

Committee Item No. 12

Board Item No. 16

## COMMITTEE/BOARD OF SUPERVISORS

## AGENDA PACKET CONTENTS LIST

**Committee:** Government Audit and Oversight

**Date** June 12, 2014

## Board of Supervisors Meeting

**Date** June 24, 2014

## Cmte Board

<input type="checkbox"/>	<input type="checkbox"/>	Motion
<input type="checkbox"/>	<input type="checkbox"/>	Resolution
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Ordinance
<input type="checkbox"/>	<input type="checkbox"/>	Legislative Digest
<input type="checkbox"/>	<input type="checkbox"/>	Budget and Legislative Analyst Report
<input type="checkbox"/>	<input type="checkbox"/>	Youth Commission Report
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Introduction Form
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Department/Agency Cover Letter and/or Report
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MOU
<input type="checkbox"/>	<input type="checkbox"/>	Grant Information Form
<input type="checkbox"/>	<input type="checkbox"/>	Grant Budget
<input type="checkbox"/>	<input type="checkbox"/>	Subcontract Budget
<input type="checkbox"/>	<input type="checkbox"/>	Contract/Agreement
<input type="checkbox"/>	<input type="checkbox"/>	Form 126 – Ethics Commission
<input type="checkbox"/>	<input type="checkbox"/>	Award Letter
<input type="checkbox"/>	<input type="checkbox"/>	Application
<input type="checkbox"/>	<input type="checkbox"/>	Public Correspondence

**OTHER** (Use back side if additional space is needed)

[illegible]

Completed by: Alisa Miller Date June 6, 2014

**Completed by:** Alisa Miller **Date:** June 16, 2014

[Memorandum of Understanding - Municipal Attorneys' Association]

Ordinance adopting and implementing the Memorandum of Understanding between the City and County of San Francisco and the Municipal Attorneys' Association, to be effective July 1, 2014, through June 30, 2017.

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

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

Section 1. The Board of Supervisors hereby adopts and implements the Memorandum of Understanding between the City and County of San Francisco and the Municipal Attorneys' Association, to be effective July 1, 2014, through June 30, 2017.

The Memorandum of Understanding so implemented is on file with the Clerk of the Board of Supervisors in Board File No. 140537.

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

By:

  
ELIZABETH SALVESON  
Chief Labor Attorney

N:\LABOR\AS2014\0200064\Ordinance - MAA 14.doc

Mayor Lee  
BOARD OF SUPERVISORS

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### Municipal Attorney's Association Highlights

<b>Term</b>	Three-year term (July 1, 2014 to June 30, 2017)
<b>Wages</b>	Effective October 11, 2014: 3% Effective October 10, 2015: 3.25% Effective July 1, 2016, between 2.25% and 3.25%, depending on CPI
<b>Paperless Pay</b>	The Controller will implement mandatory direct deposit of pay effective Fall 2014, with 30 days advance notice to unions and employees prior to implementation. Pay advices will be available only in electronic form. Those without direct deposit will receive a preloaded bank card and the bank card will not have fees.
<b>Seniority increases</b>	Add Assistant Chief Attorneys I and II and Attorney, Tax Collector classifications to group receiving 2% Seniority Increase after 5 years at top step of their respective classifications.
<b>Professional services reimbursement</b>	Increase amount of professional services reimbursement from \$312.50 per quarter (\$1250 annually) to \$375 per quarter (\$1500 annually)
<b>Deep class control point</b>	Establish a control point at Step Five of the Deep Class (8177), providing Department Head ability to hold an employee at Step Five absent certification of satisfactory performance.
<b>DA standby lists</b>	Provide 8 hours of Administrative Leave per week of standby time for a District Attorney member on a Standby List as designated by the DA; capped at 40 additional hours of Admin Leave per year.
<b>Work schedules – committee</b>	Establish committee to discuss work schedules, entry of time on City timesheets and related issues.





CITY AND COUNTY OF SAN FRANCISCO  
OFFICE OF THE CONTROLLER

Ben Rosenfield  
Controller

Monique Zmuda  
Deputy Controller

June 12, 2014

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

RE: File Numbers 140526 and 140528 through 140550: Memoranda of Understanding (MOU)  
between the City and County of San Francisco and various collective bargaining units.

Dear Ms. Calvillo,

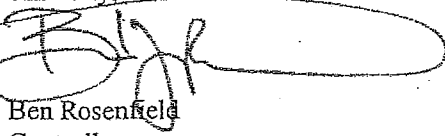
In accordance with Ordinance 92-94, I am submitting a cost analysis of 24 MOUs between the City and County of San Francisco and various employee collective bargaining units. The amendments apply to MOUs for the period commencing July 1, 2014 through June 30, 2017, affecting 20,304 authorized positions with a salary base of approximately \$1.73 billion and an overall pay and benefits base of approximately \$2.26 billion.

Our analysis finds that the amendments to the MOUs result in increased costs to the City of approximately \$52.8 million in FY 2014-15, \$125.9 million in FY 2015-16 and \$20.1 million in FY 2016-17. As a percentage of FY 2014-15 base wage and fringe costs these represent cost increases of 2.3%, 5.6%, and 8.9% respectively. Our cost estimates assume that premiums, overtime, and other adjustments grow consistently with wage changes.

Increased costs are driven by general wage increases to all of the 20,304, authorized positions, in addition to other various other provisions affecting terms and conditions of employment, employer paid health benefits and special pay for members of the collective bargaining units. See Attachments A and B for a detailed listing and analysis of the costs for the affected MOUs.

If you have additional questions or concerns please contact me at 554-7500 or Drew Murrell of my staff at 554-7647.

Sincerely,



Ben Rosenfield  
Controller

cc: Martin Gran, ERD  
Harvey Rose, Budget Analyst

## ATTACHMENT A

Amendments to the Memoranda of Understanding of listed units from July 1, 2014 - June 30, 2017  
 Controller's Office Estimate of Total Costs/(Savings) FY 2014-15, FY 2015-16 and FY 2016-17

### Citywide Provisions

	<u>FY 2014-15</u>	<u>FY 2015 - 16</u>	<u>FY 2016 - 17</u>
<b>Wages - Citywide Pattern</b>			
3.00% Effective first full pay-period of October 2014	\$ 36,120,000	\$ 50,100,000	\$ 50,100,000
3.25% Effective first full pay-period of October 2014		\$ 40,260,000	\$ 55,880,000
2.49% (Projected CPI + .25%) Effective July 1, 2016			\$ 42,900,000
	<u>\$ 36,120,000</u>	<u>\$ 90,360,000</u>	<u>\$ 148,880,000</u>
<b>Wage-Related Fringe Increases - Citywide Pattern</b>	\$ 10,470,000	\$ 26,150,000	\$ 43,050,000
<b>Wages - Parity/Step Adjustments</b>	\$ 5,730,000	\$ 6,920,000	\$ 6,530,000
<b>Wage - Related Fringe Increases - Parity/Step Adjustments</b>	\$ 1,030,000	\$ 1,390,000	\$ 1,380,000
<b>Total Wage and Wage-Related Fringe Increases</b>	<u>\$ 53,350,000</u>	<u>\$ 124,820,000</u>	<u>\$ 199,840,000</u>
<b>Health Premium Contribution Changes</b>	\$ 2,640,000	\$ 4,420,000	\$ 4,630,000
<b>Wage and Wage Related Fringe Premium Changes</b>	\$ (4,120,000)	\$ (4,320,000)	\$ (4,330,000)
<b>Other Miscellaneous Adjustments</b>	\$ 915,000	\$ 1,005,000	\$ 985,000
<b>Annual Amount Increase (Decrease)</b>	<u>\$ 52,785,000</u>	<u>\$ 125,925,000</u>	<u>\$ 201,125,000</u>
<b>Percent of FY 2014-15 Salary and Fringe</b>	2.3%	5.6%	8.9%

### Union Detail

<u>File Number</u>	<u>Union</u>	<u>FY 2014-15</u>	<u>FY 2015 - 16</u>	<u>FY 2016 - 17</u>
140550	Unrepresented	<u>\$330,000</u>		
	Percent of FY 2014-15 Salary and Fringe	2.1%		
	Wages	\$230,000		
	Wage-Related Fringe Increases/(Decreases)	\$70,000		
	Premium Increases/(Decreases)	\$20,000		
	Increased Employee Development Fund Contribution	\$10,000		
140526	Building Inspectors (BI)	<u>\$230,000</u>	<u>\$610,000</u>	<u>\$990,000</u>
	Percent of FY 2014-15 Salary and Fringe	2.0%	5.2%	8.4%
	Wages	\$180,000	\$470,000	\$770,000
	Wage-Related Fringe Increases/(Decreases)	\$50,000	\$140,000	\$220,000

The contract for Unrepresented employees extends from July 1, 2014 through June 30, 2015 and wage increases for the fiscal year 2015-16 and 2016-17 are not yet determined.

<u>File Number</u>	<u>Union</u>	<u>FY 2014-15</u>	<u>FY 2015 - 16</u>	<u>FY 2016 - 17</u>
140528	Crafts Coalition	<u>\$1,090,000</u>	<u>\$2,540,000</u>	<u>\$4,090,000</u>
	Percent of FY 2014-15 Salary and Fringe	2.4%	5.6%	9.0%
	Wages	\$760,000	\$1,910,000	\$3,150,000
	Wage-Related Fringe Increases/(Decreases)	\$220,000	\$560,000	\$910,000
	Premium Increases/(Decreases)	\$30,000	\$30,000	\$30,000
	Increased Employee Development Fund Contribution	\$80,000	\$40,000	\$0
140529	Deputy Probation Officers' Association (DPOA)	<u>\$600,000</u>	<u>\$1,130,000</u>	<u>\$1,720,000</u>
	Percent of FY 2014-15 Salary and Fringe	3.2%	6.1%	9.2%
	Wages	\$300,000	\$740,000	\$1,220,000
	Wage-Related Fringe Increases/(Decreases)	\$70,000	\$160,000	\$270,000
	Wages - 1.25% Effective 7/1/2014 in Addition to Citywide Pattern	\$180,000	\$180,000	\$180,000
	Wage-Related Fringe Increases/(Decreases) in Addition to Citywide Pattern	\$40,000	\$40,000	\$40,000
	Premium Increases/(Decreases)	\$0	\$0	\$0
	Increased Employee Development Fund Contribution	\$10,000	\$10,000	\$10,000
140530	Deputy Sheriff's Association (DSA)	<u>\$1,430,000</u>	<u>\$4,610,000</u>	<u>\$8,040,000</u>
	Percent of FY 2014-15 Salary and Fringe	1.6%	5.1%	8.9%
	Wages	\$1,750,000	\$4,400,000	\$7,260,000
	Wage-Related Fringe Increases/(Decreases)	\$370,000	\$920,000	\$1,520,000
	Premium Increases/(Decreases)	\$80,000	\$80,000	\$80,000
	15 Minute Briefing Period Pay Increases/(Decreases)	(\$770,000)	(\$790,000)	(\$820,000)
140541	Sheriff's Managers & Supervisors Association (MSA)	<u>\$620,000</u>	<u>\$1,200,000</u>	<u>\$1,760,000</u>
	Percent of FY 2014-15 Salary and Fringe	4.2%	8.1%	11.9%
	Wages	\$280,000	\$710,000	\$1,170,000
	Wage-Related Fringe Increases/(Decreases)	\$60,000	\$140,000	\$240,000
	Wages - 1.5% Effective 7/1/2014 in Addition to Citywide Pattern	\$140,000	\$200,000	\$200,000
	Wage-Related Fringe Increases/(Decreases) in Addition to Citywide Pattern	\$30,000	\$40,000	\$40,000
	Increased overtime required to backfill release and training allowances	\$100,000	\$100,000	\$100,000
	Premium Increases/(Decreases)	\$10,000	\$10,000	\$10,000

<u>File Number</u>	<u>Union</u>	<u>FY 2014-15</u>	<u>FY 2015 - 16</u>	<u>FY 2016 - 17</u>
140531	District Attorney Investigators' Association (DAIA)	<u>\$170,000</u>	<u>\$360,000</u>	<u>\$530,000</u>
	Percent of FY 2014-15 Salary and Fringe	3.1%	6.5%	9.5%
	Wages	\$80,000	\$210,000	\$350,000
	Wage-Related Fringe Increases/(Decreases)	\$20,000	\$50,000	\$80,000
	Wages - 2% Effective 10/11/2014 in Addition to Citywide Pattern	\$60,000	\$80,000	\$80,000
	Wage-Related Fringe Increases/(Decreases) in Addition to Citywide Pattern	\$10,000	\$20,000	\$20,000
140532	Electricians Local 6	<u>\$890,000</u>	<u>\$2,270,000</u>	<u>\$3,620,000</u>
	Percent of FY 2014-15 Salary and Fringe	2.3%	5.9%	9.5%
	Wages	\$650,000	\$1,640,000	\$2,710,000
	Wage-Related Fringe Increases/(Decreases)	\$190,000	\$470,000	\$770,000
	Wages - 3.4% for Electrical Line Worker Effective 7/1/2015		\$60,000	\$60,000
	Wage-Related Fringe Increases/(Decreases) in Addition to Citywide Pattern		\$20,000	\$20,000
	Premium Increases/(Decreases)	(\$30,000)	(\$80,000)	(\$90,000)
	Health Contribution Model Changed from 90/10 to 93/93/83	\$80,000	\$160,000	\$150,000
140533	IFPTE, Local 21	<u>\$10,870,000</u>	<u>\$26,980,000</u>	<u>\$44,300,000</u>
	Percent of FY 2014-15 Salary and Fringe	2.1%	5.2%	8.5%
	Wages	\$8,160,000	\$20,540,000	\$33,860,000
	Wage-Related Fringe Increases/(Decreases)	\$2,460,000	\$6,190,000	\$10,190,000
	Wages - 6% for Fire Protection Engineer Effective 7/1/2014 in Addition to Citywide Pattern	\$30,000	\$30,000	\$30,000
	Wage-Related Fringe Increases/(Decreases) for Fire Protection Engineer in Addition to the Citywide Pattern	\$10,000	\$10,000	\$10,000
	Premium Increases/(Decreases)	(\$40,000)	(\$40,000)	(\$40,000)
	Increased Employee Development Fund Contribution	\$250,000	\$250,000	\$250,000
140534	Institutional Police Officers' Association (IPOA)	<u>\$10,000</u>	<u>\$20,000</u>	<u>\$30,000</u>
	Percent of FY 2014-15 Salary and Fringe	3.4%	6.8%	10.1%
	Wages - Parity with DSA & MSA	\$10,000	\$20,000	\$30,000
	Wage-Related Fringe Increases/(Decreases)	\$0	\$0	\$0



<u>File Number</u>	<u>Union</u>	<u>FY 2014-15</u>	<u>FY 2015 - 16</u>	<u>FY 2016 - 17</u>
140535	Laborers, Local 261	<u>\$1,970,000</u>	<u>\$4,790,000</u>	<u>\$7,620,000</u>
	Percent of FY 2014-15 Salary and Fringe	2.3%	5.5%	8.8%
	Wages	\$1,380,000	\$3,480,000	\$5,730,000
	Wage-Related Fringe Increases/(Decreases)	\$400,000	\$1,010,000	\$1,660,000
	Premium Increases/(Decreases)	\$20,000	\$20,000	\$20,000
	Health Contribution Model Changed from 90/10 to 93/93/83 plus stipend	\$70,000	\$180,000	\$110,000
	Increased Employee Development Fund Contribution	\$100,000	\$100,000	\$100,000
140536	Local 1414 Automotive Machinists	<u>\$450,000</u>	<u>\$1,000,000</u>	<u>\$1,530,000</u>
	Percent of FY 2014-15 Salary and Fringe	2.8%	6.2%	9.6%
	Wages	\$260,000	\$650,000	\$1,070,000
	Wage-Related Fringe Increases/(Decreases)	\$80,000	\$200,000	\$320,000
	Wages - \$0.40/hour for Automotive Machinist Effective 7/1/2014 in Addition to the Citywide Pattern	\$50,000	\$50,000	\$50,000
	Wage-Related Fringe Increases/(Decreases) for Automotive Machinist Effective 7/1/2014 in Addition to the Citywide Pattern	\$10,000	\$10,000	\$10,000
	Wages - 1% for Auto Body and Fender Worker and Car and Auto Painter Effective 10/11/2014 in Addition to the Citywide Pattern	\$0	\$10,000	\$10,000
	Premium Increases/(Decreases)	\$20,000	\$20,000	\$20,000
	Health Contribution Model Changed to 93/93/83	\$30,000	\$60,000	\$50,000
140537	Municipal Attorneys' Association (MAA)	<u>\$2,050,000</u>	<u>\$4,900,000</u>	<u>\$7,960,000</u>
	Percent of FY 2014-15 Salary and Fringe	2.0%	4.8%	7.9%
	Wages	\$1,460,000	\$3,670,000	\$6,050,000
	Wage-Related Fringe Increases/(Decreases)	\$420,000	\$1,050,000	\$1,730,000
	Premium Increases/(Decreases)	\$70,000	\$80,000	\$80,000
	Increased Employee Professional Services Reimbursement Fund Contribution	\$100,000	\$100,000	\$100,000
140538	Municipal Executives' Association (MEA) - Misc.	<u>\$3,875,000</u>	<u>\$9,555,000</u>	<u>\$15,515,000</u>
	Percent of FY 2014-15 Salary and Fringe	2.2%	5.4%	8.7%
	Wages	\$2,800,000	\$7,040,000	\$11,590,000
	Wage-Related Fringe Increases/(Decreases)	\$800,000	\$2,020,000	\$3,330,000
	Long-Term Disability Plan Beginning January 1, 2015	\$70,000	\$140,000	\$140,000
	Increased Employee Management and Leadership Training Fund Contribution	\$75,000	\$75,000	\$125,000
	Health Contribution Model Changed to 65/75/83	\$130,000	\$280,000	\$330,000

<u>File Number</u>	<u>Union</u>	<u>FY 2014-15</u>	<u>FY 2015 - 16</u>	<u>FY 2016 - 17</u>
140539	Operating Engineers, Local 3	<u>\$140,000</u>	<u>\$330,000</u>	<u>\$530,000</u>
	Percent of FY 2014-15 Salary and Fringe	2.4%	5.6%	9.0%
	Wages	\$100,000	\$250,000	\$410,000
	Wage-Related Fringe Increases/(Decreases)	\$30,000	\$70,000	\$110,000
	Premium Increases/(Decreases)	\$10,000	\$10,000	\$10,000
140540	Painters (SFCWU)	<u>\$300,000</u>	<u>\$650,000</u>	<u>\$1,020,000</u>
	Percent of FY 2014-15 Salary and Fringe	2.7%	5.8%	9.1%
	Wages	\$180,000	\$450,000	\$740,000
	Wage-Related Fringe Increases/(Decreases)	\$50,000	\$130,000	\$210,000
	Premium Increases/(Decreases)	\$70,000	\$70,000	\$70,000
140549	Plumbers Local 38	<u>\$830,000</u>	<u>\$2,120,000</u>	<u>\$3,460,000</u>
	Percent of FY 2014-15 Salary and Fringe	2.1%	5.5%	9.0%
	Wages	\$650,000	\$1,640,000	\$2,700,000
	Wage-Related Fringe Increases/(Decreases)	\$180,000	\$460,000	\$770,000
	Wages - Plumbing Inspectors final COLA adjustment Effective 10/8/2016 - Change to the Citywide Pattern of 7/1/2016			(\$20,000)
	Wage-Related Fringe Increases/(Decreases) for Plumbing Inspectors			(\$10,000)
	Premium Increases/(Decreases)		\$20,000	\$20,000
140542	SEIU Local 1021 Misc.	<u>\$24,780,000</u>	<u>\$55,650,000</u>	<u>\$87,470,000</u>
	Percent of FY 2014-15 Salary and Fringe	2.6%	5.9%	9.2%
	Wages	\$15,090,000	\$37,990,000	\$62,600,000
	Wage-Related Fringe Increases/(Decreases)	\$4,500,000	\$11,310,000	\$18,640,000
	Wages - 7% for Window Cleaner Supervisors Effective 7/1/2014 in Addition to Citywide Pattern	\$10,000	\$10,000	\$10,000
	Wages - 4% for Public Safety Dispatchers Effective 7/1/2014 in Addition to Citywide Pattern	\$760,000	\$770,000	\$770,000
	Wage-Related Fringe Increases/(Decreases) for Public Safety Dispatchers	\$210,000	\$210,000	\$210,000
	New Steps for Food Service Workers	\$320,000	\$320,000	\$320,000
	Step Schedule Introduced for Sheriff's Cadets	\$210,000	\$360,000	\$370,000
	New Staff Eligible for Layoff Impact Premium	\$210,000	\$210,000	\$210,000
	10% Window Cleaner Supervisor Increase	\$20,000	\$20,000	\$20,000
	Eligibility Workers Class Adjustments	\$1,340,000	\$1,080,000	\$700,000
	\$50,000 Life Insurance for all members	\$470,000	\$470,000	\$470,000
	Premium Increases/(Decreases)	(\$690,000)	(\$850,000)	(\$850,000)
	Health Contribution Model Changed to 100/96/83	\$2,330,000	\$3,750,000	\$4,000,000

<u>File Number</u>	<u>Union</u>	<u>FY 2014-15</u>	<u>FY 2015 - 16</u>	<u>FY 2016 - 17</u>
140543	Stationary Engineers Local 39	<u>\$1,030,000</u>	<u>\$4,980,000</u>	<u>\$7,690,000</u>
	Percent of FY 2014-15 Salary and Fringe	1.4%	6.7%	10.4%
	Wages	\$1,290,000	\$3,260,000	\$5,380,000
	Wage-Related Fringe Increases/(Decreases)	\$360,000	\$900,000	\$1,490,000
	Wages - 6% Effective 10/11/2014 in Addition to Citywide Pattern	\$2,590,000	\$3,720,000	\$3,720,000
	Wage-Related Fringe Increases/(Decreases) in Addiiton to Citywide Pattern	\$720,000	\$1,030,000	\$1,030,000
	Premium Increases/(Decreases)	(\$3,930,000)	(\$3,930,000)	(\$3,930,000)
140544	Supervising Probation Officers (SPO)	<u>\$60,000</u>	<u>\$140,000</u>	<u>\$240,000</u>
	Percent of FY 2014-15 Salary and Fringe	1.9%	4.5%	7.8%
	Wages	\$50,000	\$120,000	\$200,000
	Wage-Related Fringe Increases/(Decreases)	\$10,000	\$20,000	\$40,000
140545	Teamsters Local 856 (Multi-Unit)	<u>\$280,000</u>	<u>\$690,000</u>	<u>\$1,080,000</u>
	Percent of FY 2014-15 Salary and Fringe	2.3%	5.6%	8.8%
	Wages	\$190,000	\$490,000	\$800,000
	Wage-Related Fringe Increases/(Decreases)	\$50,000	\$140,000	\$220,000
	Wages - 2% for Senior Counselors Effective 10/11/2014 in Addition to Citywide Pattern	\$20,000	\$30,000	\$30,000
	Wage-Related Fringe Increases/(Decreases) for Senior Counselors	\$0	\$10,000	\$10,000
	Premium Increases/(Decreases)	\$20,000	\$20,000	\$20,000
140546	TWU-200 (SEAM)	<u>\$50,000</u>	<u>\$120,000</u>	<u>\$200,000</u>
	Percent of FY 2014-15 Salary and Fringe	2.0%	4.7%	7.9%
	Wages	\$40,000	\$90,000	\$150,000
	Wage-Related Fringe Increases/(Decreases)	\$10,000	\$30,000	\$50,000
140547	TWU 250-A (7410)	<u>\$70,000</u>	<u>\$160,000</u>	<u>\$270,000</u>
	Percent of FY 2014-15 Salary and Fringe	1.9%	4.5%	7.5%
	Wages	\$50,000	\$140,000	\$220,000
	Wage-Related Fringe Increases/(Decreases)	\$20,000	\$40,000	\$70,000
	Premium Increases/(Decreases)	\$10,000	\$10,000	\$10,000
	Health Contribution Model Changed to 93/93/83	(\$10,000)	(\$30,000)	(\$30,000)
140548	TWU-250-A (Multi-Unit)	<u>\$240,000</u>	<u>\$590,000</u>	<u>\$950,000</u>
	Percent of FY 2014-15 Salary and Fringe	2.0%	4.9%	7.9%
	Wages	\$180,000	\$440,000	\$720,000
	Wage-Related Fringe Increases/(Decreases)	\$50,000	\$130,000	\$210,000
	Health Contribution Model Changed to 93/93/83	\$10,000	\$20,000	\$20,000

## ATTACHMENT B

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In accordance with Ordinance 92-94, the Office of the Controller conducted a cost analysis of 24 MOUs between the City and County of San Francisco and various employee unions. The attached analysis reviews the MOUs listed below:

- 140550 - Unrepresented
- 140526 - Building Inspectors (BI)
- 140528 - Crafts Coalition
- 140529 - Deputy Probation Officers' Association (DPOA)
- 140541 - Sheriff's Managers & Supervisors Association (MSA)
- 140530 - Deputy Sheriff's Association (DSA)
- 140531 - District Attorney Investigators' Association (DAIA)
- 140532 - Electricians Local 6
- 140533 - IFPTE, Local 21
- 140534 - Institutional Police Officers' Association (IPOA)
- 140535 - Laborers, Local 261
- 140536 - Local 1414 Automotive Machinists
- 140537 - Municipal Attorneys' Association (MAA)
- 140538 - Municipal Executives' Association (MEA) - Misc.
- 140539 - Operating Engineers, Local 3
- 140540 - Painters (SFCWU)
- 140549 - Plumbers Local 38
- 140542 - SEIU Local 1021 Misc.
- 140543 - Stationary Engineers Local 39
- 140544 - Supervising Probation Officers (SPO)
- 140545 - Teamsters Local 856 (Multi-Unit)
- 140546 - TWU-200 (SEAM)
- 140547 - TWU 250-A (7410)
- 140548 - TWU-250-A (Multi-Unit)

Analyses for MOUs with Nurses, Police, and Firefighters are presented in separate letters. MOUs with Municipal Transit Agency (MTA) staff in bargaining units Electricians Local 6, Local 1414 Automotive Machinists, TWU-200 (SEAM), TWU Local 250-A Auto Service Worker, TWU Local 250-A Transit Operator, TWU Local 250-A Transit Fare Inspector, and Municipal Executives' Association (MEA) are negotiated directly with MTA and still pending agreement. MTA employees in those units are excluded from this analysis. A subset of MTA staff in the SEIU bargaining unit job classes considered "service critical" also negotiate directly with MTA and are excluded here.

The information below details the results of the analysis of the costs or savings resulting from amendments to the affected MOUs:

## Citywide

### Wages

The City and the bargaining units included in this analysis have agreed to a wage increase for all covered employees of 3% in October 2014, 3.25% in October 2015, and between 2.25% and 3.25%, depending on inflation as measured by the Consumer Price Index (CPI), in July of 2016. In calculating CPI, the Controller's Office will 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 will be calculated using the percentage change in the price index from February 2015 to February 2016. The value of this increase is currently projected to be 2.49%.

With the exception of internal adjustments and parity increases, all units and their represented members follow the citywide pattern for wage increases. Adjustments and exceptions to this pattern for the units listed below are described in detail in this attachment.

- Deputy Probation Officers Association (DPOA)
- Deputy Sheriffs' Association (DSA)
- Sheriffs' Managers & Supervisors Association (MSA)
- District Attorney Investigators' Association (DAIA)
- International Brotherhood of Electrical Workers, Local 6 (IBEW Local 6)
- International Federation of Professional and Technical Engineers Local 21, AFL, CIO (IFPTE Local 21)
- Institutional Police Officers' Association (IPOA)
- Machinists Union, Local 1414
- United Association of Journeymen and Apprentices of the Plumbing and Pipe Fitting Industry, Local No. 38 (Plumbers and Pipe Fitters, Local 38)
- Service Employees International Union, Local 1021 (SEIU Local 1021)
- The International Union of Operating Engineers and Stationary Engineers, Local 39 (Stationary Engineers, Local 39)
- Teamsters, Local 856 Multi-Unit (Teamsters Local 856)

### San Francisco International Airport Employee Transit Pilot Program

The San Francisco International Airport (SFIA) will implement an employee transit pilot program encouraging employees to use mass transportation to commute to and from SFIA work locations. The City and the affected unions have included changes to the MOU's that incorporate this change. Our analysis projects that this change will result in approximately \$0.4 million of increased costs to the City during FY 2014-15 and \$0.5 million of increased costs in FY 2015-16 and 2016-17. This pilot program will be evaluated in FY 2015-16 to determine whether it will be continued.

### Compensatory Time Off

The City and 13 of the 24 unions have agreed to include changes to the MOUs affecting the compensation method for compensatory time earned by covered members. Employees occupying certain executive, administrative, or professional positions are not paid for overtime worked but instead are granted compensatory time off at the rate of one-and-one-half times for time worked in excess of regular work schedules. Under the amended MOUs, an employee who is appointed to a position in another department will have his or her entire compensatory time balance paid out at the rate of the underlying classifications prior to appointment. Similarly, an employee who is appointed to a position in a higher classification that allows for paid overtime will have his or her entire compensatory time balance paid out at the rate of the lower classification prior to promotion. Our analysis projects that the implementation of this change will result in no increased costs to the City during the term of the agreements. Over the long term, this change is likely to result in lower payouts than would otherwise have been made.

### Paperless Pay

The City and the unions have agreed to implement a Citywide Paperless Pay Policy that will apply to all City employees. Under the policy, all employees shall be able to access their pay advices electronically, and will have, regardless of employee start date, two options for receiving pay; direct deposit or bank card. Upon implementation of the policy paper pay advices will no longer be available with the exception of those employees without computer access. Our analysis projects that this change will result in approximately \$60,000 of total cost savings to the City from FY 2014-15 through FY 2016-17.

### **File Number 140528 - Crafts Coalition**

The MOU for the Joint Craft Unions covers all members in the following units: Bricklayers and Allied Crafts, Local 3; Hod Carriers, Local 166; the Northern California Carpenters Regional Council, Local 22; Carpet, Linoleum and Soft Tile Workers, Local 12; Plasterers and Cement Masons, Local 300; Glaziers, Architectural Metal and Glass Workers, Local Union No. 718; International Alliance of Theatrical Stage Employees, Moving Picture Technicians, Artist and Allied Crafts of the United States, Its Territories and Canada, Local 16; International Association of Bridge, Structural Ornamental, Reinforcing Iron Workers, Riggers and Machinery Movers, Local 377; Pile Drivers, Divers, Carpenters, Bridge, Wharf and Dock Builders, Local Union No. 34; Plasterers and Shophands, Local 66; United Union of Roofers, Waterproofers and Allied Workers, Local 40; Sheet Metal Workers International Union, Local 104 and Teamsters, Local 853. The amendments to the MOU apply to the period commencing July 1, 2014 through June 30, 2017, affecting 415 authorized positions with a salary base of approximately \$34.9 million and an overall pay and benefits base of approximately \$45.9 million.

Our analysis projects that this agreement will result in approximately \$1.1 million of increased costs to the City during FY 2014-15, \$2.5 million of increased costs in FY 2015-16 and \$4.1 million of increased costs in FY 2016-17. Our analysis assumes that premiums, overtime, and other adjustments grow consistently with wage changes.

**File Number 140550 - Unrepresented**

The amendments to the MOU apply to the period commencing July 1, 2014 through June 30, 2015, affecting 134 authorized positions with a salary base of approximately \$12.0 million and an overall pay and benefits base of approximately \$15.7 million.

Our analysis projects that this agreement will result in approximately \$0.3 million of increased costs to the City during FY 2014-15. Our analysis assumes that premiums, overtime, and other adjustments grow consistently with wage changes.

**File Number 140526 – Building Inspectors (BI)**

The amendments to the MOU apply to the period commencing July 1, 2014 through June 30, 2017, affecting 80 authorized positions with a salary base of approximately \$9.0 million and an overall pay and benefits base of approximately \$11.8 million.

Our analysis projects that this agreement will result in approximately \$0.2 million of increased costs to the City during FY 2014-15, \$0.6 million of increased costs in FY 2015-16 and \$1.0 million of increased costs in FY 2016-17. Our analysis assumes that premiums, overtime, and other adjustments grow consistently with wage changes.

**File Number 140529 – Deputy Probation Officers' Association (DPOA)**

The amendments to the MOU apply to the period commencing July 1, 2014 through June 30, 2017, affecting 160 authorized positions with a salary base of approximately \$15.2 million and an overall pay and benefits base of approximately \$18.6 million.

Our analysis projects that this agreement will result in approximately \$0.6 million of increased costs to the City during FY 2014-15, \$1.1 million of increased costs in FY 2015-16 and \$1.7 million of increased costs in FY 2016-17. Our analysis assumes that premiums, overtime, and other adjustments grow consistently with wage changes.

**File Number 140530 – Deputy Sheriff's Association (DSA)**

The amendments to the MOU apply to the period commencing July 1, 2014 through June 30, 2017, affecting 769 authorized positions with a salary base of approximately \$73.2 million and an overall pay and benefits base of approximately \$90.0 million.

Our analysis projects that this agreement will result in approximately \$1.4 million of increased costs to the City during FY 2014-15, \$4.6 million of increased costs in FY 2015-16 and \$8.0 million of increased costs in FY 2016-17. Our analysis assumes that premiums, overtime, and other adjustments grow consistently with wage changes.

The City and the union have also agreed to reinstate the annual salary survey market wage adjustment which was suspended under the previous MOU. Our analysis assumes that no market wage adjustments will occur during the contract period, as the most recent findings from a DHR market wage survey found that salaries for DSA members compared favorably with other agencies.

Outside of the scope of the MOU, the City has recognized the need to begin to pay for overtime worked by members that participate in regular daily briefings outside of their normal shift schedule. The MOU requires the City to pay, at a straight time rate, the first one-quarter hour in excess of eight hours per day that results from the daily briefings. Our analysis reflects this change as a savings from what would otherwise be required to pay at an overtime rate of time and a half.

Finally, the City and the union have agreed to revise longevity pay eligibility requirements to require all members hired after July 1, 2014 to have completed 18 years of service as sworn members prior to receiving longevity pay. Prior MOU language made members eligible after 5 years of service. Savings from this provision will occur outside of the contract period. The current estimated annual value of this premium pay is \$1.1 million.

#### **File Number 140541 – Sheriff's Managers & Supervisors Association (MSA)**

The amendments to the MOU apply to the period commencing July 1, 2014 through June 30, 2017, affecting 98 authorized positions with a salary base of approximately \$12.1 million and an overall pay and benefits base of approximately \$14.7 million.

Our analysis projects that this agreement will result in approximately \$0.6 million of increased costs to the City during FY 2014-15, \$1.2 million of increased costs in FY 2015-16 and \$1.8 million of increased costs in FY 2016-17. Our analysis assumes that premiums, overtime, and other adjustments grow consistently with wage changes.

As with Sheriff's Deputies, the City and the union have agreed to reinstate the annual salary survey market wage adjustment which was suspended under the previous MOU. Our analysis assumes that no market wage adjustments will occur during the contract period, as the most recent findings from a DHR market wage survey found that salaries for MSA members compared favorably with other agencies.

MSA also mirrored the agreement with Sheriff's Deputies and the City to adopt revisions to longevity pay eligibility to require all members hired after July 1, 2014 to have



completed 18 years of service as sworn members prior to receiving longevity pay. Prior MOU language made members eligible after 5 years of service. Savings from this provision will occur outside of the contract period. The current estimated annual value of this premium pay is \$0.2 million.

Finally, our cost estimates include increased overtime costs of approximately \$0.1 million annually as a result of increases to release and training and training time for unit members. Sheriff's Department staffing models require that any additional release time granted to Lieutenants and Sergeants be backfilled by staff in the same job classes at overtime compensation rates.

**File Number 140531 – District Attorney Investigators' Association (DAIA)**

The amendments to the MOU apply to the period commencing July 1, 2014 through June 30, 2017, affecting 42 authorized positions with a salary base of approximately \$4.5 million and an overall pay and benefits base of approximately \$5.6 million.

Our analysis projects that this agreement will result in approximately \$0.2 million of increased costs to the City during FY 2014-15, \$0.4 million of increased costs in FY 2015-16 and \$0.5 million of increased costs in FY 2016-17. Our analysis assumes that premiums, overtime, and other adjustments grow consistently with wage changes.

**File Number 140532 – International Brotherhood of Electrical Workers, Local 6 (IBEW Local 6)**

The amendments to the MOU apply to the period commencing July 1, 2014 through June 30, 2017, affecting 294 authorized positions with a salary base of approximately \$29.1 million and an overall pay and benefits base of approximately \$38.2 million. Note that these amounts exclude bargaining unit members at MTA as they negotiate separately with MTA.

Our analysis projects that this agreement will result in approximately \$0.9 million of increased costs to the City during FY 2014-15, \$2.3 million of increased costs in FY 2015-16 and \$3.6 million of increased costs in FY 2016-17. Our analysis assumes that premiums, overtime, and other adjustments grow consistently with wage changes.

**File Number 140533 – International Federation of Professional and Technical Engineers Local 21, AFL, CIO (IFPTE Local 21)**

The amendments to the MOU apply to the period commencing July 1, 2014 through June 30, 2017, affecting 3,883 authorized positions with a salary base of approximately \$399.7 million and an overall pay and benefits base of approximately \$523.9 million.

Our analysis projects that this agreement will result in approximately \$10.9 million of increased costs to the City during FY 2014-15, \$27.0 million of increased costs in FY 2015-16 and \$44.3 million of increased costs in FY 2016-17. Our analysis assumes that premiums, overtime, and other adjustments grow consistently with wage changes.

Further, the City and the union have agreed to continue discussions regarding wage comparability and market status of classification 1093 IT Operations Support Administrator III. If the parties are unable to reach an agreement on further wage adjustments by September 30, 2014, either party may move the dispute to interest arbitration pursuant to Charter Sections A8.409 through A8.409-9.

In addition, the MOU explicitly ends the provision granting additional special acting assignment pay for the PUC/CIP Planning Function at the conclusion of the contract on June 30, 2017. This is outside of the costing period and not included in our analysis. We project that the expiration of this special pay will result in cost savings of approximately \$70,000 annually.

**File Number 140534 – Institutional Police Officers' Association (IPOA)**

The amendments to the MOU apply to the period commencing July 1, 2014 through June 30, 2017, affecting 2 authorized positions with a salary base of approximately \$0.2 million and an overall pay and benefits base of approximately \$0.3 million.

Our analysis projects that this agreement will result in increased costs to the City during the contract period of less than \$0.1 million. Our analysis assumes that premiums, overtime, and other adjustments grow consistently with wage changes.

**File Number 140535 – Laborers International Union, Local 261 (Laborers, Local 261)**

The amendments to the MOU apply to the period commencing July 1, 2014 through June 30, 2017, affecting 1,008 authorized positions with a salary base of approximately \$65.5 million and an overall pay and benefits base of approximately \$86.3 million.

Our analysis projects that this agreement will result in approximately \$2.0 million of increased costs to the City during FY 2014-15, \$4.8 million of increased costs in FY 2015-16 and \$7.6 million of increased costs in FY 2016-17. Our analysis assumes that premiums, overtime, and other adjustments grow consistently with wage changes.

**File Number 140536 – Machinists Union, Local 1414**

The amendments to the MOU apply to the period commencing July 1, 2014 through June 30, 2017, affecting 147 authorized positions with a salary base of approximately \$12.2 million and an overall pay and benefits base of approximately \$16.0 million. Note that these amounts exclude bargaining unit members at MTA as they negotiate separately with MTA.

Our analysis projects that this agreement will result in approximately \$0.5 million of increased costs to the City during FY 2014-15, \$1.0 million of increased costs in FY 2015-16 and \$1.5 million of increased costs in FY 2016-17. Our analysis assumes that premiums, overtime, and other adjustments grow consistently with wage changes.

**File Number 140537 – Municipal Attorneys' Association (MAA)**

The amendments to the MOU apply to the period commencing July 1, 2014 through June 30, 2017, affecting 434 authorized positions with a salary base of approximately \$78.5 million and an overall pay and benefits base of approximately \$101.1 million.

Our analysis projects that this agreement will result in approximately \$2.1 million of increased costs to the City during FY 2014-15, \$4.9 million of increased costs in FY 2015-16 and \$8.0 million of increased costs in FY 2016-17. Our analysis assumes that premiums, overtime, and other adjustments grow consistently with wage changes.

Further, the City and the union have agreed to adopt a Standby Duty list pilot program to respond to officer involved shootings/in-custody deaths, search warrant review or homicides. Attorney's on Standby Duty will be on call and available outside of regular business hours and ready to report for duty. Attorneys designated on Standby Duty will receive eight (8) hours of administrative leave per week of Standby Duty, which will be capped at forty (40) hours per calendar year in addition to any administrative leave granted under the MOU. The pilot program will expire on June 30, 2017. Costs for this program are not included in our analysis and will vary depending on how departments manage additional leave time granted under the MOU.

**File Number 140538 – Municipal Executives' Association (MEA) - Misc.**

The amendments to the MOU apply to the period commencing July 1, 2014 through June 30, 2017, affecting 974 authorized positions with a salary base of approximately \$137.9 million and an overall pay and benefits base of approximately \$178.5 million. Note that these amounts exclude bargaining unit members at MTA as they negotiate separately with MTA.

Our analysis projects that this agreement will result in approximately \$3.9 million of increased costs to the City during FY 2014-15, \$9.6 million of increased costs in FY

2015-16 and \$15.5 million of increased costs in FY 2016-17. Our analysis assumes that premiums, overtime, and other adjustments grow consistently with wage changes.

**File Number 140539 – Operating Engineers Local Union No. 3 of the International Union of Operating Engineers, AFL-CIO**

The amendments to the MOU apply to the period commencing July 1, 2014 through June 30, 2017, affecting 48 authorized positions with a salary base of approximately \$4.5 million and an overall pay and benefits base of approximately \$5.9 million.

Our analysis projects that this agreement will result in approximately \$0.1 million of increased costs to the City during FY 2014-15, \$0.3 million of increased costs in FY 2015-16 and \$0.5 million of increased costs in FY 2016-17. Our analysis assumes that premiums, overtime, and other adjustments grow consistently with wage changes.

**File Number 140540 – San Francisco City Workers United (Painters)**

The amendments to the MOU apply to the period commencing July 1, 2014 through June 30, 2017, affecting 107 authorized positions with a salary base of approximately \$8.5 million and an overall pay and benefits base of approximately \$11.2 million.

Our analysis projects that this agreement will result in approximately \$0.3 million of increased costs to the City during FY 2014-15, \$0.7 million of increased costs in FY 2015-16 and \$1.0 million of increased costs in FY 2016-17. Our analysis assumes that premiums, overtime, and other adjustments grow consistently with wage changes.

**File Number 140549 – United Association of Journeymen and Apprentices of the Plumbing and Pipe Fitting Industry, Local No. 38 (Plumbers and Pipe Fitters, Local 38)**

The amendments to the MOU apply to the period commencing July 1, 2014 through June 30, 2017, affecting 295 authorized positions with a salary base of approximately \$29.4 million and an overall pay and benefits base of approximately \$38.6 million.

Our analysis projects that this agreement will result in approximately \$0.8 million of increased costs to the City during FY 2014-15, \$2.1 million of increased costs in FY 2015-16 and \$3.5 million of increased costs in FY 2016-17. Our analysis assumes that premiums, overtime, and other adjustments grow consistently with wage changes.

**File Number 140542 – Service Employees International Union, Local 1021 (SEIU Local 1021)**

The amendments to the MOU apply to the period commencing July 1, 2014 through June 30, 2017, affecting 10,486 authorized positions with a salary base of approximately \$717.5 million and an overall pay and benefits base of approximately \$946.0 million. Note that these amounts exclude bargaining unit members in “service critical” job classes at MTA as they negotiate separately with MTA.

Our analysis projects that this agreement will result in approximately \$24.8 million of increased costs to the City during FY 2014-15, \$55.7 million of increased costs in FY 2015-16 and \$87.5 million of increased costs in FY 2016-17. Our analysis assumes that premiums, overtime, and other adjustments grow consistently with wage changes.

Additionally, the City and the union have agreed to adopt a five percent premium effective July 1, 2014 for Patient Care Assistants hired on or before July 1, 2008 for all hours worked in a skilled nursing facility, rehabilitation facility, acute care facility, trauma center, clinic or any City facility other than the Department of Public Health’s Behavioral Health Center (BHC). The Department of Public Health intends to reopen the BHC before the end of FY 2014-15, which is contingent upon the center receiving a Residential Care Facilities for the Elderly (RCFE) license from the state. Our costing estimates assume a full year of BHC costs at \$61,000 in FY 2014-15 and no costs thereafter.

**File Number 140543 – The International Union of Operating Engineers and Stationary Engineers, Local 39 (Stationary Engineers, Local 39)**

The amendments to the MOU apply to the period commencing July 1, 2014 through June 30, 2017, affecting 645 authorized positions with a salary base of approximately \$56.1 million and an overall pay and benefits base of approximately \$73.8 million.

Our analysis projects that this agreement will result in approximately \$1.0 million of increased costs to the City during FY 2014-15, \$5.0 million of increased costs in FY 2015-16 and \$7.7 million of increased costs in FY 2016-17. Our analysis assumes that premiums, overtime, and other adjustments grow consistently with wage changes.

Additionally, this agreement grants all members a 6% base wage increase effective October 11, 2014 in lieu of the 7.5% multiple license premium in the previous agreement. Our analysis finds the cost of the 6% base wage increase will be \$3.3 million in FY 2014-15 and \$4.8 million annually thereafter, offset by \$3.9 million in projected savings per year from elimination of the multiple license premium.

**File Number 140544 – Supervising Probation Officers (SPO)**

The amendments to the MOU apply to the period commencing July 1, 2014 through June 30, 2017, affecting 24 authorized positions with a salary base of approximately \$2.5 million and an overall pay and benefits base of approximately \$3.0 million.

Our analysis projects that this agreement will result in approximately \$0.1 million of increased costs to the City during FY 2014-15, \$0.2 million of increased costs in FY 2015-16 and \$0.2 million of increased costs in FY 2016-17. Our analysis assumes that premiums, overtime, and other adjustments grow consistently with wage changes.

**File Number 140545 – Teamsters, Local 856 Multi-Unit (Teamsters Local 856)**

The amendments to the MOU apply to the period commencing July 1, 2014 through June 30, 2017, affecting 106 authorized positions with a salary base of approximately \$9.5 million and an overall pay and benefits base of approximately \$12.3 million.

Our analysis projects that this agreement will result in approximately \$0.3 million of increased costs to the City during FY 2014-15, \$0.7 million of increased costs in FY 2015-16 and \$1.1 million of increased costs in FY 2016-17. Our analysis assumes that premiums, overtime, and other adjustments grow consistently with wage changes.

**File Number 140546 – Transport Workers Union, AFL-CIO Local 200**

The amendments to the MOU apply to the period commencing July 1, 2014 through June 30, 2017, affecting 19 authorized positions with a salary base of approximately \$1.9 million and an overall pay and benefits base of approximately \$2.5 million. Note that these amounts exclude bargaining unit members at MTA as they negotiate separately with MTA.

Our analysis projects that this agreement will result in approximately \$0.1 million of increased costs to the City during FY 2014-15, \$0.1 million of increased costs in FY 2015-16 and \$0.2 million of increased costs in FY 2016-17. Our analysis assumes that premiums, overtime, and other adjustments grow consistently with wage changes.

**File Number 140547 – Transport Workers' Union, AFL CIO Local 250-A Automotive Service Workers (7410)**

The amendments to the MOU apply to the period commencing July 1, 2014 through June 30, 2017, affecting 43 authorized positions with a salary base of approximately \$2.7 million and an overall pay and benefits base of approximately \$3.6 million. Note that

these amounts exclude bargaining unit members at MTA as they negotiate separately with MTA.

Our analysis projects that this agreement will result in approximately \$0.1 million of increased costs to the City during FY 2014-15, \$0.2 million of increased costs in FY 2015-16 and \$0.3 million of increased costs in FY 2016-17. Our analysis assumes that premiums, overtime, and other adjustments grow consistently with wage changes.

**File Number 140548 – Transport Workers’ Union Local 250-A Multi-Unit (Unit 28)**

The amendments to the MOU apply to the period commencing July 1, 2014 through June 30, 2017, affecting 92 authorized positions with a salary base of approximately \$9.2 million and an overall pay and benefits base of approximately \$12.1 million. Note that these amounts exclude bargaining unit members at MTA as they negotiate separately with MTA.

Our analysis projects that this agreement will result in approximately \$0.2 million of increased costs to the City during FY 2014-15, \$0.6 million of increased costs in FY 2015-16 and \$1.0 million of increased costs in FY 2016-17. Our analysis assumes that premiums, overtime, and other adjustments grow consistently with wage changes.





City and County of San Francisco

Edwin M. Lee  
Mayor



Department of Human Resources

Micki Callahan  
Human Resources Director

May 15, 2014

TO: Angela Calvillo, Clerk of the Board  
Board of Supervisors

FROM: Martin Gran, Employee Relations Director *MG*  
Department of Human Resources

RE: Memoranda of Understanding

1. San Francisco Building Inspectors Association (July 1, 2014 through June 30, 2017)
2. Committee of Intern and Residents, SEIU (July 1, 2014 through June 30, 2017)
3. Crafts Coalition (July 1, 2014 through June 30, 2017)
4. Deputy Probation Officers' Association (July 1, 2014 through June 30, 2017)
5. Deputy Sheriffs' Association (July 1, 2014 through June 30, 2017)
6. District Attorney Investigators' Association (July 1, 2014 through June 30, 2017)
7. International Brotherhood of Electrical Workers, Local 6 (July 1, 2014 through June 30, 2017)
8. International Federation of Professional and Technical Engineers, Local 21 (July 1, 2014 through June 30, 2017)
9. Institutional Police Officers' Association (July 1, 2014 through June 30, 2017)
10. Laborers', Local 261 (July 1, 2014 through June 30, 2017)
11. Automotive Machinist, Local 1414 (July 1, 2014 through June 30, 2017)
12. Municipal Attorneys' Association (July 1, 2014 through June 30, 2017)
13. Municipal Executives' Association (July 1, 2014 through June 30, 2017)
14. Operating Engineers, Local 3 (July 1, 2014 through June 30, 2017)
15. San Francisco City Workers United (July 1, 2014 through June 30, 2017)
16. San Francisco Sheriffs' Managers and Supervisors Association (July 1, 2014 through June 30, 2017)
17. Service Employees International Union, Local 1021 (July 1, 2014 through June 30, 2017)
18. Stationary Engineers, Local 39 (July 1, 2014 through June 30, 2017)
19. Supervising Probation Officers (July 1, 2014 through June 30, 2017)
20. Teamsters, Local 856 (Multi-Unit) (July 1, 2014 through June 30, 2017)
21. Transport Workers Union 200 (July 1, 2014 through June 30, 2017)
22. Transport Workers Union 250-A (7410) (July 1, 2014 through June 30, 2017)
23. Transport Workers Union 250-A (Multi) (July 1, 2014 through June 30, 2017)
24. United Association of Plumbers and Pipefitters, Local 38 (July 1, 2014 through June 30, 2017)
25. Unrepresented (July 1, 2014 through June 30, 2015)
26. Amendment #6 to Firefighters, Local 798, Unit 1 (Amends 2007-2015 MOU)
27. Amendment #6 to Firefighters, Local 798, Unit 2 (Amends 2007-2015 MOU)

Please find enclosed for each Memorandum of Understanding:

- 1 original FINAL MOU w/attached Ordinance
- 2 copies FINAL MOU
- 1 original REDLINE MOU w/attached arbitration decision/award (if awarded)
- 2 copies REDLINE MOU

Angela Calvillo  
May 15, 2014  
Page 2 of 2

There are also twelve (12) CDs containing Microsoft Word and PDF versions of the final version of the MOUs, Redlines, and Ordinances. Electronic copies have been sent via e-mail today, too. Please refer to the appropriate Committee at your earliest convenience.

Target hearing dates: GAO – June 12, 2014  
1<sup>st</sup> Hearing – June 17, 2014  
2<sup>nd</sup> Hearing – June 24, 2014

Copies of the MOUs and Amendments have been sent to the Controller, and by copy hereof, I request that costing information be submitted directly to the Board with copies to the Employee Relations Division.

Thank you.

Enclosures

cc: Ben Rosenfield, Controller  
Kate Howard, Mayor's Budget Director  
Jason Elliott, Director of Legislative & Government Affairs  
Jermain Jones, Mayor's Liaison to the Board of Supervisors  
Rick Caldeira, Legislative Deputy Director  
Members, Government, Audit and Oversight Committee  
File



**MEMORANDUM OF UNDERSTANDING**

**between**

**THE CITY AND COUNTY OF SAN FRANCISCO**

**and**

**MUNICIPAL ATTORNEYS ASSOCIATION**

**FOR THE PERIOD**

**JULY 1, 2014 to JUNE 30, 2017**

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## PREAMBLE

1. This Memorandum of Understanding (hereinafter "MOU") is entered into by and between the City and County of San Francisco (hereinafter "City") acting through its designated representatives and the Municipal Attorneys Association (hereinafter "MAA"). It is agreed that the delivery of municipal services in the most efficient, effective, ethical, professional and courteous manner is of paramount importance to the City and the represented attorneys. Such purpose is recognized to be a mutual obligation of the parties to this agreement within their respective roles and responsibilities. Nothing in this agreement shall be construed to require any represented attorney to violate the California Rules of Professional Conduct.

## ARTICLE I. REPRESENTATION

### I.A. RECOGNITION

2. The City acknowledges the MAA as the exclusive bargaining representative for all represented attorneys assigned to Bargaining Unit 31 in the following job codes:
  - 8177 Attorney
  - 8181 Assistant Chief Attorney I
  - 8182 Head Attorney, Civil and Criminal
  - 8183 Assistant Chief Attorney II
  - 8190 Attorney, Tax Collector
  - 8193 Chief Attorney I (Civil and Criminal)
3. Recognition shall only be extended to individual classes accreted to existing bargaining units covered by this MOU. Application of this provision shall not extend to bargaining units acquired through affiliations or service agreements.
4. During the term of the MOU, the MOU shall become applicable to any job code accreted to any existing bargaining unit for which MAA has been appropriately recognized as the exclusive representative.

### I.B. INTENT

5. 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 Board of Supervisors and the general membership of MAA or upon a final decision rendered by an arbitration panel pursuant to the interest arbitration procedure under Charter Section A8.409.
6. The provisions of this MOU 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.

**I.C. MANAGEMENT RIGHTS**

7. Unless specifically in conflict with the MOU, all management rights shall remain vested exclusively with the City. City management rights include but are not limited to:
8. a. The right to determine the mission of its agencies, departments, institutions, boards and commissions;
9. b. The right of full and exclusive control of the management of the City; supervision of all operations; determinations of methods, means, location and assignments of performing all work; and the composition, assignment, direction, location and determination of the size and mission of the work force;
10. c. The right to determine the work to be done by employees, including establishment of service levels, appropriate staffing and the allocation of funds for any position(s) within the City;
11. d. The right to review and inspect, without notice, all City-owned facilities, including without limitation desktop computers, work areas and desks, email, computer storage drives, voicemail systems and filing cabinets and systems;
12. e. The right to change or introduce different, new or improved operations, technologies, methods or means regarding any City work, and to contract out for work consistent with the civil service rules and/or the Charter;
13. f. The right to establish and modify qualifications for employment, including the content of any job classification, job description or job announcement, and to determine whether minimum qualifications are met;
14. g. The right to establish and enforce employee performance standards;
15. h. The right to schedule and assign work, make reassignments and assign overtime work.
16. i. The right to hire, fire, promote, discipline, reassign, transfer, release, layoff, terminate, demote, suspend or reduce in step or grade, all employees;
17. j. The right to establish and modify bargaining units subject to applicable law;
18. k. The right to inquire and investigate regarding complaints or concerns about employee performance deficiencies or misconduct of any sort, including the right to require represented attorneys to appear, respond truthfully and cooperate in good faith regarding any City investigation; and
19. l. The right to maintain order, effective and efficient operations.

**I.D. UNION SECURITY**

20. Dues Deductions. MAA shall provide the Human Resources Director or his/her designee and the City with a current statement of membership fees. Such statement of membership fees shall be amended as necessary. The Controller may take up to thirty (30) days to implement such changes.
21. Authorization for Deduction. The City shall deduct Union dues, initiations fees, premiums for insurance programs and political action fund contributions from a represented attorney's pay upon receipt by the Controller of a form authorizing such deductions by the represented attorney. The City shall pay over to the designated payee all sums so deducted. Upon request of MAA, the Controller agrees to meet with MAA to discuss and attempt to resolve issues pertaining to delivery of services relating to such deductions.
22. Dues Deductions. Dues deductions, once initiated, shall continue until the authorization is revoked, in writing, by the represented attorney. For the administrative convenience of the City and MAA, a represented attorney may only revoke a dues authorization by delivering the notice of revocation to the Controller during the two-week period prior to the expiration of this agreement. The revocation notice shall be delivered to the Controller either in person at the Controller's office or by depositing it in the U.S. Mail addressed to the Payroll/Personnel Services Division, Office of the Controller, One South Van Ness, 8th Floor, San Francisco CA 94103; Attention: Dues Deduction. The City shall deliver a copy of the notices of revocation of dues deductions authorizations to MAA within two (2) weeks of receipt.

**I.E. AGENCY SHOP**

23. Application. Except as provided otherwise herein, the provisions of this section shall apply to all represented attorneys of the City in all job codes represented by MAA in represented units when on paid status. These provisions shall not apply to individual represented attorneys of the City in represented units who have been properly and finally determined to be management, confidential or supervisory employees pursuant to Section 16.208 of the Employee Relations Ordinance. Except when an individual represented attorney has filed a challenge to a management, confidential or supervisory designation, the Human Resources Director or his/her designee and MAA shall meet as necessary for the purpose of attempting to make such determinations by mutual agreement. The Human Resources Director or his/her designee shall give MAA no less than ten (10) working days prior notice of any such proposed designation. Disputes regarding such designations shall be promptly resolved pursuant to Section 16.208(B) of the Employee Relations Ordinance.
24. Service Fee. Represented attorneys of the City in the job codes listed in Section I.A. (and any individual classes accreted to the existing bargaining unit pursuant to this MOU), except as set forth below, shall, as a condition of continued employment, become and remain a member of MAA, or in lieu thereof, shall pay a service fee to MAA. The fair share service fee payment shall be established annually by MAA, provided that such fair share agency shop service fee will be used by MAA only for the purposes permitted by law. Each pay period, service fees from non-members shall be collected by payroll deduction pursuant to



## ARTICLE I - REPRESENTATIVES

Administrative Code §16.90. Failure to comply with this section shall be grounds for termination. MAA, at its option, may elect to waive its rights to demand termination and instead utilize judicial process to compel payment.

25. Financial Reporting. The MAA will provide an annual explanation of the fee and sufficient financial information to enable the fair share service fee payer to gauge the appropriateness of the fee. MAA will provide a reasonably prompt opportunity to challenge the amount of the fee before an impartial decision maker, not chosen by MAA, and will make provision for an escrow account to hold amounts reasonably in dispute while challenges are pending. MAA will provide to the City a copy of the notices required under this section (with postage paid) by October 15th of each year, and the City shall forward these notices to all fair share service fee payers within thirty (30) days of the City's receipt of the notices. As a condition of the City continuing to deduct the above-referenced service fee, MAA shall certify annually in writing to the City that MAA has complied with the requirements set forth in this section.
26. Religious Exemption. Any represented attorney of the City in a job code covered by this agreement, who is a member of a bona fide religion, body or sect which has historically held conscientious objections to joining or financially supporting a public employee organization and is recognized by the National Labor Relations Board to hold such objections to Union membership shall, upon presentation of membership and historical objection, be relieved of any obligation to pay the required service fee. MAA shall be informed, in writing, of any such requests.
27. Payment of Sums Withheld. Nine (9) working days following payday the City will promptly pay over to MAA sums withheld for membership or service fees.
28. Employee Lists. The City shall also provide with each payment a list of represented attorneys paying the membership fees and a list of represented attorneys paying service fees. All such lists shall contain the represented attorney's name, employee number, job code, department number and amount deducted. A list of all represented attorneys in represented job codes shall be provided to MAA monthly.
29. Indemnification. MAA agrees to indemnify and hold the City harmless for any loss or damage arising from the MAA's actions or inactions under this section.

### I.F. OFFICIAL REPRESENTATIVES

30. MAA may select official representatives for purposes of meeting and conferring, and consulting with the City on matters within the scope of representation. Such representatives shall have the privileges and duties set forth in the Employee Relations Ordinance (Administrative Code - §16.219). For purposes of this section, the number of represented attorneys permitted paid work release under §16.219 shall be at least one person from each of the three major departments covered by this MOU (Offices of the District Attorney, Public Defender and City Attorney) and two other bargaining unit employees.

## **ARTICLE I - REPRESENTATION.**

31. Official representatives 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 represented attorneys provided that such access shall be subject to such rules and regulations as may be agreed upon by the department and MAA.
32. In scheduling meetings, due consideration shall be given to the operating needs and work schedules of the department, division, or section in which the represented attorneys are employed and to the work schedule, including scheduled court appearances, of such represented attorneys.

### **I.G. USE OF CITY EMAIL**

33. The City departments covered by this agreement agree to post through their e-mail systems Association notices of Association meetings and professional activities. The Association shall submit its proposed notice to the designated department representatives by e-mail twenty-four (24) hours in advance or by other written means forty-eight (48) hours in advance. Any such notice through the e-mail system shall be accompanied by a statement that the information conveyed thereby is being provided by the Association and that only the transmission is authorized by the department. Except as set forth above, City email shall not be used to conduct Association business.

### **I.H. GRIEVANCE PROCEDURE**

34. The following procedures are adopted by the parties to provide for the orderly and efficient disposition of grievances and are the sole and exclusive internal procedures for resolving grievances as defined herein.
35. A grievance shall be defined as any dispute which involves the interpretation or application of this agreement or relating to working conditions arising out of this agreement. A grievance may be filed by a represented attorney, a group of represented attorneys, or MAA.
36. All grievances shall state the basis of the grievance, the sections of the MOU believed to be violated, and the remedy sought.
37. Time Limits. The time limits set forth herein may be extended by agreement of the parties. Any such extension must be confirmed in writing. For purposes of calculation of time a "day" is defined as a "calendar day," including weekends and holidays. Failure by the represented attorney or MAA to follow the time limits, unless mutually extended, shall cause the grievance to be withdrawn. Failure of the City to follow the time limits, unless mutually extended, shall serve to move the grievance to the next step. Any time limit set forth in this section that expires on a weekend or a holiday shall expire instead on the following business day.

#### Steps of the Procedure

38. 1. Except as set forth below, all grievances must be initiated at Step 1 of the grievance procedure.

*ARTICLE I - REPRESENTATI*

39. A grievance affecting more than one represented attorney shall be filed with the Appointing Officer. Grievances affecting more than one department shall be filed with the Employee Relations Division. MAA may request the Appointing Officer to file other grievances initially at Step 2 (with the Appointing Officer or his/her designee), and such requests shall not be unreasonably denied.
40. In the event the City disagrees with the level at which the grievance is filed, it may submit the matter to the step it believes is appropriate for consideration of the dispute.
41. 2. A represented attorney having a grievance may first discuss it with the represented attorney's immediate supervisor and try to work out a satisfactory solution in an informal manner with the supervisor. The represented attorney may have a representative at this discussion.
42. 3. Step 1. If a solution to the grievance, satisfactory to the represented attorney and the immediate supervisor is not accomplished by informal discussion, the grievant may pursue the grievance further.
43. The represented attorney and/or his/her representative shall submit a written statement of the grievance to the immediate supervisor within thirty (30) days of the facts or event giving rise to the grievance or the date the represented attorney or MAA should have known of the occurrence thereof except for cases alleging sexual harassment, in which case the time limit herein shall be four (4) months.
44. The immediate supervisor will make every effort to arrive at a prompt resolution by investigating the issue. He/She shall respond within seven (7) days.
45. 4. Step 2. If the grievance is not satisfactorily resolved at Step 1, the grievance shall be submitted in writing, 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 fourteen (14) days. The parties may meet. In any event, the department head/designee shall, within fourteen (14) days of receipt of the written grievance, respond, in writing, to the grievant and MAA, specifying his/her reason(s) for concurring with or denying the grievance.
46. 5. Step 3. If the decision of the department head/designee is unsatisfactory, the grievant and/or MAA representative may, within fourteen (14) days after receipt of such decision, submit the grievance to the Employee Relations Director.
47. The Director shall have fourteen (14) days after receipt of the written grievance in which to review and seek resolution of the grievance and respond in writing.
48. 6. Step 4. Should there be no satisfactory resolution at Step 3, MAA has the right to submit the grievance to final and binding arbitration, by notifying the Director of

Employee Relations, in writing, within twenty (20) days of receipt of the Step 3 response.

Selection of the Arbitrator

49. When a matter is appealed to arbitration, the parties shall first attempt to mutually agree upon an Arbitrator to hear the matter. In the event no agreement is reached within ten (10) working days, or any extension of time mutually agreed upon, the parties shall request that the State Mediation and Conciliation Service ("SMCS") or the American Arbitration Association ("AAA") provide the parties with a list of seven (7) potential arbitrators, provided, that if any party fails to join in a mutual request to the SMCS or AAA to provide a list of potential Arbitrators within ten (10) days after a written request to do so, then the remaining party or parties may make the request. The parties, by lot, shall alternately strike names from the list, and the name that remains shall be the arbitrator designated to hear the particular matter. If a party refuses to respond within a reasonable time (not to exceed thirty (30) days) after receiving a written request by any other party to participate in striking names from the list as provided herein, then the remaining party or parties may pursue all appropriate remedies to obtain selection of the Arbitrator.
50. The parties may, by mutual agreement, agree to an alternate method of arbitrator selection and appointment, including, the expedited appointment of an arbitrator from a list provided by the SMCS or AAA.
51. Authority and Duty of the Arbitrator. The arbitrator shall have no authority to add to, subtract from, or modify the terms of this agreement. The decision of the arbitrator shall be final and binding on all parties.
52. Fees and Expenses of the Arbitrator. The fees and expenses of the arbitrator and court reporter, if any, shall be shared equally by the parties. Each party shall bear its own expenses in connection with the arbitration.
53. Hearing Dates and Date of Award. Hearings shall be scheduled within forty-five (45) days of selection of an arbitrator. Awards shall be due within forty-five (45) days following the receipt of closing arguments or briefs. As a condition of appointment to the Standing Arbitration Panel, arbitrators shall be advised of this requirement and shall certify their willingness to abide by these limits.
54. Any award for monetary relief as a result of an arbitrator's decision shall not extend more than forty (40) days prior to the filing of a grievance, unless conditions of equity or bad faith justify a greater entitlement.
55. Individuals who may have direct knowledge of the circumstances relating to the grievance may be called to testify 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.

## ARTICLE II - EMPLOYMENT CONDITIONS

### II.A. NON-DISCRIMINATION

56. The City and MAA agree that this agreement shall be administered in a non-discriminatory manner and that no person covered by this agreement shall in any way be discriminated against because of race, color, creed, religion, sex, sexual orientation, national origin, physical or mental disability, age, political affiliation or opinion, membership or activity, or non-membership, nor shall a person be subject to sexual harassment. Neither the City nor MAA shall interfere with, intimidate, retaliate, restrain, coerce or discriminate against any represented attorney because of the exercise of his/her rights granted pursuant to this agreement, the Employee Relations Ordinance (San Francisco Administrative Code Section 16.200) and the Meyers-Milias-Brown Act. The City shall process complaints of sexual harassment pursuant to civil service rules, the administrative code and federal and state laws.

### II.B. PERSONNEL FILES

57. A represented attorney shall have the opportunity to review, sign and date any and all material to be included in the represented attorney's personnel file except routine matters chronicling job and pay changes.
58. A represented attorney may also attach a response to such materials within thirty (30) days of receipt. Any report or other document in a represented attorney's personnel file shall be signed and dated by the author. A represented attorney shall be provided a copy of any such report or other document at the time it is placed in his/her personnel file. The City may transmit documents to the represented attorney at the represented attorney'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 represented attorney is on leave.
59. With the approval of his/her Appointing Officer or designees, the represented attorney may include material relevant to his/her performance of assigned duties in the file.
60. There shall be one (1) official personnel file. Supervisors' informal notes and records relating to their supervisory responsibilities shall not be maintained any longer than necessary for supervision and evaluation purposes. After such time, such notes and records shall either (1) be made a part of the official personnel file and subject to the above procedures, or (2) destroyed, subject to applicable law.

### II.C. NO LOCKOUT-NO STRIKE

61. During the term of this agreement, the City will not lock out represented attorneys who are covered by this MOU. Members of the bargaining unit shall not engage in any strike, work stoppage, slowdown or sympathy strike during the term of this MOU, nor shall MAA encourage or condone any such activity by members of the bargaining unit.

**II.D. FINGERPRINTING**

62. The City shall bear the full cost of fingerprinting whenever such is required of the represented attorney.

**II.E. AMERICANS WITH DISABILITIES ACT**

63. The parties agree that they are required to provide reasonable accommodations for persons with disabilities in order to comply with the provisions of federal, state and local disability anti-discrimination statutes and the Fair Employment and Housing Act. The parties further agree that this agreement shall be interpreted, administered and applied so as to respect the legal rights of the parties. The City reserves the right to take any action necessary to comply therewith.

**II.F. RIGHT TO PRIVACY**

64. The unique role and obligations of attorneys covered by this agreement includes the maintenance of appropriate confidential relationships and communications. Recognizing these elements, the City shall not access the private work areas of attorneys absent (a) reasonable cause, as defined by relevant case law, suggesting misconduct or unlawful activity, or (b) a legitimate business need. No other provision of this agreement shall modify or supersede this paragraph.

**II.G. REIMBURSEMENT OF MILEAGE AND OTHER EXPENSES**

65. Represented attorneys using their own vehicles for City business shall be reimbursed for mileage as fixed by the Controller in accordance with IRS rules and for all necessary parking and toll expenses within sixty (60) days from submission of expense receipts to the Controller.
66. A represented attorney who travels on a public carrier (including without limitation MUNI or BART) on City business shall be reimbursed for such travel within sixty (60) days from submission of expense receipts to the Controller.
67. Represented attorneys required by their respective department heads to attend any meeting (related to City business) at which a meal is served shall be reimbursed for the cost of the meal within sixty (60) days from submission of expense receipts to the Controller.
68. Represented attorneys required by their respective department heads to travel overnight on City business shall be reimbursed for reasonable and actual expenses incurred within sixty (60) days upon submission of expense receipts to the Controller.
69. Advances or partial advances for travel expenses may be provided to represented attorneys with the approval of a department head and the Controller. In order to receive advance approval of travel expenses, employees must submit estimates of travel expenses in advance of such travel. Employees who submit expense estimates in advance of such travel shall receive advance notification of whether the estimated expenses are approved.
70. Professional expenses covered by Section III.T. of this MOU are not covered by this Section (II.G.).

## II.H. INDEMNIFICATION AND DEFENSE OF CITY EMPLOYEES

71. The City shall defend and indemnify a represented attorney against any claim or action against the represented attorney on account of an act or omission in the scope of the represented attorney'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.* The City shall also indemnify a represented attorney for any monetary sanction imposed by any state or federal court in the course of employment, except as otherwise specifically ordered by the court, or due to the attorney's negligence, malfeasance or unprofessional conduct.

## II.I. SEVERANCE PAY

72. The City agrees that when removing or releasing a represented attorney from employment, the Appointing Officer will endeavor to inform the attorney at least thirty (30) calendar days before his/her final day of work. Where the Appointing Officer fails or declines to inform the attorney a full thirty (30) calendar days in advance, the attorney shall receive pay in lieu of the number of days less than thirty (30) upon which he/she was informed.
73. Due to the unique job responsibilities of the attorneys and the attorneys' status in the City as exempt from civil service selection, appointment and removal procedures (as provided by the Charter), the City and MAA agree to the following: In addition to the notice or pay in lieu thereof provided above, a represented attorney in an attorney job code who is removed or released from City service by his or her Appointing Officer shall receive the following severance benefit in exchange for a release signed by the represented attorney and MAA of any and all contractual claims that the attorney or MAA may have against the City, including any officer or employee thereof:

1 year completed: 1 week's pay severance  
2 years completed: 2 weeks' pay severance  
3 years completed: 3 weeks' pay severance  
4 years completed: 4 weeks' pay severance  
5 years completed: 5 weeks' pay severance  
6 years completed: 6 weeks' pay severance  
7 years completed: 7 weeks' pay severance  
8 years completed: 8 weeks' pay severance  
9 years completed: 9 weeks' pay severance  
10 years completed: 10 weeks' pay severance  
11 years completed: 11 weeks' pay severance  
12 years completed: 12 weeks' pay severance  
13 years completed: 13 weeks' pay severance  
14 years completed: 14 weeks' pay severance  
15 years completed: 15 weeks' pay severance  
16 years completed: 16 weeks' pay severance  
17 years completed: 17 weeks' pay severance  
18 years completed: 18 weeks' pay severance  
19 years completed: 19 weeks' pay severance

## ARTICLE II – EMPLOYMENT CONDITIONS

74. For attorneys with twenty or more years of City service, the severance benefit shall increase to two weeks' pay for each year of City service over ten years.

Example of calculation:

A represented attorney has 24 years of service at the time of separation.

1 to 10 years=10 weeks

10 to 24 years= 28 weeks

Total Severance= 38 weeks

75. For the purposes of this provision, service means paid service with a break of no more than three years in employment.

Example: An attorney has 16 years of service and leaves City employment for 4 years. When she returns she begins to accrue severance at year one level.

If a represented employee is separated and receives a severance payment and subsequently returns to service, his or her service prior to the first separation shall not be used to calculate any subsequent severance payments.

76. The City shall supply a draft of the release described in paragraph 73 within twenty (20) days of an attorney's separation from City service. Severance payments shall be made within thirty (30) days of the City receiving a fully executed release pursuant to this MOU.
77. Assistant Chief Attorney I [8181]; Assistant Chief Attorney II [8183]; Chief Attorney I [8193]. Represented attorneys in job codes 8181, 8183, or 8193 may be reappointed to job code 8182. If the Appointing Officer proposes to reappoint an attorney in job code 8181, 8183, or 8193 to a job code below 8182, the attorney may either accept the reappointment or treat the proposal as a release from service and receive severance pay.
78. Head Attorney [8182]: Any represented attorney in job code 8182 for two or more years in that job code who is reappointed by the Appointing Officer to a lower job code shall retain his or her 8182 salary. If the attorney does not accept the new job code, the attorney may treat the proposal as a release from service and receive severance pay.
79. If a represented attorney began employment in job code 8182 and was subsequently promoted to job code 8181, 8183 or 8193, any time served in codes 8181, 8183 or 8193 shall be included in calculating the two years required in job code 8182 as referenced in paragraph 78 above.
80. Represented attorneys in job code 8182 may be reappointed to job code 8177. In such event, salary step placement shall be to the step in class 8177 closest to but not higher than the prior salary step placement in job code 8182. If the Appointing Officer reappoints an attorney currently in job code 8182 who has less than two years in that job code to the job code 8177, the attorney may either accept the reappointment or treat the proposal as a release from service and receive severance pay.
81. The City is not required to pay severance if it terminates the represented attorney under the following procedure:



*ARTICLE II – EMPLOYMENT CONDITIONS*

82. The represented attorney may be removed or discharged at a hearing by the appointing officer for gross misconduct by clear and convincing evidence on that allegation after being provided with written notice of the charges, copies of all documentation upon which the charges are based and after an opportunity to respond to the charges before the appointing officer or his or her designee.
83. Pending investigation of gross misconduct, the appointing officer may place the accused person on paid administrative leave. If, after 60 days of paid administrative leave, the investigation is found to have been delayed by an act of the accused (as determined by the arbitrator), the accused may be placed on unpaid administrative leave until the conclusion of the hearing before the appointing officer otherwise the accused shall be continued on paid administrative leave until the conclusion of the hearing.
84. When the appointing officer imposes discharge or removal he or she shall, in writing, notify the person removed or discharged of the right to appeal the discharge or removal by mailing such statement to his or her last known address.
85. The employee shall have thirty days from the date of the mailing of the notice to file an appeal of the matter in writing with the appointing officer. Upon receipt of a timely appeal, the appeal shall be referred to a standing panel of arbitrators who will agree to hear and resolve such disputes within 60 days after submitting the matter to arbitration. If the parties cannot agree upon a standing panel, either side may request a list of 7 qualified arbitrators who are members of the National Academy of Arbitrators and who agree to the 60 day time limitation from the California State Mediation and Conciliation Service. If the parties are unable to agree mutually on the arbitrator, the parties shall alternately strike names until one remains on the list. The parties shall establish the order of first strike by lot.
86. If the employee is exonerated, the hearing officer shall order payment of salary to the employee for the period of unpaid administrative leave, reinstate the employee's rights under the severance provisions of the MOU, and the report of such period of discharge or removal for gross misconduct or unpaid administrative leave shall thereupon be expunged from the record of service of such employee.

## ARTICLE III - PAY, HOURS AND BENEFITS

### III.A. WAGES

87. Represented employees shall receive the following base wage increases:

Effective October 11, 2014: 3%

Effective October 10, 2015 3.25%

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

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

88. All base wage calculations shall be rounded to the nearest salary schedule.
89. 8177, 8181, 8182, 8183 and 8190. Due to the high level of responsibility required of senior attorneys at the Trial Attorney (8177), Assistant Chief Attorney (8181), Head Attorney (8182), Assistant Chief Attorney 2 (8183), and Office of Tax Collector Attorney (8190) levels, represented attorneys who have five consecutive years of service at the sixteenth step of the 8177 job code or five consecutive years of service at the fifth step of the 8181, 8182, 8183, or 8190 job code shall receive a two percent (2%) wage increase. Attorneys serving at the aforementioned fifth step of the 8181, 8182, 8183 or 8190 job code on July 1, 2014, shall immediately be credited with time served at those steps for purposes of the wage increase set forth in this paragraph and, as of July 1, 2014, shall receive the wage increase. The City agrees that the wage increase provided in this paragraph is a part of covered gross pay and, accordingly, is an element of compensation counted toward a represented attorney's retirement under SFERS. For the purposes of this section only, a represented attorney will be deemed to have five consecutive years of service at the sixteenth step of the 8177 or the fifth step of the 8181, 8182, 8183 or 8190 job code even if the represented attorney's service at the sixteenth or fifth step of such job code has been broken by a period of less than one year due to the represented attorney's service in another attorney job code in the City.
90. (1) Time served in another attorney job code resulting from the attorney's promotion shall not be counted towards the five years of service required at either step sixteen of the 8177 job code or step five in the 8181, 8182, 8183 or 8190 job code.
91. (2) Time served in another attorney job code resulting from the attorney's demotion shall be counted towards the five years' service required at step sixteen in job code 8177 or step five in the 8181, 8182, 8183 or 8190 job code; however, the wage increase referenced in this section shall not take effect unless and until the attorney is returned

**ARTICLE III – PAY, HOURS AND BENEFITS**

within the one year period to his or her former 8177, 8181, 8182, 8183 or 8190 job code at step sixteen (8177) or step 5 (8181, 8182, 8183, or 8190).

92. All compensation adjustments in this MOU shall be rounded to the nearest salary grade and shall commence at the start of the payroll period closest to the specified date. Represented attorney base wage rates are attached hereto.

**III.B. SALARY STEP PLAN AND SALARY ADJUSTMENTS**

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

Promotive Appointment in a Higher Class

94. A represented attorney following completion of six (6) months of continuous service, and who is appointed a position in a higher job code, deemed to be promotive shall have his/her salary adjusted to that step in the promotive job code as follows:
95. 1. If the represented attorney is receiving a salary in his/her present job code equal to or above the entrance step of the promotive job code, the represented attorney's salary in the promotive job code shall be adjusted two steps in the compensation schedule over the salary received in the lower job code but not above the maximum of the salary range of the promotive job code.
96. 2. If the represented attorney is receiving a salary in his/her present job code which is less than the entrance step of the salary range of the promotive job code, the represented attorney shall receive a salary step in the promotive job code which is closest to an adjustment of 7.5 % above the salary received in the job code from which promoted. The proper step shall be determined in the biweekly compensation schedule and shall not be above the maximum of the salary range of the promotive job code.

97. For the purpose of this section, appointment of a represented attorney as defined herein to a position in any job code the salary grade for which is higher than the salary grade of the represented attorney's permanent job code shall be deemed promotive.

Non-Promotive Appointment

98. When a represented attorney accepts a non-promotive appointment in a job code having the same salary grade, or a lower salary grade, the represented attorney shall enter the new position at that salary step which is the same as that received in the prior appointment, or if the salary steps do not match, then the salary step which is immediately in excess of that received in the prior appointment, provided that such salary shall not exceed the maximum of the salary grade.

Appointment Above Entrance Rate

99. Appointments may be made by an Appointing Officer at any step in the compensation schedule under the following conditions:

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100. 1. A former City employee, following resignation with service satisfactory, is being reappointed to a permanent position in his/her former job code.
101. 2. Loss of compensation would result if appointee accepts position at the normal step.
102. 3. A severe, easily demonstrated and documented recruiting and retention problem exists, such that all City appointments in the particular job code should be above the normal step.

**III.C. SENIORITY INCREMENTS**

103. Entry at the First Step. Represented attorneys appointed on or after July 1, 2012 shall advance to the second step and to each successive step of a five-step advancement within the job code no later than upon completion of the one (1) year required service within the job code. Further increments shall accrue no later than following completion of the required service at this step and at each successive step.
104. Entry at Other than the First Step. Represented attorneys who enter a job code at a rate of pay at other than the first step shall advance one step no later than upon completion of two thousand eighty hours (2,080) paid service. Further increments shall accrue no later than following completion of the required service at this step and at each successive step.
105. Date Increment Due. Increments shall accrue and become due and payable on the next day following completion of required service as specified above.
106. Reduction of Salary Steps Within a Job Code. A represented attorney's placement on a salary grade within a job code may not be reduced.

**III.D. DEEP CLASS – TRIAL ATTORNEY**

107. Upon adoption of new job code 8177, Trial Attorney, existing job codes 8174 through 8180 were consolidated into one single deep class consisting of sixteen (16) salary steps.
108. Any salary advancement shall only occur upon completion of 2,080 hours of paid service.
109. Represented attorneys in deep class Trial Attorney shall advance one salary step on their anniversary date, and cannot advance higher than step 16.
110. Step increments shall accrue and become due and payable at the beginning of the pay period following completion of required paid service in the job code.
111. The implementation of this provision is subject to the approval of the Civil Service Commission, and all necessary Departments. The reclassification of employees into the Deep Class is a Civil Service Commission "carve-out" and may not be grieved or submitted to arbitration.
112. A Control Point is established within the sixteen step Deep Class at step five (5) for all employees hired in class 8177 on or after July 1, 2014.

In order to advance past the Control Point at step five (5) to step six (6), an employee will be required to receive certification of satisfactory performance from his or her Department

Head. Should no certification be provided by the employee's anniversary date, then the member is automatically advanced to step six (6). The decision of the Department Head as to whether the employee's performance has been satisfactory is not subject to the grievance procedure.

The parties will begin to meet and confer not later than September 1, 2014, regarding the standards, procedures and implementation of this provision. Any disputes regarding standards, procedures or implementation shall be subject to interest arbitration. Should the parties fail to reach agreement by March 1, 2015, any remaining disputes shall be subject to the interest arbitration procedure in Charter Section A8.409. Any necessary arbitration shall be held not later than April 30, 2015.

This provision shall be effective upon agreement of the parties or arbitration award.

### III.E. WORK SCHEDULES

113. Benefit Accrual. For purposes of accrual of benefits, a regular biweekly pay period consists of eighty (80) hours.
114. Alternative Work Schedule. By mutual agreement, the City and MAA may enter into cost-equivalent alternate work schedules for some or all represented attorneys. Such alternate work schedules may include, but are not limited to, core hours, flex-time, full-time workweek of less than five (5) days, or a combination of features mutually agreeable to the parties. Such changes in work schedule shall not alter the basis for, nor entitlement to, receiving the same rights and privileges as those provided to represented attorneys on a five (5) day, forty (40) hour week schedule.
115. Voluntary Reduced Workweek. Subject to the approval of the Appointing Officer, represented attorneys may voluntarily elect to work a reduced workweek for a specified period of time. Such reduced workweek shall not be less than twenty (20) hours per week. Pay, vacation, holidays and sick pay shall be reduced in accordance with such reduced workweek. Subject to the approval of the Appointing Officer, represented attorneys working a reduced workweek may also elect to job share. Appointing Officers may grant (at their discretion) requests for reduced workweeks due to parenting or other childcare reasons. At the request of MAA, an Appointing Officer shall meet to discuss the role of reduced work schedules in his or her department.
116. Mandatory Time Off. There shall be no mandatory unpaid administrative leave (furlough) of any duration for represented attorneys.
117. Standby – District Attorney's Office – PILOT PROGRAM
  - a. Represented attorneys may volunteer or be assigned to serve on a standby list established at the discretion of the District Attorney, in order to consult or respond regarding Officer Involved Shootings/In-Custody Deaths, Search Warrant Review or Homicides (collectively referred to as "Standby Duty"). Attorneys on such a standby list must be on call and available outside of regular business hours, ready to report for duty, and shall be subject to any rules or regulations established by the District Attorney.

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- b. Such designated attorneys on Standby Duty shall receive eight (8) hours of administrative leave per week of Standby Duty. Administrative leave time granted under this section shall be capped at forty (40) hours per calendar year for any attorney on Standby Duty and shall be in addition to any administrative leave time granted under Article III.I. of this MOU. The total combined balance of administrative leave under this section plus administrative leave granted under Article III.I. cannot exceed eighty (80) hours.
  - c. This Pilot Program shall expire, with no further meet and confer required, on June 30, 2017—unless the parties mutually agree to extend the program. The parties will meet during the third year of this MOU to evaluate the program, including its costs and benefits.
118. Committee. The parties agree to establish a committee for the purpose of discussing attorney work schedules, the entry of time on City timesheets and related issues. The committee shall consist of members from the Department of Human Resources, and MAA members in the City Attorney's Office, the District Attorney's Office, the Public Defender's Office, and any other individual deemed necessary to discuss issues taken up by the committee.

#### III.F. HOLIDAYS

119. The following days listed herein are declared to be holidays for bargaining unit members:

New Year's Day (January 1st)  
Martin Luther King, Jr.'s Birthday (3rd Monday in January)  
President's Day (3rd Monday in February)  
Memorial Day (last Monday in May)  
Independence Day (July 4th)  
Labor Day (1st Monday in September)  
Columbus Day (2nd Monday in October)  
Veteran's Day (November 11th)  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Day (December 25th)

120. Provided further, if January 1, July 4, November 11 or December 25 fall on a Sunday, the Monday following is a holiday.
121. The City shall accommodate religious belief or observance by allowing use of either a floating holiday, in-lieu holiday, vacation or personal leave.
122. Five (5) additional floating days off to be taken on days selected by the represented attorney subject to prior scheduling approval of the Appointing Officer. Represented attorneys (both full-time and part-time) must complete six (6) months continuous service to establish initial eligibility for the floating days off. Represented attorneys hired on an as-needed part-time of less than twenty (20) hours, intermittent or seasonal basis shall not receive the additional floating days off. Floating days off may not be carried forward from one fiscal year to the

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next, except as provided in paragraph 123 below. No compensation of any kind shall be earned or granted for floating days off not taken.

123. Notwithstanding the paragraphs above, any unused furlough days and/or floating holidays accrued by a represented attorney from July 1, 2010 through June 30, 2014 may be carried over to be used by no later than June 30, 2017. The parties mutually agree that no further extension shall be provided. 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.
124. Represented attorneys who have established initial eligibility for floating days off and subsequently separate from City employment may, at the sole discretion of the appointing authority, be granted those floating day(s) off to which the separating represented attorney was eligible and had not yet taken off.
125. In addition, any day declared to be a holiday by proclamation of the Mayor after such day has heretofore been declared a holiday by the Governor of the State of California or the President of the United States shall be a holiday.
126. For those represented attorneys assigned to a workweek of Monday through Friday, and in the event a legal holiday falls on a 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 the preceding Friday so that said public offices may serve the public as provided in Section 16.4 of the Administrative Code. Those represented attorneys 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 in the current fiscal year. The City shall provide one week's advance notice to represented attorneys scheduled to work on the observed holiday, except in cases of unforeseen operational needs.

Part-time Represented Attorneys Eligible for Holidays

127. Part-time represented attorneys who regularly work a minimum of twenty (20) hours in a biweekly pay period shall be entitled to holiday pay on a proportionate basis.
128. Regular full-time represented attorneys are entitled to eight-eightieths (8/80) or one-tenth (1/10) time off when a holiday falls in a biweekly pay period. Therefore, part-time represented attorneys, as defined in the immediately preceding paragraph, shall receive a holiday based upon the ration of one-tenth (1/10) of the total hours regular worked in a biweekly pay period. Holiday time off shall be determined by calculating one-tenth (1/10) of the hours worked by the part-time represented attorney 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.

### ARTICLE III – PAY, HOURS AND BENEFITS

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

#### Holidays for Represented Attorneys on Work Schedules Other Than Monday Through Friday

130. Represented attorneys assigned to seven (7) day operation departments or represented attorneys 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 regular scheduled days off.
131. Represented attorneys required to work on a holiday which falls on a Saturday or Sunday shall receive holiday compensation for work that day. Holiday compensation shall not then be additionally paid for work on the Friday preceding a Saturday holiday, nor on the Monday following a Sunday holiday. This section shall apply to eligible part-time represented attorneys on a pro-rata basis.
132. If the provisions of this section deprive a represented attorney of the same number of holidays that a represented attorney receives who works Monday through Friday, he/she 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 represented attorney and the appropriate employer representative. Such days off must be taken within the fiscal year. In no event shall the provisions of this section result in such represented attorney receiving more or less holidays than a represented attorney on a Monday through Friday work schedule.

#### In-Lieu Holidays

133. Requests for in-lieu holidays shall be made to the appropriate management representative within thirty (30) days after the holiday is earned and must be taken within the fiscal year.
134. In-lieu days will be assigned by the Appointing Officer or designee if not scheduled in accordance with the procedures described herein.
135. An in-lieu holiday can be carried over into the next fiscal year only with the written approval of the Appointing Officer.

### III.G. SICK LEAVE

136. Sick leave shall be administered in accordance with Civil Service Commission Rule 120, except as amended in this agreement. The definitional portions of CSC Rule 120 within the exclusive jurisdiction of the Civil Service Commission are not subject to grievance or arbitration under this MOU.
137. Verification of sick leave may be required on an individual basis only upon evaluation of the individual attendance record of the represented attorney. No verification shall be required unless the Appointing Officer has previously notified the represented attorney that verification would be required.
138. During the first six months of employment, all new full-time represented attorneys shall be advanced forty (40) hours of paid sick leave. Any paid sick leave used by such a represented attorney during that period shall be deducted from sick leave accrued by that represented



attorney. If the represented attorney's employment with the City is terminated during his or her first six months of employment prior to the represented attorney's accrual of sick leave sufficient to replace the sick leave used by that represented attorney from his or her bank, the difference in sick leave hours used but not yet accrued shall be deducted from the represented attorney's final compensation check.

139. San Francisco Administrative Code, Chapter 12W, Paid Sick Leave Ordinance, is expressly waived with respect to employees covered by this Agreement.
140. Payment of Vested Sick Leave Accrual. For a represented attorney who is otherwise entitled to vested sick leave, payment of such a represented attorney's vested but unused sick leave shall be provided to the represented attorney at the same time as the represented attorney's final pay check. This section shall not create a right to accrue or receive vested sick leave where a represented attorney is not otherwise entitled to payment of vested sick leave under applicable rules and laws.

### **III.H. AUTHORIZATION OF TRANSFER OF SICK LEAVE AND/OR VACATION CREDITS**

141. Represented attorneys of the City and County of San Francisco may individually transfer their vested vacation allowance credits and sick leave credits to other represented attorneys of the City and County of San Francisco who have been determined to be catastrophically ill by their Department Head, in accord with the definition of catastrophic illness to be provided by the Health Commission, and who have exhausted their vacation allowance, sick leave and compensatory time off, provided that such transfer may be made only in compliance with the terms and conditions adopted by ordinance of the Board of Supervisors.

### **III.I. ADMINISTRATIVE LEAVE**

142. Attorneys are generally required to work in excess of eighty (80) hours per pay period because of the nature of attorneys' work, including litigation deadlines, client needs and ethical and professional obligations. In light of this work requirement, each full-time bargaining unit member shall receive five (5) days administrative leave on an annual basis. The Appointing Officer may deny such leave in cases of a represented attorney who is not generally working in excess of eighty (80) hours during a pay period. Except where administrative leave has been denied, up to five (5) days of administrative leave may be carried over to the succeeding year by a represented attorney.

### **III.J. FORMS OF LEAVE OTHER THAN SICK LEAVE**

143. Leaves of absence other than for sick leave will be administered in accordance with Civil Service Rule 120. The definitional portions of CSC Rule 120 within the exclusive jurisdiction of the Civil Service Commission are not subject to grievance or arbitration under this MOU.
144. In recognition of the stressful nature of the work of the members of this unit, a sabbatical program shall be established for the purpose of maintaining the physical and mental health of those individuals who have done this work for a substantial period of time. Bargaining unit employees may request unpaid sabbatical leave after seven years of employment and

### ARTICLE III – PAY, HOURS AND BENEFITS

every three years thereafter. Approval of a request for sabbatical leave shall be in the discretion of the Appointing Officer. Such leave shall be designated as personal leave.

#### III.K. VACATION

145. Definitions. "Continuous service" for vacation purposes means paid service pursuant to a regular work schedule which is not interrupted by a breach in paid service.
146. Award and Accrual of Vacation. A represented attorney does not accrue vacation allowance in the first year of continuous service, however, at the end of one (1) year of continuous service, a represented attorney shall be awarded a vacation allowance computed at the rate of .0385 of an hour for each hour of paid service in the preceding year.
147. A represented attorney accrues a vacation allowance during the second through fifth year of continuous service at the rate of .0385 of an hour for each hour of paid service, however, at the end of five (5) years of continuous service, a represented attorney shall be awarded a one-time vacation allowance computed at the rate of .01924 of an hour for each hour of paid service in the preceding year.
148. A represented attorney accrues a vacation allowance during the sixth through fifteenth years of continuous service at the rate of .05774 of an hour for each hour of paid service, however, at the end of fifteen (15) years of continuous service, a represented attorney shall be awarded a one-time vacation allowance computed at the rate of .01924 of an hour for each hour of paid service in the preceding year.
149. A represented attorney with fifteen years or more of continuous service accrues a vacation allowance at the rate of .07698 of an hour for each hour of paid service.
150. The maximum number of vacation hours a represented attorney may accrue is as follows:

<u>Years of Continuous Service</u>	<u>Maximum Accrual</u>
1 through 5 years	320 hours
more than 5 through 15 years	360 hours
more than 15 years	400 hours

151. Holidays During Vacation. If a holiday occurs during a represented attorney's vacation and the represented attorney would have been entitled to said day as a regular day off, such holiday shall not be considered a day of vacation chargeable to the represented attorney's vacation allowance.
152. Payment of Vacation Accrual. Payment of a represented attorney's accrued but unused vacation hours to a represented attorney separating from City service shall be provided to the represented attorney at the same time as the represented attorney's final pay check.

#### III.L. HEALTH CARE BENEFITS

153. The level of the City's contribution to health benefits will be set annually in accordance with the requirements of Charter Sections A8.423 and A8.428.

Dental

154. The City shall continue to provide the current level of dental coverage for each member and family dependents through the term of this agreement.
155. 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.

Health Coverage

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

1) Medically Single (Employee Only)

156. Effective January 1, 2014 through December 31, 2014, for “medically single employees” (Employee Only) enrolled in any plan other than the highest cost plan, the City shall contribute ninety percent (90%) of the “medically single employee” (Employee Only) premium for the plan in which the employee is enrolled; provided, however, that the City’s premium contribution will not fall below the lesser of: (a) the “average contribution” as determined by the Health Service Board pursuant to Charter Sections A8.423 and A8.428(b)(2); or (b), if the premium is less than the “average contribution”, one hundred percent (100%) of the premium.
157. For the period January 1, 2014 through December 31, 2014 only, for “medically single employees” (Employee Only) who elect to enroll in the highest cost plan, the City shall contribute ninety percent (90%) of the premium for the second highest cost plan, plus fifty percent (50%) of the difference between: (a) ninety percent (90%) of the premium for the second highest cost plan, and (b) one hundred percent (100%) of the premium for the highest cost plan.

2) Dependent Health Benefits

158. Effective January 1, 2014 through December 31, 2014, for Dependent Coverage (Employee Plus One; Employee Plus Two More), the City shall contribute up to 75% of the dependent rate charged by the City to employees for Kaiser coverage at the dependent plus two or more level.

b. Health Coverage Effective January 1, 2015

159. 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:

160. For medically single employees (Employee Only) who enroll in any health plan offered through the Health Services System, the City shall contribute ninety-three percent (93%) of

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the total health insurance premium, provided however, that the City's contribution shall be capped at ninety-three percent (93%) of the Employee Only premium of the second-highest-cost plan.

2) Employee Plus One:

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

3) Employee Plus Two or More:

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

4) Contribution Cap

163. 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

164. For purposes of this agreement, and any resulting agreements under paragraph 166, to ensure that all employees enrolled in health insurance through the City's Health Services System (HSS) are making premium contributions under the Percentage-Based Contribution Model, and therefore have a stake in controlling the long term growth in health insurance costs, it is agreed that, to the extent the City's health insurance premium contribution under the Percentage-Based Contribution Model is less than the "average contribution," as established under Charter section A8.428(b), then, in addition to the City's contribution, payments toward the balance of the health insurance premium under the Percentage-Based Contribution Model shall be deemed to apply to the annual "average contribution." The parties intend that the City's contribution toward employee health insurance premiums will not exceed the amount established under the Percentage-Based Contribution Model.

c. Agreement Not to Renegotiate Contributions in 2014

165. The terms described in paragraphs 160 through 165 above will be effective in calendar year 2015, and the parties agree not to seek to modify this agreement through the term of any MOU entered into prior to, or in the spring of, 2014.

d. Other Terms Negotiable

166. While the parties have agreed in paragraph 166 not to negotiate any changes to the Percentage-Based Contribution Model, the parties are free to make economic proposals to address any alleged impact of the health contribution levels described above or other health related issues not involving the percentage-based contribution model (e.g. wellness and transparency).

e. Other Agreements

167. Should the City and any recognized bargaining unit reach a voluntarily bargained agreement that results in City contributions to health insurance premiums exceeding those provided by the Percentage-Based Contribution Model, the City agrees to offer the entire alternate model to the Union as a substitute.
168. Access to MEA Benefits. The City agrees to make available to MAA those benefits available to MEA members as part of the MEA's Management Cafeteria Plan, if feasible and permissible; provided, however, that MAA understands that the benefits made available will not be a part of a cafeteria plan; participation must be cost neutral; and the benefits must be actually available outside a cafeteria plan. If necessary, the parties will meet mid-contract to discuss any issues concerning availability of benefits.

**III.M. RETIREMENT BOARD**

169. 1. The Retirement Board shall process and pay retirement claims, except in cases beyond the Board's control, in the following manner:
170. 2. Initial Month Retirement. Initial payment shall begin allowance within sixty (60) days after the first of the month following the date of requirement provided that the appropriate forms of the Retirement System have been submitted.
171. 3. Withdrawal of Contributions. A refund of contributions will be paid within six (6) weeks following submission of the appropriate forms of the Retirement System.
172. 4. Death Benefit. A death benefit will be paid within thirty (30) days from the filing of the appropriate forms of the Retirement System.

**III.N. RETIREMENT RE-OPENER**

173. The City or the MAA may cause a reopener on contract negotiations regarding retirement benefits as concerned with the issues of AB 2023 (2002).
174. In the event one party requests a reopener on retirement benefits, the other party may cause a reopener on other economic items, and issues reasonably related to implementing retirement benefits under AB 2023.
175. The reopener discussions shall be subject to meet and confer requirements under the Meyers-Milias-Brown Act (MMBA), California Government Code section 3500, et seq., and shall not be subject to impasse resolution procedures under Charter section A8.409, et seq.

**III.O. STATE DISABILITY INSURANCE (SDI)**

176. Upon certification by MAA to the Employee Relations Division that one or more representation units covered by this agreement desires to be enrolled in the State Disability Insurance Program, the Human Resources Director shall take any and all necessary action to enroll such representation units and all represented attorneys therein. Job codes accreted to existing bargaining units represented by MAA will not be enrolled in SDI unless MAA notifies ERD in writing. The cost of SDI will be paid by the represented attorney through payroll deduction at a rate established by the State of California Employment Development Department.
177. At the represented attorney's option, the represented attorney's accrued vacation and holiday will be integrated with SDI payments in the same manner as sick leave.

**III.P. LONG TERM DISABILITY INSURANCE**

178. The City, at its own cost, shall provide to represented attorneys a Long Term Disability (LTD) benefit that provides, after a ninety (90) day elimination period, sixty-six and two thirds percent salary (66 2/3%) (subject to integration) up to age sixty-five (65). The parties acknowledge that the City's ordinances – which establish and administer the City's Catastrophic Illness Program ("CIP") – specify and control the criteria under which persons can participate in the CIP.

**III.Q. LIFE INSURANCE**

179. The City shall either provide life insurance in the amount of \$150,000 to each member or shall make purchase of such life insurance available to each member through the City's 125 Cafeteria Plan.

**III.R. DEPENDENT CARE FLEXIBLE SPENDING PROGRAM (DCAP)**

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

**III.S. PROFESSIONAL SERVICES REIMBURSEMENT**

181. In light of the unique nature of work performed by the professionals represented by the MAA, each attorney in paid status shall receive quarterly payments as allowance for professional services expenses, in the amount of \$375 per quarter, less all applicable federal, state and local withholding. These payments will be made at the end of each quarter.
182. In order to be eligible for the full amount, the represented attorney must be on the payroll during the quarter in which the payment is made.
183. This allowance is intended to cover all professional, job-related, expenditures, including but not limited to:
- a. State bar dues, including any professional section thereof;
  - b. Professional coursework where MCLE credits are obtained;

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- c. Professional codes, legal compilations and treatises;
  - d. Cellular phone use, but only for actual usage in the course of work;
  - e. Calendars and other professional items used in the course of work.
  - f. Membership fees or dues for attorney professional organizations of the member's choosing.
184. This provision satisfies all obligations relating to represented attorneys' professional business expenses, including without limitation, State Bar Dues, course tuition, etc. Departments may reimburse attorneys for additional professional expenses at the sole discretion of the appointing authority.
185. The City may require attorneys to show proof of State Bar licensing and MCLE requirements.
186. Attorneys who work a part time schedule shall only be entitled to funds on a pro-rated basis. For example, a represented attorney working a half time schedule shall only be entitled to \$187.50 per quarter under this provision.
187. This allowance is considered covered gross pay and accordingly is an element of "compensation" counted toward an attorney's retirement under SFERS.

**III.T. LETTER TO SAN FRANCISCO EMPLOYEES' RETIREMENT SYSTEM**

188. The parties agree to send a joint letter to the San Francisco Employees' Retirement System (SFERS) to request information regarding members' questions pertaining to vacation and deferred compensation. MAA shall provide a draft letter no later than September 1, 2014, and the parties agree to send a final letter, as approved by the City Attorney, by September 30, 2014.

**III.U. AIRPORT EMPLOYEE TRANSIT PILOT PROGRAM**

189. The San Francisco International Airport will implement a pilot program, in which represented attorneys may voluntarily participate, 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 Service 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.

## ARTICLE IV - WORKING CONDITIONS

### IV.A. HEALTH AND SAFETY

190. The City shall provide, at its cost, Hepatitis B vaccine immunization and tuberculosis screening for represented attorneys whose health plans do not provide the benefit.
191. The parties agree that members of MAA shall be subject to the provisions and benefits of a Citywide Wellness Program, if any, agreed to by the City and the Public Employees Committee.

### IV.B. RETURN TO WORK

192. The City will make a good faith effort to return represented attorneys who have sustained an injury or illness to temporary modified duty within the represented attorney's medical restrictions. Duties of the modified assignment may differ from the represented attorney's regular job duties and/or job duties regularly assigned to represented attorneys in the injured represented attorney's job code. Decisions regarding temporary modified duty shall be subject to approval of the Appointing Officer or designee. The decision to provide modified duty and/or the impact of such decisions shall not be subject to grievance or arbitration. Modified duty assignments may not exceed three (3) months. A represented attorney assigned to modified duty assignment shall receive his or her regular rate of pay. The parties acknowledge that Section II.E. shall govern requests under this MOU for reasonable accommodation under the Americans with Disabilities Act.

### IV.C. WORKERS' COMPENSATION

193. A represented attorney who is absent because of disability and who is receiving Temporary Disability, Vocational Rehabilitation Maintenance Allowance, or State Disability Insurance, may request that the amount of disability indemnity payment be supplemented with salary to be charged against the represented attorney's accumulated unused sick leave with pay credit balance at the time of disability, administrative time off, or vacation, so as to equal the normal salary the represented attorney would have earned for the regular work schedule. Such use of administrative time requires the represented attorney's Appointing Officer's approval.
194. A represented attorney who wishes to supplement with administrative time, vacation or sick pay credits must submit a written request to the Appointing Officer or designee within fourteen (14) calendar days following the election of disability.
195. Represented attorney supplementation of workers' compensation payment to equal the full salary the represented attorney would have earned for the regular work schedule in effect at the commencement of the workers' compensation leave shall be drawn only from the represented attorney's paid leave credits including vacation, sick leave balance, or other paid leave as available. A represented attorney returning from disability leave will accrue sick leave at the regular rate and not an accelerated rate.



#### ARTICLE IV – WORKING CONDITIONS

196. Salary may be paid on regular time-rolls and charged against the represented attorney's sick leave with pay during any period prior to the determination of eligibility for disability indemnity payment without requiring a signed option by the represented attorney.
197. Sick leave with pay, vacation, or administrative time credits shall be used to supplement disability indemnity pay at the minimum rate of one (1) hour units.
198. The parties agree, therefore, that this provision clarifies and supersedes conflicting provisions of the Civil Service Commission Rules which are bargainable and arbitrable pursuant to Charter §A8.409 et seq.

#### IV.D. PAPERLESS PAY POLICY

199. a. 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.
200. b. 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-worksites 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.
201. c. 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.
202. d. 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.
203. e. 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;
  3. Obtain a new pay card the first time the employee's pay card is lost, stolen or misplaced;
204. f. 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.

*ARTICLE IV – WORKING CONDITIONS*

- 205. g. 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.
- 206. h. The City will work with the vendor to evaluate options to provide no-cost ATMs available at large worksites and remote worksites.
- 207. i. The parties mutually agree that employees may print out pay advices during work hours.

## ARTICLE V - SCOPE

### V.A. MEET AND CONFER RESPONSIBILITY DURING THE TERM OF THE MOU; FINALITY OF AGREEMENT

208. A. Except in cases of emergency as defined by Meyers-Milius-Brown Act or as otherwise provided in this MOU, the City shall give reasonable written notice to MAA of proposed changes directly relating to matters within the scope of representation as specified in Government Code Section 3504.5. MAA shall be provided with the opportunity to meet and confer with regard to any such proposed change should it desire to do so.
209. In cases of emergency as defined by MMBA, when the City determines that a proposed change as described herein must be adopted immediately without prior notice or meeting with MAA, the City shall provide such notice and opportunity to meet at the earliest practicable time following the adoption of such change.
210. Said notice shall state the proposed change, the date, if known, of the intended implementation of such proposed change, an explanation of the reason(s) for said change, as well as the anticipated effect on represented attorneys that would result.
211. B. If MAA does not respond within ten (10) working days from the date of receipt if hand-delivered or faxed, or in the event of mailing within fifteen (15) working days from the date of the mailing or written notification of a proposed change as described in paragraph A hereof, MAA shall be deemed to have waived its opportunity to meet and confer on the proposed change(s).
212. C. If MAA timely requests the opportunity to meet and confer as provided herein, the City agrees to meet and confer with MAA over such proposed change(s) within ten (10) days of receipt of such time request, unless a longer period of time is mutually agreed upon, in order to freely exchange information, opinions and proposals and to endeavor to reach agreement on the proposed change(s).
213. D. This memorandum sets forth the full and entire understanding of the parties regarding the matters set forth herein. This memorandum may be modified, but only in writing, upon the mutual consent of the parties and ratification by the Board of Supervisors.
214. E. In the event the parties do not reach agreement upon any proposed change(s) as directed in paragraph A of this provision, MAA may grieve to the extent allowed by the Charter and/or the grievance procedure. The parties may agree to expedited arbitration. Disputes about whether a change made by the City violates the contract are grievable.
215. F. The Employee Relations Ordinance, Section 16.200 of the Administrative Code, shall not apply to the application of this Section.
216. G. 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.
217. H. At least six months prior to the expiration of this MOU, the parties agree to meet and accomplish the following:

**ARTICLE V – SCOPE**

- (1) Establish ground rules for negotiations; and
- (2) Establish a reasonable schedule to permit good faith bargaining in advance of the Charter deadlines.

**V.B. SAVINGS CLAUSE**

218. 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.

**V.C. DURATION OF AGREEMENT**

219. This Agreement shall be in effect from July 1, 2014 and shall remain in full force and effect through June 30, 2017.

IN WITNESS WHEREOF, the parties have executed this Agreement this \_\_\_\_ day of \_\_\_\_\_, 2014.

FOR THE CITY AND COUNTY:


FOR THE UNION:

\_\_\_\_\_  
Micki Callahan  
Human Resources Director

\_\_\_\_\_  
Sean Connolly  
Municipal Attorneys Association

\_\_\_\_\_  
Martin Gran  
Director, Employee Relations Division

**APPROVED AS TO FORM:**  
DENNIS J. HERRERA, CITY ATTORNEY

  
\_\_\_\_\_  
By: Marisa Moret  
Managing Attorney





**MEMORANDUM OF UNDERSTANDING**

**between**

**THE CITY AND COUNTY OF SAN FRANCISCO**

**and**

**MUNICIPAL ATTORNEYS ASSOCIATION**

**FOR THE PERIOD**

**JULY 1, 201214 to JUNE 30, 201417**

**~~Revised Per Amendment #1~~**

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## PREAMBLE

1. This Memorandum of Understanding (hereinafter "MOU") is entered into by and between the City and County of San Francisco (hereinafter "City") acting through its designated representatives and the Municipal Attorneys Association (hereinafter "MAA"). It is agreed that the delivery of municipal services in the most efficient, effective, ethical, professional and courteous manner is of paramount importance to the City and the represented attorneys. Such purpose is recognized to be a mutual obligation of the parties to this agreement within their respective roles and responsibilities. Nothing in this agreement shall be construed to require any represented attorney to violate the California Rules of Professional Conduct.

## ARTICLE I. REPRESENTATION

### I.A. RECOGNITION

2. The City acknowledges the MAA as the exclusive bargaining representative for all represented attorneys assigned to Bargaining Unit 31 in the following job codes:
  - 8177 Attorney
  - 8181 Assistant Chief Attorney I
  - 8182 Head Attorney, Civil and Criminal
  - 8183 Assistant Chief Attorney II
  - 8190 Attorney, Tax Collector
  - 8193 Chief Attorney I (Civil and Criminal)
3. Recognition shall only be extended to individual classes accreted to existing bargaining units covered by this MOU. Application of this provision shall not extend to bargaining units acquired through affiliations or service agreements.
4. During the term of the MOU, the MOU shall become applicable to any job code accreted to any existing bargaining unit for which MAA has been appropriately recognized as the exclusive representative.

### I.B. INTENT

5. 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 Board of Supervisors and the general membership of MAA or upon a final decision rendered by an arbitration panel pursuant to the interest arbitration procedure under Charter Section A8.409.
6. The provisions of this MOU 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.

## **ARTICLE I - REPRESENTATION**

### **I.C. MANAGEMENT RIGHTS**

7. Unless specifically in conflict with the MOU, all management rights shall remain vested exclusively with the City. City management rights include but are not limited to:
8. a. The right to determine the mission of its agencies, departments, institutions, boards and commissions;
9. b. The right of full and exclusive control of the management of the City; supervision of all operations; determinations of methods, means, location and assignments of performing all work; and the composition, assignment, direction, location and determination of the size and mission of the work force;
10. c. The right to determine the work to be done by employees, including establishment of service levels, appropriate staffing and the allocation of funds for any position(s) within the City;
11. d. The right to review and inspect, without notice, all City-owned facilities, including without limitation desktop computers, work areas and desks, email, computer storage drives, voicemail systems and filing cabinets and systems;
12. e. The right to change or introduce different, new or improved operations, technologies, methods or means regarding any City work, and to contract out for work consistent with the civil service rules and/or the Charter;
13. f. The right to establish and modify qualifications for employment, including the content of any job classification, job description or job announcement, and to determine whether minimum qualifications are met;
14. g. The right to establish and enforce employee performance standards;
15. h. The right to schedule and assign work, make reassignments and assign overtime work.
16. i. The right to hire, fire, promote, discipline, reassign, transfer, release, layoff, terminate, demote, suspend or reduce in step or grade, all employees;
17. j. The right to establish and modify bargaining units subject to applicable law;
18. k. The right to inquire and investigate regarding complaints or concerns about employee performance deficiencies or misconduct of any sort, including the right to require represented attorneys to appear, respond truthfully and cooperate in good faith regarding any City investigation; and
19. l. The right to maintain order, effective and efficient operations.

**I.D. UNION SECURITY**

20. Dues Deductions. MAA shall provide the Human Resources Director or his/her designee and the City with a current statement of membership fees. Such statement of membership fees shall be amended as necessary. The Controller may take up to thirty (30) days to implement such changes.
21. Authorization for Deduction. The City shall deduct Union dues, initiations fees, premiums for insurance programs and political action fund contributions from a represented attorney's pay upon receipt by the Controller of a form authorizing such deductions by the represented attorney. The City shall pay over to the designated payee all sums so deducted. Upon request of MAA, the Controller agrees to meet with MAA to discuss and attempt to resolve issues pertaining to delivery of services relating to such deductions.
22. Dues Deductions. Dues deductions, once initiated, shall continue until the authorization is revoked, in writing, by the represented attorney. For the administrative convenience of the City and MAA, a represented attorney may only revoke a dues authorization by delivering the notice of revocation to the Controller during the two-week period prior to the expiration of this agreement. The revocation notice shall be delivered to the Controller either in person at the Controller's office or by depositing it in the U.S. Mail addressed to the Payroll/Personnel Services Division, Office of the Controller, One South Van Ness, 8th Floor, San Francisco CA 94103; Attention: Dues Deduction. The City shall deliver a copy of the notices of revocation of dues deductions authorizations to MAA within two (2) weeks of receipt.

**I.E. AGENCY SHOP**

23. Application. Except as provided otherwise herein, the provisions of this section shall apply to all represented attorneys of the City in all job codes represented by MAA in represented units when on paid status. These provisions shall not apply to individual represented attorneys of the City in represented units who have been properly and finally determined to be management, confidential or supervisory employees pursuant to Section 16.208 of the Employee Relations Ordinance. Except when an individual represented attorney has filed a challenge to a management, confidential or supervisory designation, the Human Resources Director or his/her designee and MAA shall meet as necessary for the purpose of attempting to make such determinations by mutual agreement. The Human Resources Director or his/her designee shall give MAA no less than ten (10) working days prior notice of any such proposed designation. Disputes regarding such designations shall be promptly resolved pursuant to Section 16.208(B) of the Employee Relations Ordinance.
24. Service Fee. Represented attorneys of the City in the job codes listed in Section I.A. (and any individual classes accreted to the existing bargaining unit pursuant to this MOU), except as set forth below, shall, as a condition of continued employment, become and remain a member of MAA, or in lieu thereof, shall pay a service fee to MAA. The fair share service fee payment shall be established annually by MAA, provided that such fair share agency shop service fee will be used by MAA only for the purposes permitted by law. Each pay period, service fees from non-members shall be collected by payroll deduction pursuant to

## ARTICLE I - REPRESENTATION

Administrative Code §16.90. Failure to comply with this section shall be grounds for termination. MAA, at its option, may elect to waive its rights to demand termination and instead utilize judicial process to compel payment.

25. Financial Reporting. The MAA will provide an annual explanation of the fee and sufficient financial information to enable the fair share service fee payer to gauge the appropriateness of the fee. MAA will provide a reasonably prompt opportunity to challenge the amount of the fee before an impartial decision maker, not chosen by MAA, and will make provision for an escrow account to hold amounts reasonably in dispute while challenges are pending. MAA will provide to the City a copy of the notices required under this section (with postage paid) by October 15th of each year, and the City shall forward these notices to all fair share service fee payers within thirty (30) days of the City's receipt of the notices. As a condition of the City continuing to deduct the above-referenced service fee, MAA shall certify annually in writing to the City that MAA has complied with the requirements set forth in this section.
26. Religious Exemption. Any represented attorney of the City in a job code covered by this agreement, who is a member of a bona fide religion, body or sect which has historically held conscientious objections to joining or financially supporting a public employee organization and is recognized by the National Labor Relations Board to hold such objections to Union membership shall, upon presentation of membership and historical objection, be relieved of any obligation to pay the required service fee. MAA shall be informed, in writing, of any such requests.
27. Payment of Sums Withheld. Nine (9) working days following payday the City will promptly pay over to MAA sums withheld for membership or service fees.
28. Employee Lists. The City shall also provide with each payment a list of represented attorneys paying the membership fees and a list of represented attorneys paying service fees. All such lists shall contain the represented attorney's name, employee number, job code, department number and amount deducted. A list of all represented attorneys in represented job codes shall be provided to MAA monthly.
29. Indemnification. MAA agrees to indemnify and hold the City harmless for any loss or damage arising from the MAA's actions or inactions under this section.

### I.F. OFFICIAL REPRESENTATIVES

30. MAA may select official representatives for purposes of meeting and conferring, and consulting with the City on matters within the scope of representation. Such representatives shall have the privileges and duties set forth in the Employee Relations Ordinance (Administrative Code - §16.219). For purposes of this section, the number of represented attorneys permitted paid work release under §16.219 shall be at least one person from each of the three major departments covered by this MOU (Offices of the District Attorney, Public Defender and City Attorney) and two other bargaining unit employees.

## **ARTICLE I - REPRESENTATION**

31. Official representatives 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 represented attorneys provided that such access shall be subject to such rules and regulations as may be agreed upon by the department and MAA.
32. In scheduling meetings, due consideration shall be given to the operating needs and work schedules of the department, division, or section in which the represented attorneys are employed and to the work schedule, including scheduled court appearances, of such represented attorneys.

### **I.G. USE OF CITY EMAIL**

33. The City departments covered by this agreement agree to post through their e-mail systems Association notices of Association meetings and professional activities. The Association shall submit its proposed notice to the designated department representatives by e-mail twenty-four (24) hours in advance or by other written means forty-eight (48) hours in advance. Any such notice through the e-mail system shall be accompanied by a statement that the information conveyed thereby is being provided by the Association and that only the transmission is authorized by the department. Except as set forth above, City email shall not be used to conduct Association business.

### **I.H. GRIEVANCE PROCEDURE**

34. The following procedures are adopted by the parties to provide for the orderly and efficient disposition of grievances and are the sole and exclusive internal procedures for resolving grievances as defined herein.
35. A grievance shall be defined as any dispute which involves the interpretation or application of this agreement or relating to working conditions arising out of this agreement. A grievance may be filed by a represented attorney, a group of represented attorneys, or MAA.
36. All grievances shall state the basis of the grievance, the sections of the MOU believed to be violated, and the remedy sought.
37. Time Limits. The time limits set forth herein may be extended by agreement of the parties. Any such extension must be confirmed in writing. For purposes of calculation of time a "day" is defined as a "calendar day," including weekends and holidays. Failure by the represented attorney or MAA to follow the time limits, unless mutually extended, shall cause the grievance to be withdrawn. Failure of the City to follow the time limits, unless mutually extended, shall serve to move the grievance to the next step. Any time limit set forth in this section that expires on a weekend or a holiday shall expire instead on the following business day.

#### Steps of the Procedure

38. 1. Except as set forth below, all grievances must be initiated at Step 1 of the grievance procedure.

## ARTICLE I - REPRESENTATION

39. A grievance affecting more than one represented attorney shall be filed with the Appointing Officer. Grievances affecting more than one department shall be filed with the Employee Relations Division. MAA may request the Appointing Officer to file other grievances initially at Step 2 (with the Appointing Officer or his/her designee), and such requests shall not be unreasonably denied.
40. In the event the City disagrees with the level at which the grievance is filed, it may submit the matter to the step it believes is appropriate for consideration of the dispute.
41. 2. A represented attorney having a grievance may first discuss it with the represented attorney's immediate supervisor and try to work out a satisfactory solution in an informal manner with the supervisor. The represented attorney may have a representative at this discussion.
42. 3. Step 1. If a solution to the grievance, satisfactory to the represented attorney and the immediate supervisor is not accomplished by informal discussion, the grievant may pursue the grievance further.
43. The represented attorney and/or his/her representative shall submit a written statement of the grievance to the immediate supervisor within thirty (30) days of the facts or event giving rise to the grievance or the date the represented attorney or MAA should have known of the occurrence thereof except for cases alleging sexual harassment, in which case the time limit herein shall be four (4) months.
44. The immediate supervisor will make every effort to arrive at a prompt resolution by investigating the issue. He/She shall respond within seven (7) days.
45. 4. Step 2. If the grievance is not satisfactorily resolved at Step 1, the grievance shall be submitted in writing, 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 fourteen (14) days. The parties may meet. In any event, the department head/designee shall, within fourteen (14) days of receipt of the written grievance, respond, in writing, to the grievant and MAA, specifying his/her reason(s) for concurring with or denying the grievance.
46. 5. Step 3. If the decision of the department head/designee is unsatisfactory, the grievant and/or MAA representative may, within fourteen (14) days after receipt of such decision, submit the grievance to the Employee Relations Director.
47. The Director shall have fourteen (14) days after receipt of the written grievance in which to review and seek resolution of the grievance and respond in writing.
48. 6. Step 4. Should there be no satisfactory resolution at Step 3, MAA has the right to submit the grievance to final and binding arbitration, by notifying the Director of

Employee Relations, in writing, within twenty (20) days of receipt of the Step 3 response.

Selection of the Arbitrator

49. When a matter is appealed to arbitration, the parties shall first attempt to mutually agree upon an Arbitrator to hear the matter. In the event no agreement is reached within ten (10) working days, or any extension of time mutually agreed upon, the parties shall request that the State Mediation and Conciliation Service ("SMCS") or the American Arbitration Association ("AAA") provide the parties with a list of seven (7) potential arbitrators, provided, that if any party fails to join in a mutual request to the SMCS or AAA to provide a list of potential Arbitrators within ten (10) days after a written request to do so, then the remaining party or parties may make the request. The parties, by lot, shall alternately strike names from the list, and the name that remains shall be the arbitrator designated to hear the particular matter. If a party refuses to respond within a reasonable time (not to exceed thirty (30) days) after receiving a written request by any other party to participate in striking names from the list as provided herein, then the remaining party or parties may pursue all appropriate remedies to obtain selection of the Arbitrator.
50. The parties may, by mutual agreement, agree to an alternate method of arbitrator selection and appointment, including, the expedited appointment of an arbitrator from a list provided by the SMCS or AAA.
51. Authority and Duty of the Arbitrator. The arbitrator shall have no authority to add to, subtract from, or modify the terms of this agreement. The decision of the arbitrator shall be final and binding on all parties.
52. Fees and Expenses of the Arbitrator. The fees and expenses of the arbitrator and court reporter, if any, shall be shared equally by the parties. Each party shall bear its own expenses in connection with the arbitration.
53. Hearing Dates and Date of Award. Hearings shall be scheduled within forty-five (45) days of selection of an arbitrator. Awards shall be due within forty-five (45) days following the receipt of closing arguments or briefs. As a condition of appointment to the Standing Arbitration Panel, arbitrators shall be advised of this requirement and shall certify their willingness to abide by these limits.
54. Any award for monetary relief as a result of an arbitrator's decision shall not extend more than forty (40) days prior to the filing of a grievance, unless conditions of equity or bad faith justify a greater entitlement.
55. Individuals who may have direct knowledge of the circumstances relating to the grievance may be called to testify 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.



**ARTICLE II - EMPLOYMENT CONDITIONS**

**II.A. NON-DISCRIMINATION**

56. The City and MAA agree that this agreement shall be administered in a non-discriminatory manner and that no person covered by this agreement shall in any way be discriminated against because of race, color, creed, religion, sex, sexual orientation, national origin, physical or mental disability, age, political affiliation or opinion, membership or activity, or non-membership, nor shall a person be subject to sexual harassment. Neither the City nor MAA shall interfere with, intimidate, retaliate, restrain, coerce or discriminate against any represented attorney because of the exercise of his/her rights granted pursuant to this agreement, the Employee Relations Ordinance (San Francisco Administrative Code Section 16.200) and the Meyers-Milias-Brown Act. The City shall process complaints of sexual harassment pursuant to civil service rules, the administrative code and federal and state laws.

**II.B. PERSONNEL FILES**

57. A represented attorney shall have the opportunity to review, sign and date any and all material to be included in the represented attorney's personnel file except routine matters chronicling job and pay changes.
58. A represented attorney may also attach a response to such materials within thirty (30) days of receipt. Any report or other document in a represented attorney's personnel file shall be signed and dated by the author. A represented attorney shall be provided a copy of any such report or other document at the time it is placed in his/her personnel file. The City may transmit documents to the represented attorney at the represented attorney'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 represented attorney is on leave.
59. With the approval of his/her Appointing Officer or designees, the represented attorney may include material relevant to his/her performance of assigned duties in the file.
60. There shall be one (1) official personnel file. Supervisors' informal notes and records relating to their supervisory responsibilities shall not be maintained any longer than necessary for supervision and evaluation purposes. After such time, such notes and records shall either (1) be made a part of the official personnel file and subject to the above procedures, or (2) destroyed, subject to applicable law.

**II.C. NO LOCKOUT-NO STRIKE**

61. During the term of this agreement, the City will not lock out represented attorneys who are covered by this MOU. Members of the bargaining unit shall not engage in any strike, work stoppage, slowdown or sympathy strike during the term of this MOU, nor shall MAA encourage or condone any such activity by members of the bargaining unit.

**II.D. FINGERPRINTING**

62. The City shall bear the full cost of fingerprinting whenever such is required of the represented attorney.

**II.E. AMERICANS WITH DISABILITIES ACT**

63. The parties agree that they are required to provide reasonable accommodations for persons with disabilities in order to comply with the provisions of federal, state and local disability anti-discrimination statutes and the Fair Employment and Housing Act. The parties further agree that this agreement shall be interpreted, administered and applied so as to respect the legal rights of the parties. The City reserves the right to take any action necessary to comply therewith.

**II.F. RIGHT TO PRIVACY**

64. The unique role and obligations of attorneys covered by this agreement includes the maintenance of appropriate confidential relationships and communications. Recognizing these elements, the City shall not access the private work areas of attorneys absent (a) reasonable cause, as defined by relevant case law, suggesting misconduct or unlawful activity, or (b) a legitimate business need. No other provision of this agreement shall modify or supersede this paragraph.

**II.G. REIMBURSEMENT OF MILEAGE AND OTHER EXPENSES**

65. Represented attorneys using their own vehicles for City business shall be reimbursed for mileage as fixed by the Controller in accordance with IRS rules and for all necessary parking and toll expenses within sixty (60) days from submission of expense receipts to the Controller.
66. A represented attorney who travels on a public carrier (including without limitation MUNI or BART) on City business shall be reimbursed for such travel within sixty (60) days from submission of expense receipts to the Controller.
67. Represented attorneys required by their respective department heads to attend any meeting (related to City business) at which a meal is served shall be reimbursed for the cost of the meal within sixty (60) days from submission of expense receipts to the Controller.
68. Represented attorneys required by their respective department heads to travel overnight on City business shall be reimbursed for reasonable and actual expenses incurred within sixty (60) days upon submission of expense receipts to the Controller.
69. Advances or partial advances for travel expenses may be provided to represented attorneys with the approval of a department head and the Controller. In order to receive advance approval of travel expenses, employees must submit estimates of travel expenses in advance of such travel. Employees who submit expense estimates in advance of such travel shall receive advance notification of whether the estimated expenses are approved.
70. Professional expenses covered by Section III.T. of this MOU are not covered by this Section (II.G.).

## ARTICLE II – EMPLOYMENT CONDITIONS

### II.H. INDEMNIFICATION AND DEFENSE OF CITY EMPLOYEES

71. The City shall defend and indemnify a represented attorney against any claim or action against the represented attorney on account of an act or omission in the scope of the represented attorney'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. The City shall also indemnify a represented attorney for any monetary sanction imposed by any state or federal court in the course of employment, except as otherwise specifically ordered by the court, or due to the attorney's negligence, malfeasance or unprofessional conduct.

### II.I. SEVERANCE PAY

72. The City agrees that when removing or releasing a represented attorney from employment, the Appointing Officer will endeavor to inform the attorney at least thirty (30) business calendar days before his/her final day of work. Where the Appointing Officer fails or declines to inform the attorney a full thirty (30) business calendar days in advance, the attorney shall receive pay in lieu of the number of days less than thirty (30) upon which he/she was informed.
73. Due to the unique job responsibilities of the attorneys and the attorneys' status in the City as exempt from civil service selection, appointment and removal procedures (as provided by the Charter), the City and MAA agree to the following: In addition to the notice or pay in lieu thereof provided above, a represented attorney in an attorney job code who is removed or released from City service by his or her Appointing Officer shall receive the following severance benefit in exchange for a release signed by the represented attorney and MAA of any and all contractual claims that the attorney or MAA may have against the City, including any officer or employee thereof:

- 1 year completed: 1 week's pay severance
- 2 years completed: 2 weeks' pay severance
- 3 years completed: 3 weeks' pay severance
- 4 years completed: 4 weeks' pay severance
- 5 years completed: 5 weeks' pay severance
- 6 years completed: 6 weeks' pay severance
- 7 years completed: 7 weeks' pay severance
- 8 years completed: 8 weeks' pay severance
- 9 years completed: 9 weeks' pay severance
- 10 years completed: 10 weeks' pay severance
- 11 years completed: 11 weeks' pay severance
- 12 years completed: 12 weeks' pay severance
- 13 years completed: 13 weeks' pay severance
- 14 years completed: 14 weeks' pay severance
- 15 years completed: 15 weeks' pay severance
- 16 years completed: 16 weeks' pay severance
- 17 years completed: 17 weeks' pay severance
- 18 years completed: 18 weeks' pay severance

**ARTICLE II - EMPLOYMENT CONDITIONS**

19 years completed: 19 weeks' pay severance

74. For attorneys with twenty or more years of City service, the severance benefit shall increase to two weeks' pay for each year of City service over ten years.

Example of calculation:

A represented attorney has 24 years of service at the time of separation.

1 to 10 years=10 weeks

10 to 24 years= 28 weeks

Total Severance= 38 weeks

75. For the purposes of this provision, service means paid service with a break of no more than three years in employment.

Example: An attorney has 16 years of service and leaves City employment for 4 years. When she returns she begins to accrue severance at year one level.

If a represented employee is separated and receives a severance payment and subsequently returns to service, his or her service prior to the first separation shall not be used to calculate any subsequent severance payments.

76. The City shall supply a draft of the release described in paragraph 73 within twenty (20) days of an attorney's separation from City service. Severance payments shall be made within thirty (30) days of the City receiving a fully executed release pursuant to this MOU.
77. Assistant Chief Attorney I [8181]; Assistant Chief Attorney II [8183]; Chief Attorney I [8193]. Represented attorneys in job codes 8181, 8183, or 8193 may be reappointed to job code 8182. If the Appointing Officer proposes to reappoint an attorney in job code 8181, 8183, or 8193 to a job code below 8182, the attorney may either accept the reappointment or treat the proposal as a release from service and receive severance pay.
78. Head Attorney [8182]. Any represented attorney in job code 8182 for two or more years in that job code who is reappointed by the Appointing Officer to a lower job code shall retain his or her 8182 salary. If the attorney does not accept the new job code, the attorney may treat the proposal as a release from service and receive severance pay.
79. If a represented attorney began employment in job code 8182 and was subsequently promoted to job code 8181, 8183 or 8193, any time served in codes 8181, 8183 or 8193 shall be included in calculating the two years required in job code 8182 as referenced in paragraph 78 above.
80. Represented attorneys in job code 8182 may be reappointed to job code 8177. In such event, salary step placement shall be to the step in class 8177 closest to but not higher than the prior salary step placement in job code 8182. If the Appointing Officer reappoints an attorney currently in job code 8182 who has less than two years in that job code to the job code 8177, the attorney may either accept the reappointment or treat the proposal as a release from service and receive severance pay.

## ARTICLE II – EMPLOYMENT CONDITIONS

81. The City is not required to pay severance if it terminates the represented attorney under the following procedure:
82. The represented attorney may be removed or discharged at a hearing by the appointing officer for gross misconduct by clear and convincing evidence ~~on a finding of just cause~~ on that allegation after being provided with written notice of the charges; copies of all documentation upon which the charges are based and after an opportunity to respond to the charges before the appointing officer or his or her designee.
83. Pending investigation of gross misconduct, the appointing officer may place the accused person on paid administrative leave. If, after 60 days of paid administrative leave, the investigation is found to have been delayed by an act of the accused (as determined by the arbitrator), the accused may be placed on unpaid administrative leave until the conclusion of the hearing before the appointing officer otherwise the accused shall be continued on paid administrative leave until the conclusion of the hearing.
84. When the appointing officer imposes discharge or removal he or she shall, in writing, notify the person removed or discharged of the right to appeal the discharge or removal by mailing such statement to his or her last known address.
85. The employee shall have thirty days from the date of the mailing of the notice to file an appeal of the matter in writing with the appointing officer. Upon receipt of a timely appeal, the appeal shall be referred to a standing panel of arbitrators who will agree to hear and resolve such disputes within 60 days after submitting the matter to arbitration. If the parties cannot agree upon a standing panel, either side may request a list of 731 qualified arbitrators who are members of the National Academy of Arbitrators and who agree to the 60 day time limitation from the California State Mediation and Conciliation Service. If the parties are unable to agree mutually on the arbitrator panel members, the parties shall alternately strike names until one remains ~~seven panel members remain~~ on the list. The parties shall establish the order of first strike by lot.
86. If the employee is exonerated, the hearing officer shall order payment of salary to the employee for the period of ~~discharge, removal or unpaid administrative leave~~, reinstate the employee's rights under the severance provisions of the MOU, and the report of such period of discharge, or removal for gross misconduct or unpaid administrative leave shall thereupon be expunged from the record of service of such employee.

## ARTICLE III - PAY, HOURS AND BENEFITS

### III.A. WAGES

87. Represented employees shall receive the following base wage increases:

Effective July 1, 2013: 1%

Effective January 4, 2014: 1%

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

88. All base wage calculations shall be rounded to the nearest salary schedule.
89. 8177, 8181, and 8182, 8183 and 8190. Due to the high level of responsibility required of senior attorneys at the Trial Attorney (8177), Assistant Chief Attorney (8181), and Head Attorney (8182), Assistant Chief Attorney 2 (8183), and Office of Tax Collector Attorney (8190) levels, represented attorneys who have five consecutive years of service at the sixteenth step of the 8177 job code or five consecutive years of service at the fifth step of the 8181, 8182, 8183, or 8190 job code shall receive a two percent (2%) wage increase. Attorneys serving at the aforementioned fifth step of the 8181, 8182, 8183 or 8190 job code on July 1, 2014, shall immediately be credited with time served at those steps for purposes of the wage increase set forth in this paragraph and, as of July 1, 2014, shall receive the wage increase. The City agrees that the wage increase provided in this paragraph is a part of covered gross pay and, accordingly, is an element of compensation counted toward a represented attorney's retirement under SFERS. For the purposes of this section only, a represented attorney will be deemed to have five consecutive years of service at the sixteenth step of the 8177 or the fifth step of the 8181, 8182, 8183 or 8190 job code even if the represented attorney's service at the sixteenth or fifth step of such job code has been broken by a period of less than one year due to the represented attorney's service in another attorney job code in the City.
90. (1) Time served in another attorney job code resulting from the attorney's promotion shall not be counted towards the five years of service required at either step sixteen

**ARTICLE IV - WORKING CONDITIONS III - PAY, HOURS AND BENEFITS**

of the 8177 job code or step five in either the ~~8177 or the 8181, 8182, 8183 or 8190~~ job code.

91. (2) Time served in another attorney job code resulting from the attorney's demotion shall be counted towards the five years' service required at step sixteen in job code 8177 or step five in either the 8177 or the 8181, 8182, 8183 or 8190 job code; however, the wage increase referenced in this section shall not take effect unless and until the attorney is returned within the one year period to his or her former 8177, 8181, or 8182, 8183 or 8190 job code at step sixteen (8177) or step 5 (8181, 8182, 8183, or 8190).
92. All compensation adjustments in this MOU shall be rounded to the nearest salary grade and shall commence at the start of the payroll period closest to the specified date. Represented attorney base wage rates are attached hereto.

**III.B. SALARY STEP PLAN AND SALARY ADJUSTMENTS**

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

Promotive Appointment in a Higher Class

94. A represented attorney following completion of six (6) months of continuous service, and who is appointed a position in a higher job code, deemed to be promotive shall have his/her salary adjusted to that step in the promotive job code as follows:

95. 1. If the represented attorney is receiving a salary in his/her present job code equal to or above the entrance step of the promotive job code, the represented attorney's salary in the promotive job code shall be adjusted two steps in the compensation schedule over the salary received in the lower job code but not above the maximum of the salary range of the promotive job code.
96. 2. If the represented attorney is receiving a salary in his/her present job code which is less than the entrance step of the salary range of the promotive job code, the represented attorney shall receive a salary step in the promotive job code which is closest to an adjustment of 7.5 % above the salary received in the job code from which promoted. The proper step shall be determined in the biweekly compensation schedule and shall not be above the maximum of the salary range of the promotive job code.

97. For the purpose of this section, appointment of a represented attorney as defined herein to a position in any job code the salary grade for which is higher than the salary grade of the represented attorney's permanent job code shall be deemed promotive.

Non-Promotive Appointment

98. When a represented attorney accepts a non-promotive appointment in a job code having the same salary grade, or a lower salary grade, the represented attorney shall enter the new position at that salary step which is the same as that received in the prior appointment, or if the salary steps do not match, then the salary step which is immediately in excess of that

received in the prior appointment, provided that such salary shall not exceed the maximum of the salary grade.

Appointment Above Entrance Rate

99. Appointments may be made by an Appointing Officer at any step in the compensation schedule under the following conditions:
100. 1. A former City employee, following resignation with service satisfactory, is being reappointed to a permanent position in his/her former job code.
101. 2. Loss of compensation would result if appointee accepts position at the normal step.
102. 3. A severe, easily demonstrated and documented recruiting and retention problem exists, such that all City appointments in the particular job code should be above the normal step.

**III.C. SENIORITY INCREMENTS**

103. Entry at the First Step. ~~Effective July 1, 2012, represented~~ **Represented** attorneys appointed on or after July 1, 2012 shall advance to the second step and to each successive step of a five-step advancement within the job code no later than upon completion of the one (1) year required service within the job code. Further increments shall accrue no later than following completion of the required service at this step and at each successive step.
104. Entry at Other than the First Step. Represented attorneys who enter a job code at a rate of pay at other than the first step shall advance one step no later than upon completion of two thousand eighty hours (2,080) paid service. Further increments shall accrue no later than following completion of the required service at this step and at each successive step.
105. Date Increment Due. Increments shall accrue and become due and payable on the next day following completion of required service as specified above.
106. Reduction of Salary Steps Within a Job Code. A represented attorney's placement on a salary grade within a job code may not be reduced.

**III.D. DEEP CLASS - TRIAL ATTORNEY**

107. Upon adoption of new job code 8177, Trial Attorney, existing job codes 8174 through 8180 ~~will be~~ consolidated into one single deep class consisting of sixteen (16) salary steps. ~~The Trial Attorney deep class shall be fully implemented on July 1, 2004.~~
108. Any salary advancement shall only occur upon completion of 2,080 hours of paid service.
109. Represented attorneys in deep class Trial Attorney shall advance one salary step on their anniversary date, and cannot advance higher than step 16.
110. Step increments shall accrue and become due and payable at the beginning of the pay period following completion of required paid service in the job code.



ARTICLE IV - WORKING CONDITIONS III - PAY, HOURS AND BENEFITS

111. The implementation of this provision is subject to the approval of the Civil Service Commission, and all necessary Departments. The reclassification of employees into the Deep Class is a Civil Service Commission "carve-out" and may not be grieved or submitted to arbitration.

111a. A Control Point is established within the sixteen step Deep Class at step five (5) for all employees hired in class 8177 on or after July 1, 2014.

In order to advance past the Control Point at step five (5) to step six (6), an employee will be required to receive certification of satisfactory performance from his or her Department Head. Should no certification be provided by the employee's anniversary date, then the member is automatically advanced to step six (6). The decision of the Department Head as to whether the employee's performance has been satisfactory is not subject to the grievance procedure.

The parties will begin to meet and confer not later than September 1, 2014, regarding the standards, procedures and implementation of this provision. Any disputes regarding standards, procedures or implementation shall be subject to interest arbitration. Should the parties fail to reach agreement by March 1, 2015, any remaining disputes shall be subject to the interest arbitration procedure in Charter Section A8.409. Any necessary arbitration shall be held not later than April 30, 2015.

This provision shall be effective upon agreement of the parties or arbitration award.

**III.E. WORK SCHEDULES**

112. Benefit Accrual. For purposes of accrual of benefits, a regular biweekly pay period consists of eighty (80) hours.
113. Alternative Work Schedule. By mutual agreement, the City and MAA may enter into cost-equivalent alternate work schedules for some or all represented attorneys. Such alternate work schedules may include, but are not limited to, core hours, flex-time, full-time workweek of less than five (5) days, or a combination of features mutually agreeable to the parties. Such changes in work schedule shall not alter the basis for, nor entitlement to, receiving the same rights and privileges as those provided to represented attorneys on a five (5) day, forty (40) hour week schedule.
114. Voluntary Reduced Workweek. Subject to the approval of the Appointing Officer, represented attorneys may voluntarily elect to work a reduced workweek for a specified period of time. Such reduced workweek shall not be less than twenty (20) hours per week. Pay, vacation, holidays and sick pay shall be reduced in accordance with such reduced workweek. Subject to the approval of the Appointing Officer, represented attorneys working a reduced workweek may also elect to job share. Appointing Officers may grant (at their discretion) requests for reduced workweeks due to parenting or other childcare reasons. At the request of MAA, an Appointing Officer shall meet to discuss the role of reduced work schedules in his or her department.
115. Mandatory Time Off. There shall be no mandatory unpaid administrative leave (furlough) of any duration for represented attorneys.

**115a. Standby – District Attorney’s Office – PILOT PROGRAM.**

- a. Represented attorneys may volunteer or be assigned to serve on a standby list established at the discretion of the District Attorney, in order to consult or respond regarding Officer Involved Shootings/In-Custody Deaths, Search Warrant Review or Homicides (collectively referred to as “Standby Duty”). Attorneys on such a standby list must be on call and available outside of regular business hours, ready to report for duty, and shall be subject to any rules or regulations established by the District Attorney.**
- b. Such designated attorneys on Standby Duty shall receive eight (8) hours of administrative leave per week of Standby Duty. Administrative leave time granted under this section shall be capped at forty (40) hours per calendar year for any attorney on Standby Duty and shall be in addition to any administrative leave time granted under Article III.I. of this MOU. The total combined balance of administrative leave under this section plus administrative leave granted under Article III.I. cannot exceed eighty (80) hours.**
- c. This Pilot Program shall expire, with no further meet and confer required, on June 30, 2017—unless the parties mutually agree to extend the program. The parties will meet during the third year of this MOU to evaluate the program, including its costs and benefits.**

**115b. Committee. The parties agree to establish a committee for the purpose of discussing attorney work schedules, the entry of time on City timesheets and related issues. The committee shall consist of members from the Department of Human Resources, and MAA members in the City Attorney’s Office, the District Attorney’s Office, the Public Defender’s Office, and any other individual deemed necessary to discuss issues taken up by the committee.**

**III.F. HOLIDAYS**

116. The following days listed herein are declared to be holidays for bargaining unit members:

New Year’s Day (January 1st)  
Martin Luther King, Jr.’s Birthday (3rd Monday in January)  
President’s Day (3rd Monday in February)  
Memorial Day (last Monday in May)  
Independence Day (July 4th)  
Labor Day (1st Monday in September)  
Columbus Day (2nd Monday in October)  
Veteran’s Day (November 11th)  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Day (December 25th)

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

**ARTICLE IV—WORKING CONDITIONS III—PAY, HOURS AND BENEFITS**

118. The City shall accommodate religious belief or observance by allowing use of either a floating holiday, in-lieu holiday, vacation or personal leave.
119. Five (5) additional floating days off to be taken on days selected by the represented attorney subject to prior scheduling approval of the Appointing Officer. Represented attorneys (both full-time and part-time) must complete six (6) months continuous service to establish initial eligibility for the floating days off. Represented attorneys hired on an as-needed part-time of less than twenty (20) hours, intermittent or seasonal basis shall not receive the additional floating days off. Floating days off may not be carried forward from one fiscal year to the next, except as provided in paragraph 121 below. No compensation of any kind shall be earned or granted for floating days off not taken.
120. ~~Effective July 1, 2012 for Fiscal Year 2012-2013, employees shall receive a one-time award of two (2) additional floating holidays, which shall be administered in the same manner as the floating holidays in the immediately preceding paragraph.~~
121. Notwithstanding the paragraphs above, any unused **furlough days and/or** floating holidays accrued **by a represented attorney** from July 1, 2010 through June 30, ~~2014~~2013 may be carried over to be used **by no later than June 30, 2017**~~in Fiscal Years 2012-13, 2013-14 and 2014-15.~~ **The parties mutually agree that no further extension shall be provided.** 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.
122. Represented attorneys who have established initial eligibility for floating days off and subsequently separate from City employment may, at the sole discretion of the appointing authority, be granted those floating day(s) off to which the separating represented attorney was eligible and had not yet taken off.
123. In addition, any day declared to be a holiday by proclamation of the Mayor after such day has heretofore been declared a holiday by the Governor of the State of California or the President of the United States shall be a holiday.
124. For those represented attorneys assigned to a workweek of Monday through Friday, and in the event a legal holiday falls on a 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 the preceding Friday so that said public offices may serve the public as provided in Section 16.4 of the Administrative Code. Those represented attorneys 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 in the current fiscal year. The City shall provide one week's advance notice to represented attorneys scheduled to work on the observed holiday, except in cases of unforeseen operational needs.

Part-time Represented Attorneys Eligible for Holidays

125. Part-time represented attorneys who regularly work a minimum of twenty (20) hours in a biweekly pay period shall be entitled to holiday pay on a proportionate basis.
126. Regular full-time represented attorneys are entitled to eight-eighths (8/8) or one-tenth (1/10) time off when a holiday falls in a biweekly pay period. Therefore, part-time represented attorneys, as defined in the immediately preceding paragraph, shall receive a holiday based upon the ratio of one-tenth (1/10) of the total hours regular worked in a biweekly pay period. Holiday time off shall be determined by calculating one-tenth (1/10) of the hours worked by the part-time represented attorney 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.
127. The proportionate amount of holiday time shall be taken in the same fiscal year in which the holiday falls. Holiday time off shall be taken at a time mutually agreeable to the represented attorney and the appropriate employer representative.

Holidays for Represented Attorneys on Work Schedules Other Than Monday Through Friday

128. Represented attorneys assigned to seven (7) day operation departments or represented attorneys 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 regular scheduled days off.
129. Represented attorneys required to work on a holiday which falls on a Saturday or Sunday shall receive holiday compensation for work that day. Holiday compensation shall not then be additionally paid for work on the Friday preceding a Saturday holiday, nor on the Monday following a Sunday holiday. This section shall apply to eligible part-time represented attorneys on a pro-rata basis.
130. If the provisions of this section deprive a represented attorney of the same number of holidays that a represented attorney receives who works Monday through Friday, he/she 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 represented attorney and the appropriate employer representative. Such days off must be taken within the fiscal year. In no event shall the provisions of this section result in such represented attorney receiving more or less holidays than a represented attorney on a Monday through Friday work schedule.

In-Lieu Holidays

131. Requests for in-lieu holidays shall be made to the appropriate management representative within thirty (30) days after the holiday is earned and must be taken within the fiscal year.
132. In-lieu days will be assigned by the Appointing Officer or designee if not scheduled in accordance with the procedures described herein.
133. An in-lieu holiday can be carried over into the next fiscal year only with the written approval of the Appointing Officer.

**III.G. SICK LEAVE**

134. Sick leave shall be administered in accordance with Civil Service Commission Rule 120, except as amended in this agreement. The definitional portions of CSC Rule 120 within the exclusive jurisdiction of the Civil Service Commission are not subject to grievance or arbitration under this MOU.
135. Verification of sick leave may be required on an individual basis only upon evaluation of the individual attendance record of the represented attorney. No verification shall be required unless the Appointing Officer has previously notified the represented attorney that verification would be required.
136. During the first six months of employment, all new full-time represented attorneys shall be advanced forty (40) hours of paid sick leave. Any paid sick leave used by such a represented attorney during that period shall be deducted from sick leave accrued by that represented attorney. If the represented attorney's employment with the City is terminated during his or her first six months of employment prior to the represented attorney's accrual of sick leave sufficient to replace the sick leave used by that represented attorney from his or her bank, the difference in sick leave hours used but not yet accrued shall be deducted from the represented attorney's final compensation check.
137. San Francisco Administrative Code, Chapter 12W, Paid Sick Leave Ordinance, is expressly waived with respect to employees covered by this Agreement.
138. Payment of Vested Sick Leave Accrual. For a represented attorney who is otherwise entitled to vested sick leave, payment of such a represented attorney's vested but unused sick leave shall be provided to the represented attorney at the same time as the represented attorney's final pay check. This section shall not create a right to accrue or receive vested sick leave where a represented attorney is not otherwise entitled to payment of vested sick leave under applicable rules and laws.

**III.H. AUTHORIZATION OF TRANSFER OF SICK LEAVE AND/OR VACATION CREDITS**

139. Represented attorneys of the City and County of San Francisco may individually transfer their vested vacation allowance credits and sick leave credits to other represented attorneys of the City and County of San Francisco who have been determined to be catastrophically ill by their Department Head, in accord with the definition of catastrophic illness to be provided by the Health Commission, and who have exhausted their vacation allowance, sick leave and compensatory time off, provided that such transfer may be made only in compliance with the terms and conditions adopted by ordinance of the Board of Supervisors.

**III.I. ADMINISTRATIVE LEAVE**

140. Attorneys are generally required to work in excess of eighty (80) hours per pay period because of the nature of attorneys' work, including litigation deadlines, client needs and ethical and professional obligations. In light of this work requirement, each full-time bargaining unit member shall receive five (5) days administrative leave on an annual basis. The Appointing Officer may deny such leave in cases of a represented attorney who is not

generally working in excess of eighty (80) hours during a pay period. Except where administrative leave has been denied, up to five (5) days of administrative leave may be carried over to the succeeding year by a represented attorney.

### **III.J. FORMS OF LEAVE OTHER THAN SICK LEAVE**

141. Leaves of absence other than for sick leave will be administered in accordance with Civil Service Rule 120. The definitional portions of CSC Rule 120 within the exclusive jurisdiction of the Civil Service Commission are not subject to grievance or arbitration under this MOU.
142. In recognition of the stressful nature of the work of the members of this unit, a sabbatical program shall be established for the purpose of maintaining the physical and mental health of those individuals who have done this work for a substantial period of time. Bargaining unit employees may request unpaid sabbatical leave after seven years of employment and every three years thereafter. Approval of a request for sabbatical leave shall be in the discretion of the Appointing Officer. Such leave shall be designated as personal leave.

### **III.K. VACATION**

143. Definitions. "Continuous service" for vacation purposes means paid service pursuant to a regular work schedule which is not interrupted by a breach in paid service.
144. Award and Accrual of Vacation. A represented attorney does not accrue vacation allowance in the first year of continuous service, however, at the end of one (1) year of continuous service, a represented attorney shall be awarded a vacation allowance computed at the rate of .0385 of an hour for each hour of paid service in the preceding year.
145. A represented attorney accrues a vacation allowance during the second through fifth year of continuous service at the rate of .0385 of an hour for each hour of paid service, however, at the end of five (5) years of continuous service, a represented attorney shall be awarded a one-time vacation allowance computed at the rate of .01924 of an hour for each hour of paid service in the preceding year.
146. A represented attorney accrues a vacation allowance during the sixth through fifteenth years of continuous service at the rate of .05774 of an hour for each hour of paid service, however, at the end of fifteen (15) years of continuous service, a represented attorney shall be awarded a one-time vacation allowance computed at the rate of .01924 of an hour for each hour of paid service in the preceding year.
147. A represented attorney with fifteen years or more of continuous service accrues a vacation allowance at the rate of .07698 of an hour for each hour of paid service.
148. The maximum number of vacation hours a represented attorney may accrue is as follows:

<u>Years of Continuous Service</u>	<u>Maximum Accrual</u>
1 through 5 years	320 hours
more than 5 through 15 years	360 hours
more than 15 years	400 hours

**ARTICLE IV—WORKING CONDITIONS III—PAY, HOURS AND BENEFITS**

149. Holidays During Vacation. If a holiday occurs during a represented attorney's vacation and the represented attorney would have been entitled to said day as a regular day off, such holiday shall not be considered a day of vacation chargeable to the represented attorney's vacation allowance.
150. Payment of Vacation Accrual. Payment of a represented attorney's accrued but unused vacation hours to a represented attorney separating from City service shall be provided to the represented attorney at the same time as the represented attorney's final pay check.

**III.L. HEALTH CARE BENEFITS**

151. The level of the City's contribution to health benefits will be set annually in accordance with the requirements of Charter Sections A8.423 and A8.428.

Dental

152. The City shall continue to provide the current level of dental coverage for each member and family dependents through the term of this agreement.
153. 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.

Health Coverage

~~———— a. Health Coverage Effective Through December 31, 2013~~

~~1) Medically Single (Employee Only)~~

- ~~154. From July 1, 2012, to December 31, 2013, for "medically single employees"/ (Employee Only) (i.e., benefited employees not receiving the contributions paid by the City for dependent health care benefits), the City shall contribute all of the premium for the employee's own health care benefit coverage.~~

~~2) Dependent Health Benefits~~

- ~~155. From July 1, 2012, to December 31, 2013, for Dependent Coverage (Employee Plus One; Employee Plus Two More), the City shall contribute up to 75% of the dependent rate charged by the City to employees for Kaiser coverage at the dependent plus two or more level.~~

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

**1) Medically Single (Employee Only)**

156. Effective January 1, 2014 through December 31, 2014, for "medically single employees" (Employee Only) enrolled in any plan other than the highest cost plan, the City shall contribute ninety percent (90%) of the "medically single employee" (Employee Only) premium for the plan in which the employee is enrolled; provided, however, that the City's premium contribution will not fall below the lesser of: (a) the "average contribution" as

determined by the Health Service Board pursuant to Charter Sections A8.423 and A8.428(b)(2); or (b), if the premium is less than the "average contribution", one hundred percent (100%) of the premium.

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

2) Dependent Health Benefits

158. Effective January 1, 2014 through December 31, 2014, for Dependent Coverage (Employee Plus One; Employee Plus Two More), the City shall contribute up to 75% of the dependent rate charged by the City to employees for Kaiser coverage at the dependent plus two or more level.

e.b. Health Coverage Effective January 1, 2015

159. 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:

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

2) Employee Plus One:

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

3) Employee Plus Two or More:

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



~~ARTICLE IV – WORKING CONDITIONS III – PAY, HOURS AND BENEFITS~~

capped at eighty-three percent (83%) of the Employee Plus Two or More premium of the second-highest-cost plan.

4) Contribution Cap

163. 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

164. For purposes of this agreement, and any resulting agreements under paragraph 166, to ensure that all employees enrolled in health insurance through the City's Health Services System (HSS) are making premium contributions under the Percentage-Based Contribution Model, and therefore have a stake in controlling the long term growth in health insurance costs, it is agreed that, to the extent the City's health insurance premium contribution under the Percentage-Based Contribution Model is less than the "average contribution," as established under Charter section A8.428(b), then, in addition to the City's contribution, payments toward the balance of the health insurance premium under the Percentage-Based Contribution Model shall be deemed to apply to the annual "average contribution." The parties intend that the City's contribution toward employee health insurance premiums will not exceed the amount established under the Percentage-Based Contribution Model.

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

165. The terms described in paragraphs 160 through 165 above will be effective in calendar year 2015, and the parties agree not to seek to modify this agreement through the term of any MOU entered into prior to, or in the spring of, 2014.

~~ed.~~ Other Terms Negotiable

166. While the parties have agreed in paragraph 166 not to negotiate any changes to the Percentage-Based Contribution Model, the parties are free to make economic proposals to address any alleged impact of the health contribution levels described above or other health related issues not involving the percentage-based contribution model (e.g. wellness and transparency).

~~fe.~~ Other Agreements

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

168. Access to MEA Benefits. The City agrees to make available to MAA those benefits available to MEA members as part of the MEA's Management Cafeteria Plan, if feasible and

permissible; provided, however, that MAA understands that the benefits made available will not be a part of a cafeteria plan; participation must be cost neutral; and the benefits must be actually available outside a cafeteria plan. If necessary, the parties will meet mid-contract to discuss any issues concerning availability of benefits.

### **III.M. RETIREMENT RESTORATION**

169. ~~For employees who retire prior to July 1, 2013 and whose final compensation for retirement purposes was impacted by the wage reductions in Fiscal Years 2010-2011 or 2011-2012 described in Section 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 Section III.A. of that Agreement for the period used by the applicable retirement system to determine the employee's final compensation for retirement purposes (Final Compensation Period).~~
170. ~~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 five floating holidays 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 five floating holidays during the Final Compensation Period, such employees will not be eligible to take any floating holidays during the last 30 days of their employment except for floating holidays accrued before July 1st of the fiscal year in question.~~

### **III.N. RETIREMENT BOARD**

171. 1. The Retirement Board shall process and pay retirement claims, except in cases beyond the Board's control, in the following manner:
172. 2. Initial Month Retirement. Initial payment shall begin allowance within sixty (60) days after the first of the month following the date of requirement provided that the appropriate forms of the Retirement System have been submitted.
173. 3. Withdrawal of Contributions. A refund of contributions will be paid within six (6) weeks following submission of the appropriate forms of the Retirement System.
174. 4. Death Benefit. A death benefit will be paid within thirty (30) days from the filing of the appropriate forms of the Retirement System.

### **III.O. RETIREMENT RE-OPENER**

175. The City or the MAA may cause a reopener on contract negotiations regarding retirement benefits as concerned with the issues of AB 2023 (2002).
176. In the event one party requests a reopener on retirement benefits, the other party may cause a reopener on other economic items, and issues reasonably related to implementing retirement benefits under AB 2023.

**ARTICLE IV — WORKING CONDITIONS III — PAY, HOURS AND BENEFITS**

177. The reopener discussions shall be subject to meet and confer requirements under the Meyers-Milias-Brown Act (MMBA), California Government Code section 3500, et seq., and shall not be subject to impasse resolution procedures under Charter section A8.409, et seq.

**III.P. STATE DISABILITY INSURANCE (SDI)**

178. Upon certification by MAA to the Employee Relations Division that one or more representation units covered by this agreement desires to be enrolled in the State Disability Insurance Program, the Human Resources Director shall take any and all necessary action to enroll such representation units and all represented attorneys therein. Job codes accreted to existing bargaining units represented by MAA will not be enrolled in SDI unless MAA notifies ERD in writing. The cost of SDI will be paid by the represented attorney through payroll deduction at a rate established by the State of California Employment Development Department.
179. At the represented attorney's option, the represented attorney's accrued vacation and holiday will be integrated with SDI payments in the same manner as sick leave.

**III.Q. LONG TERM DISABILITY INSURANCE**

180. The City, at its own cost, shall provide to represented attorneys a Long Term Disability (LTD) benefit that provides, after a ninety (90) day elimination period, sixty-six and two thirds percent salary (66 2/3%) (subject to integration) up to age sixty-five (65). The parties acknowledge that the City's ordinances — which establish and administer the City's Catastrophic Illness Program ("CIP") — specify and control the criteria under which persons can participate in the CIP.

**III.R. LIFE INSURANCE**

181. The City shall either provide life insurance in the amount of \$150,000 to each member or shall make purchase of such life insurance available to each member through the City's 125 Cafeteria Plan.

**III.S. DEPENDENT CARE FLEXIBLE SPENDING PROGRAM (DCAP)**

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

**III.T. PROFESSIONAL SERVICES REIMBURSEMENT**

183. In light of the unique nature of work performed by the professionals represented by the MAA, each attorney in paid status shall receive quarterly payments as allowance for professional services expenses, in the amount of ~~\$375~~ \$312.50 per quarter, less all applicable federal, state and local withholding. These payments will be made at the end of each quarter.
184. In order to be eligible for the full amount, the represented attorney must be on the payroll during the quarter in which the payment is made.
185. This allowance is intended to cover all professional, job-related, expenditures, including but not limited to:

~~ARTICLE IV~~ WORKING CONDITIONS III – PAY, HOURS AND BENEFITS

- a. State bar dues, including any professional section thereof;
- b. Professional coursework where MCLE credits are obtained;
- c. Professional codes, legal compilations and treatises;
- d. Cellular phone use, but only for actual usage in the course of work;
- e. Calendars and other professional items used in the course of work.
- f. Membership fees or dues for attorney professional organizations of the member's choosing.**

- 186. This provision satisfies all obligations relating to represented attorneys' professional business expenses, including without limitation, State Bar Dues, course tuition, etc. Departments may reimburse attorneys for additional professional expenses at the sole discretion of the appointing authority.
- 187. The City may require attorneys to show proof of State Bar licensing and MCLE requirements.
- 188. Attorneys who work a part time schedule shall only be entitled to funds on a pro-rated basis. For example, a represented attorney working a half time schedule shall only be entitled to ~~\$187.50~~\$156.25 per quarter under this provision.
- 189. This allowance is considered covered gross pay and accordingly is an element of "compensation" counted toward an attorney's retirement under SFERS.

**III.U. MIDTERM DISCUSSION**

- 190. ~~The parties agree to separately evaluate the feasibility of the MAA proposal during collective bargaining negotiations for this MOU that its members be allowed to use accrued unused vacation to satisfy any retirement shortage or to complete a buyback for previous public service before they leave City employment. The parties agree to meet and discuss this proposal if requested by the MAA by May 1, 2013. If a meeting is timely requested by the MAA, it shall take place no later than July 1, 2013.~~

**III.V. LETTER TO SAN FRANCISCO EMPLOYEES' RETIREMENT SYSTEM**

- 190a. The parties agree to send a joint letter to the San Francisco Employees' Retirement System (SFERS) to request information regarding members' questions pertaining to vacation and deferred compensation. MAA shall provide a draft letter no later than September 1, 2014, and the parties agree to send a final letter, as approved by the City Attorney, by September 30, 2014.**

**III.W. AIRPORT EMPLOYEE TRANSIT PILOT PROGRAM**

- 190b. The San Francisco International Airport will implement a pilot program, in which represented attorneys may voluntarily participate, 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 Service Code 132(a)(5) for the purpose stated above. This pilot program will be evaluated 12 months after implementation to determine**

~~ARTICLE IV~~ ~~WORKING CONDITIONS~~ III – PAY, HOURS AND BENEFITS

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.

## ARTICLE IV - WORKING CONDITIONS

### IV.A. HEALTH AND SAFETY

191. The City shall provide, at its cost, Hepatitis B vaccine immunization and tuberculosis screening for represented attorneys whose health plans do not provide the benefit.

**191a. The parties agree that members of MAA shall be subject to the provisions and benefits of a Citywide Wellness Program, if any, agreed to by the City and the Public Employees Committee.**

### IV.B. RETURN TO WORK

192. The City will make a good faith effort to return represented attorneys who have sustained an injury or illness to temporary modified duty within the represented attorney's medical restrictions. Duties of the modified assignment may differ from the represented attorney's regular job duties and/or job duties regularly assigned to represented attorneys in the injured represented attorney's job code. Decisions regarding temporary modified duty shall be subject to approval of the Appointing Officer or designee. The decision to provide modified duty and/or the impact of such decisions shall not be subject to grievance or arbitration. Modified duty assignments may not exceed three (3) months. A represented attorney assigned to modified duty assignment shall receive his or her regular rate of pay. The parties acknowledge that Section II.E. shall govern requests under this MOU for reasonable accommodation under the Americans with Disabilities Act.

### IV.C. WORKERS' COMPENSATION

193. A represented attorney who is absent because of disability and who is receiving Temporary Disability, Vocational Rehabilitation Maintenance Allowance, or State Disability Insurance, may request that the amount of disability indemnity payment be supplemented with salary to be charged against the represented attorney's accumulated unused sick leave with pay credit balance at the time of disability, administrative time off, or vacation, so as to equal the normal salary the represented attorney would have earned for the regular work schedule. Such use of administrative time requires the represented attorney's Appointing Officer's approval.
194. A represented attorney who wishes to supplement with administrative time, vacation or sick pay credits must submit a written request to the Appointing Officer or designee within fourteen (14) calendar days following the election of disability.
195. Represented attorney supplementation of workers' compensation payment to equal the full salary the represented attorney would have earned for the regular work schedule in effect at the commencement of the workers' compensation leave shall be drawn only from the represented attorney's paid leave credits including vacation, sick leave balance, or other paid leave as available. A represented attorney returning from disability leave will accrue sick leave at the regular rate and not an accelerated rate.

#### ARTICLE IV – WORKING CONDITIONS

196. Salary may be paid on regular time-rolls and charged against the represented attorney's sick leave with pay during any period prior to the determination of eligibility for disability indemnity payment without requiring a signed option by the represented attorney.
197. Sick leave with pay, vacation, or administrative time credits shall be used to supplement disability indemnity pay at the minimum rate of one (1) hour units.
198. The parties agree, therefore, that this provision clarifies and supersedes conflicting provisions of the Civil Service Commission Rules which are bargainable and arbitrable pursuant to Charter §A8.409 et seq.

#### IV.D. PAPERLESS PAY POLICY

- 198a. a. 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.
- 198b. b. 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-worksites 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.
- 198c. c. 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.
- 198d. d. 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.
- 198e. e. 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;
  3. Obtain a new pay card the first time the employee's pay card is lost, stolen or misplaced;

ARTICLE IV – WORKING CONDITIONS

198f. f. 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.

198g. g. 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.

198h. h. The City will work with the vendor to evaluate options to provide no-cost ATMs available at large worksites and remote worksites.

198i. i. The parties mutually agree that employees may print out pay advices during work hours.



## ARTICLE V - SCOPE

### V.A. MEET AND CONFER RESPONSIBILITY DURING THE TERM OF THE MOU; FINALITY OF AGREEMENT

199. A. Except in cases of emergency as defined by Meyers-Milias-Brown Act or as otherwise provided in this MOU, the City shall give reasonable written notice to MAA of proposed changes directly relating to matters within the scope of representation as specified in Government Code Section 3504.5. MAA shall be provided with the opportunity to meet and confer with regard to any such proposed change should it desire to do so.
200. In cases of emergency as defined by MMBA, when the City determines that a proposed change as described herein must be adopted immediately without prior notice or meeting with MAA, the City shall provide such notice and opportunity to meet at the earliest practicable time following the adoption of such change.
201. Said notice shall state the proposed change, the date, if known, of the intended implementation of such proposed change, an explanation of the reason(s) for said change, as well as the anticipated effect on represented attorneys that would result.
202. B. If MAA does not respond within ten (10) working days from the date of receipt if hand-delivered or faxed, or in the event of mailing within fifteen (15) working days from the date of the mailing or written notification of a proposed change as described in paragraph A hereof, MAA shall be deemed to have waived its opportunity to meet and confer on the proposed change(s).
203. C. If MAA timely requests the opportunity to meet and confer as provided herein, the City agrees to meet and confer with MAA over such proposed change(s) within ten (10) days of receipt of such time request, unless a longer period of time is mutually agreed upon, in order to freely exchange information, opinions and proposals and to endeavor to reach agreement on the proposed change(s).
204. D. This memorandum sets forth the full and entire understanding of the parties regarding the matters set forth herein. This memorandum may be modified, but only in writing, upon the mutual consent of the parties and ratification by the Board of Supervisors.
205. E. In the event the parties do not reach agreement upon any proposed change(s) as directed in paragraph A of this provision, MAA may grieve to the extent allowed by the Charter and/or the grievance procedure. The parties may agree to expedited arbitration. Disputes about whether a change made by the City violates the contract are grievable.
206. F. The Employee Relations Ordinance, Section 16.200 of the Administrative Code, shall not apply to the application of this Section.
207. G. 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.
208. H. At least six months prior to the expiration of this MOU, the parties agree to meet and accomplish the following:

**ARTICLE V – SCOPE**

- (1) Establish ground rules for negotiations; and
- (2) Establish a reasonable schedule to permit good faith bargaining in advance of the Charter deadlines.

**V.B. SAVINGS CLAUSE**

209. 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.

**V.C. DURATION OF AGREEMENT**

210. This Agreement shall be in effect from July 1, 2012~~14~~17 and shall remain in full force and effect through June 30, 2014~~17~~17.

IN WITNESS WHEREOF, the parties have executed this Agreement this \_\_\_\_ day of \_\_\_\_\_, 201214.

FOR THE CITY AND COUNTY:

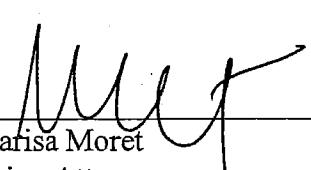
FOR THE UNION:

\_\_\_\_\_  
Micki Callahan  
Human Resources Director

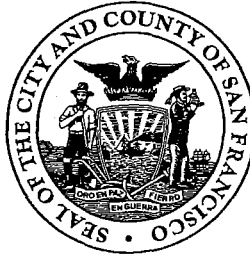
\_\_\_\_\_  
Sean Connolly  
Municipal Attorneys Association

\_\_\_\_\_  
Martin Gran  
Director, Employee Relations Division

**APPROVED AS TO FORM:**  
DENNIS J. HERRERA, CITY ATTORNEY

  
\_\_\_\_\_  
By: Marisa Moret  
Managing Attorney

BOARD of SUPERVISORS



City Hall  
Dr. Carlton B. Goodlett Place, Room 244  
San Francisco 94102-4689  
Tel. No. 554-5184  
Fax No. 554-5163  
TDD/TTY No. 554-5227

## MEMORANDUM

TO: Ben Rosenfield, City Controller

FROM: Alisa Miller, Clerk, Government Audit and Oversight Committee  
Board of Supervisors

DATE: May 29, 2014

SUBJECT: LEGISLATION INTRODUCED: Memorandums of Understanding

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The Board of Supervisors' Government Audit and Oversight Committee has received the following proposed legislation, introduced by Mayor Lee on January 14, 2014:

**File No. 140526**

Ordinance adopting and implementing the arbitration award establishing the Memorandum of Understanding between the City and County of San Francisco and the San Francisco Building Inspectors' Association, to be effective July 1, 2014, through June 30, 2017.

**File No. 140527**

Ordinance adopting and implementing the Memorandum of Understanding between the City and County of San Francisco and the Committee of Interns and Residents, Service Employees International Union (SEIU), to be effective July 1, 2014, through June 30, 2017.

**File No. 140528**

Ordinance adopting and implementing the arbitration award establishing the Memorandum of Understanding between the City and County of San Francisco and the Crafts Coalition: the Bricklayers and Allied Crafts, Local 3; Hod Carriers, Local 166; The Northern California Carpenters Regional Council, Local 22; Carpet, Linoleum and Soft Tile Workers, Local 12; Plasterers and Cement Masons, Local 300; Glaziers, Architectural Metal and Glass Workers, Local Union No. 718; International Alliance of Theatrical Stage Employees, Moving Picture Technicians, Artist and Allied Crafts of the United States, Its Territories and Canada, Local 16; International Association of Bridge, Structural, Ornamental, Reinforcing Iron Workers, Riggers and Machinery Movers, Local 377; Pile Drivers, Divers, Carpenters, Bridge, Wharf and Dock Builders, Local Union No. 34; Plasterers and Shophands, Local 66; United Union of Roofers, Waterproofers and Allied Workers, Local 40; Sheet Metal Workers International Union, Local 104; and Teamsters, Local 853, to be effective July 1, 2014, through June 30, 2017.

**File No. 140529**

Ordinance adopting and implementing the arbitration award establishing the Memorandum of Understanding between the City and County of San Francisco and the San Francisco Deputy Probation Officers' Association, to be effective July 1, 2014, through June 30, 2017.

**File No. 140530**

Ordinance adopting and implementing the arbitration award establishing the Memorandum of Understanding between the City and County of San Francisco and the San Francisco Deputy Sheriffs' Association, to be effective July 1, 2014, through June 30, 2017.

**File No. 140531**

Ordinance adopting and implementing the mediated agreement establishing the Memorandum of Understanding between the City and County of San Francisco and the San Francisco District Attorney Investigators' Association, to be effective July 1, 2014, through June 30, 2017.

**File No. 140532**

Ordinance adopting and implementing the arbitration award establishing the Memorandum of Understanding between the City and County of San Francisco and the International Brotherhood of Electrical Workers, Local 6, to be effective July 1, 2014, through June 30, 2017.

**File No. 140533**

Ordinance adopting and implementing the arbitration award establishing the Memorandum of Understanding between the City and County of San Francisco and the International Federation of Professional and Technical Engineers, Local 21, to be effective July 1, 2014, through June 30, 2017.

**File No. 140534**

Ordinance adopting and implementing the Memorandum of Understanding between the City and County of San Francisco and the San Francisco Institutional Police Officers' Association, to be effective July 1, 2014, through June 30, 2017.

**File No. 140535**

Ordinance adopting and implementing the arbitration award establishing the Memorandum of Understanding between the City and County of San Francisco and the Laborers International Union, Local 261, to be effective July 1, 2014, through June 30, 2017.

**File No. 140536**

Ordinance adopting and implementing the arbitration award establishing the Memorandum of Understanding between the City and County of San Francisco and the Machinists Union, Local 1414, to be effective July 1, 2014, through June 30, 2017.

**File No. 140537**

Ordinance adopting and implementing the Memorandum of Understanding between the City and County of San Francisco and the Municipal Attorneys' Association, to be effective July 1, 2014, through June 30, 2017.

**File No. 140538**

Ordinance adopting and implementing the Memorandum of Understanding between the City and County of San Francisco and the Municipal Executives Association, to be effective July 1, 2014, through June 30, 2017.

**File No. 140539**

Ordinance adopting and implementing the Memorandum of Understanding between the City and County of San Francisco and the Operating Engineers, Local 3, to be effective July 1, 2014, through June 30, 2017.

**File No. 140540**

Ordinance adopting and implementing the arbitration award establishing the Memorandum of Understanding between the City and County of San Francisco and San Francisco City Workers United, to be effective July 1, 2014, through June 30, 2017.

**File No. 140541**

Ordinance adopting and implementing the arbitration award establishing the Memorandum of Understanding between the City and County of San Francisco and San Francisco Sheriffs' Managers and Supervisors Association, to be effective July 1, 2014, through June 30, 2017.

**File No. 140542**

Ordinance adopting and implementing the arbitration award establishing the Memorandum of Understanding between the City and County of San Francisco and Service Employees International Union, Local 1021, to be effective July 1, 2014, through June 30, 2017.

**File No. 140543**

Ordinance adopting and implementing the arbitration award establishing the Memorandum of Understanding between the City and County of San Francisco and Stationary Engineers, Local 39, to be effective July 1, 2014, through June 30, 2017.

**File No. 140544**

Ordinance adopting and implementing the Memorandum of Understanding between the City and County of San Francisco and the Supervising Probation Officers, to be effective July 1, 2014, through June 30, 2017.

**File No. 140545**

Ordinance adopting and implementing the Memorandum of Understanding between the City and County of San Francisco and Teamsters, Local 856 (Multi-Unit), to be effective July 1, 2014, through June 30, 2017.

**File No. 140546**

Ordinance adopting and implementing the Memorandum of Understanding between the City and County of San Francisco and Transport Workers Union of America, Local 200, to be effective July 1, 2014, through June 30, 2017.

**File No. 140547**

Ordinance adopting and implementing the Memorandum of Understanding between the City and County of San Francisco and Transport Workers Union of America, Local 250-A (7410), to be effective July 1, 2014, through June 30, 2017.

**File No. 140548**

Ordinance adopting and implementing the Memorandum of Understanding between the City and County of San Francisco and Transport Workers Union of America, Local 250-A (Multi-Unit), to be effective July 1, 2014, through June 30, 2017.

**File No. 140549**

Ordinance adopting and implementing the Memorandum of Understanding between the City and County of San Francisco and the United Association of Journeymen and Apprentices of the Plumbing and Pipe Fitting Industry, Local 38, to be effective July 1, 2014, through June 30, 2017.

**File No. 140550**

Ordinance fixing compensation for persons employed by the City and County of San Francisco whose compensations are subject to the provisions of City Charter, Section A8.409, in job codes not represented by an employee organization, and establishing working schedules and conditions of employment and, methods of payment, effective July 1, 2014.

**File No. 140551**

Ordinance adopting and implementing the Amendment No. 6 to the 2007-2015 Memorandum of Understanding between the City and County of San Francisco and the Firefighters, Local 798, Unit 1, by implementing specified terms and conditions of employment for FYs 2014-2015, 2015-2016, 2016-2017, and 2017-2018.

**File No. 140552**

Ordinance adopting and implementing the Amendment No. 6 to the 2007-2015 Memorandum of Understanding between the City and County of San Francisco and the Firefighters, Local 798, Unit 2, by implementing specified terms and conditions of employment for FYs 2014-2015, 2015-2016, 2016-2017, and 2017-2018.

These matters are being forwarded to you for cost analysis.

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

c: Drew Murrell, City Controller's Office

OFFICE OF THE MAYOR  
SAN FRANCISCO



EDWIN M. LEE  
MAYOR

TO: Angela Calvillo, Clerk of the Board of Supervisors  
FROM: *EL* Mayor Edwin M. Lee *EL*  
RE: Memoranda of Understanding  
DATE: May 15, 2014

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO  
2014 MAY 15 PM 2:54  
*EL*

Attached for introduction to the Board of Supervisors are the Memoranda of Understanding for the following labor unions:

- 1) San Francisco Building Inspectors Association
- 2) Committee of Intern and Residents, SEIU
- 3) Crafts Coalition
- 4) Deputy Probation Officers' Association
- 5) Deputy Sheriffs' Association
- 6) District Attorney Investigators' Association
- 7) International Brotherhood of Electrical Workers, Local 6
- 8) International Brotherhood of Professional and Technical Engineers, Local 21
- 9) Institutional Police Officers' Association
- 10) Laborers', Local 261
- 11) Automotive Machinist, Local 1414
- 12) Municipal Attorneys' Association
- 13) Municipal Executives' Association
- 14) Operating Engineers, Local 3
- 15) San Francisco City Workers United
- 16) San Francisco Sheriffs' Managers and Supervisors Association
- 17) Service Employees International Union, Local 1021
- 18) Stationary Engineers, Local 39
- 19) Supervising Probation Officers
- 20) Teamsters, Local 856
- 21) Transport Workers Union 200
- 22) Transport Workers Union 250-A (7410)
- 23) Transport Workers Union 250-A (Multi)
- 24) United Association of Plumbers and Pipefitters, Local 38
- 25) Unrepresented
- 26) Amendment #6 to Firefighters, Local 798, Unit 1
- 27) Amendment #6 to Firefighters, Local 798, Unit 2

I request that this item be calendared in GAO on June 12<sup>th</sup> and the Full Board on June 17<sup>th</sup>.

I further request a waiver of the 30-day hold.

Should you have any questions, please contact Jason Elliott (415) 554-5105.