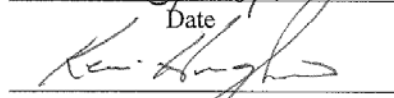
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 PEC Representatives
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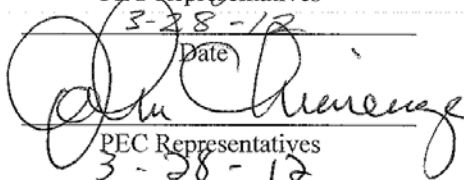
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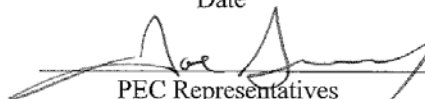
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AS-NEEDED BARGAINING UNIT MEMBERS

Effective as of the term of the MOU, the parties agree as follows:

A. ~~Examinations~~ Job Experience Crediting

1a. Effective July 1, 2014, the City shall implement a pilot Job Experience Crediting program to be in effect for 3 years, sunsetting June 30, 2017, unless the parties mutually agree to extend the program.

1b. Job Experience Crediting, as described below, shall apply to classifications in which at least fifteen percent (15%) of the total base (i.e., pay code WKP) hours worked in the classification in the twelve (12) months ending three (3) months prior to the anticipated job posting date were performed by Temporary Exempt, Category 16 employees.

1c. The parties further agree that any classification may be subject to the pilot Job Experience Crediting Program by good faith mutual agreement of both parties.

~~1. The City and the Union will jointly seek Civil Service Commission approval for the City to conduct *closed promotional* examinations to establish department only eligible lists for the following SEIU-represented examined classifications:~~

~~3602 Library Page~~

~~2708 Custodian~~

~~8226 Museum Guard~~

~~2303 Patient Care Assistant~~

~~2736 Porter~~

~~8320 Counselor, Juvenile Hall~~

~~1404 Clerk~~

~~And other classifications in the bargaining unit identified by the parties within ninety (90) days of the effective date of this Agreement.~~

~~2. Only TEX 16 employees who have worked 1500 or more hours during the three years preceding the examination for their classifications will be eligible to participate in such closed promotional examinations. If such examinations are approved, the City will make its best efforts to conduct all such examinations as soon as is practicable and not later than June 30, 2014.~~

~~3. The City and the Union will jointly seek Civil Service Commission approval for the establishment of "priority eligible lists" resulting from the above-referenced promotional~~

examinations. Such priority eligible lists must be used prior to use of lists resulting from standard, open and competitive examinations, provided, however, that any holdover lists in such classes must first be exhausted.

4. ~~The City will provide the Union with the examination schedule and will advise the Union as to the processes by which the examinations are developed, and will consider any concern raised by the Union. In addition, the City will conduct examination preparation classes to which employees eligible to participate in the examinations will be invited.~~

4a. The Department of Human Resources shall establish and administer Classification Based Examinations (“CBT”) and direct the design and administration of Position-Based Examinations (“PBT”) using a Job Experience Crediting approach that acknowledges applicant work experience(s) related to the target job classification, based on the following criteria:

1. Recency of the relevant work experience;
2. Relevancy of the experience to the classification for which the exam is being offered;
3. Time served in the position where the relevant experience was obtained; and
4. Verification of satisfactory performance associated with the relevant work experience.

4b. The purpose of the Job Experience Crediting approach is to assign experience points based on the factors listed in 1 through 4, above. A two (2) part examination/selection process for the identified classifications will be administered, as follows:

- a. All interested applicants, as part of the initial application process, will be asked to identify their relevant, recent, work experience(s), and time served in the position where the relevant experience was obtained. Verification of satisfactory performance associated with the relevant work experience may be required with the submission of the application.
- b. Review of minimum qualifications (MQs) of all applicants. Only those applicants who meet, or exceed, the MQs will be invited to participate in Part 1 of the process: the qualifying examination.
- c. Applicants who are successful in the qualifying examination will continue to Part 2: the job experience assessment.

4c. Final ranking on the eligible list will be based on a combination of passing score on the qualifying examination and job experience points credited to eligible applicants.

4d. The City agrees to review the pilot Job Experience Crediting program design plan with the Labor Management As-Needed Adherence Committee prior to implementation.

4e. The City shall cooperate with requests by the Union on behalf of current non-permanent employees for data that helps establish their eligibility for the Job Experience Crediting Program.

4f. The parties shall jointly seek Civil Service Commission approval to expand the Commission's policy to allow temporary exempt (Category 16) employees who are reachable under the certification rule to be selected for permanent appointment without participating in additional selection processes.

B. Limitations and Remedies:

1. Under this paragraph and without affecting examination eligibility for past employment, for hours worked on or after July 1, 2012, City use of TEX 16 ("As-Needed") employees in SEIU represented classifications will be limited to operational necessity where permanent full or part-time status is not feasible or readily available (e.g., seasonal work, sporadic work, filling in for leaves or absences, vacations, emergency overtime, disasters, or classifications which are intended for training purposes only, and as otherwise provided by Civil Service Rule 102.23.6). The City may not use As-Needed **(Charter Section 10.104.16)** employees to avoid hiring employees in permanent status or to circumvent the denial of departmental requests to fill vacancies. Employment conditions prior to the term of this Agreement will not be sufficient standing alone to constitute a violation of this limitation, but may be admitted as evidence.
2. Violations of this side letter can be appealed through the grievance and arbitration procedure under Article IV of the MOU, **and Arbitrator Robert Hirsch, or another mutually agreed upon arbitrator, shall serve as the Arbitrator.** ~~An~~**The** arbitrator's factual findings will be binding on the parties. For violations of this side letter, ~~an~~**the** arbitrator may order the City to implement appropriate affirmative remedies, including monetary relief. ~~An~~**The** arbitrator may not order relief that is inconsistent with, or interferes with, the authority reserved by the Charter to the Mayor, the Board of Supervisors, the Civil Service Commission, Retirement System, or Health Services System. This limitation includes any order affecting matters within the exclusive jurisdiction of the Civil Service Commission's establishment and administration of the civil service merit system on matters that are excluded from bargaining under Charter Section A8.409-3. Under this paragraph, an arbitrator may make an advisory recommendation to the Mayor or Civil Service Commission on matters that are beyond the scope of an arbitrator's authority.

Regarding the two pending grievances asserting violations of the Side Letter (ERD Reference Nos. 00-13-2718 and 00-14-2737), the parties agree to submit the unresolved grievable issues to mediation with Arbitrator Robert Hirsch on or after November 1, 2014 during meetings of the Labor Management As-Needed Adherence Committee. If the parties are unable to resolve the issues through mediation by December 20, 2014, unless otherwise agreed to by the parties, the parties will submit the two grievances listed above, under Article IV of the MOU and in accordance with the Side Letter, to be heard by Arbitrator Robert Hirsch no later than March 1, 2015, unless otherwise agreed to by the parties, or another arbitrator if Arbitrator Hirsch declines. With respect to these two

grievances, the City reserves all rights under the Meyers Milius Brown Act and with Charter section A8.409, et seq. regarding substantive arbitrability and remedy.

Notwithstanding the foregoing reservation of rights in the immediately preceding sentence, the City agrees to submit to arbitration the issue of whether the City complied with Paragraph B.1, on page 191 of the July 1, 2012 – June 30, 2014 CBA between the City and the Union.

3. Information to Enforce As-Needed Work Limitations and Remedies:

The Union acknowledges that the City will rely on data readily available through its eMerge PeopleSoft system and will fulfill Union requests for information primarily using data available through this system. To the extent practical, the City will provide the data in searchable and sortable format(s).

Consistent with the preceding paragraph, on a quarterly basis, the City will provide the Union the following information in electronic searchable format with data going back as far as is available, and in no event further back than August 2012:

- a. A listing of names, classifications and departments of all TEX/As-Needed employees (including Public Service Aides and Public Service Trainees) employed in the SEIU Local 1021 bargaining unit as of the date of the report;
- b. The number of hours each TEX/As-Needed employee (including Public Service Aides and Public Service Trainees) in the SEIU Local 1021 bargaining unit have worked as of that month in the current fiscal year, and the total number of hours that employee has worked as of that month in the previous 12 months;
- c. Specification of whether each of the TEX/As-Needed employees (including Public Service Aides and Public Service Trainees) currently employed in the bargaining unit is designated as Category 16 or 17 under the Charter;
 - i. If the TEX/As-Needed employee is Category 16, the Departmental justification for the use of the category. Upon request by the Union, the City will provide more detailed information, e.g., explanation of “backfill” or “seasonal” justifications;
 - ii. If the TEX/As-Needed employee is Category 17, to the extent available in the eMerge system, the name and classification of the employee for whom they are backfilling;
- d. “Request to fill” position forms the Department submits requesting new PCS positions.

All reports will be provided via a secure file transfer protocol (FTP) transmission.

C. Labor Management As-Needed Adherence Committee

1. The existing Labor Management As-Needed Adherence Committee will continue in effect. The purpose of the Committee shall be to ensure compliance with this Side Letter, including the obligations to reduce inappropriate use of As-Needed employees. The Committee shall be tasked with identifying job classifications where there appears to be inappropriate use of As-Needed employees, and request timely corrective action. The Committee may issue quarterly reports to the Mayor, and appropriate Departments to remedy inappropriate use of As-Needed employees.
2. The Committee shall be comprised of six (6) Union appointees and six (6) management appointees. The City shall provide the Union members of the Committee, including witnesses called to testify before the Committee, with fully-paid release time to participate in Committee meetings and caucuses. The Committee will make a good faith effort to resolve disputes to avoid the necessity of the Union filing grievances alleging violations of this Article.

D. Public Service Aides/Trainees

1. Within 120 days of the effective date of this Agreement, the Department of Human Resources commits to survey City departments, who employ incumbents in the 9900 classification series, to obtain updated job descriptions (task statements) for positions allocated to the 9900 series. Copies of the surveys shall be provided to the Labor Management As-Needed Adherence Committee. Based on the survey, DHR will conduct an audit to confirm whether the duties assigned to the surveyed position(s) are consistent with the intent of the 9900 classification series. Generally work assignments consistent with the classification series include but are not limited to:
 - participating in job-related work experience opportunities,
 - performing functions and assuming responsibilities, as assigned, as training for employment in the designated target position(s), and as preparation for the target classification examinations;
 - attending remedial and/or technical education classes related to duty assignment.
2. Audit findings will be presented in a formal audit report and will be made available to the Labor Management As-Needed Adherence Committee.

PARK PATROL SHIFT BID PILOT PROGRAM

To ensure the safety of the parks and facilities used daily by the public, and to meet the challenges of providing coverage for over 200 such areas with 3400 acres in a 40+ square mile area, shift schedules must be carefully managed and assigned. There is a need for staffing 24/7/365, and there is a limited number of staff to accomplish this.

Given the above needs and limited staffing, the appointing officer or designee will develop and assign shifts, using the criteria set forth below:

1. Ensuring the safety of the park visitors and users;
2. Ensuring the safety of staff;
3. Enhancing the ability and experience of Park Patrol Officers;
4. Ensuring the proper mix of experience and training on each shift; and
5. Consider individual needs of staff (employee leave scheduling, etc.).

Shift Bidding Process:

Once shifts are developed and assigned by the Department, the remaining shifts will be open to the bidding process. A minimum of seventy percent (70%) of the developed shifts will be held open for bidding, going down to fifty percent (50%) when hiring in flux for training and rotation for new hires. This pilot program will be in effect for 3 years, sunseting June 30, 2017, unless the parties mutually agree to extend the program. Prior to the sunset of the program, the Department will determine the effectiveness of the program, as well as the interest of the Park Patrol Officers in continuing the bidding process.

Criteria for Bidding:

1. Only Civil Service class 8208 Park Patrol Officers who have passed SFRPD probation may bid;
2. Bidding will be done by seniority in position;
3. The least senior employees in inverse order will be assigned to any shifts in which no successful bids have been placed;
4. No Park Patrol Officer may stay on the same shift for longer than 24 months;
5. All shift bids are subject to the approval of the Appointing Officer, or designee, and may be adjusted to ensure an appropriate skill/experience mix, and compliance with applicable laws; and
6. The final approved shift assignments shall be posted in two conspicuous places in Park Patrol headquarters.

In the event a Park Patrol Officer must be moved from his/her current shift to another shift, the Department will attempt to utilize the above criteria, however, once a Park Patrol Officer has moved to a new shift, the Officer will not be allowed to re-bid until the next scheduled shift-bidding process begins.

The Department will offer shift bids two times per year, with the first shift bid beginning in early January, and the second shift bid beginning in July of each calendar year.

DEPARTMENT OF EMERGENCY MANAGEMENT (DEM) LUNCH PERIOD

For classifications 8238 Public Safety Communications Dispatcher and 8239 Public Safety Communications Supervisor, employees will be required to work 8 hours within 8.25 hours or 10 hours within 10.25 hours. As an example, a typical 8.25-hour day shift schedule would typically be as follows:

- 6:45 am start;
- Paid line-up time will routinely occur within the first 15 minutes of the shift;
- A 60-minute lunch period, consisting of 45 minutes paid, of which 30 minutes shall be encumbered, and 15 minutes unpaid and unencumbered. The Department shall have the discretion to determine whether the first half or the second half of the lunch period is paid and encumbered, and shall notify the employee which half of the lunch will be encumbered prior to the start of the 60-minute lunch period; and
- A 3:00 pm end-shift time.
- Rest breaks per MOU

For purposes of this side letter, paid and encumbered time means if an employee leaves the premises during the lunch period, the employee must be able to return within 15 minutes if called back to work during the encumbered portion of the lunch break. Thus, the Department can call an employee on paid and encumbered time back to work before the Department is required to bring in another employee on mandatory overtime, however, the Department shall first seek employees to work voluntary overtime.

Any DEM general orders or department memoranda dated on or before June 30, 2014 that are inconsistent with this side letter are superseded by this side letter to the extent of the inconsistency, and such general orders or department memoranda may be updated to be consistent with this side letter without any further meet-and-confer.

PROPOSED EMPLOYEE TRANSIT CREDITS

Key Details as of April 28, 2014 San Francisco International Airport

1. If an Airport Commission employee wishes to receive funds for authorized transit, airporter bus, or organized vanpool commute expenses, they must (1) establish a transit benefits payroll deduction account, currently managed by WageWorks at the following url: (<http://www.wageworks4me.com/ccsf/>) and choose a transit or vanpool provider to receive funds approximately 60 days before the start of the month an employee would receive benefits; (2) relinquish their Airport parking facility access card, hang tag, or parking authorization to Parking Management by the start of the month for which transit credits would be provided; and (3) after the end of each calendar month during which an employee expects to receive City transit credits, record the following data for the subject month: days worked, commutes for which transit or vanpool transportation was used, transit or vanpool operator(s) used and the employee's normal home transit stop.
2. In order to have sufficient funds in their account to use transit or vanpool transportation for the first month, employees will need to commence payroll deduction the previous month.
3. By the end of each month of payroll deduction, WageWorks will bill the City for authorized transit or vanpool deductions by each enrolled employee in that month. The City will credit up to \$130 per month back to WageWorks. Future payroll deductions will be reduced in the amount of the credit. If an employee's transit or vanpool deductions total less than \$130 in a month, the City would credit the actual amount.
4. To allow for family emergencies, enrolled employees could park in SFO public garages up to three days per month. If they buy a book of 5 employee tickets the rate is discounted to \$13 per day. Employees would be reimbursed in full anytime during the month, once per month for up to 3 days of public parking, at the offices of garage operator New South Parking. Draft guidelines have been established by Parking Management.
5. Employees would be able to opt in or out of the Transit Credit Program on a quarterly basis. If an employee chooses to leave the program and receive full-time parking privileges once again, with sufficient prior notice a new parking card, hang tag, or parking authorization would be issued, and the employee would be removed from the list of employees eligible for the WageWorks transit credit. If an employee can document a residential move of more than 0.2 mile, the employee could opt in or out at the start of the month closest to the move.
6. If approved, the Transit Credit Program would take effect as soon as possible in FY 14-15.
7. In the event of a BART closure of a day or more, the Airport would endeavor to operate free parking shuttle buses between SFO, the Caltrain station in Millbrae, and the San Francisco Bay Ferry terminal in South San Francisco. This service was implemented during two BART strikes in 2013. Samtrans service may also be available.

WELLNESS

The City proposes the following to address the convenience and accessibility issues raised in the union proposal to provide employees use of sick leave for wellness activities:

- In consultation with the Executive Officer of the Civil Service Commission, the City will issue a clarification to departments and employees as to appropriate use of sick leave, which includes care and consultation with medical providers including, but not limited to, biometric screenings, flu shots and other preventive care and assessments.
- The Health Service System (HSS) will explore piloting shorter on-site workout classes to make it easier for employees to exercise during lunch breaks (more on this in response below).
- The City will issue a policy encouraging departments to allow adjusted work schedules, where operationally feasible, to facilitate the ability of employees to participate in exercise programs in conjunction with the workday. These arrangements could include allowing later or earlier starting and ending times, or longer lunches, with adjustments to start or end times to make up time. The policy will also include a reminder that floating holidays, vacation, and compensatory time off are available for these purposes as well.
- As part of the Citywide wellness program, HSS is planning a voluntary confidential employee Health Risk Assessment (HRA) survey regarding the baseline health of our employee population. This is a critical first step in engaging employees in wellness, and ensuring that program activities are appropriately targeted.
- The City is willing to explore expansion of existing tuition reimbursement programs to contribute towards the purchase of “fitness activity trackers” (e.g., Jawbone or FitBit) as a pilot program. In such event, the City would attempt to negotiate group discounts from these companies.

In response to the proposal to provide employees free use of Recreation and Park Department (RPD) exercise programs and facilities, the City proposes that the parties instead explore the expansion of the on-site wellness offerings by HSS. Potential ideas include:

- Conduct an employee survey to identify the most-desired programs, and best times and locations to offer them;
- Alter current class offerings to 30 or 45 minutes in length, to make them more accessible to employees on lunch break;
- Based on survey results, work with HSS and RPD to explore having RPD staff provide programming either on-site, or where needed, with fee waivers at specific RPD facilities;
- HSS is also actively engaging with area counties to explore collaboration on health and wellness issues.

DEPARTMENT OF PUBLIC HEALTH – ENVIRONMENT OF CARE PROGRAM

This letter is to confirm additional agreement reached between the City and County of San Francisco, the Department of Public Health, and SEIU 1021.

The Department of Public Health will add two (2) additional positions to the existing eight (8) positions in the Environment of Care Program (formerly referred to as the “Lift team” or the “Safe Patient Handling and Movement Program”) at San Francisco General Hospital.

**EMPLOYEE PLUS ONE AND EMPLOYEE PLUS TWO OR MORE – OUTSIDE OF HEALTH
COVERAGE AREAS**

The City agrees to make good faith efforts, including amending the Annual Salary Ordinance (ASO) if necessary, so that, for employees permanently assigned by the City to work in areas outside of Health Service System (HSS) health coverage areas for Kaiser and Blue Shield, the City shall contribute the amounts set forth in the ASO on a pre-tax basis.

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