



1 [Memorandum of Understanding - San Francisco City Workers United]

2  
3 Ordinance adopting and implementing the arbitration award establishing the  
4 Memorandum of Understanding between the City and County of San Francisco and San  
5 Francisco City Workers United, to be effective July 1, 2014, through June 30, 2017.  
6

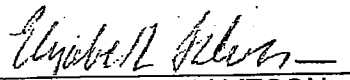
7 NOTE: Unchanged Code text and uncodified text are in plain Arial font.  
8 Additions to Codes are in single-underline italics Times New Roman font.  
9 Deletions to Codes are in ~~strikethrough italics Times New Roman font~~.  
10 Board amendment additions are in double-underlined Arial font.  
11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

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

15 Section 1. The Board of Supervisors hereby adopts and implements the arbitration  
16 award establishing the Memorandum of Understanding between the City and County of San  
17 Francisco and San Francisco City Workers United, to be effective July 1, 2014, through June  
18 30, 2017.

19 The arbitration award establishing the Memorandum of Understanding so implemented  
20 is on file with the Clerk of the Board of Supervisors in Board File No. 140540.

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

23 By:   
24 ELIZABETH SALVESON  
25 Chief Labor Attorney

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### San Francisco City Workers United (Painters) 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>Compensatory time</b>	For employees who are not exempt from the FLSA ("non-Z") and earn compensatory time in lieu of overtime pay, compensatory time will be cashed out when promoting or changing departments.
<b>Premiums</b>	Minor increases for premiums that cover height work, taper and correctional facility work.





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
	<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
	<u>\$ 52,785,000</u>	<u>\$ 125,925,000</u>	<u>\$ 201,125,000</u>
<b>Annual Amount Increase (Decrease)</b>			
<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		
				<u>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>
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

<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 re-open 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



Department of Human Resources

Edwin M. Lee  
Mayor

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

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. San Francisco Building Inspectors Association (July 1, 2014 through June 30, 2017)</li> <li>2. Committee of Intern and Residents, SEIU (July 1, 2014 through June 30, 2017)</li> <li>3. Crafts Coalition (July 1, 2014 through June 30, 2017)</li> <li>4. Deputy Probation Officers' Association (July 1, 2014 through June 30, 2017)</li> <li>5. Deputy Sheriffs' Association (July 1, 2014 through June 30, 2017)</li> <li>6. District Attorney Investigators' Association (July 1, 2014 through June 30, 2017)</li> <li>7. International Brotherhood of Electrical Workers, Local 6 (July 1, 2014 through June 30, 2017)</li> <li>8. International Federation of Professional and Technical Engineers, Local 21 (July 1, 2014 through June 30, 2017)</li> <li>9. Institutional Police Officers' Association (July 1, 2014 through June 30, 2017)</li> <li>10. Laborers', Local 261 (July 1, 2014 through June 30, 2017)</li> <li>11. Automotive Machinist, Local 1414 (July 1, 2014 through June 30, 2017)</li> <li>12. Municipal Attorneys' Association (July 1, 2014 through June 30, 2017)</li> <li>13. Municipal Executives' Association (July 1, 2014 through June 30, 2017)</li> </ol> | <ol style="list-style-type: none"> <li>14. Operating Engineers, Local 3 (July 1, 2014 through June 30, 2017)</li> <li>15. San Francisco City Workers United (July 1, 2014 through June 30, 2017)</li> <li>16. San Francisco Sheriffs' Managers and Supervisors Association (July 1, 2014 through June 30, 2017)</li> <li>17. Service Employees International Union, Local 1021 (July 1, 2014 through June 30, 2017)</li> <li>18. Stationary Engineers, Local 39 (July 1, 2014 through June 30, 2017)</li> <li>19. Supervising Probation Officers (July 1, 2014 through June 30, 2017)</li> <li>20. Teamsters, Local 856 (Multi-Unit) (July 1, 2014 through June 30, 2017)</li> <li>21. Transport Workers Union 200 (July 1, 2014 through June 30, 2017)</li> <li>22. Transport Workers Union 250-A (7410) (July 1, 2014 through June 30, 2017)</li> <li>23. Transport Workers Union 250-A (Multi) (July 1, 2014 through June 30, 2017)</li> <li>24. United Association of Plumbers and Pipefitters, Local 38 (July 1, 2014 through June 30, 2017)</li> <li>25. Unrepresented (July 1, 2014 through June 30, 2015)</li> <li>26. Amendment #6 to Firefighters, Local 798, Unit 1 (Amends 2007-2015 MOU)</li> <li>27. Amendment #6 to Firefighters, Local 798, Unit 2 (Amends 2007-2015 MOU)</li> </ol> |
|---|--|

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 and For**

**THE CITY AND COUNTY OF SAN FRANCISCO**

**And**

**SAN FRANCISCO CITY WORKERS UNITED (PAINTERS)**

**JULY 1, 2014 – JUNE 30, 2017**

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*ARTICLE I – REPRESENTATION*

**ARTICLE I - REPRESENTATION**

1. This Memorandum of Understanding (hereinafter "Agreement") is entered into by the City and County of San Francisco (hereinafter "City") through the designated representatives acting on behalf of the San Francisco City Workers United (hereinafter "Union").

**I.A. RECOGNITION**

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

7242	Painter Supervisor I	Unit 2
7278	Painter Supervisor II	Unit 2
7346	Painter	Unit 2

3. The terms and conditions of this Agreement shall also be automatically applicable to any classification that is accreted to the unit covered by this Agreement during its term. This Agreement shall not automatically extend to bargaining units for which the Unions have established a representative status through affiliations or service agreements. Upon request of a Union, the City will meet and confer concerning proposed changes to bargaining units.

**I.B. INTENT**

4. It is the intent of the parties signatory hereto that the provisions of this Agreement shall not become binding until adopted or accepted by the Board of Supervisors by appropriate action.
5. Moreover, it is the intent of the Mayor acting on behalf of the City to agree to wages, hours, and other terms and conditions of employment as are within the Mayor's jurisdiction, powers, and authority to act as defined by the Charter, state law, California Constitution and other applicable bodies of the law. The Mayor does not intend nor attempt to bind any board, commission or officer to any provisions of this Agreement over which the Mayor has no jurisdiction.
6. It is the intent of the parties that the provisions of the main body of this Agreement apply generally to all classifications of employees covered by this Agreement, except as otherwise limited herein to specific classifications or unions. The Appendix attached applies to employees represented by this union.

**I.C. OBJECTIVE OF THE CITY**

7. It is agreed that the delivery of municipal services in the most efficient, effective, and courteous manner is of paramount importance to the City and its employees. Such achievement is recognized to be a mutual obligation of the parties to this Agreement



*ARTICLE I – REPRESENTATION*

within their respective roles and responsibilities.

8. The Union recognizes the City's right to establish and/or revise performance levels, Standards or norms notwithstanding the existence of prior performance levels, norms or standards. Such standards, developed by usual work measurement procedures, may be used to determine acceptable performance levels, prepare work schedules, and to measure the performance of each employee or group of employees. The City shall meet and confer prior to the implementation of any production quotas.
9. Employees who work at less than acceptable levels of performance may be subject to disciplinary measures in accordance with applicable Charter provisions and rules and regulations of the Civil Service Commission.

**I.D. MANAGEMENT RIGHTS**

10. The Union agrees that the City has complete authority for the policies and administration of all City departments which it shall exercise under the provisions of law and in fulfilling its responsibilities under this Agreement. Said authority shall include the establishment of work rules and regulations not inconsistent with the terms of this Agreement. Any matter involving the management of governmental operations vested by law in the City and not covered by this Agreement is in the province of the City.

**I.E. NO WORK STOPPAGES**

11. During the term of this Agreement, there shall be no strike or lockout nor shall the Union engage in a sympathy strike. The terms strike, lockout or sympathy strike shall be provided in Charter Section A8.346 (a) and A8.346 (b). Charter Sections A8.346 (a) and A8.346 (b) are attached in Appendix A.

**I.F. GRIEVANCE PROCEDURE**

12. 1. The following procedures are adopted by the parties to provide for the orderly and efficient disposition of grievances and are the sole and exclusive procedures for resolving grievances as defined herein.
13. 2. A grievance is defined as an allegation by an employee, a group of employees or a Union that the City has violated, misapplied or misinterpreted a term or condition of employment provided in this Agreement.

A grievance does not include the following:

14. a. Performance evaluations, provided however, that employees shall be entitled to submit written rebuttals to unfavorable performance

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evaluations. Said rebuttal shall be attached to the performance evaluation and placed in the employee's official personnel file.

15. b. Written reprimands, provided however, that employees shall be entitled to append a written rebuttal to any written reprimand. The appended rebuttal shall be included in the employee's official personnel file. Employees are required to submit written rebuttals within twenty (20) calendar days from the date of the reprimand.

**3. Time Limits**

16. 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.

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

**4. Steps of the Procedure – Non-Discipline Grievances**

18. a. Except for grievances involving multiple employees or multiple departments, all grievances must be initiated at Step 1 of the grievance procedure.

19. (1) A grievance affecting more than one employee shall be filed with the Appointing Officer or designee at Step 3. Grievances affecting more than one department shall be filed with the Employee Relations Division at Step 4. In the event the City disagrees with the level at which the grievance is filed, it may submit the matter to the Step it believes is appropriate for consideration of the dispute.

20. (2) The grievant may have a Union representative present at all steps of the grievance procedure.

21. b. Step 1:  
An employee shall discuss the grievance informally with his/her immediate supervisor as soon as possible but in no case later than thirty (30) days from the date of the occurrence of the act or the date the grievant might reasonably have been expected to have learned of the alleged violation being grieved.

22. If the grievance is not resolved within seven (7) days after contact with

*ARTICLE I – REPRESENTATION*

the immediate supervisor, the grievant will submit the grievance in writing to the immediate supervisor on a mutually agreeable grievance form. The grievance will set forth:

1. the facts of the grievance;
2. the terms and conditions of employment claimed to have been violated, misapplied or misinterpreted, and
3. the remedy or solution being sought by the grievant.

23. This form should be attached to any request to move the grievance to each successive step in the grievance procedure.

24. The immediate supervisor shall respond in writing within ten (10) days following receipt of the written grievance.

c. Step 2:

25. A grievant dissatisfied with the immediate supervisor's response at Step 1 may appeal to the Appointing Officer or designee, in writing, within fifteen (15) days of receipt of the Step 1 response. The Appointing Officer or designee may convene a meeting within twenty (20) days with the grievant and/or the grievant's Union representative. The Appointing Officer or designee shall respond in writing within twenty (20) days of the hearing or receipt of the grievance, whichever is later.

d. Step 3:

26. The union, when dissatisfied with the Appointing Officer's response at Step 2 may appeal to the Employee Relations Director at the Employee Relations Division ("ERD"), in writing, within twenty (20) days of receipt of the Step 2 response. ERD may convene a grievance meeting within twenty (20) days with the grievant and/or the grievant's Union. The Director shall respond to the grievance in writing within twenty (20) days of the meeting or, if none is held, within twenty (20) days of receipt of the appeal.

e. Arbitration

27. If the Union is dissatisfied with the Step 3 response, it may invoke arbitration by notifying the Employee Relations Director at ERD, in writing, within twenty (20) days of the Step 3 response.

**5. Selection of the Arbitrator**

28. a. When a matter is appealed to arbitration the parties will commence selecting the arbitrator and scheduling the arbitration within thirty (30) calendar days of the Union's receipt of ERD's letter acknowledging the Union's letter moving the matter to arbitration. In

*ARTICLE I – REPRESENTATION*

doing so, the parties shall first attempt to mutually agree upon an Arbitrator to hear the matter. In the event no agreement is reached within five (5) working days, or any extension of time mutually agreed upon, the parties shall request that the State Mediation and Conciliation Service (“SMCS”) provide the parties with a list of seven (7) potential arbitrators. 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.

29. b. 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.

**6. Steps of the Procedure – Disciplinary Grievances**

30. Permanent non-probationary employees may grieve (appeal) suspensions, disciplinary demotions or discharges.

31. a. Step 1:  
The grievant and/or the Union shall submit in writing to the Appointing Officer or designee a grievance appealing the disciplinary action within fifteen (15) days of the mailing date of the written notice imposing discipline. The grievance shall set forth the basis of the appeal. The Appointing Officer or designee shall respond within fifteen (15) days following receipt of the appeal.

32. b. Step 2:  
The Union may appeal the Appointing Officer’s response to the Employee Relations Director at the Employee Relations Division (“ERD”), in writing within ten (10) days). ERD may convene a grievance meeting within twenty (20) days with the grievant and the grievant’s union. The Director shall respond to the grievance in writing within twenty (20) days of the meeting, or if none is held within twenty (20) days of receipt of the appeal.

33. c. If the Employee Relations Director’s response is unsatisfactory only the Union may file a written appeal to arbitration. This appeal must be filed with the Employee Relations Director at ERD no later than fifteen (15) days following issuance of the Step 2 response.

34. d. Selection of the Arbitrator  
Arbitrators shall be selected in the same manner as in non-disciplinary grievances.

*ARTICLE I – REPRESENTATION*

e. Expedited Arbitration

35. Grievances of disciplinary suspensions of not greater than fifteen (15) days, and grievances of contract interpretation where the remedy requested would not require approval by the Board of Supervisors shall be resolved through an expedited arbitration process; however, by mutual agreement, the parties may move such matters out of the expedited process to regular arbitration procedures provided herein.
36. The expedited arbitration shall be conducted before an arbitrator, to be mutually selected by the parties, and who shall serve until the parties agree to remove him/her or for twelve months, whichever comes first. A standing quarterly expedited arbitration schedule will be established for this process. The parties agree not to utilize court reporters or electronic transcription. The parties further agree not to utilize post-hearing briefs.
37. Each party shall bear its own expenses in connection therewith. All fees and expenses of the arbitrator shall be borne and paid in full and shared equally by the parties.
38. In the event that an expedited arbitration hearing is canceled resulting in a cancellation fee, the party initiating the request or causing the cancellation shall bear the full cost of the cancellation fee, unless a mutually agreed upon alternative is established.
39. The City agrees to schedule two arbitrators per month available to conduct expedited arbitrations. The City may, at its sole discretion, cancel any expedited arbitration sessions in time to avoid a cancellation fee if there are no expedited arbitrations calendared for that month. Additional arbitrators may be scheduled, if the City and the Union agree that there is sufficient demand to do so.

**7. Authority of the Arbitrator**

40. The arbitrator shall have no authority to add to, subtract from, modify or amend the terms of this Agreement. The decision of the Arbitrator shall be final and binding on all Parties.

**8. Fees and Expenses of Arbitration**

41. Each party shall bear its own expenses in connection with the arbitration, including, but not limited to, witness and attorney's fees, and any fees for preparation of the case. Transcripts shall not be required except that either party may request a transcript. The party making such a request shall be solely responsible for the cost. All fees and expenses of the arbitrator and the court reporter, if any, shall be split equally between the parties. Individuals who may have direct knowledge of the circumstances relating to the grievance may be

*ARTICLE I – REPRESENTATION*

present at the request of either party at the hearing. If such individuals are employees of the City, they shall be compensated at their usual rate of pay for any time spent traveling to or from, and attending the arbitration hearing.

**9. Hearing Dates and Date of Award**

42. The parties shall make their best efforts to schedule hearings within forty (40) days of selection of an arbitrator. Awards shall be due within forty (40) days following the receipt of closing arguments. As a condition of appointment, arbitrators shall be advised of this requirement and shall certify their willingness to abide by these time limits.

43. 10. Any claim for monetary relief shall not extend more than forty-five (45) days prior to the filing of a grievance, unless considerations of equity or bad faith justify a greater entitlement.

**11. "Skelly" Rights**

44. A permanent non-probationary employee subject to discipline or discharge, shall be entitled, prior to the imposition of that discipline or discharge, to a meeting and to the following:

45. a. A notice of the proposed action;

46. b. The reasons for the proposed discipline;

47. c. A copy of the charges and the materials upon which the action is based, and

48. d. The right to respond, either orally or in writing, to the authority initially imposing the discipline.

49. e. The employee's representative shall receive a copy of the final notice of discipline.

50. 12. During the term of this Agreement, the City's Department of Human Resources (DHR) will keep track of Union grievances as follows. For each grievance at each step of the grievance process, the Union shall be responsible for mailing (or emailing) a copy of the grievance, as well as notification that the grievance is being moved to the next step, to a person designated by the City's Employee Relations Director. The Union shall also be responsible for notifying DHR's designee in writing that the grievance is being moved to arbitration and identifying who the grievance was handed to at Step 1. For each grievance, where the Union has notified DHR as described above, DHR shall record: (a) when the grievance was filed; (b) when the grievance was moved to each

*ARTICLE I – REPRESENTATION*

successive step; (c) when the arbitration was calendared for arbitration; (d) when the arbitration took place; and (e) when the arbitration decision was issued or, in the alternative, whether the grievance was resolved in another manner; provided, however, that DHR shall only be responsible for recording the cited information if the Union provides it.

**I.G. OFFICIAL REPRESENTATIVES AND STEWARDS**

**1. OFFICIAL REPRESENTATIVES**

51. The Union may select up to the number of employees as specified in the Employee Relations Ordinance for purposes of meeting and conferring with the City, during the employee's regular duty or work hours without loss in compensation, on matters within the scope of representation. If a situation should arise where a Union believes that more than a total of two (2) employee members should be present at such meetings, and the City disagrees, the Union shall discuss the matter with the Employee Relations Director and the parties shall attempt to reach agreement as to how many employees shall be authorized to participate in said meetings.

49. a. The organization's duly authorized representative shall inform in writing the department head or officer under whom each selected employee member is employed that such employee has been selected.

53. b. No selected employee member shall leave the duty or work station, or assignment without specific approval of appropriate Employer representative.

54. In scheduling meetings, due consideration shall be given to the operating needs and work schedules of the department, division, or section in which the employee members are employed.

**2. STEWARDS**

55. a. The Union shall furnish the City with an accurate written list of stewards and alternate stewards. The Union may submit amendments to this list at any time because of the permanent absence of a designated steward. If a steward is not officially designated in writing by a Union, none will be recognized for that area or shift.

56. b. The Union recognize that it is the responsibility of the steward to assist in the resolution of grievances at the lowest possible level.

57. c. Upon notification of a designated management person, stewards or designated officers of the Union subject to management approval which shall not be unreasonably withheld, shall be granted reasonable release time to investigate and process grievances and appeals. Stewards

*ARTICLE I – REPRESENTATION*

shall advise their supervisors of the area or work location where they will be investigating or processing grievances. The Union will attempt to insure that steward release time will be equitably distributed.

58. Stewards shall be responsible for the performance of their work load, consistent with release time approved pursuant to rules established herein.

59. d. In emergency situations, where immediate disciplinary action is taken because of an alleged violation of law or a City departmental rule (intoxication, theft, etc.) the steward shall not unreasonably be denied the right to leave his/her post or duty if requested by the employee for purposes of representation.

60. e. Stewards shall not interfere with the work of any employee. It shall not constitute interference with the work of an employee for a steward, in the course of investigating or processing a grievance, or a disciplinary action, to interview an employee during the employee's duty time.

**I.H. UNION SECURITY**

**1. AUTHORIZATION FOR DEDUCTIONS**

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

**2. DUES DEDUCTIONS**

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

**I.I. AGENCY SHOP**



ARTICLE I – REPRESENTATION

**1. APPLICATION**

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

**2. IMPLEMENTATION**

64. An agency shop shall be implemented within representation units or sub-units when:

a. Election

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

b. Two-thirds (2/3) Membership

66. The Union makes a showing that 2/3 of the employees within the unit or sub-unit are dues paying members of the Union, or

c. New Employees

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

**3. SERVICE FEE**

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

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

**4. FINANCIAL REPORTING**

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

**5. RELIGIOUS EXEMPTION**

71. Any employee of the City in a classification described herein, who is a member of a bona fide religion, body or sect which has historically held conscientious objections to joining or financially supporting a public employee organization and is recognized by the National Labor Relations Board to hold such objections to Union membership, shall upon presentation of proof of membership and historical objection be relieved of any obligation to pay the required service fee, and such employee shall make a qualified contribution at the time and manner herein prescribed.

72. a. The Qualified Charitable Contribution shall be a sum equal to the service fee and shall be paid at the times said fees would otherwise be due and payable if the employee were not exempt under this provision.

73. b. The Qualified Charitable Contribution shall be paid to any qualified “non-religious non-labor” charity so long as such charity remains exempt from taxation under Section 501(c)(3) of the Internal Revenue Code.

74. c. Payment of Qualified Charitable Contributions by persons and at the times and manner described in this paragraph shall be a condition precedent to continued employment. The employee shall supply the City and Union with an acknowledgement of receipt from the qualified charity or other satisfactory evidence on a monthly basis that the Qualified Charitable Contribution has been paid in a timely fashion.

**6. PAYROLL DEDUCTION**

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

*ARTICLE I – REPRESENTATION*

employee. Nine (9) working days following payday the City will promptly pay over to the Union all sums withheld for membership or service fees.

**7. EMPLOYEE LISTS**

76. a. The City shall also provide with each payment a list of employees paying membership fees and a list of employees paying service fees. All such lists shall contain the employee's name, employee number, classification, department number and amount deducted.
77. b. A list of all employees including those newly hired into the unit in represented classes shall be provided to the Union monthly. Nothing in this section shall be deemed to have altered the City's current obligation to make insurance program or political action deductions when requested by the employee.
78. c. Upon presentation to the City by the Union of a packet of information concerning agency fee rights and obligations of employees, Union membership application, dues deduction authorization forms, and other similar information, regarding the Union, the City shall distribute this packet, along with initial employment materials, to all employees who enter the unit covered by this Agreement, either as new hires, transferees, or otherwise.

**8. INDEMNIFICATION**

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

**I.J. BULLETIN BOARDS**

80. Upon request by the Union, departments shall provide reasonable space on bulletin boards for use by the Union to communicate with its represented employees.

**I.K. APPRENTICESHIP PROGRAM**

81. The parties agree to meet to discuss the development of mutually agreeable apprenticeship program. The specific provisions of the apprenticeship program shall be subject to agreement between the City, the Civil Service Commission (where appropriate), and the Union.
82. The following journey-level class ("Apprenticeable Class") shall be eligible for an apprenticeship program:

7346 Painter

*ARTICLE II – EMPLOYMENT CONDITIONS*

**ARTICLE II - EMPLOYMENT CONDITIONS**

**II.A. NON DISCRIMINATION**

83. 1. The City and the Union agree that this Agreement shall be administered in a nondiscriminatory 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, gender identity, national origin, physical or mental disability, age, political affiliation or opinion or union membership or activity, or non-membership, nor shall a person be subject to sexual harassment.
84. Discrimination as used herein shall mean discrimination as defined by Title VII of the 1964 Civil Rights Act, as amended, the Civil Rights Act of 1991, the California Fair Employment and Housing Act, the Americans with Disabilities Act, the California and United States Constitutions, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, the Civil Rights Acts of 1866, and any other laws and regulations relating to employment discrimination.
85. 2. A complaint of discrimination or sexual harassment may, at the option of the employee, group of employees, or a Union, be processed through the grievance and arbitration procedures of this Agreement, or through the applicable Civil Service Rules, the City Administrative Code and federal and state law. Provided, however, if the employee, group of employees, or a Union elects to pursue remedies for discrimination or sexual harassment complaints outside the procedures of the Agreement, it shall constitute a waiver of the right to pursue that complaint through the grievance and arbitration process.

**II.B. AMERICANS WITH DISABILITIES ACT**

86. 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 including the Americans with Disabilities Act 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.C. PROBATIONARY PERIOD**

87. The probationary period as defined and administered by the Civil Service Commission shall be:
88. 2080 hours for new appointees.
89. 1040 hours for a promotive appointment.

*ARTICLE II – EMPLOYMENT CONDITIONS*

90. 520 hours for any other appointment type (i.e. bumping, transfers).
91. Upon permanent appointment, time worked as a provisional appointment in the same classification under the same appointing authority shall be treated as time worked and credited to the employee's probationary period as defined and administered by the Civil Service Commission. Provided however, upon permanent appointment, all employees must serve no less than a 173 hour probationary period as defined and administered by the Civil Service Commission regardless of time worked in the provisional appointment.
92. The parties may extend the duration of the probationary period by mutual consent in writing.

**II.D. PERSONNEL FILES**

93. 1. Only one (1) official personnel file shall be maintained on any single employee. The official file shall be located in the Department's personnel office unless another location is designated and the employee notified in writing. Each employee shall have the right to review the contents of his/her official personnel file upon request. Nothing may be removed from the file by the employee but copies of the contents shall be provided to the employee at his/her request. Copies in excess of 100 pages shall be at a charge of ten (10) cents per page.
94. 2. An employee shall have the opportunity to review, sign and date any and all material to be included in the file. The employee may also attach a response to such materials within thirty (30) days of receipt. All material in the file must be signed and dated by the author, except for routine payroll and personnel administration documents. The City may transmit documents to the employee at the employee's last known address by means of U.S. mail or hand delivery, except disciplinary notification which must be sent by certified mail when the employee is on leave.
95. 3. With the written permission of the employee, a representative of the Union may review the employee's personnel file when in the presence of a departmental representative and obtain copies of the contents upon request.
96. 4. With the approval of the Appointing Officer or designee, the employee may include material relevant to his/her performance of assigned duties in the file.
97. 5. Upon request of an employee subject to the approval of the Appointing Officer or designee, material relating to disciplinary action in the employee's file which has been in the file for more than two (2) years may be "sealed" (i.e. shall remain confidential) to the maximum extent legally permissible, provided the employee has had no subsequent disciplinary action since the date of such prior action. The envelope containing the sealed documents will be retained in the

## ARTICLE II – EMPLOYMENT CONDITIONS

employee's personnel file, to be opened only for purpose of assisting the City in defending itself in legal or administrative proceedings. In no event will the sealed material be used for disciplinary proceedings against the individual in whose file the document (s) have been sealed. Performance evaluations are excluded from this provision.

98. 6. The above provision shall not apply in the case of employees disciplined due to misappropriation of public funds or property; misuse or destruction of public property; misconduct stemming from drug or alcohol abuse; mistreatment of persons (except mere verbal altercations not involving discrimination or threats of violence); acts which would constitute a felony or misdemeanor involving moral turpitude; and/or acts which present an immediate danger to the public health and safety.

99. 6. No action to impose discipline against an employee shall be initiated more than thirty (30) days from the date the employer knows of the conduct after diligent and timely investigation except for conduct which would constitute the commission of a crime. Presentation of the charging letter will signify the initiation of the disciplinary action. The discipline imposed may take into account conduct that is documented in the employee's personnel file or was the subject of a prior disciplinary action.

### II.E. JURY DUTY

100. An employee shall be excused from work on a work day on which she/he performs jury services, providing she/he gives prior notification to her/his supervisor.

101. Employees assigned to jury services whose regular work assignments are swing, graveyard, or weekend shifts shall not be required to work those shifts when performing jury service, providing she/he gives prior notification to her/his supervisor.

102. Employees shall be required to provide proof of jury service to verify actual appearance for each day of jury service.

### II.F. SUBSISTENCE PAY

103. The City agrees to provide any eligible employee covered by this Agreement with daily subsistence pay in accordance with the Annual Salary Appropriation Ordinance, Section 17.

ARTICLE II – EMPLOYMENT CONDITIONS

II.G. SUBCONTRACTING

Subcontracting of Work – City Charter Section 10.104-15

1. “PROP. J” CONTRACTS

104. a. The City agrees to notify the Union no later than the date a department sends out Requests for Proposals when contracting out of a City service and authorization of the Board of Supervisors is necessary in order to enter into said contract.
105. b. Upon request by the Union, the City shall make available for inspection any and all pertinent background and/or documentation relating to the service contemplated to be contracted out.
106. c. Prior to any final action being taken by the city to accomplish the contracting out, the City agrees to hold informational meetings with the Union to discuss and attempt to resolve issues relating to such matters including, but not limited to:
107. (1) possible alternatives to contracting or subcontracting;
108. (2) questions regarding current and intended levels of service;
109. (3) questions regarding the Controller's certification pursuant to Charter Section 10.104-15,
110. (4) questions relating to possible excessive overhead in the City's administrative-supervisory/worker ratio; and
111. (5) questions relating to the effect on individual worker productivity by providing labor saving devices;
112. d. The City agrees that it will take all appropriate steps to ensure the presence at said meetings of those officers and employees (excluding the Board of Supervisors) of the City who are responsible in some manner for the decision to contract so that the particular issues may be fully explored by the Union and the City.

2. ADVANCE NOTICE TO UNION ON PERSONAL SERVICES CONTRACTS

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

*ARTICLE II – EMPLOYMENT CONDITIONS*

occurs first, the City shall notify the affected union of any personal services contract(s), including a copy of the draft PSC summary form, where such services could potentially be performed by represented classifications.

114. b. If an affected Union wishes to meet with a department over a proposed personal services contract, the affected union must make its request to the appropriate department within two weeks after the union's receipt of the department's notice.

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

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

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

**3. ADVANCE NOTICE TO EMPLOYEE ORGANIZATIONS OF THE CONSTRUCTION/MAINTENANCE OR JOB ORDER CONTRACTS**

118. a. At the time the City issues an invitation for a Construction/Maintenance or Job Order Contract, the City shall notify the affected Union and also notify the San Francisco Building and Construction Trades Council of any construction/maintenance or job order contract(s) where such services could potentially be performed by represented classifications.

119. b. Twenty days prior to the time the City issues a Task Order/Work Order funded by a Construction/Maintenance or Job Order Contract, the City shall notify the affected Union and also notify the San Francisco Building and Construction Trades Council of any such task order/work order.



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

**II.H. MINIMUM NOTICE FOR DISPLACEMENTS**

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

**II.I. UTILIZATION OF PROP F AND TEMPORARY EXEMPT EMPLOYEES**

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

**II.J. BARGAINING UNIT WORK**

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

ARTICLE III - PAY, HOURS AND BENEFITS

III.A.

1. WAGES

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

Effective October 11, 2014: 3%

Effective October 10, 2015: 3.25%

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

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

127. All base wage increases shall be rounded to the nearest salary schedule.

III.B.

MAINTENANCE AND CHARGES

128. Charges and deductions for all maintenance, such as housing, meals, laundry, etc., furnished to and accepted by employees shall be made on time rolls and payrolls in accordance with a schedule of maintenance charges fixed and determined in the Annual Salary Ordinance.

III.C.

WORK SCHEDULES

1. NORMAL WORK SCHEDULES

129. a. A normal work week for Painters (classes 7346 Painter, 7242 Painter Supervisor I and 7278 Painter Supervisor II), shall be five (5) consecutive days Monday through Friday, inclusive, a normal work day is a tour of duty of eight (8) hours completed within eight and one-half (8 ½) hours. A regular tour of duty may commence at a time not earlier than 6:00 a.m. and all regular tours of duty shall conclude not later than 4:30 p.m.

130. b. Notwithstanding the above, effective July 1, 2006, a regularly scheduled graveyard shift shall be established at the Airport, consisting of a regular eight (8) hour tour of duty commencing at 11:00 p.m. and ending at 7:30 a.m., Sunday through Thursday.

ARTICLE III – PAY, HOURS, AND BENEFITS

131. At the request of either the City or the Union, and after meeting and conferring with the Union, the City may enter into cost equivalent alternate work schedules for some or all represented employees.

**2. FLEX-TIME SCHEDULES**

132. All classifications of employees having a normal work day of eight (8) hours within nine (9) hours may voluntarily work in flex-time programs authorized by appointing officers and may voluntarily work more than or less than eight (8) hours within twelve (12) hours, provided, that the employee must work five (5) days a week, forty (40) hours per week, and must execute a document stating that the employee is voluntarily participating in a flex-time program and waiving any rights he or she may have on the same subject.

**3. ALTERNATE WORK SCHEDULES**

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

**4. EXCEPTIONS**

134. a. Specially funded training programs approved by the Department of Human Resources.

135. b. Educational and Training Courses  
Regular permanent civil service employees may, on a voluntary basis with approval of appointing officer, work a forty-hour week in six days when required in the interest of furthering the education and training of the employee.

136. c. Employees shall receive no compensation when properly notified two hours prior to the start of their shift that work applicable to the classification is not available because of inclement weather conditions, shortage of supplies, traffic conditions, or other unusual circumstances.

137. Employees who are not properly notified and report to work and are informed no work applicable to the classification is available shall be paid for a minimum of two hours.

138. Employees who begin their shifts and are subsequently relieved of duty due to the above reasons shall be paid a minimum of four hours, and for hours actually worked beyond four hours, computed to the nearest one-quarter hour.

ARTICLE III – PAY, HOURS, AND BENEFITS

139. The bi-weekly schedules of compensation contained in this Agreement for the classifications indicated will be adjusted to an hourly amount by dividing said schedule by 80 and then multiplying by the number of hours of employment of the particular classification in a bi-weekly period to the nearest whole cent to determine the bi-weekly rate of pay.

140. d. Work Schedule -- Remote Locations  
On operations conducted at remote locations where replacements are not readily available, or on operations involving changes in shifts, or when other unusual circumstances warrant, the appointing officer may arrange work schedules averaging five (5) days per week over a period of time, but consisting of more than five (5) consecutive days per week with the accumulation of normal days off to be taken at a later date. Such schedules shall be the “normal work schedules” for such operations.

141. e. Camp Mather  
Overtime Work schedules at Camp Mather shall continue per current practice, described below. The Recreation and Parks Department shall seek voluntary sign-up four (4) weeks prior to the Spring and Fall tours of duty. The Recreation and Parks Department shall make best efforts to continue the current practice as follows:

Day One (Monday): Travel and work day: 8 hours

Day Two Through Five (Tuesday through Friday): Work 10 hours per day; paid overtime for hours nine and ten

Day Six and Seven (Saturday and Sunday): Eight hours per day paid overtime

Day Eight Through Eleven (Monday through Thursday): 10 hours per day; paid overtime for hours nine and ten

Day Twelve (Friday): Eight hours work and travel day

142. In the event the Recreation and Parks Department cannot offer weekday and/or weekend overtime work, the parties shall meet to discuss the availability of overtime work and make best efforts to resolve any disagreements that may arise. Room and board while at Camp Mather are provided per the Annual Salary Ordinance. All employees assigned to work at Camp Mather shall be paid travel time to and from Camp Mather.

143. f. Voluntary Reduced Work Week  
Employees subject to the approval by the Appointing Officer may voluntarily elect to work a reduced work week for a specified period of time. Such reduced work week shall not be less than twenty (20) hours per week. Pay, vacation,

ARTICLE III – PAY, HOURS, AND BENEFITS

holidays and sick pay shall be reduced in accordance with such reduced work week.

144.

g. Alternate Schedule

The Employee Relations Division of the Department of Human Resources may authorize any department head, board or commission to meet and confer with an employee, group of employees, or their representatives on proposals offered by the employee, group of employees, or their representatives or the department relating to alternate scheduling of working hours for all or part of a department. Such proposals may include but are not limited to core-hour flex time, full time work weeks of less than five (5) days, work days of less than eight (8) hours or a combination of plans which are mutually agreeable to the employee, group of employees, and their representatives and the department concerned. Any such agreement shall be submitted to the Mayor's Budget Office for its approval or rejection.

145.

h. Voluntary Time off Program

The mandatory furlough provisions of Civil Service Commission Rule 120 shall not apply to covered employees.

(1) General Provisions:

146.

Upon receipt of a projected deficit notice from the Controller, an Appointing Officer shall attempt to determine, (to the extent feasible and with due consideration for the time constraints which may exist for eliminating the projected deficit), the interest of employees within the Appointing Officer's jurisdiction in taking unpaid personal time off on a voluntary basis.

147.

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

(2) Restrictions on use of Paid Time Off while on Voluntary Time Off

148.

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

149.

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

ARTICLE III – PAY, HOURS, AND BENEFITS

(3) Duration and revocation of Voluntary Unpaid Time Off

150. Approved voluntary time off taken pursuant to this section may not be changed by the Appointing Officer without the employee's consent.
151. Any change in the “normal work week” shall be the subject of meeting and conferring between the Union and the appointing officer.

**III.D. COMPENSATION FOR VARIOUS WORK SCHEDULES**

**1. NORMAL WORK SCHEDULE**

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

**2. PART-TIME WORK SCHEDULE**

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

**III.E. OVERTIME COMPENSATION**

154. Voluntary overtime shall be offered equitably among employees covered under the provisions of this MOU within each work unit and/or work location, subject to departmental operational needs.
155. Mandatory overtime shall be distributed equitably among employees covered under the provisions of this MOU within each work unit and/or work location, subject to departmental operational needs.
156. Appointing officers may require employees to work longer than the normal work day or longer than the normal work week. Any time worked under proper authorization of the appointing officer or his/her designated representative or any hours suffered to be worked by an employee in excess of a) forty (40) hours per City workweek for weekly overtime, and b) the regular or normal work day for daily overtime, shall be designated as overtime and shall be compensated at one-and-one-half times the base hourly rate which may include a night differential if applicable.
157. The use of any sick leave shall be excluded from determining hours worked in excess of 40 hours in a week for determining eligibility for overtime payment.
158. For the purposes of determining the rate of pay (i.e. straight time or time-and-one-half), the department will look back to the previous five (5) work days to determine whether sick leave was used. However, the five day look back requirement shall not apply to mandatory emergency overtime assignments.

*ARTICLE III – PAY, HOURS, AND BENEFITS*

159. Employees working in classifications that are designated in this Agreement as having a normal work day of less than eight (8) hours or a normal work week of less than forty (40) hours shall not be entitled to overtime compensation for work performed in excess of said specified normal hours until they exceed eight (8) hours per day or forty (40) hours per week, provided further, that employees working in a flex-time program or alternate work schedule shall be entitled to overtime compensation as provided herein when required to work more than forty hours per week. Overtime compensation so earned shall be computed subject to all the provisions and conditions set forth herein.
160. For employees working an alternative schedule (such as 4-10s), daily overtime shall be compensated at one-and-one-half times the base hourly rate (including a night differential where applicable) for hours worked in excess of the number of hours in the workday as set forth in the alternative work schedule. Weekly overtime shall be determined as set forth above.
161. There shall be no eligibility for overtime assignment if there has been sick pay, sick leave or disciplinary time off on the preceding workday, or if sick pay, sick leave or disciplinary time off occurs on the workday following the last overtime assignment.
162. The Department of Human Resources shall determine whether work in excess of eight (8) hours a day performed within a sixteen (16) hour period following the end of the last preceding work period shall constitute overtime or shall be deemed to be work scheduled on the next work day.
163. No appointing officer shall require an employee not designated by a "Z" symbol in the Annual Salary Ordinance to work overtime when it is known by said appointing officer that funds are legally unavailable to pay said employee, provided that an employee may voluntarily work overtime under such conditions in order to earn compensatory time off at the rate of time and one-half pursuant to the provisions herein.
164. Employees occupying positions determined by the Department of Human Resources as being exempt from the Fair Labor Standards Act and designated by a "Z" shall not be paid for overtime worked but may be granted compensatory time off at the rate of one-and-one-half times for time worked in excess of normal work schedule.
165. Those employees subject to the provisions of the Fair Labor Standards Act who are required or suffered to work overtime shall be paid in salary unless the employee and the Appointing Officer mutually agree that in lieu of paid overtime, the employee shall be compensated with compensatory time off. Compensatory time shall be earned at the rate of time- and-one-half. Employees occupying non-"Z" designated positions shall not accumulate a balance of compensatory time earned in excess of 240 hours calculated at the rate of time and one half.
166. A non-"Z" classified employee who is appointed to a position in another department shall have his or her entire compensatory time balances paid out at the rate of the underlying classification prior to appointment.

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

168. Employees working overtime at the end of their regular shift may request, and the department shall grant, a non-paid break period of up to thirty (30) minutes before the commencement of the overtime period. Employees working more than four (4) hours of overtime may request, and the department shall grant, a non-paid break period of up to thirty (30) minutes prior to the assigning of further overtime.

**1. RECORDATION OF OVERTIME**

169. All overtime worked which is authorized by the appointing officer shall be recorded on separate timerolls.

170. Compensation for overtime worked as provided in this Section shall be paid on an hourly basis.

171. When improved methods of payroll processing are implemented and with the approval of the Human Resources Director and the Controller, such overtime may be recorded on the regular timerolls.

172. Painters (classes 7346 Painter, 7242 Painter Supervisor I and 7278 Painter Supervisor II) shall be paid at the rate of time and one-half for hours worked either before or after the starting and concluding time of the regular tour of duty as referenced herein.

173. Overtime Assignments: Overtime scheduled more than twelve (12) hours in advance shall be on a revolving seniority basis. Said workers must be qualified to perform such work. Workers denied overtime due to not being qualified must within sixty (60) days be given the opportunity to acquire the skills necessary to perform such work.

**III.F. ADDITIONAL COMPENSATION**

**1. ACTING ASSIGNMENT PAY**

174. a. An employee assigned in writing by the Appointing Officer (or designee) to perform the normal day-to-day duties and responsibilities of a higher classification of an authorized position for which funds are temporarily unavailable shall be entitled to acting assignment pay on the tenth (10<sup>th</sup>) consecutive work day of such an assignment. Acting assignment pay shall be retroactive to the first (1<sup>st</sup>) day of the assignment.

175. b. Upon written approval, as determined by the City, an employee



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shall be authorized to receive an increase to a step in an established salary schedule that represents at least 5% above the employee's base salary and that does not exceed the maximum step of the salary schedule of the class to which temporarily assigned. Premiums based on percent of salary shall be paid at a rate which includes the acting assignment pay.

176. c. Acting assignments are intended to be used for short term temporary assignments of six months or less.

**2. CALL BACK PAY**

177. Employees (except those at remote locations where city supplied housing has been offered, or who are otherwise being compensated) who are called back to their work locations following the completion of his/her work day and departure from his/her place of employment, shall be granted a minimum of four (4) hours compensation (pay or compensatory time off as appropriate - "Z" employees can only take overtime in the form of compensatory time off) at the applicable rate or shall be compensated for all hours actually worked at the applicable rate, whichever is greater.

178. This section shall not apply to employees who are called back to duty when on stand by status. The employee's work day shall not be adjusted to avoid the payment of this minimum.

**3. CORRECTIONAL FACILITY PREMIUM**

179. A premium of \$2.00 per hour shall be paid to employees working in a secured and restricted area of the correctional facilities listed below.

180. This premium shall not be added to the employee's base rate of pay for the purpose of calculating overtime.

181. Those facilities where this premium shall apply are listed below:

- 1) County Jail Facilities in San Bruno
- 2) Youth Guidance Center
  - (a) 375 Woodside, San Francisco
  - (b) Log Cabin Ranch in La Honda
- 3) Hall of Justice in San Francisco
- 4) County Jail located at 425 7<sup>th</sup> Street
- 5) San Francisco General Hospital Hospital or successor facility
  - (a) locked unit
  - (b) locked psychiatric unit

**4. EPOXY & INDUSTRIAL COATINGS PREMIUM**

182. An epoxy premium of \$1.00 per hour will be authorized for those hours actually spent in the application of epoxy.

**5. EXTENDED TOUR OF DUTY PREMIUM**

183. An extended tour of duty shall be a tour of duty of eight hours work completed within eleven consecutive hours but extended over more than nine hours. There shall be only one split in any tour of duty. Employees on an extended tour of duty shall be paid for time actually worked and shall be paid 50% above their base rate after the ninth hour.
184. Exception: Employees of Camp Mather who during the summer season work a tour of duty of eight hours completed within thirteen consecutive hours shall be paid \$2.00 per day above the compensation to which they are otherwise entitled.

**6. HEIGHT WORK PAY**

185. Employees in classes 7346 Painter, 7278 Painter Supervisor I, and 7242 Painter Supervisor II shall be entitled to a height work premium when the work performed required personal fall restraints to be worn by the employee as follows:
186. When working over fourteen (14) feet above ground or water level the employee shall be paid two dollars (\$2.00) per hour above the base rate for all such work;
187. When working from one hundred (100) to one hundred eighty (180) feet above ground or water level the employee shall be paid two dollars (\$2.00) per hour above the base rate for all such work.
188. When working over one hundred eighty (180) feet above ground or water level the employee shall be paid two dollars (\$2.00) per hour above the base rate for all such work.

**7. LEAD WORKER PAY**

51. Employees in the covered classes, when designated in writing by their supervisor or foreman as a lead worker, shall be entitled to a ten (\$10.00) per day premium where required to plan, design, sketch, layout, detail, estimate, order materials, and take the lead on any job where at least two mechanics are assigned.
190. Employees are not eligible to receive both Lead Worker Pay and Acting Assignment Pay.

**8. NIGHT DUTY PREMIUM**

191. Members of SFCWU (Painters) shall be paid fifteen percent (15%) more than the base rate for each hour regularly assigned to the SFO graveyard shift (11:00 p.m. to 7:30 a.m.).

**9. STANDBY PAY**

192. a. Employees (except those working at the Public Utilities Commission) who, as part of the duties of their positions are required by the Appointing Officer to standby when normally off duty to be instantly available on call for immediate emergency service for the performance of their regular duties, shall be paid twenty-five (25) percent of their regular straight time rate of pay for the period of such standby service, except that employees shall be paid ten (10) percent of their regular straight time rate of pay for the period of such standby service when outfitted by their department with an electronic communication device or cell phone. When such employees are called to perform their regular duties in emergencies during the period of such standby service, they shall be paid while engaged in such emergency service the usual rate of pay for such service as provided herein. However, standby pay shall not be allowed in classes whose duties are primarily administrative in nature.
- b. STANDBY PAY FOR EMPLOYEES OF THE PUBLIC UTILITIES COMMISSION ONLY

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

**10. SUPERVISORY DIFFERENTIAL ADJUSTMENT**

194. The Appointing Officer or Human Resources Director is authorized to adjust the compensation of a supervisory employee if:
195. a. the supervisor, as part of the regular responsibilities of his/her class, supervises, directs, and is accountable and responsible for the work of subordinates;
196. b. the supervisor actually supervises the technical content of subordinate work and possesses the education and/or experience appropriate to the technical assignment;
197. c. the organization is a permanent one approved by the Appointing Officer, Board or Commission where applicable, and is a matter of record based upon review and investigation by the Department of Human Resources;

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198. d. the classifications of both the supervisor and the subordinate are appropriate to the organization and have a normal/logical nexus to each other; and
199. e. the compensation schedule of the supervisor is less than one full step (approximately 5%) over the employee supervised. In determining the compensation grade of a classification being paid a flat rate, the flat rate will be converted to a bi-weekly rate and the compensation grade the top step of which is closest to the flat rate so converted shall be deemed to be the compensation grade of the flat rate classification.
200. If all of the above conditions are met, the supervisory adjustment shall be granted as follows:
201. a. The adjustment of compensation of the supervisor shall be 5% above the base wage of the employee supervised.
202. b. No supervisory adjustment may exceed two full steps (approximately 10%) over the supervisor's current basic compensation in any fiscal year.
203. c. The compensation adjustment is retroactive to the date the employee became eligible, but not earlier than the beginning of the current fiscal year.
204. d. Requests for adjustment must be submitted to DHR before the end of current fiscal year.
205. e. An Appointing Officer requesting a supervisory adjustment under this section must notify the Department of Human Resources of what changes in organizational structure or compensation support the adjustment.

**11. TAPER PREMIUM**

206. Employees in classification 7346 Painter shall receive an additional one dollar and twenty-five cents (\$1.25) per hour for each hour assigned as a taper.

**12. THERMO-PLASTIC APPLICATORS**

207. Employees in classifications 7242 Painter Supervisor II, 7278 Painters Supervisor I, and 7346 Painter who are assigned to operate a thermo-plastic applicator shall be paid a premium of two dollars (\$2.00) per hour for each of those hours that said individual actually operates such an applicator. This premium shall be payable only to the individual who operates said applicator.

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**13. TRAVEL FOR TEMPORARY ASSIGNMENTS**

208. If a department temporarily assigns an employee(s) to work at another location, the City shall provide the employee(s) transportation in City-owned vehicles(s) for travel with no loss of pay, provided that the employee's regular and temporary work locations are not both within the City and County of San Francisco. In these circumstances, the employee will first report to his/her regularly-assigned work location and then travel to the temporary work location.
209. The provision in the paragraph above shall not apply to employees who must be temporarily reassigned due to facility closure. In the event of such closure, the City will provide the Union with notice and an opportunity to meet and confer over the impact of the closure.

**14. WASTE WATER TREATMENT FACILITY PREMIUM**

210. Employees who are assigned to work at a Waste Water Treatment Facility shall receive \$4.00 a day for each actual day worked at the facility.

**15. NO PYRAMIDING**

211. There shall be no pyramiding of overtime and premium pay under this MOU. If an employee working overtime is eligible for overtime pay and is also covered by other premium pay provisions, unless otherwise noted, that employee shall be compensated in the following manner: the overtime premium pay will be computed on the straight time hourly base rate of pay and any other premium pay will then be added on.

**III.G. HOLIDAYS AND HOLIDAY PAY**

212. A holiday is calculated based on an eight-hour day. The following days are designated as holidays:

January 1 (New Year's Day)  
the third Monday in January (Martin Luther King, Jr.'s birthday)  
the third Monday in February (Presidents' Day)  
the last Monday in May (Memorial Day)  
July 4 (Independence Day)  
the first Monday in September (Labor Day)  
the second Monday in October (Columbus Day)  
November 11 (Veterans' Day)  
Thanksgiving Day  
the day after Thanksgiving  
December 25 (Christmas Day)

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

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214. 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 is a holiday.

**1. HOLIDAYS THAT FALL ON A SATURDAY**

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

**2. HOLIDAY COMPENSATION FOR TIME WORKED**

216. Employees required by their respective Appointing Officers to work on any of the above designated or observed holidays, excepting Fridays observed as holidays in lieu of holidays falling on Saturday, shall be paid extra compensation of one additional day's pay at time-and-one-half the usual rate (i.e.: 12 hours pay for 8 hours worked or a proportionate amount for less than 8 hours worked). At the employee's request and with the approval of the Appointing Officer, an employee may be granted compensatory time off in lieu of paid overtime pursuant to the provisions of this Agreement.

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

**3. HOLIDAYS FOR EMPLOYEES ON WORK SCHEDULES OTHER THAN MONDAY THROUGH FRIDAY**

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

219. If the provisions of this Section deprive an employee of the same number of holidays that an employee receives who works Monday through Friday, he/she

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shall be granted additional days off to equal such number of holidays. The designation of such days off shall be by mutual agreement of the employee and the appropriate supervisor with the approval of the appointing officer. Such days off must be taken within the fiscal year. In no event shall the provisions of this Section result in such employee receiving more or less holiday entitlement than an employee on a Monday through Friday work schedule.

**4. HOLIDAY PAY FOR LAID OFF EMPLOYEES**

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

**5. EMPLOYEES NOT ELIGIBLE FOR HOLIDAY COMPENSATION**

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

**6. FLOATING HOLIDAYS**

222. Eligible employees covered by this Agreement shall receive five (5) floating holidays in each fiscal year to be taken on days selected by the employee subject to prior scheduling approval of the Appointing Officer or designee. Employees (both full-time and part-time) must complete six (6) months continuous service to establish initial eligibility for the floating holidays. Employees hired on an as-needed, intermittent or seasonal basis shall not receive the additional floating holidays. Floating holidays received in one fiscal year but not used may be carried forward to the next succeeding fiscal year. The number of floating holidays carried forward to a succeeding fiscal year shall not exceed the total number of floating holidays received in the previous fiscal year. Floating Holidays may be taken in hourly increments up to and including the number of hours contained in the employee's regular shift. No compensation of any kind shall be earned or granted for floating holidays not taken.

**7. FLOATING HOLIDAY PAY FOR EMPLOYEES WHO SEPARATE**

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

*ARTICLE III – PAY, HOURS, AND BENEFITS*

**III.H. TIME OFF FOR VOTING**

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

**III.I. VOLUNTEER/PARENTAL RELEASE TIME**

225. Represented employees shall be granted paid release time to attend parent teacher conferences of up to four (4) hours per fiscal year (for children in kindergarten or grades 1 to 12).

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

**III.J. VESTED LEAVE CASHOUTS**

227. 1. Cashouts of vested sick leave upon separation are made pursuant to Charter Section A8.363.

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

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

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

**1. APPOINTMENT ABOVE ENTRANCE RATE**

230. Subject to the Controller's certification of available funds and procedures to be established by DHR, appointments may be made by an Appointing Officer at any step in the compensation schedule under the following conditions:

231. a. A former permanent City employee, following resignation with service satisfactory, is being reappointed to a permanent position in his/her former classification.

232. b. Loss of compensation would result if appointee accepts position at the normal step.



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233. c. A severe, easily demonstrated and documented recruiting and retention problem exists, such that all City appointments in the particular class should be above the normal step.

234. d. The appointee possesses special experience, qualifications and/or skills which, in the Appointing Officer's opinion, warrants appointment above the entrance rate.

**2. PROMOTIVE APPOINTMENT IN A HIGHER CLASS**

235. An employee following completion of six months continuous service who is appointed to a position in a higher classification, either permanent or temporary, deemed to be promotive by the Department of Human Resources shall have his/her salary adjusted to that step in the promotive class as follows:

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

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

238. c. For purpose of this Section, appointment to a position with a higher salary schedule shall be deemed promotive.

239. d. If the appointment is to a craft apprentice class, the employee shall be placed at the salary step in the apprentice class pursuant to this section. However, advancement to the next salary step in the apprentice class shall not occur until the employee has served satisfactory time sufficient in the apprenticeship program to warrant such advancement.

**3. EXEMPT APPOINTIVE POSITION**

240. An employee who holds an exempt appointive position whose services are terminated, through lack of funds or reduction in force, and is thereupon appointed to another exempt appointive position with the same or lesser salary grade, shall receive a salary in the second position based upon the relationship of the duties and responsibilities and length of prior continuous service as determined by the Department of Human Resources.

**4. REAPPOINTMENT WITHIN SIX MONTHS**

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

**5. COMPENSATION UPON TRANSFER OR RE-EMPLOYMENT**

**a. Transfer**

242. An employee transferred in accordance with Civil Service Commission rules from one Department to another, but in the same classification, shall transfer at his/her current salary, and if he/she is not at the maximum salary for the class, further increments shall be allowed following the completion of the required service based upon the seniority increment anniversary date in the former Department.

**b. Re-employment in Same Class Following Layoff**

243. An employee who has acquired permanent status in a position and who is laid off because of lack of work or funds and is re-employed in the same class after such layoff shall be paid the salary step attained prior to layoff.

**c. Re-employment in an Intermediate Class**

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

**d. Re-employment in a Formerly Held Class**

245. An employee who has completed the probationary period in an entrance appointment who is laid off and is returned to a classification formerly held on a permanent basis shall receive a salary based upon the original appointment date in the classification to which the employee is returned. An employee who is returned to a classification not formerly held on a permanent basis shall receive a salary in accordance with this Agreement.

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III.L. METHODS OF CALCULATION

1. BI-WEEKLY

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

III.M. VACATION ACCRUAL

247. **The following is for informational purposes only.**

248. Definitions. "Continuous service" for vacation allowance purposes means paid service pursuant to a regular work schedule which is not interrupted by a breach in paid service.

249. Award and Accrual of Vacation. Beginning with the first full pay period after the effective date of this Agreement, an employee shall be awarded the employee's vacation allowance on the first day of the pay period following the pay period in which the allowance is accrued.

250. a. An employee does not accrue vacation allowance in the first year of continuous service, however, at the end of one (1) year of continuous service, an employee 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.

251. b. At the end of five (5) years of continuous service, an employee 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 except that the amount of the vacation allowance shall not exceed forty (40) hours.

252. c. At the end of fifteen (15) years of continuous service, an employee 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 except that the amount of the vacation allowance shall not exceed forty (40) hours.

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253. d. The maximum number of vacation hours an employee may accrue consists of two hundred and forty (240) hours carried forward from prior years plus the employee's maximum vacation entitlement which is based on the number of years of service. The maximum number of vacation hours which an employee 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

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

**III.N. SENIORITY INCREMENTS**

**1. ENTRY AT THE FIRST STEP**

255. Full-time employees entering at the first step shall advance to the second step upon completion of six months service and to each successive step upon completion of the one year required service.

**2. ENTRY AT OTHER THAN THE FIRST STEP**

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

257. b. Apprenticeable Classes as defined in Article I.K. and related supervisory classes shall continue to be appointed at step 5.

**3. DATE INCREMENT DUE**

258. Increments may accrue and become due and payable on the next day following completion of required service as a full-time employee in the class, unless otherwise provided herein.

**4. EXCEPTIONS:**

259. a. An employee shall not receive a salary adjustment based upon service as herein provided if he/she has been absent by reason of suspension or on any type of leave without pay (excluding a military, educational, or industrial accident leave) for more than one-sixth of the required service in the anniversary year, provided that such employee may receive a salary increment when the aggregate time worked since

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his/her previous increment equals or exceeds the service required for the increment, and such increment date shall be his/her new anniversary date; provided that time spent on approved military leave or in an appointive or promotive position shall be counted as actual service when calculating salary increment due dates.

260. b. When records of service required for advancement in the step increments within a compensation schedule are established and maintained by electronic data processing, then the following shall apply:
261. (1) An employee shall be compensated at the beginning step of the compensation schedule plan, unless otherwise specifically provided for in this Agreement. Employees may receive salary adjustments through the steps of the compensation schedule plan by completion of actual paid service in total scheduled hours equivalent to one year or six months, whichever is applicable.
262. (2) Paid service for this purpose is herein defined as exclusive of any type of overtime but shall include military or educational leave without pay.
263. (3) Advancement through the increment steps of the compensation schedules may accrue and become due and payable on the next day following completion of required service in the class; provided that the above procedure for advancement to the compensation schedule increment steps is modified as follows:
264. a) An employee who during that portion of his/her anniversary year is absent without pay for a period less than one-sixth of the time required to earn the next increment will have such absence credited as if it were paid service for the purposes of calculating the date of the increment due.
265. b) An employee who during that portion of his/her anniversary year, is absent without pay for a period in excess of one-sixth of the time required to earn the next prior increment will be credited with actual paid service.
266. (4) An employee who (1) has completed probation in a permanent position, (2) is "Laid Off" from said position, (3) is immediately and continuously employed in another classification with the City either permanent or temporary, and (4) is thereafter employed in his/her permanent position without a break in service, shall, for the purposes of determining salary increments,

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receive credit for the time served while laid off from his/her permanent position.

c. Satisfactory Performance

267. An employee's scheduled step increase may be denied if the employee's performance has been unsatisfactory to the City. The Appointing Officer shall provide an affected employee at least sixty (60) calendar days notice of his/her intent to withhold a step increase. However, if the unsatisfactory performance occurs within that time period, the Appointing Officer shall provide reasonable notice of at least 5 days of his/her intent to withhold a step increase at that time.
268. An employee's performance evaluation(s) may be used as evidence by the City and/or an affected employee in relation to determining whether an employee has performed satisfactorily for purposes of determining whether a step advancement should be withheld.
269. If an employee's step advancement is withheld, that employee shall be eligible for a step advancement upon his/her next anniversary (increment) due date. An employee's anniversary date shall be unaffected by this provision.
270. The denial of a step increase is subject to the grievance procedure; provided, however, that nothing in this section is intended to or shall make performance evaluations subject to the grievance procedure.
271. Withholding of step advancement shall not affect an employee's base wage increases as provided for in Article III.A. Wages.

**5. CLASS 7242 PAINTER SUPERVISOR I RATES OF PAY**

272. Pursuant to the 1992 Salary Standardization Ordinance, the current steps 6 through 10 in the City and County of San Francisco Compensation Manual reflect the rate of pay for employees in class 7242 Painter Supervisor I "when in charge of ten (10) or more painters or when in charge of more than one job."

**III.O. SICK LEAVE WITH PAY LIMITATION**

273. An employee who is absent because of disability leave and who is receiving disability indemnity payments may request that the amount of disability indemnity payment be supplemented with salary to be charged against the employee's sick leave with pay credits so as to equal the amount the employee would have earned for a regular work schedule. If the employee wishes to exercise this option, the employee must submit a signed statement to the employee's department no later than thirty (30) days following the employee's release from disability leave.

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III.P. WORKERS COMPENSATION

274. An employee who is absent because of an occupational or non-occupational disability and who is receiving Temporary Disability, Vocational Rehabilitation Maintenance Allowance, State Disability Insurance, may request that the amount of disability indemnity payment be supplemented with salary to be charged against the employee's accumulated unused sick leave with pay credit balance at the time of disability, compensatory time off, or vacation, so as to equal the normal salary the employee would have earned for the regular work schedule. Use of compensatory time requires the employee's appointing officer's approval.
275. An employee who wishes not to supplement, or who wishes to supplement with compensatory time or vacation, must submit a written request to the appointing officer or designee within seven (7) calendar days following the first date of absence. Disability indemnity payments will be automatically supplemented with sick pay credits (if the employee has sick pay credits and is eligible to use them) to provide up to the employee's normal salary unless the employee makes an alternative election as provided in this section.
276. Employee supplementation of workers' compensation payment to equal the full salary the employee would have earned for the regular work schedule in effect at the commencement of the workers' compensation leave shall be drawn only from an employee's paid leave credits including vacation, sick leave balance, or other paid leave as available. Pursuant to Civil Service Rule 120.-24, an employee returning from disability leave as defined by CSC Rule 120.24 will accrue sick leave and/or supplemental disability credits at an accelerated rate.
277. Salary may be paid on regular time-rolls and charged against the employee's sick leave with pay, vacation, or compensatory time credit balance during any period prior to the determination of eligibility for disability indemnity payment without requiring a signed option by the employee.
278. Sick leave with pay, vacation, or compensatory time credits shall be used to supplement disability indemnity pay at the minimum rate of one (1) hour units.

Return to Work

279. The City will make a good faith effort to return employees who have sustained an occupational injury or illness to temporary modified duty within the employee's medical restriction. Duties of the modified assignment may differ from the employee's regular job duties and/or from job duties regularly assigned to employees in the injured employee's class. Where appropriate modified duty is not available within the employee's classification, on the employee's regular shift, and in the employee's department, the employee may be temporarily assigned pursuant to this section to work in another classification, on a different shift, and /or in another department. The employee will receive the base wage rate of their regular class during the temporary

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assignment but not including additional compensation (premiums), out of class pay, or acting assignment pay as listed in this Agreement. 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.

**III.Q. STATE DISABILITY INSURANCE (“SDI”)**

280. Employees covered by this Agreement shall be enrolled in the State Disability Insurance program (“SDI”). The cost of SDI will be paid by the employee through payroll deduction at a rate established by the State of California Employment Development Department.

**III.R. LONG TERM DISABILITY INSURANCE**

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

**III.S. HEALTH BENEFIT CONTRIBUTIONS**

**1. EMPLOYEE HEALTH CARE**

282. The City shall maintain the level of health insurance and dental benefits as determined by the Health Service System Board and shall contribute the applicable amount per month for employee coverage.

**2. DEPENDENT HEALTH CARE PICK-UP**

283. The City shall contribute the greater amount of up to \$225 per month or 75% of the dependent rate charged by the City to employees for Kaiser coverage at the dependent plus two level.

**3. DENTAL COVERAGE**

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

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

286. 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.



**4. CONTRIBUTIONS WHILE ON UNPAID LEAVE**

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

**5. MEDICALLY SINGLE EMPLOYEES**

288. Effective January 1, 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.

289. 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. Thereafter, the City shall contribute 90% of the premium for the second highest cost plan for such employees.

290. The provisions in paragraphs 288 and 289 above shall not apply to "medically single employees" (Employee Only) who are permanently assigned by the City to work in areas outside the health coverage areas of Kaiser and Blue Shield for the term of this Agreement. For such "medically single employees" (Employee Only), the City shall continue to contribute one hundred percent (100%) of the premium for the employees' own health care benefit coverage.

**6. HEALTH BENEFITS FOR TEMPORARY EXEMPT AS-NEEDED EMPLOYEES**

291. Effective July 1, 2012, temporary exempt as-needed employees who are not eligible for coverage under the San Francisco Health Services System, or who are not enrolled as a dependent in a health care plan offered through the City's Health Services System, shall be eligible for health coverage through the San Francisco Health Plan Healthy Workers Program (Program); provided that, to enroll in the San Francisco Health Plan, the employee meets the eligibility requirements for the Program as established by the Department of Human Resources.

**7. HETCH HETCHY AND CAMP MATHER HEALTH STIPEND**

292. The City will continue to pay a stipend to eligible employees pursuant to the Annual Salary Ordinance Section 2.1.

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

**III.T. PRE-TAX CAFETERIA 125 PLANS**

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

**III.U. RETIREMENT**

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

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

297. Rule changes by the City's Retirement Board regarding the crediting of accrued sick leave for retirement purposes shall be incorporated herein by reference. Any such rule change, however, shall not be subject to the grievance and arbitration provisions of this Agreement or the impasse procedures of Charter Section A8.409.

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

**PRE-RETIREMENT SEMINAR**

299. Subject to development, availability and scheduling by SFERS and PERS, employees shall be allowed not more than one day during the life of this MOU to attend a pre-retirement planning seminar sponsored by SFERS or PERS.

300. Employees must provide at least two-weeks advance notice of their desire to attend a retirement planning seminar to the appropriate supervisor. An employee shall be

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released from work to attend the seminar unless staffing requirements or other Department exigencies require the employee's attendance at work on the day or days such seminar is scheduled. Release time shall not be unreasonably withheld.

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

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

**III.V. FEDERAL MINIMUM WAGE**

303. Notwithstanding any of the other provisions of this Agreement, no employee working in a federally funded position shall be paid at a rate less than the established Federal Minimum Wage if that is a condition upon receipt of the Federal funds.

**III.W. FAIR LABOR STANDARDS ACT**

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

**III.X. AUTOMOBILE USE, ALLOWANCE AND PARKING; MUNI PASSES**

**1. PARKING**

305. Current employee parking practices at the locations identified below which have no direct cost to the City on facilities operated by City departments will continue subject to the availability of existing facilities for this purpose.

306. MUNICIPAL TRANSPORTATION AGENCY

Effective 7/1/2013, MTA employees shall be required to pay for their own parking based on fees established by MTA.

307. DEPARTMENT OF PUBLIC WORKS

2323 Cesar Chavez

308. AIRPORT

682 McDonnell Road

309. RECREATION & PARKS

100 Martin Luther King Drive

310. DEPARTMENT OF PUBLIC HEALTH

Laguna Honda

Laguna Honda will not charge for parking for one Teamster driver per shift, provided the parking space that is used is the space occupied by a City vehicle to be used by the driver.

SFGH

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311.                    WATER DEPARTMENT  
                            Millbrae  
                            Sunol  
                            Hetch Hetchy  
                            1900 Newcomb Avenue

312.                    As long as the Maintenance Division is located at Pier 50, employees will have access to parking at either Pier 50 or Pier 90. To the extent parking is made available at other job sites, employees will have access to such parking. When parking is not available at other job sites, the Port will provide transportation for employees from either Pier 50 or Pier 90 to the job site.’

**III.Y.                    ADMINISTRATIVE CODE CHAPTER 12W – PAID SICK LEAVE ORDINANCE**

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

*ARTICLE IV - TRAINING, CAREER DEVELOPMENT AND INCENTIVES*

**ARTICLE IV - TRAINING, CAREER DEVELOPMENT AND INCENTIVES**

**IV.A. TRAINING, CAREER DEVELOPMENT AND INCENTIVES**

314. Represented employees shall be on paid status when assigned to attend required educational programs scheduled during normal working hours.

**IV.B. TUITION REIMBURSEMENT**

315. The City agrees to allocate a total of two thousand dollars (\$2,000) per year to the Tuition Reimbursement Program for the exclusive use of classifications represented by the Painters, San Francisco City United Workers. The maximum annual allocation for each employee shall be two-hundred and fifty dollars (\$250.00) per fiscal year for courses approved in accordance with guidelines established by the Department of Human Resources. Classes that will enhance an employee's work skills shall be considered as qualifying for tuition reimbursement.

**ARTICLE V - WORKING CONDITIONS**

**V.A. WORK ENVIRONMENT**

316. The City acknowledges its responsibility to provide a safe and healthful work environment for City employees. The City agrees to investigate and give consideration to departmental recommendations to improve the working environment for represented employees. The City agrees to maintain safety standards for represented employees as required by the pertinent provisions of Cal-OSHA.
317. When an employee has a good faith belief that a work assignment presents health and safety risks outside those normally associated with the work, he/she may refuse to begin or continue a work assignment.
318. When in such case an employee declines to begin or continue a work assignment, she or he shall notify his/ her in house safety officer of the situation. The in-house safety officer shall promptly investigate the complaint. While the employee is awaiting the arrival of the in-house officer and until the officer has made his/her determination, the employee shall not be required to perform the disputed assignment, and may be reassigned if other work is available.
319. If the safety officer determines that the complaint is valid, his/her decision shall override the departmental management decisions, including abatement procedures or employee reassignment.
320. Right to Know: Material Safety Data sheets shall be available for inspection by employees or their Union representative.

**V.B. SAFETY EQUIPMENT AND PROTECTIVE CLOTHING**

321. A. The City agrees to provide up to four (4) shirts and four (4) overalls (or work pants) to employees in classes 7346 Painter, 7242 Painter Supervisor I, and 7278 Painter Supervisor II during each fiscal year covered by this Agreement. The overalls (or work pants) and shirts shall be the property of the City. Before a replacement for a worn out shirt or overall (or work pants) is authorized, the worn out garment must be returned to the department for appropriate disposal.
322. B. As an alternative to providing work clothing as set forth in (a) above, individual departments may, at their discretion, and after consultation with the Union, agree to allow employees in classes 7346 Painter, 7242 Painter Supervisor I, and 7278 Painter Supervisor II to purchase up to a value of \$130/year appropriate work clothing as determined by the department after consultation with the employee. The employee shall receive reimbursement upon presentation of purchase receipts.
323. C. Employees who have elected option (b) above and who perform a work

*ARTICLE V - WORKING CONDITIONS*

assignment which causes them to come into contact with raw sewage shall be paid a work clothing maintenance allowance of \$3.00 per day for each day during which they spend at least six (6) hours on such assignment.

324. D. All eligible employees in a department must be under the same work clothing option (i.e. either a or b). For purposes of applying this subsection, both S.F. General Hospital and Laguna Honda Hospital shall be considered a department.

325. E. The City shall provide an annual respiratory fitness test and an annual respirator face seal test for Painters (classes 7346 Painter, 7242 Painter Supervisor I and 7278 Painter Supervisor II). This provision shall not be grievable.

**V.C. PRESCRIPTION SAFETY EYEGLASSES**

326. Covered employees will be provided with prescription safety glasses in compliance with Cal-OSHA regulations. Such prescription safety glasses will be replaced every twenty-four months. In addition, the City will reimburse the employee for prescription safety glasses that are damaged in the course of their work, provided that the employee has exercised reasonable care with respect to his/her glasses. The reimbursement shall be limited to that portion of the cost of replacement glasses, which are comparable to those damaged, that is not otherwise covered by insurance.

327. To be eligible for reimbursement, the employee must apply for whatever insurance coverage may be available to him/her and meet all the other criteria set forth above.

**V.D. FOUL WEATHER GEAR**

328. Represented Employees shall not be required to perform their normal work duties in the rain without being provided adequate foul weather gear consisting of hat, coat, pants and boots.

**V.E. TOOL INSURANCE**

329. As applicable, the City agrees to indemnify employees covered under this Agreement for the loss or destruction of the employee's tools subject to the following conditions:

330. 1. These provisions shall apply when an employee's tools are lost or damaged due to fire or theft by burglary while the tools are properly on City property or being used by the employee in the course of City business.

331. 2. The employee must demonstrate that he/she has complied with all of the tool safekeeping rules required by the City at the employee's particular work location.

*ARTICLE V - WORKING CONDITIONS*

332. 3. Upon approval of this Agreement and prior to any losses, the employee must submit a list of his/her tools to his/her appointing officer and the latter must acknowledge and verify said inventory both as to existence of said tools and their necessity as relates to the employee's job duties. Tools not enumerated on said list shall not be governed by these provisions.
333. 4. The employee shall be responsible for using all reasonable means to preserve and protect his/her tools. Failure to do so shall relieve the City from any and all obligations under this section. Any employee making false or inaccurate claims under this section shall be subject to disciplinary action by his/her appointing officer.
334. 5. In the case of theft, the following procedures shall be followed in perfecting a claim:
335. a. The employee shall submit a written statement made under penalty of perjury of the tools stolen to his/her appointing officer, the local police department and the Union.
336. b. The statement must contain the member's name, location, and details of loss, date of loss and date reported to the police.
337. c. The statement must be submitted to the parties set forth in subsection (1) immediately above within five (5) days of the loss, unless the employee is on authorized leave in which case the employee shall have five (5) days from the date of his/her return to report the loss.
338. d. In case of damage due to fire, the requirements of Section 5 above shall be followed with the exception that verified reports need not be filed with the police.
339. e. The first Ten Dollars (\$10.00) of any loss shall be borne by the employee. A "loss" is defined as the total dollar amount of tools of the employee lost or damaged in one incident. Approved claims shall be settled by the City paying to the employee the replacement cost of the tool(s) minus Ten Dollars (\$10.00).
340. f. The replacement cost for tools governed hereunder shall be determined by agreement between the employee or his representative and the employee's appointing officer. Where possible, tools shall be replaced by tools of the same brand name and model. Any dispute resulting from attempts to determine tool replacement costs shall be submitted to an appropriate



*ARTICLE V - WORKING CONDITIONS*

grievance procedure for resolution. In instances where the employee has suffered a loss of a substantial number of tools which would jeopardize the employee's ability to perform his/her job duties and if there is a dispute as to tool replacement costs, the employee shall not lose any time from work as a result thereof.

**V.F. MEDICAL EXAM**

341. In instances when covered employees are exposed to conditions hazardous to their health and when required by State law, said employee may request and be entitled to a medical examination. The cost will be paid by the City.
342. Departmental safety/medical monitoring programs shall only be instituted after meeting and conferring, as required by the Meyers-Milias Brown Act, between the parties. Any such program shall assure that reasonable accommodations be made within the department for persons with disabilities.

**V.G. CLEAN UP TIME**

343. Adequate clean-up time is provided on an as-needed basis.

**V.H. FAMILY LEAVE**

344. The parties acknowledge the obligation of the City to enforce the rules and regulations set forth in the Family Medical Leave Act and the California Family Rights Act. This provision is not subject to the grievance procedure.

**V.I. SUBSTANCE ABUSE PREVENTION POLICY**

345. Attached hereto as Appendix B, is the City's current Substance Abuse Prevention Policy; this policy shall remain in effect until the City implements the Substance Abuse Prevention Policy set forth in Appendix C. Appendix C will be implemented, upon notice to the Union, after acquisition of a vendor to provide oral fluid testing.

**V.J. PAPERLESS PAY POLICY**

346. The City shall continue to provide the electronic deposit of payments. At the request of an employee, the City shall continue the electronic transfer at no cost to the employee to the financial institution of the employee's choice so that funds are available on payday.
347. 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.

*ARTICLE V - WORKING CONDITIONS*

348. 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.
349. 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.
350. 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.
351. Every employee shall possess the right to do the following with any frequency and without incurring any cost to the employee:
- Change the account into which the direct deposit is made;
  - Switch from the direct deposit option to the pay card option, or vice versa;
  - Obtain a new pay card the first time the employee's pay card is lost, stolen or misplaced.
352. 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.
353. 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.
354. The City will work with the vendor to evaluate options to provide no-cost ATMs available at large worksites and remote worksites.

**ARTICLE VI - SCOPE**

355. The parties recognize that re-codifications may change the references to specific Civil Service Rules and Charter sections contained herein. Therefore, the parties agree, in this event, that such terms will read as if they accurately reference the same sections in their newly codified form.

**VI.A. SCOPE OF AGREEMENT**

356. This Agreement sets forth the full and entire understanding of the parties regarding the matters herein.

**VI.B. REOPENER**

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

**VI.C. ZIPPER CLAUSE**

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

**PAST PRACTICE**

359. The parties agree that any and all past practices and other understandings between the parties not expressly memorialized and incorporated into this Agreement shall no longer be enforceable.

**CIVIL SERVICE RULES/ADMINISTRATIVE CODE**

360. Nothing in this Agreement shall alter the Civil Service Rules excluded from arbitration pursuant to Charter Section A8.409-3. In addition, such excluded Civil Service Rules may be amended during the term of this Agreement and such changes shall not be subject to any grievance and arbitration procedure but shall be subject to meet and confer negotiations, subject to applicable law. The parties agree that, unless specifically addressed herein, those terms and conditions of employment that are currently set forth in the Civil Service Rules and the Administrative Code, are otherwise consistent with this Agreement, and are not excluded from arbitration under Charter Section A8.409-3 shall continue to apply to employees covered by this contract. No later than January 1, 1998, except that this date may be extended for up to an additional three months if requested by either party, such Civil Service Rules and Administrative Code provisions shall be appended to this Agreement and approved pursuant to the provisions of Charter Section A8.409, including submission for approval by the Board of Supervisors. As required by Charter Section A8.409-3, the Civil Service Commission retains sole

*ARTICLE VI – SCOPE*

authority to interpret and to administer all Civil Service Rules. Disputes between the parties regarding whether a Civil Service Rule or a component thereof is excluded from arbitration shall be submitted initially for resolution to the Civil Service Commission. All such disputes shall not be subject to the grievance and arbitration process of the Agreement. After such Civil Service rules and Administrative Code sections are appended to this Agreement, alleged violations of the appended provisions will be subject to the grievance and arbitration procedure of this Agreement.

361. The City and the union agree to use all reasonable efforts to meet and confer promptly regarding proposed changes to the Civil Service Commission Rules.

**VI.D. DURATION OF AGREEMENT**

362. This Agreement shall be effective July 1, 2014, and shall remain in full force and effect through June 30, 2017, with no reopeners except as specifically provided herein.

**VI.E. SAVINGS CLAUSE**

363. Should any part of this Agreement be determined to be contrary to law, such invalidation of that part or portion of this Agreement shall not invalidate the remaining portions hereof. In the event of such determination, the parties agree to immediately meet and confer in an attempt to agree upon a provision for the invalidated portion which meets with the precepts of the law.



APPENDIX A

Excerpted From Charter Section A8.346

**Section A.346 (a)** As used in this section the word “strike” shall mean the willful failure to report for duty, the willful absence from one’s position, any concerted stoppage or slowdown of work, any concerted interruption of operations or services by employees, or the willful abstinence in whole or in part from the full, faithful, and proper performance of duties of employment, for the purpose of inducing, influencing or coercing a change in the conditions of employment: provided, however, that nothing contained in this section shall be construed to limit, impair, or affect the right of any municipal employee to express or communicate a view, grievance, complaint, or opinion on any matter related to the conditions or compensation of municipal employment or their betterment, so long as the same is not designed to and does not interfere with the full, faithful, and proper performance of the duties of employment.

**Section A8.346(b):** No person holding a position by appointment or employment under the civil service provisions of this charter, exclusive of uniformed members of the police and fire departments as provided under section 8.345 of this charter, which persons are hereinafter referred to as municipal employees, shall strike, nor shall any municipal employee cause, instigate, or afford leadership to strike against the city and county of San Francisco. For the purpose of this section, any municipal employee who willfully fails to report for duty, is willfully absent from his or her position, willfully engages in a work stoppage or slowdowns, willfully interrupts city operations or services, or in any way willfully abstains in whole or in part from the full, faithful, and proper performance of the duties of his or her employment because such municipal employee is “honoring” a strike by other municipal employees, shall be deemed to be on strike.

**APPENDIX B  
SUBSTANCE ABUSE PREVENTION POLICY**

The below Appendix B shall remain in effect until the City has met the conditions outlined in Article V.I. (Paragraph 345).

1. MISSION STATEMENT

- a. Employees are the most valuable resource to the City's effective and efficient delivery of services to the public. The parties have a commitment to prevent drug or alcohol impairment in the workplace and to foster and maintain a drug and alcohol free environment. The parties also have a mutual interest in preventing accidents and injuries on the job and, by doing so, protecting the health and safety of employees, co-workers, and the public.
- b. In agreeing to implement this Substance Abuse Prevention Policy (SAPP), the parties affirm their belief that substance abuse is a treatable condition. The City is committed to identifying needed resources, both in and outside of the City, for employees who voluntarily seek assistance in getting well. Those employees who voluntarily seek treatment prior to any testing shall not be subject to any repercussions or any potential adverse action for doing so. However, seeking treatment will not excuse prior conduct for which an investigation or disciplinary proceedings have been initiated.
- c. The City is committed to preventing drug or alcohol impairment in the workplace, and to fostering and maintaining a safe work environment free from alcohol and prohibited drugs at all of its work sites and facilities. In addition, the City maintains a drug and alcohol free workplace policy in its Employee Handbook.

2. POLICY

- a. To ensure the safety of the City's employees, co-workers and the public, no employee may sell, purchase, transfer, possess, furnish, manufacture, use or be under the influence of alcohol or illegal drugs at any City jobsite, while on City business, or in City facilities.
- b. Any employee, regardless of how his/her position is funded, who has been convicted of any drug/alcohol-related crime that occurred while on City business or in City facilities, must notify his/her department head or designee within five (5) days after such conviction. Failure to report within the time limitation may subject the employee to disciplinary action, up to and including termination.

3. DEFINITIONS

- a. "Accident" (or "Post Accident") means an occurrence associated with the Covered Employee's operation of Equipment or the operation of a vehicle (including, but not limited to, any City owned or personal vehicles) used during the course of the Covered Employee's work day if, as a result:

APPENDIX B

- (1) There is a fatality, loss of consciousness, medical treatment required beyond first aid, medical transport, or other significant injury or illness diagnosed or treated by a physician, paramedic or other licensed health care professional; or
  - (2) With respect to an occurrence involving a vehicle, there is disabling damage to a vehicle as a result of the occurrence and the vehicle needs to be is transported away from the scene by a tow truck or driven to a garage for repair before being returned to service; or
  - (3) With respect to an occurrence involving Equipment, there damage to the Equipment equivalent to the above.
- b. "Adulterated Specimen" means a specimen that contains a substance that is not expected to be present in human urine, or contains a substance expected to be present but is at a concentration so high that it is not consistent with human urine.
  - c. "Alcohol" means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weights alcohol including methyl or isopropyl alcohol. (The concentration of alcohol is expressed in terms of grams of alcohol per 210 liters of breath as measured by an evidential breath testing device.)
  - d. "Cancelled Test" means a drug or alcohol test that has a problem identified that cannot be or has not been corrected or which otherwise requires to be cancelled. A cancelled test is neither a positive nor a negative test.
  - e. "City" or "employer" means the City and County of San Francisco.
  - f. "Collector" means the staff of the collection facility under contract with the City and County of San Francisco's drug testing contractor.
  - g. "Covered Employee" means an employee in a represented classification covered by this Appendix.
  - h. "CSC" means the Civil Service Commission of the City and County of San Francisco.
  - i. "Day" means working day, unless otherwise expressly provided.
  - j. "DHR" means the Department of Human Resources of the City and County of San Francisco.
  - k. "Diluted Specimen" means a specimen with creatinine and specific gravity values that are lower than expected for human urine.
  - l. "EAP" means the Employee Assistance Program offered through the City and County of San Francisco.



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- m. "Equipment" includes, but is not limited to, the operation of a vehicle (including, but not limited to any City-owned vehicle(s) and personal vehicle(s) used during the course of the employee's work day), painting equipment, rigging and use of scaffolding, spray gun, pressure washer, grinder, blow torch, chemicals and hazardous materials, power and motorized tools, hand tools, machine tools, heavy machinery or equipment that is used to change the elevation of the employee.
- n. "Illegal Drugs" or "drugs" refer to those drugs listed in Section 0.a., except in those circumstances where they are prescribed to the Covered Employee by a duly licensed healthcare provider. Section 0.a. lists the illegal drugs and alcohol and the threshold levels for which a Covered Employee will be tested. Threshold levels of categories of drugs and alcohol constituting positive test results will be determined using the applicable Substance Abuse and Mental Health Services Administration ("SAMHSA") (formerly the National Institute of Drug Abuse, or "NIDA") threshold levels, or U.S. government required thresholds levels where required, in effect at the time of testing. If applicable. Section 0.a. will be updated periodically to reflect the SAMHSA or U.S. government threshold changes, subject to mutual agreement of the parties.
- o. "Invalid Drug Test" means the result of a drug test for a urine specimen that contains an unidentified Adulterant or an unidentified substance, that has abnormal physical characteristics, or that has an endogenous substance at an abnormal concentration preventing the laboratory from completing or obtaining a valid drug test result.
- p. "MRO" means Medical Review Officer who is a licensed physician is responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating medical explanations for certain drug test results,
- q. "Non-Negative Test" or "positive test" means a test result found to be Adulterated, Substituted, Invalid, or positive for alcohol or drug metabolites.
- r. "Parties" means the City and County of San Francisco and the San Francisco City Workers United (Painters).
- s. "Policy" means "Substance Abuse Prevention Policy" or "Agreement" between the City and County of San Francisco and the Union and attached to the parties' Memorandum of Understanding ("MOU").
- t. "Prescription Drug" means a drug or medication currently prescribed by a duly licensed healthcare provider for immediate use by the person possessing it that is lawfully available for retail purchase only with a prescription.
- u. "Refusal-to-Submit" or "Refusing to Submit" or "Refusal to Test" means a refusal to take a drug and/or alcohol test. Examples of Refusal to Submit includes the following conduct:
  - 1. Failure to appear for any test within a reasonable time.

## APPENDIX B

2. Failure to remain at the testing site until the test has been completed.
  3. Failure or refusal to take a first or second test that the Collector has directed the employee to take.
  4. Intentionally providing false information.
  5. Failure to cooperate with any part of the testing process, including obstructive or abusive behavior or refusal to drink water when directed.
  6. Failure to provide adequate urine or breath and subsequent failure to undergo a medical examination as required for inadequate breath or urine, or failure to provide adequate breath or urine and subsequent failure to obtain a valid medical explanation for the inadequate breath or urine condition.
  7. Adulterating, Substituting or otherwise contaminating or tampering with a urine specimen.
  8. Leaving the scene of an Accident without just cause prior to submitting to a test.
  9. Admitting to the collector that an employee has Adulterated or Substituted a urine specimen.
  10. Possessing or wearing a prosthetic or other device that could be used to interfere with the collection process.
  11. Leaving work, after being directed to remain on the scene by the first employer representative while waiting for verification by the second employer representative under section 6.1.b.
- v. "Safety-Sensitive Function" means the use of Equipment during the course of the Covered Employee's work day.
- w. "Substance Abuse Prevention Coordinator" (SAPC) means a licensed physician, psychologist, social worker, certified employee assistance professional, or nationally certified addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol-related disorders.
- x. "Split Specimen" means a part of the urine specimen in drug testing that is sent to a first laboratory and retained unopened, and which is transported to a second laboratory in the event that the employee requests that it be tested following a verified positive test of the primary specimen or a verified Adulterated or substituted test result.
- y. "Substituted Specimen" means a specimen with creatinine and specific gravity values that are so diminished that they are not consistent with human urine which shall be deemed a violation of this policy and shall be processed as if the test results were positive.

#### 4. COVERED CLASSIFICATIONS

All the employees in the classifications listed in Article I.A of the Memorandum of Understanding shall be subject to Reasonable Suspicion and Post Accident testing under this Policy.

## APPENDIX B

### 5. SUBSTANCES TO BE TESTED

- a. The City shall test, at its own expense, for alcohol and/or the following controlled substances for Reasonable Suspicion and Post-Accident:

- (1.) Amphetamines
- (2.) Barbiturates
- (3.) Benzodiazepines
- (4.) Cocaine
- (5.) Methadone
- (6.) Opiates
- (7.) PCP
- (8.) THC (Marijuana)<sup>1</sup>

- b. Prescribed Drugs or Medications.

The City also recognizes that Covered Employees may at times have to ingest prescribed drugs or medications. If a Covered Employee takes any drug or medication that a treating physician, pharmacist or health care professional has informed the employee (orally, on the medication bottle and/or in the literature accompanying the medication) will interfere with job performance, including driving restrictions or restrictions on the use of equipment, the employee is required to immediately notify the designated Department's human resources representative or the Department's representative who is responsible for interacting with employees regarding disability accommodations of those restrictions before performing his/her job functions.

- c. Upon receipt of a signed release from the Covered Employee's licensed healthcare provider, the department's human resources representative or the Department's representative who is responsible for interacting with employees regarding disability accommodations may consult with Covered Employee's healthcare provider to confirm specific job duties that the employee can perform while on prescribed medication. If the employee's healthcare provider is not readily available or none is given, the department's human resources representative or the Department's representative who is responsible for interacting with employees regarding disability accommodations may consult with any City-licensed healthcare provider before making a final determination as to whether the employee may perform his/her job functions. However, if an employee, during the time of restriction, brings in a medical note from the healthcare provider who prescribed the medication clearing the employee to work, then the City shall not restrict that employee from performing his/her job functions.
- d. If a Covered Employee is temporarily unable to perform Safety-Sensitive Functions because of any potential side effects caused by prescribed medication, the employee shall be reassigned to perform a temporary modified duty assignment consistent with the employee's medical restrictions without loss of pay until either the employee is off the prescribed medication or is

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<sup>1</sup> Prescription marijuana is treated as a controlled substance and will be tested for in the event criteria for Reasonable Suspicion or Post-Accident testing exists.

## APPENDIX B

cleared by a licensed healthcare provider. This reassignment shall last for a period of no more than thirty (30) working days. If, after thirty (30) working days, the employee is still on said medication and/or not cleared by a licensed healthcare provider to perform safety sensitive functions, the City may extend this accommodation for a period not to exceed thirty (30) working days, provided that the healthcare provider certifies that the employee is reasonably anticipated to be able to resume Safety-Sensitive Functions after that thirty (30) day period. Employees who are unable to return to work under this provision shall be referred to the Department's human resources representative designated to engage with employees regarding possible reasonable accommodations under state and federal disability laws.

- e. For Covered Employees, nothing in this Appendix shall supersede any disability accommodation requirements under state or federal law.

### 6. TESTING

#### I. Reasonable Suspicion

- a. Reasonable suspicion to test a Covered Employees for illegal drugs or alcohol will exist when specific, reliable objective facts and circumstances would create a good faith belief in a prudent person that the employee has used a drug or alcohol. Such circumstances include, but are not limited to, the employee's behavior or appearance while on any City jobsite, while on City business or in City facilities, and recognized and accepted symptoms of intoxication or impairment caused by drugs or alcohol, that are not reasonably explained by other causes such as fatigue, lack of sleep, proper use of prescription drugs, or reaction to noxious fumes, smoke or illnesses.
- b. Any individual or employee can report an employee who may be under the influence of alcohol or drugs. Upon receiving a report of possible alcohol or illegal drugs on the job, two (2) trained employer representatives will verify and document the basis for the suspicion and request testing. The first employer representative shall verify and document the employee's appearance and behavior based on the above-stated indicators and, if appropriate, recommend testing to the second employer representative. At work locations within the border of the City and County of San Francisco (including San Francisco International Airport), the second employer representative shall verify and document the appearance and behavior of the employee based on the above-stated indicators and has final authority to require the employee to be tested. At work locations outside the border of the City and County of San Francisco, the second employer representative shall confer with the first employer representative to verify the employee's behavior based on the above-stated indicators, and the second employer representative has the final authority to require the employee to be tested. In the event only one trained employer representative is available on-site, the representative shall confer with any other trained employer representative within the City to verify the employee's behavior. The second trained employer representative shall have the final authority to require the employee to be tested.

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- c. If the City requires an employee to be tested under reasonable suspicion, then the employee may ask for representation. Representation may include, but is not limited to, union representatives and shop stewards. If the employee requests representation, the City shall allow a reasonable amount of time (a maximum of one hour) for the employee to obtain representation. Such request shall not delay the administration of the tests for more than one hour from the time the employee is notified that he or she will be tested.
- d. Moreover, if the City has reason to believe or suspect that a prescription medication may have interfered with or may have had a direct impact on an employee's job performance, it may require that employee to be tested unless the City has prior knowledge and approval of a Covered Employee's health condition requiring the use of prescription medication..
- e. The department representative(s) shall be required to accurately document and file the incident and the employee shall be required to complete a consent form prior to any testing. If an employee refuses to Submit to testing, then the City shall treat the refusal as having tested positive and shall immediately take appropriate disciplinary action pursuant to the attached discipline matrix.
- f. The City shall bear the costs for any required testing for alcohol and/or drugs under this section. Any counseling and rehabilitation services shall be on the employee's time and at the employee's cost, except that employees may use accrued paid time off to attend treatment and may utilize any resources covered by insurance. Employees shall have the right to use any accrued but unused leave balances while enrolled in any counseling or rehabilitation program. Any request by an employee to re-test a specimen shall be at the employee's cost.

### II. Post-Accident

- a. The City may require a Covered Employee who caused, or may have caused, an Accident, based on information known at the time at the time of the Accident, to submit to drug and/or alcohol testing.
- b. Following an Accident, all Covered Employees subject to testing shall remain readily available for testing. A Covered Employee may be deemed to have refused to submit to substance abuse testing if he/she fails to remain readily available, including failure to notify a supervisor (or designee) of the Accident location or leaving the scene of the Accident prior to submitting to testing.
- c. Nothing in this section shall delay medical attention for the injured following an accident or prohibit an employee from leaving the scene of an Accident for the period necessary to obtain assistance in responding to the Accident or to obtain necessary emergency medical care.
- d. If the City requires a Covered Employee to be tested post-Accident, then the employee may ask for representation. Representation may include, but is not limited to, union representatives and shop stewards. If the employee requests representation, the City shall allow a reasonable amount of time from the time the employee is notified that he or she will be tested (a maximum

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of one hour) for the employee to obtain representation provided that the union representative meet the employee at the Accident site, work location or testing center as determined by the City. Such request shall not delay the administration of the tests for more than one hour from the time the employee is notified that he or she will be tested.

- e. As soon as reasonably possible after the occurrence of an Accident, the supervisor or other City representative at the Accident scene shall make best efforts to contact the Department of Human Resources (DHR) or designee, and DHR or designee shall then make best efforts to telephone the union(s) designated representative on file with DHR representing the Covered Employee(s) involved in the Accident. If the first designated representative does not answer, DHR or designee shall leave a voice mail message notifying the union of the Accident. For purposes of this paragraph, a designated representative shall be any union officer or employee whose telephone number is on file with DHR for the purpose of Accident review. The union may change the designated representative, in writing, as necessary from time to time, but it is the sole responsibility of the union to ensure that a current telephone number (with voice mail capability) for a designated representative is on file with DHR. This subsection (e) shall not be grievable.

### 7. TESTING PROCEDURES

#### I. Collection Site;

- a. The City shall make best efforts to ensure that a Covered Employee subject to testing is safely transported to and from the collection site.
- b. The staff of the collection facility under contract to the City or the City's drug testing contractor ("Collector") shall collect urine samples from Covered Employees to test for prohibited drugs.
- c. Tests for alcohol concentration on Covered Employees will be conducted with a National Highway Traffic Safety Administration (NHTSA) approved evidential breath testing device (EBT) operated by a trained breath alcohol technician (BAT). Alcohol tests shall be by breathalyzer.
- d. A Covered Employee presenting herself/himself at the approved drug collection site must have a minimum of one piece of government-issued photo identification and may not leave the collection site for any reason – unless authorized by the collection agency – until (s)he has fully completed all collection procedures. Failure to follow all collection procedures will result in the employee classified as “Refusal to Submit.”
- e. Covered Employees, who refuse to test, may be subject to disciplinary action, up to and including termination, pursuant to Exhibit A.
- f. The specific required procedure for urine collection is as follows:

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- (1.) Urine will be obtained directly in a tamper-resistant urine bottle. Alternatively, the urine specimen may be collected at the employee's option in a wide-mouthed clinic specimen container that must remain in full view of the employee until transferred to, sealed and initialed, in separate tamper-resistant urine bottles.
- (2.) Immediately after the specimen is collected, it will be divided into two (2) urine bottles, which, in the presence of the employee, will be labeled and then initialed by the Covered Employee and witness. If the sample must be collected at a site other than the drug and/or alcohol-testing laboratory, the specimens must then be placed in a transportation container. The container shall be sealed in the employee's presence and the Covered Employee must be asked to initial or sign the container. The container will be sent to the designated testing laboratory on that day or the earliest business day by the fastest available method.
- (3.) A chain of possession form must be completed by the hospital, laboratory and/or clinic personnel during the specimen collection and attached to and mailed with the specimens.
  - g. After being tested for drugs, the Covered Employee will be barred from returning to work until the department is advised of the final testing result from the MRO. During that period, the Covered Employee will be placed on paid administrative leave for so long as the Covered Employee is eligible for such leave under the terms of the applicable provision of the City's Administrative Code. The test shall be deemed a negative test if the MRO has not advised of the final testing result by the time the Covered Employee's paid leave has expired under the terms of the applicable provision of the City's Administrative Code.

## II. Laboratory

- a. Drug tests shall be conducted by laboratories licensed and approved by SAMSHA which comply with the American Occupational Medical Association (AOMA) ethical standards. Upon advance notice, the parties retain the right to inspect the laboratory to determine conformity with the standards described in this policy. The laboratory will only test for drugs identified in this policy. The City shall bear the cost of all required testing unless otherwise specified herein.
- b. Testing procedures, including substances to be tested, specimen collection, chain of custody and threshold and confirmation test levels shall comport with the Mandatory Guidelines For Federal Workplace Testing Programs, established by the U.S. Department of Health and Human Services, as amended and the U.S. Department of Transportation regulations, where applicable. Tests shall be by urine screening and shall consist of two procedures, a screen test (EMIT or equivalent) and if that is positive, a confirmation test (GC/MS).
- c. The initial test of all urine specimens will use immunoassay techniques. All specimens identified as positive in the initial screen must be confirmed using gas chromatography/mass

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spectrometry (GC/MS) technique that identifies at least three (3) ions. In order to be considered "positive" for reporting by the laboratory to the City, both samples must be tested separately in separate batches and must also show positive results on the GC/MS confirmatory test.

- d. In the event of a positive drug or alcohol test, the testing laboratory will perform an automatic confirmation test on the original specimen at no cost to the Covered Employee. In addition, the testing laboratory shall preserve a sufficient specimen to permit an independent re-testing at the Covered Employee's request and expense. The same, or any other, approved laboratory may conduct re-tests. The laboratory shall endeavor to notify the designated MRO of positive drug, alcohol, or adulterant tests results within five (5) working days after receipt of the specimen.

### III. Medical Review Officer (MRO)

- a. All positive drug, or Substituted, Adulterated or positive-Diluted Specimen, or Invalid as defined herein will be reported to a Medical Review Officer (MRO). The MRO shall review the test results and any disclosure made by the Covered Employee and shall attempt to interview the individual to determine if there is any physiological or medical reason why the result should not be deemed positive. If no extenuating reasons exist, the MRO shall designate the test positive.
- b. When the laboratory reports a confirmed positive, Adulterated, Substituted, positive Diluted, or Invalid test, it is the responsibility of the MRO to: (a) make good faith efforts to contact the employee and inform him or her of the positive, Adulterated, Substituted, positive Diluted, or Invalid test result, (b) afford the employee an opportunity to discuss the test results with the MRO; (c) review the employee's medical history, including any medical records and biomedical information provided by the Covered Employee, or his treating physician, to the MRO; and (d) determine whether there is a legitimate medical explanation for the result, including legally prescribed medication. Employees shall identify all prescribed medication(s) that they have taken. If the Covered Employee fails to respond to the MRO within three (3) days, the MRO may deem the Covered Employee's results as a "positive result."
- c. The MRO has the authority to verify a positive or Refusal To Test without interviewing the employee in cases including but not limited to: (a) the employee refused to discuss the test result; or (b) the City directed the employee to contact the MRO, and the employee did not make contact with the MRO within seventy-two (72) hours. In all cases, previously planned leaves may extend this time. The parties understand that the MRO's review of the test results will normally take no more than three (3) to five (5) days from the time the Employee is tested.
- d. If the testing procedures confirm a positive result, as described above, the Covered Employee and the Substance Abuse Prevention Coordinator for the City and departmental HR staff or designee will be notified of the results in writing by the MRO, including the specific quantities. The results of a positive drug test shall not be released until the results are confirmed by the MRO.



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- e. The Covered Employee may request a drug or adulterant re-test within seventy-two (72) hours from notice of a positive test result by the MRO. The requesting party will pay costs of re-tests in advance.
- f. A drug test result that is positive and is a Diluted Specimens will be treated as positive. All drug test results that are determined to be negative and are Diluted Specimens will require that the employee take an immediate retest. If the retest yields a second negative Diluted Specimens result, the test will be treated as a normal negative test, except in the case of subsection (g).
- g. If the final test is confirmed negative, then the Employee shall be made whole, including, if any, the cost of the actual laboratory re-testing. Any employee who is subsequently determined to be the subject of a false positive shall be made whole for any lost wages and benefits and shall have their record expunged.
- h. The City shall assure that all specimens confirmed positive will be retained and placed in properly secured long-term frozen storage for a minimum of one (1) year, and be made available for retest as part of any administrative proceedings.
- i. All information from a covered employee's drug and/or alcohol test is confidential for purposes other than determining whether this policy has been violated or pursuing disciplinary action based upon a violation of this policy.. Disclosure of test results to any other person, agency, or organization is prohibited unless written authorization is obtained from the Covered Employee or as required by law.

### IV. On-Site

- a. For post-Accident purposes, the City may conduct "on-site" tests (alcohol breathalyzer testing and "Quicktest" urine testing). If any of those tests are "non-negative" a confirmation test will be performed. This on-site test is to enable the Covered Employee and the City to know immediately whether that employee has been cleared for work.
- b. In order to facilitate the on-site urine testing, an individual's sample will be divided into three separate containers. One of the containers will provide a sample for the on-site test that will be read within 5 to 10 minutes of collection. The other two containers will be sealed and sent to the lab, in the event a confirmation is necessary due to a "non-negative" outcome of the on-site test. The laboratory will store the split sample in accordance with SAMHSA guidelines. One of the two samples will be used for a confirmation test. The other sample will be made available to the employee for testing by a certified laboratory selected by the employee at the employee's expense.

## 8. RESULTS

- a. Substance Abuse Prevention and Detection Threshold Levels  
Any test revealing a blood/alcohol level equal to or greater than 0.08 percent or the established

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California State standard for non-commercial motor vehicle operations, or when operating a moving vehicle or performing a Safety-Sensitive Function as defined in this Policy shall be deemed positive. Any test revealing a blood/alcohol level equal to or greater than that 0.04 percent or the established California State standard for commercial motor vehicle operations shall be deemed positive. Any test revealing controlled substance confirmation level as shown in the chart below shall be deemed positive test.

CONTROLLED SUBSTANCE *	SCREENING METHOD	SCREENING LEVEL **	CONFIRMATION METHOD	CONFIRMATION LEVEL
Amphetamines	EMIT	500 ng/ml **	GC/MS	250 ng/ml **
Barbiturates	EMIT	300 ng/ml	GC/MS	200 ng/ml
Benzodiazepines	EMIT	300 ng/ml	GC/MS	300 ng/ml
Cocaine	EMIT	150 ng/ml **	GC/MS	100 ng/ml **
Methadone	EMIT	300 ng/ml	GC/MS	100 ng/ml
Opiates	EMIT	2000 ng/ml **	GC/MS	2000 ng/ml **
PCP (Phencyclidine)	EMIT	25 ng/ml **	GC/MS	25 ng/ml **
THC (Marijuana)	EMIT	50 ng/ml **	GC/MS	15 ng/ml **
* All controlled substances including their metabolite components.				
** SAMHSA specified threshold.				

- b. The City reserves the right to discipline in accordance with the chart set forth in Exhibit A, for over-use, misuse or abuse of prescribed and over the counter drugs or medications pursuant to the testing procedures described above as determined by the MRO.

9. CONSEQUENCES OF POSITIVE TEST RESULTS

- a. For Reasonable Suspicion or post-Accident, a Covered Employee shall be immediately removed from performing her or his Safety-Sensitive Function(s) and shall be subject to disciplinary action and further follow-up as set forth in Exhibit A if any of the following takes place:

the Covered Employee:

1. Is confirmed to have tested positive for alcohol or drugs;
  2. Refuses to Submit to testing; or
  3. Has submitted a specimen that the testing laboratory reports is an Adulterated or Substituted Specimen.
- b. If the Union disagrees with the proposed disciplinary action, it may use the grievance procedure as set forth in the parties' MOU provided, however, that such a grievance must be initiated at the Employee Relations Director step, unless the parties otherwise mutually agree.
  - c. All proposed disciplinary actions resulting from a positive drug/alcohol test(s) shall be administered pursuant to the disciplinary matrix set forth in Exhibit A. Notwithstanding the

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disciplinary matrix which applies to the violation of this Policy, the City may impose discipline based on the Covered Employee's conduct, which may include consideration of whether the conduct at issue occurred while the employee was impaired by drugs or alcohol and/or whether the employee refused to test in addition to any discipline imposed under Exhibit A.

- d. In the event the City proposes disciplinary action, the notice of the proposed discipline shall contain copies of all laboratory reports and any other supporting documentation which the City is relying on to support the proposed discipline.

### 10. RETURN TO DUTY

The Substance Abuse Prevention Coordinator (SAPC) will meet with a Covered Employee who has tested positive for alcohol and/or drugs. The SAPC will discuss what course of action may be appropriate, if any, and assistance from which the employee may benefit, if any, and will communicate a proposed return-to-work plan, if necessary, to the employee and department. The SAPC may recommend that the Covered Employee voluntarily enter into an appropriate rehabilitation program administered by the Covered Employee's health insurance carrier prior to returning to work. The Covered Employee may not return to work until the SAPC certifies that he or she has a negative test prior to returning to work. The SAPC will provide a written release to the appropriate department or division certifying the employee's right to return to work.

### 11. TRAINING

The City or its designated vendor shall provide training on this policy to working line staff, union representatives, first-line, working supervisors and up to the Deputy Director level as needed. In addition, all Covered Employees shall be advised of this policy.

### 12. ADOPTION PERIOD

This Policy shall go into effect six months following the final adoption of this Appendix by the parties.

### 13. JOINT CITY/UNION COMMITTEE

The parties agree to work cooperatively to ensure the success of this policy. As such, a Joint City/Union Committee shall be established with two (2) members from the City and two (2) members from the Union. The Committee shall meet on an annual basis and, in addition, on an as-needed basis to address any implementation issues and other matters of mutual interests concerning this policy. The Committee may also discuss adding or deleting covered classifications from this policy. The Director of Human Resources shall make a final decision based on the recommendations from the Committee.

### 14. SAVINGS CLAUSE

Notwithstanding any existing substance abuse prevention programs, if any provision of an existing

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department policy, rule, regulation, or resolution is inconsistent with or in conflict with any provision of this policy, this policy shall take precedence. Should any part of this policy be determined contrary to law, such invalidation of that part or portion of this policy will not invalidate the remaining parts or portions. In the event of such determination, the parties agree to immediately meet and negotiate new provision(s) in conformity with the requirements of the applicable law and the intent of the parties hereto. Otherwise, this policy may only be modified by mutual consent of the parties. Such amendment(s) shall be reduced to writing.

EXHIBIT A

CONSEQUENCES OF A POSITIVE TEST/OCCURRENCE

Testing Types/Issues	First Positive/Occurrence	Second Positive/Occurrence <sup>4</sup>
Reasonable Suspicion	No more than ten (10) working days; Referred to Substance Abuse Prevention Coordinator (SAPC), SAPC Recommendation for Treatment <sup>1</sup> . Return to Duty Test <sup>2</sup> , Follow-up Testing, Subject to disciplinary action except where substantial mitigating circumstances exist. <sup>3</sup>	Will be subject to disciplinary action greater than ten (10) working days up to and including termination except where substantial mitigating circumstances exist.
Post Accident	No more than ten (10) working days; Referred to Substance Abuse Prevention Coordinator (SAPC), SAPC Recommendation for Treatment <sup>1</sup> . Return to Duty Test <sup>2</sup> , Follow-up Testing, Subject to disciplinary action except where substantial mitigating circumstances exist. <sup>4</sup>	Will be subject to disciplinary action greater than ten (10) working days up to and including termination except where substantial mitigating circumstances exist.
Alteration of Specimen ("Substituted," "Adulterated" or "Diluted")	Subject to Termination except where substantial mitigating circumstances exist.	Subject to Termination except where substantial mitigating circumstances exist.
Refusal to Test	No more than 15 working days; Assumption is a positive result; Referred to Substance Abuse Prevention Coordinator (SAPC). SAPC Recommendation for Treatment. <sup>1</sup> Return to Duty Test. <sup>2</sup> Subject to disciplinary action except where substantial mitigating circumstances exist. <sup>5</sup>	Will be subject to disciplinary action greater than 15 working days up to and including termination except where substantial mitigating circumstances exist.

- 1: Employee may use accrued but unused leave balances to attend a rehabilitation program.
- 2: Employee may not return to work until the SAPC certifies that he or she has completed recommended rehabilitation program and has a negative test prior to returning to full duty. The SAPC will be chosen by the City.
- 3: Proposed disciplinary action for a first positive test or Refusal to Test to be no more than 15 working days. A second positive test within three (3) years may also result in disciplinary action up to and including termination.
- 4: Proposed disciplinary action for Post Accident for a first positive test to be no more than 15 working days. A second positive test within three (3) years may result in more severe proposed disciplinary action, up to and including termination.
- 5: Proposed disciplinary action for Alteration of Specimen ("Substituted", "Adulterated", or "Diluted") or Refusal to Test for a first positive or occurrence to be no more than 15 working days. A second positive test or occurrence within three years may result in more severe proposed disciplinary action, up to and including termination of employment.

APPENDIX C

SUBSTANCE ABUSE PREVENTION POLICY

Pursuant to MOU Article V.I. (paragraph 35), the below Appendix C will be implemented after acquisition of a vendor to provide oral fluid testing. However, Appendix B shall remain in effect until the City has met the conditions outlined in Article V.I.

1. MISSION STATEMENT

- a. Employees are the most valuable resource in the City's effective and efficient delivery of services to the public. The City has a commitment to prevent drug or alcohol impairment in the workplace, foster and maintain a drug and alcohol free work environment. The City is also interested in preventing accidents and injuries on the job and, by doing so, protecting the health and safety of employees, co-workers, and the public.
- b. The City affirms its belief that substance abuse is a treatable condition. The City is committed to identifying needed resources, both in and outside of the City, for employees who voluntarily seek assistance in getting well. Those employees who voluntarily seek treatment prior to any testing shall not be subject to any repercussions or any potential adverse action for doing so. However, seeking treatment will not excuse prior conduct for which an investigation or disciplinary proceedings have been initiated.
- c. The City is committed to preventing drug or alcohol impairment in the workplace, and to fostering and maintaining a safe work environment free from alcohol and prohibited drugs at all of its work sites and facilities. In addition, the City maintains a drug and alcohol free workplace policy in its Employee Handbook.

2. POLICY

- a. To ensure the safety of the City's employees, co-workers and the public, no employee may sell, purchase, transfer or possess, furnish, manufacture, use or be under the influence of alcohol or illegal drugs at any City jobsite, while on City business, or in City facilities. A City employee whose job duties requires him/her to handle alcohol or illegal drugs shall not be in violation of this Policy for carrying out such job duties.
- b. Any employee, regardless of how his/her position is funded, who has been convicted of any drug/alcohol-related crime that occurred while on City business or in City facilities, must notify his/her department head or designee within five (5) days after such conviction. Failure to report within the time limitation shall subject the employee to disciplinary action, up to and including termination.

## APPENDIX C

### 3. DEFINITIONS

- a. "Accident" (or "post-Accident") means an occurrence associated with the Covered Employee's operation of Equipment or the operation of a vehicle (including, but not limited to, City-owned or personal vehicles) used during the course of the Covered Employee's work day where the City concludes that the occurrence may have resulted from human error by the Covered Employee, or could have been avoided by reasonably alert action by the Covered Employee, and:
- (1) There is a fatality, loss of consciousness, medical treatment required beyond first aid, medical transport, or other significant injury or illness diagnosed, or treated by, a physician, paramedic or other licensed health care professional; or
  - (2) With respect to an occurrence involving a vehicle, there is disabling damage to a vehicle as a result of the occurrence and the vehicle needs to be transported away from the scene by a tow truck or driven to a garage for repair before being returned to service; or
  - (3) With respect to an occurrence involving Equipment, there is damage to the Equipment exceeding three thousand dollars (\$3,000); or
  - (4) With respect to an occurrence involving structures or property, there are damages exceeding ten thousand dollars (\$10,000) to the structures or property.
- b. "Adulterated Specimen" means a specimen that contains a substance that is not expected to be present in oral fluid, or contains a substance expected to be present but is at a concentration so high that it is not consistent with oral fluid.
- c. "Alcohol" means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weights alcohol including methyl or isopropyl alcohol. (The concentration of alcohol is expressed in terms of grams of alcohol per 210 liters of breath as measured by an evidential breath testing device.)
- d. "Cancelled Test" means a drug or alcohol test that has a problem identified that cannot be or has not been corrected or which 49 C.F.R. Part 40 otherwise requires to be cancelled. A cancelled test is neither a positive nor a negative test.
- e. "City" or "employer" means the City and County of San Francisco.
- f. "Collector" means an on-site employee trained to collect a drug or alcohol specimen, or the staff of the collection facility under contract with the City and County of San Francisco's drug testing contractor.
- g. "Covered Employee" means any miscellaneous employee employed by the City and County of San Francisco with the exception of: (a) employees of the SFMTA; and (b)

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employees in a non-MTA department currently subject to a departmental substance abuse testing program, as further described in section 4 below.

- h. "CSC" means the Civil Service Commission of the City and County of San Francisco.
- i. "Day" means working day, unless otherwise expressly provided.
- j. "DHR" means the Department of Human Resources of the City and County of San Francisco.
- k. "Diluted Specimen" means a specimen with creatinine and specific gravity values that are lower than expected for oral fluid.
- l. "EAP" means the Employee Assistance Program offered through the City and County of San Francisco.
- m. "Equipment" includes any vehicle (including, but not limited to any City-owned vehicle or personal vehicle used during the course of the employee's paid work time); any water craft; powder-actuated tools; tools; heavy machinery or equipment; underwater equipment; equipment that is used to change the elevation of the Covered Employee more than five (5) feet; any other device(s) or mechanism(s) the use of which may constitute a comparable danger to the employee or others; firearms when a firearm is required, and approved by the Appointing Officer, to be carried and used by the Covered Employee; banding tools; band-it; power tools; bucket truck; or equipment that is used to change the elevation of the Covered Employee more than five (5) feet.
- n. "Illegal Drugs" or "drugs" refer to those drugs listed in Section 0.a. Section 0.a. lists the drugs and alcohol and the threshold levels for which a Covered Employee will be tested. Threshold levels of categories of drugs and alcohol constituting positive test results will be determined using the applicable Substance Abuse and Mental Health Services Administration (SAMHSA) (formerly the National Institute of Drug Abuse, or NIDA) threshold levels, or U.S. government required threshold levels where required, in effect at the time of testing, if applicable. Section 0.a. will be updated periodically to reflect the SAMHSA or U.S. government threshold changes, subject to mutual agreement of the parties.
- o. "Invalid Drug Test" means the result of a drug test for an oral fluid specimen that contains an unidentified adulterant, or an unidentified substance, that has abnormal physical characteristics, or that has an endogenous substance at an abnormal concentration preventing the laboratory from completing or obtaining a valid drug test result.
- p. "MRO" means Medical Review Officer who is a licensed physician certified by the Medical Review Officers Certification Council or U.S. Department of Transportation responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating medical explanations for certain drug test results.



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- q. "Non-Negative Test" or "positive test" means a test result found to be Adulterated, Substituted, Invalid, or positive for alcohol or drug metabolites.
- r. "Oral Fluid" means saliva or any other bodily fluid generated by the oral mucosa of an individual.
- s. "Policy" means "Substance Abuse Prevention Policy" or "Agreement" attached to the parties' Memorandum of Understanding ("MOU").
- t. "Prescription Drug" means a drug or medication currently prescribed by a duly licensed healthcare provider for immediate use by the person possessing it that is lawfully available for retail purchase only with a prescription.
- u. "Refusal to Submit," "Refusing to Submit," "Refuse to Test," or "Refusal to Test" means a refusal to take a drug and/or alcohol test and includes, but is not limited to, the following conduct:
  - i. Failure to appear for any test within a reasonable time.
  - ii. Failure to remain at the testing site until the test has been completed.
  - iii. Failure or refusal to take a test that the Collector has directed the employee to take.
  - iv. Providing false information.
  - v. Failure to cooperate with any part of the testing process, including obstructive or abusive behavior or refusal to drink water when directed.
  - vi. Failure to provide adequate oral fluid or breath samples, and subsequent failure to undergo a medical examination as required for inadequate breath or oral fluid samples, or failure to provide adequate breath or oral fluid samples and subsequent failure to obtain a valid medical explanation.
  - vii. Adulterating, substituting or otherwise contaminating or tampering with an oral fluids-specimen.
  - viii. Leaving the scene of an Accident without just cause prior to submitting to a test.
  - ix. Admitting to the Collector that an employee has Adulterated or Substituted an oral fluid specimen.
  - x. Possessing or wearing a prosthetic or other device that could be used to interfere with the collection process.
  - xi. Leaving work, after being directed to remain on the scene by the first employer representative, while waiting for verification by the second employer representative under section 6.I.b.
- v. "Substance Abuse Prevention Coordinator" (SAPC) means a licensed physician, psychologist, social worker, certified employee assistance professional, or nationally certified addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol-related disorders. The SAPC will be chosen by the City.

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- w. "Split Specimen" means a part of the oral fluid specimen in drug testing that is retained unopened for a confirmation test (if required) or in the event that the employee requests that it be tested following a verified positive test of the primary specimen or a verified Adulterated or Substituted Specimen test result.
- x. "Substituted Specimen" means a specimen with laboratory values that are so diminished that they are not consistent with oral fluid and which shall be deemed a violation of this policy, and shall be processed as if the test results were positive.

### 4. COVERED CLASSIFICATIONS

All classifications listed in Article I.A of this Memorandum of Understanding shall be subject to post-accident reasonable suspicion testing.

### 5. SUBSTANCES TO BE TESTED

- a. The City shall test, at its own expense, for alcohol and/or the following drugs:

- (1) Amphetamines
- (2) Barbiturates
- (3) Benzodiazepines
- (4) Cocaine
- (5) Methadone
- (6) Opiates
- (7) PCP
- (8) THC (Cannabis)

- b. Prescribed Drugs or Medications.

The City recognizes that Covered Employees may at times have to ingest prescribed drugs or medications. If a Covered Employee takes any drug or medication that a treating physician, pharmacist, or health care professional has informed the employee (orally or on the medication bottle) will interfere with job performance, including driving restrictions or restrictions on the use of Equipment, the employee is required to immediately notify the designated Department representative of those restrictions before performing his/her job functions.

- (1) Upon receipt of a signed release from the Covered Employee's licensed healthcare provider, the department representative may consult with Covered Employee's healthcare provider to confirm specific job duties that the employee can perform while on prescribed medication. If the employee's healthcare provider is not readily available, or none is given, the department representative may consult with any City-licensed healthcare provider before making a final determination whether the employee may perform his/her job functions. However, if an employee, at the time of notification, brings in a medical note from the healthcare provider who prescribed

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the medication clearing the employee to work, then the City shall not restrict that employee from performing his or her job functions.

- (2) If a Covered Employee is temporarily unable to perform his or her job because of any potential side effects caused by prescribed medication, the employee shall be reassigned to perform a temporary modified duty assignment consistent with the employee's medical restrictions without loss of pay until either the employee is off the prescribed medication or is cleared by a licensed healthcare provider. This temporary modified duty reassignment shall last for a period of no more than thirty (30) working days. If, after thirty (30) working days, the employee is still on said medication and/or has not been cleared by a licensed healthcare provider to return to work without restrictions, the City may extend the temporary modified duty assignment for a period not to exceed thirty (30) working days, provided that the healthcare provider certifies that the employee is reasonably anticipated to be able to be able to return to work without restrictions after that thirty (30) day period. Employees who are unable to return to work under this provision shall be referred to the Department's human resources representative designated to engage with employees regarding possible reasonable accommodation under state and federal disability laws.

## 6. TESTING

### I. Reasonable Suspicion Testing

- a. Reasonable suspicion to test a Covered Employee will exist when contemporaneous, articulable and specific observations concerning the symptoms or manifestations of impairment can be made. These observations shall be documented on the Reasonable Suspicion Report Form attached to this Appendix as Exhibit B. At least three (3) indicia of drug or alcohol impairment must exist, in two (2) separate categories, as listed on the Reasonable Suspicion Report Form. In the alternative, the employer representatives must confirm direct evidence of drug or alcohol impairment as listed on the Reasonable Suspicion Report Form.
- b. Any individual or employee may report another employee who may appear to that individual or employee to be under the influence of alcohol or drugs. Upon receiving a report of possible alcohol or drug use or impairment in the workplace, two (2) trained supervisory employer representatives will independently verify the basis for the suspicion and request testing in person. The first employer representative shall verify and document the employee's appearance and behavior and, if appropriate, recommend testing to the second employer representative. The second employer representative shall verify the contemporaneous basis for the suspicion. If reasonable suspicion to test a Covered Employee arises between 11:00 p.m. and 7:00 a.m., or at a location outside the geographic boundaries of the City and County of San Francisco (excluding San Francisco International Airport), and where a second trained supervisory employer representative cannot reasonably get to the location within thirty (30) minutes, then the

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second employer representative shall not be required to verify the basis for the suspicion in person, but instead shall verify by telephone or email. After completing the verification, and consulting with the first employer representative, the second employer representative has final authority to require that the Covered Employee be tested.

- c. If the City requires an employee under reasonable suspicion to be tested, then the employee may ask for representation. Representation may include, but is not limited to, union representatives and shop stewards. If the employee requests representation, the City shall allow a reasonable amount of time from the time the employee is notified that he or she will be tested (up to a maximum of one hour) for the employee to obtain representation. Such request shall not delay the administration of the tests for more than one hour from the time the employee is notified that he or she will be tested.
- d. Department representative(s) shall document the incident. If a Covered Employee Refuses to Submit to testing, then the City shall treat the refusal as a positive test, and shall take appropriate disciplinary action pursuant to the attached discipline matrix.

### II. Post-Accident Testing

- a. The City may require a Covered Employee who caused, or may have caused, an Accident, based on information known at the time of the Accident, to submit to drug and/or alcohol testing.
- b. Following an Accident, all Covered Employees subject to testing shall remain readily available for testing. A Covered Employee may be deemed to have refused to submit to substance abuse testing if he or she fails to remain readily available, including failing to notify a supervisor (or designee) of the Accident location, or leaving the scene of the Accident prior to submitting to testing.
- c. Nothing in this section shall delay medical attention for the injured following an Accident or prohibit an employee from leaving the scene of an Accident for the period necessary to obtain assistance in responding to the Accident or to obtain necessary emergency medical care.
- d. If the City requires a Covered Employee to be tested post-Accident, then the employee may ask for representation. Representation may include, but is not limited to, union representatives and shop stewards. If the employee requests representation, the City shall allow a reasonable amount of time from the time the employee is notified that he or she will be tested (a maximum of one hour) for the employee to obtain representation provided that the union representative meet the employee at the Accident site, work location or testing center as determined by the City. Such request shall not delay the administration of the tests for more than one hour from the time the employee is notified that he or she will be tested.

## APPENDIX C

### 7. TESTING PROCEDURES

#### I. Collection Site

- a. If there is a trained Collector available on site, the City may conduct “on-site” tests (alcohol breathalyzer testing and oral fluid testing). If any of those tests are “Non-Negative,” a confirmation test will be performed. The on-site tests may enable the Covered Employee and the City to know immediately whether that employee has been cleared for work.
- b. If a trained Collector is not available on-site, the staff of a collection facility under contract to the City, or the City's drug testing contractor shall collect oral fluid samples from Covered Employees to test for prohibited drugs.
  - (1) A Covered Employee presenting herself/himself at the approved drug collection site must have a minimum of one piece of government-issued photo identification and may not leave the collection site for any reason – unless authorized by the collection agency – until (s)he has fully completed all collection procedures. Failure to follow all collection procedures will result in the employee classified as a “Refusal to Submit.”
- c. Covered Employees who Refuse to Test may be subject to disciplinary action, up to and including termination, pursuant to Exhibit A.
- d. Alcohol and drug testing procedures.
  - (1) Alcohol Testing Procedure. Tests for alcohol concentration on Covered Employees will be conducted with a National Highway Traffic Safety Administration (NHTSA)-approved evidential breath testing device (EBT) operated by a trained breath alcohol technician (BAT). Alcohol tests shall be by breathalyzer using the handheld Alco-Sensor IV Portable Breath Alcohol Analyzer device, or any other U.S. Department of Transportation (DOT) approved breath analyzer device.
  - (2) Drug Testing Procedure. Tests for drugs shall be by oral fluid collection. The oral fluid specimens shall be collected under direct visual supervision of a Collector and in accordance with the testing device manufacturer's recommended procedures for collection. Screening results may be provided by the Collector or by a laboratory. Confirmation tests shall be conducted at a laboratory.
  - (3) The Covered Employee being tested must cooperate fully with the testing procedures.

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- (4) A chain of possession form must be completed by the Collector, hospital, laboratory and/or clinic personnel during the specimen collection and attached to and mailed with the specimens.
- e. After being tested for drugs, the Covered Employee may be barred from returning to work until the department is advised of the final testing result by the MRO. During that period, the Covered Employee will be assigned to work that is not safety-sensitive or placed on paid administrative leave for so long as the Covered Employee is eligible for such leave under the terms of the applicable provision of the City's Administrative Code. The test shall be deemed a negative test if the MRO has not advised of the final testing result by the time the Covered Employee's paid leave has expired under the terms of the applicable provision of the City's Administrative Code.

### II. Laboratory

- a. Drug tests shall be conducted by laboratories licensed and approved by SAMSHA which comply with the American Occupational Medical Association (AOMA) ethical standards. Upon advance notice, the parties retain the right to inspect the laboratory to determine conformity with the standards described in this policy. The laboratory will only test for drugs identified in this policy. The City shall bear the cost of all required testing unless otherwise specified herein.
- b. Tests for all controlled substances, except alcohol, shall be by oral fluid testing and shall consist of two procedures, a screen test and, if that is positive, a confirmation test.
- c. To be considered positive for reporting by the laboratory to the City, both samples must be tested separately in separate batches and must also show positive results on the confirmatory test.
- d. In the event of a positive test, the testing laboratory will perform an automatic confirmation test on the original specimen at no cost to the Covered Employee. In addition, the testing laboratory shall preserve a sufficient specimen to permit an independent re-testing at the Covered Employee's request and expense. The same, or any other, approved laboratory may conduct re-tests. The laboratory shall endeavor to notify the designated MRO of positive drug, alcohol, or adulterant tests results within five (5) working days after receipt of the specimen.

### III. Medical Review Officer (MRO)

- a. All positive drug, or Substituted, Adulterated, positive-Diluted Specimen, or Invalid Drug Test, as defined herein, will be reported to a Medical Review Officer (MRO). The MRO shall review the test results, and any disclosure made by the Covered Employee, and shall attempt to interview the individual to determine if there is any physiological or medical reason why the result should not be deemed positive. If no extenuating reasons exist, the MRO shall designate the test positive.

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- b. When the laboratory reports a confirmed positive, Adulterated, Substituted, positive-Diluted, or Invalid test, it is the responsibility of the MRO to: (a) make good faith efforts to contact the employee and inform him or her of the positive, Adulterated, Substituted, positive-Diluted, or Invalid test result; (b) afford the employee an opportunity to discuss the test results with the MRO; (c) review the employee's medical history, including any medical records and biomedical information provided by the Covered Employee, or his treating physician, to the MRO; and (d) determine whether there is a legitimate medical explanation for the result, including legally prescribed medication. Employees shall identify all prescribed medication(s) that they have taken. If the Covered Employee fails to respond to the MRO within three (3) days, the MRO may deem the Covered Employee's result as a positive result.
- c. The MRO has the authority to verify a positive or Refusal To Test without interviewing the employee in cases where the employee refuses to cooperate, including but not limited to: (a) the employee refused to discuss the test result; or (b) the City directed the employee to contact the MRO, and the employee did not make contact with the MRO within seventy-two (72) hours. In all cases, previously planned leaves may extend this time. The MRO's review of the test results will normally take no more than three (3) to five (5) days from the time the Covered Employee is tested.
- d. If the testing procedures confirm a positive result, as described above, the Covered Employee and the Substance Abuse Prevention Coordinator (SAPC) for the City and departmental HR staff or designee will be notified of the results in writing by the MRO, including the specific quantities. The results of a positive drug test shall not be released until the results are confirmed by the MRO. The Covered Employee may contact the SAPC, or the MRO, to request a drug or adulterant retest within seventy-two (72) hours from notice of a positive test result by the MRO. The requesting party will pay costs of re-tests in advance.
- e. A drug test result that is positive and is a Diluted Specimen will be treated as positive. All drug test results that are determined to be negative and are Diluted Specimens will require that the employee take an immediate retest. If the retest yields a second negative Diluted Specimens result, the test will be treated as a normal negative test, except in the case of subsection (f).
- f. If the final test is confirmed negative, then the Employee shall be made whole, including the cost of the actual laboratory re-testing, if any. Any employee who is subsequently determined to be subject of a false positive shall be made whole for any lost wages and benefits, and shall have their record expunged.
- g. The City shall assure that all specimens confirmed positive will be retained and placed in properly secured long-term frozen storage for a minimum of one (1) year, and be made available for retest as part of any administrative proceedings.

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- h. All information from a covered employee's drug and/or alcohol test is confidential for purposes other than determining whether this policy has been violated or pursuing disciplinary action based upon a violation of this policy. Disclosure of test results to any other person, agency, or organization is prohibited unless written authorization is obtained from the Covered Employee or as required by law.

8. RESULTS

- a. Substance Abuse Prevention and Detection Threshold Levels.

For post-Accident or reasonable suspicion testing where the Covered Employee was operating a commercial motor vehicle, any test revealing a blood/alcohol level equal to or greater than 0.04 percent, or the established California State standard for commercial motor vehicle operations, shall be deemed positive. For all other post-Accident or reasonable suspicion testing, any test revealing a blood/alcohol level equal to, or greater than, 0.08 percent, or the established California State standard for non-commercial motor vehicle operations, shall be deemed positive. Any test revealing controlled substance confirmation level as shown in the chart below shall be deemed a positive test.

CONTROLLED SUBSTANCE *	SCREENING LEVEL	CONFIRMATION LEVEL
Amphetamines	25 ng/ml **	5 ng/ml**
Barbiturates	50 ng/ml***	20 ng/ml***
Benzodiazepines	20 ng/ml***	0.5 ng/ml***
Cocaine	12 ng/ml **	8 ng/ml**
Methadone	50 ng/ml***	10 ng/ml***
Opiates	20 ng/ml**	10 ng/ml **
PCP (Phencyclidine)	10 ng/ml **	5 ng/ml**
THC (Cannabis)	25 ng/ml and 2 ng/ml***	10 ng/ml and 2 ng/ml***
* All controlled substances including their metabolite components. ** SF Fire Department standards ***Industry standards		

- b. The City reserves the right to discipline in accordance with the chart set forth in Exhibit A for abuse of prescribed and over-the-counter drugs or medications, pursuant to the testing procedures described above, as determined by the MRO.

9. CONSEQUENCES OF POSITIVE TEST RESULTS

For post-Accident or reasonable suspicion, a Covered Employee shall be immediately removed from performing his or her job or, in the alternative, may be temporarily reassigned to work that is not safety-sensitive if such work is available. The Covered Employee shall be subject to disciplinary action, and shall meet with the SAPC, as set forth in Exhibit A, and section 10 below, if the Covered Employee:



## APPENDIX C

1. Is confirmed to have tested positive for alcohol or drugs;
  2. Refuses to Submit to testing; or
  3. Has submitted a specimen that the testing laboratory report is an Adulterated or Substituted Specimen.
- a. If the Union disagrees with the proposed disciplinary action, it may use the grievance procedure as set forth in the MOU, provided, however, that such a grievance must be initiated at the Employee Relations Director step, unless the parties otherwise mutually agree.
  - b. All proposed disciplinary actions imposed because of a positive drug/alcohol test(s) shall be administered pursuant to the disciplinary matrix set forth in Exhibit A. Subject to good cause, the City may impose discipline for conduct in addition to the discipline for a positive drug/alcohol test. The positive test may be a factor in determining good cause for such additional discipline.
  - c. In the event the City proposes disciplinary action, the notice of the proposed discipline shall contain copies of all laboratory reports and any other supporting documentation upon which the City is relying to support the proposed discipline.

### 10. RETURN TO DUTY

The SAPC will meet with a Covered Employee who has tested positive for alcohol and/or drugs. The SAPC will discuss what course of action may be appropriate, if any, and assistance from which the employee may benefit, if any, and will communicate a proposed return-to-work plan, if necessary, to the employee and department. The SAPC may recommend that the Covered Employee voluntarily enter into an appropriate rehabilitation program administered by the Covered Employee's health insurance carrier prior to returning to work. The Covered Employee may not return to work until the SAPC certifies that he or she has a negative test prior to returning to work. In the event that the SAPC does not schedule a return-to-work test before the Covered Employee's return-to-work date, the SAPC shall arrange for the Covered Employee to take a return-to-work test within three (3) working days of the Covered Employee notifying the SAPC in writing of a request to take a return-to-work test. If a Covered Employee fails a return-to-work test, he or she shall be placed on unpaid leave until testing negative but shall not be subject to any additional discipline due to a non-negative return-to-work test. The SAPC will provide a written release to the appropriate department or division certifying the employee's right to return to work.

### 11. TRAINING

The City or its designated vendor shall provide training on this policy to first-line, working supervisors and up to the Deputy Director level as needed. In addition, all Covered Employees shall be provided with a summary description of the SAPP notifying them of their right to union representation in the event that they are required to be tested.

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12. LABOR-MANAGEMENT MEETING

To ensure the success of this Policy, the City shall meet with any union covered by this policy that seeks to meet to address any implementation issues regarding this policy, as follows: between June 1<sup>st</sup> and June 30<sup>th</sup>, any Union, covered under this Policy, may request to meet, and said meeting shall be scheduled to occur by July 31<sup>st</sup>.

13. ADOPTION PERIOD

This Policy shall go into effect on July 1, 2014, or as soon as practicable. (See MOU Article V.I.)

**EXHIBIT A**

**CONSEQUENCES OF A POSITIVE TEST/OCCURRENCE**

<b>Testing Types/Issues</b>	<b>First Positive/Occurrence</b>	<b>Second Positive/Occurrence within Three (3) Years</b>
Post-Accident and Reasonable Suspicion	Suspension of no more than ten (10) working days; Referred to Substance Abuse Prevention Coordinator (SAPC); SAPC may Recommend Treatment; <sup>1</sup> Return to Duty Test.	Will be subject to disciplinary action greater than a ten (10) working- day suspension, up to and including termination except where substantial mitigating circumstances exist.
Refusal to Test or Alteration of Specimen ("Substituted," "Adulterated" or "Diluted")	Suspension of no more than ten (10) working days; Referred to Substance Abuse Prevention Coordinator (SAPC); SAPC may Recommend Treatment; <sup>1</sup> Return to Duty Test.	Will be subject to disciplinary action greater than a ten (10) working- day suspension up to and including termination except where substantial mitigating circumstances exist.

<sup>1.</sup> Employee may use accrued but unused leave balances to attend a rehabilitation program.

**ATTACHMENT A – Compensation Grades**

**For current rates of pay, please refer to the City and County of San Francisco's Compensation Manual located at:**

**<http://www.sfgov.org/site/uploadedfiles/dhr/compmanual/CompManual.pdf>**

## GLOSSARY- CIVIL SERVICE COMMISSION JURISDICTION

The following provisions are for informational purposes only. They shall be interpreted, applied and administered by the Civil Service Commission, and shall not be subject to the grievance and arbitration procedure set forth in this Memorandum of Understanding.

### LEAVES OF ABSENCE

Employees who are absent from their duties because of illness or disability are eligible for sick leave. In addition to normal use sick leave, employees shall be entitled to the following:

- A. Sick Leave – Bereavement
  - 1. Absence because of the death of the employee's spouse or domestic partner, parents, step parents, grandparents, parents-in-law or parents of a domestic partner, sibling, child, step child, adopted child, a child for whom the employee has parenting responsibilities, aunt or uncle, legal guardian or any person who is permanently residing in the household of the employee. Such leave shall not exceed three (3) working days and shall be taken within thirty (30) calendar days after the date of death; however, two (2) additional working days shall be granted in conjunction with the bereavement leave if travel outside the State of California is required as a result of the death.
  - 2. Absence because of the death of any other person to whom the employee may be reasonably deemed to owe respect. Leave shall be for not more than one (1) working day; however, two (2) additional working days shall be granted if travel outside the State of California is required as a result of the person's death.



Paul D. Roose, Arbitrator and Mediator  
Golden Gate Dispute Resolution  
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May 13, 2014

OPINION AND AWARD  
INTEREST ARBITRATION PROCEEDINGS  
PURSUANT TO THE CHARTER OF  
THE CITY AND COUNTY OF SAN FRANCISCO

In the Matter of a Dispute Between )  
)  
The City and County of San Francisco )  
and ) 2014 Collective Bargaining Impasse  
)  
San Francisco City Workers United )

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Appearances:

For the Employer: Na'il Benjamin, Deputy City Attorney  
City and County of San Francisco  
1390 Market St. 5<sup>th</sup> Floor  
San Francisco, CA 94102-5408

For the Union: Alan Davis, Attorney at Law  
Davis Reno  
22 Battery St., Suite 800  
San Francisco, CA 94111-5524

The Arbitration Board:

Appointed by the Employer: Emily Prescott, Employee Relations Manager  
City and County of San Francisco

Appointed by the Association: Sylvia Courtney, Attorney

Neutral Chairperson: Paul D. Roose, Arbitrator and Mediator  
Golden Gate Dispute Resolution

**ISSUE**

On each issue remaining in dispute, which last offer of settlement most nearly conforms to the factors specified in Section AB.409-4 (d) of the Charter of the City and County of San Francisco?

**STATUTORY AND CONTRACTUAL FRAMEWORK AND PROCEDURAL BACKGROUND**

Under the Charter of the City and County of San Francisco, Section A8.409-4 Impasse Resolution Procedures, unresolved disputes related to wages, hours, benefits, and other terms and conditions of employment are subject to interest arbitration. The recognized employee organization and the employer each appoint a member to an arbitration board (the board), and a neutral chairperson is selected by mutual agreement of the parties.

The board may hold public hearings and receive evidence from the parties. The board may also meet privately with the parties in an effort to arrive at a mediated settlement of the issues. In the event no settlement is reached prior to the conclusion of the hearing, the board directs the parties to submit a last offer of settlement on each issue remaining in dispute. The board then decides each issue on a majority vote by

selecting whichever last offer of settlement on that issue it finds by a preponderance of the evidence presented during the arbitration most nearly conforms to those factors traditionally taken into consideration in the determination of wages, hours, benefits and terms and conditions of employment, including, but not limited to: changes in the average consumer price index for goods and services; the wages, hours, benefits and terms and conditions of public and private employment, including, but not limited to: changes in the average consumer price index for goods and services; the wages, hours, benefits and terms and conditions of employment of employees performing similar services; the wages, hours, benefits and terms and conditions of employment of other employees in the City and County of San Francisco; health and safety of employees; the financial resources of the City and County of San Francisco, including a joint report to be issued annually on the City's financial condition for the next three fiscal years from the Controller, the Mayor's budget analyst and the budget analyst for the Board of Supervisors; other demands on the City and County's resources including limitations on the amount and use of revenues and expenditures; revenue projections; the power to levy taxes and raise revenue by enhancements or other means; budgetary reserves; and the City's ability to meet the costs of the decision of the arbitration board.

The Charter goes on to spell out the method by which the board must apply the above criteria:



... the Board shall issue written findings on each and every one of the above factors as they may be applicable to each and every issue determined in the award. Compliance with the above provisions shall be mandatory.

In the instant case, the parties have a collective bargaining agreement in place that runs through June 30, 2014. During the first few months of 2014, the parties bargained to impasse, and moved forward into the impasse resolution process. The parties each appointed an arbitration board member and mutually selected the undersigned to serve as the neutral chairperson.

The board convened hearings on April 28, April 29, and May 5, 2014 in San Francisco, California. The parties presented evidence through documentation and testimony. Counsel for each party was afforded full opportunity to examine and cross-examine witnesses. Board members were also given an opportunity to question witnesses. At the mutual request of the parties, the board met privately with each party to attempt to reach a mediated settlement. Those efforts were not successful. The parties were then instructed by the board to submit their final offers of settlement to the board no later than 5:00 PM on May 7, 2014. On May 9, 2014, the parties made oral closing statements to the board and the matter was submitted for decision.

### **BACKGROUND**

The City and County of San Francisco is the fourth largest city in California, with a population of 805,000. It is the second-most densely populated city in the United States. It is also a world-renowned tourist destination, a primary financial and banking center, and home to iconic structures and services such as the Golden Gate Bridge and the cable cars.

San Francisco is unique in the state of California as a governmental entity insofar as it is the only city that is also an entire county. Local government provides all services traditionally provided by a city and a county. The City has core government service and several semi-autonomous governmental entities, including the San Francisco Municipal Transportation Agency (SFMTA), the San Francisco International Airport (SFO), and San Francisco General Hospital.

All painters and painter supervisors who work for the Employer are in a bargaining unit. The unit covers skilled painters who work in the various departments and special entities, including SFMTA and SFO. There are just over one hundred individuals in the bargaining unit, the large majority of whom fall under the classification of Painter Classification # 7346, a journey-level skilled trades classification.

Until 2012, the members of this bargaining unit were represented by the Auto, Marine and Specialty Painters Local 1176 and covered under the Consolidated Crafts MOU. Members of the

bargaining unit went through the process of decertifying Local 1176 as their exclusive representative. They then formed an independent association, naming themselves San Francisco City Workers United (SFCWU). They gained recognition by the Employer as the exclusive representative for the painter bargaining unit. The existing ratified collective bargaining agreement, with a term of July 1, 2012 through June 30, 2014, was amended to reflect the change in exclusive representation. Otherwise, it was not changed. This bargaining cycle is the first one in which the painter classes have been represented by the new organization.

The Employer is also in bargaining with a number of other bargaining units at the time of this award. Some have reached tentative agreements, while others have not and are continuing in the interest mediation / arbitration procedures. All of the City's labor agreements expire on June 30, 2014 except for those covering police officers and firefighters.

#### APPLICATION OF THE STATUTORY CRITERIA

After three and a half days of hearing and related off-the-record settlement discussions, twelve issues remained in dispute. They fall generally into four categories: 1) wages and benefits, 2) premium pay and differentials, 3) other compensation issues, and 4) rights issues. There was no dispute about the term of agreement. That will be July 1, 2014 through June 30, 2017.

According to the statutory criteria, the arbitration board must "issue written findings on each and every one of the above factors as they may be applicable to each and every issue determined in the award." In its deliberations, the board considered each of the statutory criteria for all disputed issues. Some of the criteria were more relevant for particular issues, and the findings will identify those criteria with respect to each issue.

For the sake of brevity, the statutory criteria will be paraphrased as follows:

- 1) "changes in the average consumer price index for goods and services": **CPI**
- 2) "the wages, hours, benefits and terms and conditions of employment of employees performing similar services": **external comparability**
- 3) "the wages, hours, benefits and terms and conditions of employment of other employees in the City and County of San Francisco": **internal comparability**
- 4) "health and safety of employees": **health and safety**

- 5) “the financial resources of the City and County of San Francisco, including a joint report to be issued annually on the City’s financial condition for the next three fiscal years from the Controller, the Mayor’s budget analyst and the budget analyst for the Board of Supervisors”: **the City’s financial resources**
- 6) “other demands on the City and County’s resources including limitations on the amount and use of revenues and expenditures”: **other demands on City resources**
- 7) “revenue projections”: **revenue projections**
- 8) “the power to levy taxes and raise revenue by enhancements or other means”: **the City’s power to raise revenue**
- 9) “budgetary reserves”: **reserves**
- 10) “the City’s ability to meet the costs of the decision of the arbitration board”: **ability to pay**

It is important to note that the above-cited criteria are prefaced by a general clause that states that the board must select the settlement offer that “most nearly conforms to those factors traditionally taken into consideration in the determination of wages, hours, benefits and terms and conditions of employment, including, but not limited to...” This clause gives the board the leeway to apply criteria that may not fit neatly under the ten enumerated criteria but are generally accepted as traditional in collective bargaining.

One common theme that the reader will note in the findings is that the undersigned holds to the general view that, other things being equal, the moving party on an issue bears a heavier burden. The parties have negotiated the terms of their collective bargaining agreement in past bargaining rounds. Except in those relatively rare circumstances in which an interest arbitrator has dictated the terms of the agreement, the parties have voluntarily created their contract. Needs, means, and circumstances do change, and the parties seek contract modifications accordingly. But, for the most part, longstanding public sector contracts in the state of California change incrementally. The approach of the undersigned neutral chairperson is to honor the past agreements made by the parties to the maximum extent possible while adhering to the statutory criteria.

The board would like to note that the enumerated criteria are not ranked in their order of importance in the statute. It can be argued that the financial factors six through ten should be given little

weight in a bargaining unit of approximately 100 members in a workforce of over 30,000. Given the fact that the parties have agreed on an overall wage package, with the exception of the “me-too” language (analyzed below), these financial factors diminish even further. However, where other factors are not determinative, these financial factors can take on meaning, as noted in a couple of the issues below.

On a final note, both parties in this dispute made claims that certain proposals by the other party were submitted late under the negotiations ground rules agreed to by the parties. The Employer, in particular, has asked the neutral to disallow consideration of late-submitted proposals in this award. The board will not automatically disqualify any proposal from either side due to late admission. If the proposal comes at such a late time as to preclude the other side from adequately researching the issue and responding, then this would be taken into consideration in the board’s findings. None of the proposals detailed below came into the process at such a late date that the other side should have been hampered in its ability to respond.

### **DISCUSSION AND FINDINGS**

The “discussion and findings” section of this decision will be organized as follows. Within the four sub-groups listed above, each issue in dispute will be named. The issue will be followed by the current contract provision (if any) governing that issue, and any other significant factors relative to the status quo. Then the parties’ final offers of settlement on the issue will be summarized. Next, the undersigned will discuss the disputed issue, identify any statutory criteria that particularly apply in the dispute, and decide the issue by supporting either the City’s or the Union’s final offer of settlement on the issue. A summary of all the board’s decisions will be included at the end, under “Award.”

#### **Wages and Benefits**

Wages: In the two-year agreement set to expire on June 30, 2014, there were three separate 1% base wage increases. Both parties have submitted the following percentage increases to base wages as their last offer of settlement.

October 11, 2014 – 3%

October 10, 2015 – 3.25%

July 1, 2016 – CPI-based increase with a minimum of 2.25% and a maximum of 3.25%

The only difference between the Employer’s proposal and the Union’s proposal is that the Union has proposed a “me-too” clause. That clause is worded as follows:

In the event that any other bargaining unit(s) receives wage increases which exceed the increases set forth in subsections a, b, or c, above, the same increases shall be applied to the members of this bargaining unit at the same dates such increases are applied to the other bargaining unit(s).

Discussion and findings: The board does not favor “me-too” clauses, in general, unless they are voluntarily negotiated by the parties. They are fraught with peril in their interpretation (what exactly, for example, is a “wage increase?” and how long would such a clause apply?) Such clauses also gloss over the fact that different unions may reach different agreements with the same employer that involve certain trade-offs, economic and/or non-economic. Whether such an agreement might be “better” or “worse” than another agreement negotiated earlier in the bargaining cycle may be impossible to quantify.

Moreover, the Union has not identified any other bargaining unit among the City’s many units that has negotiated such a “me-too” clause in this bargaining round.

Based in particular on the factor of “internal comparability”, the board selects the Employer’s last offer on wages.

Health Benefits: In 2012, the City’s unions (including the predecessor to SFCWU) negotiated for the first time an employee share of employee-only health premiums. That share was 10% for all plans, except for the highest-cost plan (City Plan). Due to a complex interaction between collective bargaining agreements and the City Charter (which establishes a contribution minimum based on a ten-county comparison), unit members with Kaiser single and employee plus one ended up paying only about one percent, rather than ten percent of the premium. Unit members who chose Blue Shield HMO at those coverage levels paid about ten percent. Kaiser and Blue Shield family coverage members paid significantly more than 10% under that 2012 bargaining agreement formula. This year, Blue Shield family premiums climbed to almost \$500 per month, while Kaiser family premiums were around \$250 per month.

In 2013, the City’s health plan system administrators became very concerned about migration out of the Blue Shield HMO plan, and proposed a restructuring of premiums. This new alignment, dubbed the “93/93/83” plan, dictates that the Employer pay 93%, 93% and 83% of employee only, employee plus one, and employee plus two premiums for the two lowest-cost plans. Under this new structure, some unit members would pay less in premiums and some would pay more. The City’s overall premium costs, at least in the short run, would rise.

Many unions, including the crafts coalition that the painters were part of until 2012, agreed to the proposed changes mid-contract. Others, including SFCWU, did not.

The Employer's final offer of settlement on this issue is to adopt this new premium percentage model effective January, 2015. The Union proposes retaining the status quo. The Employer argues that this is a better deal for both sides, that many unit members' premiums would diminish, that a majority of City unions have already agree to the new plan, and that it is important to solve the "out-migration" problem. The Employer does not contend that retaining this bargaining unit under the present system would create an undue administrative hardship on the City.

The Union argues that, while some members will benefit from the change, others will not. The Union finds the Employer's proposal to be somewhat attractive, but is not yet "sold" on its overall benefit to unit members.

Discussion and findings: The burden falls on the City to show why this change to the CBA is necessary. The Employer is not attempting to make the case that this is a concession it needs from this union. It is making the case that, in the long run, what it proposes is a more sustainable premium structure that will reduce overall premium costs. However, the Employer acknowledges that, over the proposed term of this agreement, the change would result in higher Employer costs.

The Union's proposal of "status quo" is one that it may decide to rethink over the next three years. As the City did during the 2012-2014 agreements, perhaps an offer to open this issue during the 2014-2017 term will be forthcoming. A detailed analysis of how the change would impact unit members might lead to a voluntary agreement. However, given the truncated history of the parties' bargaining on this issue, the Union's proposal of "status quo" is the one that best conforms to the statutory criteria.

Based in particular on the factor of "the City's financial resources", the board selects the Union's last offer on health benefits.

### **Premium Pay and Differentials**

Height Work Pay: The current CBA includes a height work premium of \$2 per hour for work requiring personal fall restraints when working fifty feet above ground. The Union has submitted a final offer to lower the height requirement for receipt of the premium pay from fifty feet to fourteen feet above the ground. The Employers' final offer is status quo.

It is not clear from the record exactly how the current language is interpreted. The language appears to require both the wearing of restraints and working above fifty feet in order to receive the premium. There was no evidence presented as to how the fifty feet is measured. For costing purposes, the

Employer assumed that the height is measured to the height a painter can reach. However, the only policy introduced into evidence, as detailed below, measures from the ground or floor to the painter's feet.

Also submitted were Cal-OSHA regulations concerning Fall Protection. While the document entered into evidence does not specify a height, there was un rebutted testimony that the Cal-OSHA regulation requires personal fall restraints for work above seven and a half feet. However, the regulation appears to distinguish between work using scaffolding (where personal fall restraints are not required) and work using lifting devices, where personal restraints are required.

Discussion and findings: The Union submitted extensive documentation and testimony on this issue at hearing. Included were the safety policy and procedures of SFO, where a significant portion of the bargaining unit is assigned. Those procedures require the unit member (as well as all SFO employees) to wear a "full body harness and shock-absorbing lanyard when working at an elevation of six feet or more above the grade, floor, or approved work surface..." The height is to be measured from the grade, floor, or surface to the person's feet.

The contracts between the City and the plumbers union and the City and the sheet metal workers were brought into evidence as internal comparators. Those contracts pay those other crafts a \$2 an hour premium for performing work two floors or fourteen feet (whichever is less) above ground. The City's contract with the IBEW calls for a height premium for electricians working thirty feet or more above the ground. The Northern California Master Painters Agreement (private sector) specifies a "high time" premium for work above fifty feet.

Airport facilities manager William Loeffler testified that plumbing and sheet metal work at heights is inherently more dangerous due to the heavy parts that need to be handled by the craftsperson. He also confirmed the SFO policy outlined above concerning the requirement to use personal fall restraints when working above six feet. He stated that all height work at the airport is performed on scissor lifts that start low to the ground. Lifts come in various sizes, and some can extend above fifty feet. Bargaining unit members performing painting duties from a lift are required to wear harnesses at all times.

The board finds that the Union has met its burden of persuasion on this issue. The board was not sufficiently convinced by management's efforts to draw a distinction between the safety aspects of a plumber or sheet metal worker working at heights and a painter working at heights. Certainly, no such distinction can be found in the Cal-OSHA regulations or in the SFO policy. The current premium applies

to work above fifty feet. There was no evidence on the record to establish why work at fifty feet and above is inherently more dangerous than work at fourteen feet and above.

Since this modified Union proposal came relatively late in the process, there was no costing of the Union's proposal. It should be noted that the Employer's original costing of the Union's proposal, ascribing a cost of over \$400,000, was based on the faulty assumption that everyone in the bargaining unit would receive the premium for all hours worked. Clearly, this was not the case, even with the Union's original proposal of a premium above six feet. It should also be noted that the language, when implemented, requires the premium only when the unit member is working above fourteen feet and wearing personal fall restraints. There appear to be different OSHA standards when scaffolding is being utilized than when lifting devices are in use. The Employer will have an opportunity to control the cost of this premium by its management of high work projects.

Based especially on the "internal comparability" criteria and the "health and safety criteria," the board selects the Union's last offer on height work pay.

**Lead Worker Pay:** The current CBA reads as follows:

Employees in the covered classes, when designated in writing by their supervisor or foreman as a lead worker, shall be entitled to a ten(\$10.00) per day premium where required to plan, design, sketch, layout, detail, estimate, order materials, and take the lead on any job where at least two mechanics<sup>1</sup> are assigned.

The current practice for payment of lead pay appears to be somewhat more expansive than the language indicates. Testimony was offered (although no document was submitted) that the City budget and legislative analyst performed a citywide audit of lead worker pay practices in 2011. The audit determined that "...managers assigned lead worker pay to employees who are considered to [plan], design, sketch, layout, detail, estimate, or material [sic] even when they have no lead responsibility for another employee." Union witness Doug Bias testified that he is the sole painter at City Hall and has received lead worker pay since 2000.

Evidence was also introduced that building and grounds maintenance superintendents, represented by Stationary Engineers Local 39, supervise painters and other trades craft personnel in locations where there are no Supervising Painters. Their job description includes the sentence "Supervision includes local administrative control and work assignments of craft personnel on extended

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<sup>1</sup> The parties agreed that this term is a traditional trades reference that in this context refers to journey-level painters. The Union proposes to modify this to "painters."



or temporary assignments.” The description goes on to read that “Craft general foreman will supervise their respective workmen in those matters pertaining to craft or trade techniques or methods.”

The Union proposes to modify the contract to add the following sentence:

Workers, who are the sole painters in the shop and who plan, design, sketch, layout, detail, estimate order materials, as set forth in the first paragraph, above, and who are unsupervised by classes 7242 Painter Supervisor I or Painter Supervisor II, shall be paid the lead worker premium.

This final offer from the Union was a modification of earlier proposals, but consistent with other proposals they had made that address the issue of lead pay for solo painters under some circumstances. The Union cites as supporting evidence a prior agreement between these two parties from 2003 – 2005 in which a similar provision was included. The Union argues that the language it proposes merely codifies existing practice.

The Employer’s last offer is to maintain the status quo. The Employer argues that the City has no other current labor agreement that contains the provision the Union seeks. Moreover, the City contends that the Union is seeking lead pay for work that is part of the core painter job description. The City is not seeking to modify existing practices on the payment of lead pay.

Discussion and findings: The burden, in this instance, falls on the Union to show the necessity of the language change. Since the Employer has not put the Union on notice through the bargaining process that it intends to take away lead pay in those instances where it is currently being paid, then there is no compelling reason for the additional language. The fact that the Union could point to no other City contract containing a similar provision reinforces this conclusion.

Based in particular on the factor of “internal comparability”, the board selects the Employer’s last offer on lead worker pay.

Taper Premium: The current CBA includes language as follows:

Employees in classification 7346 Painter shall receive an additional seventy-five (\$.75) per hour for each hour assigned as a taper. Effective July 1, 2002, the rate shall be one dollar (\$1.00) per hour.

This is a premium that is unique to the painter craft, and hence has no internal comparators within the City. The Employer costs this proposal at approximately \$4,000 per year. The cost of a 1% increase for this bargaining unit is \$107,000 per year. The painter job description includes preparing surfaces, including tape, for painting. It does not include actual taping.

The Union proposes to increase the premium from \$1.00 per hour to \$1.25 per hour. The Employer's last offer of settlement is to retain the status quo.

Discussion and findings: The union proposes a 25% increase in the taper premium. While this is a large increase, the premium has not been raised since 2002. Arguably, there has been at least a 25% increase in the CPI since 2002. What is also notable is that the parties have a history of increasing this premium, as they last did in 2002. The cost of implementing the Union's proposal would be less than .05% of annual bargaining unit payroll. For those in the unit who perform this work that goes beyond the painter job description, it seems reasonable that they should be paid a premium that keeps up with inflation.

Based especially on the "CPI" criteria, the board selects the Union's last offer on taper premium.

Epoxy & Industrial Coating Premium: The current CBA provides for a \$1 per hour premium to be paid for those hours actually spent in applying epoxy. Other City unions, including the plumbers, receive this same epoxy premium. The painter job description includes the following:

Applies paint and other protective or decorative finishes...

Mixes and prepares paints, lacquers, varnishes, shellacs and other preservatives

The Union seeks to add "or industrial coatings" to the language. And it seeks to add the following language to the agreement:

Industrial coatings shall be those defined as any protective coatings listed under Regulation 8, Organic Compounds Rule 3, Architectural Coatings Index / Bay Area Air Quality Management District, and are applied to any non-residential structure, facility or complex. The City agrees to provide any manufacturer and/or OSHA required training, material and/or (PPE) personal protective equipment.

The cited regulation includes a section entitled "Industrial Maintenance Coating" that Union witnesses identified as being the section they intended to define the applicability of the premium. That section defines "Industrial Maintenance Coating" as:

A high performance architectural coating, including primers, sealers, undercoaters, intermediate coats, and topcoats, formulated for application to substrates, including floors, exposed to one or more of the following extreme environmental conditions...

The definition goes on to delineate those extreme conditions.

The Employer's last offer of settlement was to retain the status quo in this area.

The Union argues that the title of this premium section infers that more than just epoxy should be included under the premium definition. Union witnesses testified to other materials they work with that are as hazardous and difficult to work with as epoxy.

The Employer contends that the proposed list of compounds to be incorporated into the agreement is overly broad, and that the Union has not identified such a definition in any other CBA.

Discussion and findings: The Union has not met its burden that incorporating the proposed definition into the document is appropriate. The undersigned neutral chairperson acknowledges that the title of the section implies that substances other than epoxy were intended to be included under this premium. However, the air quality district citation section identified as relevant by the Union includes substances, such as primers and sealers, which are arguably part of the regular painter duties. The proposal is ambiguous and, if included, would open the parties up to potential endless disputes about what is and what is not covered under this new definition. If in fact the current practice is to pay this epoxy premium for other non-epoxy industrial coatings, the Employer has not proposed to change any of these practices.

Based in particular on the factors of "external comparability" and "internal comparability", the board selects the Employer's last offer on epoxy and industrial coating premium.

Thermo-Plastic Applicators: The current CBA includes the following provision:

Employees in classifications 7242 Painter Supervisor II, 7278 Painters Supervisor I and 7346 Painter who are assigned to operate a thermo-plastic applicator shall be paid a premium of two dollars (\$2.00) per hour for each of those hours that said individual actually operates such an applicator. This premium shall be payable only to the individual who operates said applicator.

This provision applies primarily to unit members who work repairing and modifying city streets in the SFMTA division.

The Union's last offer of settlement on this issue is to increase the premium from \$2 to \$4 per hour. In addition, the Union seeks to pay unit members who support thermo-plastic application \$2 per hour. Finally, the offer adds a list of assignments that are to be included in the \$2 premium, as follows:

bituminous adhesive driver / tender  
thermo-plastic driver / tender  
traffic hazard premium when on-foot and engaged in the hazard of vehicular traffic

Linex-Scarifier machine operator  
any vehicle with a water blaster  
methacrylate truck operator  
paint removal equipment operator  
line lazer

The Union presented evidence of several City CBAs that contained provisions that the Union believes bolster its proposal. Those included the parking control officers, represented by SEIU Local 1021, who receive a 5% premium for “intersection and/or traffic control duty.” The Union asserted that this premium for parking control officers is support for the Union’s “traffic hazard premium.”

Also identified was a provision in the City’s contract with Laborers Local 261 that pays \$1.35 per hour for “pot workers” and “asphalt screed workers.” Union witness James Leonard testified that this work performed by the laborers is equivalent to the “bituminous adhesive” work in the Union’s proposal.

The Union also introduced excerpts from the City’s contract with the Teamsters that provide premiums for driving certain specialized vehicles.

The Union introduced no evidence of internal or external comparability to buttress its \$4 per hour proposal.

Union witness Leonard also testified that certain work assigned unit members at SFMTA that is not thermo-plastic application is currently paid the premium. He testified that the line lazer operator “sometimes” receives the premium when spraying epoxy or industrial coating.

The Employer offers the status quo as its final offer of settlement. The Employer argues that the Union has not met its burden in showing through internal or external comparability that the changes are justified. The Employer is not asserting an intention to change the existing practice.

Discussion and findings: Portions of the Union’s proposal have merit and deserve additional discussion between the parties. It appears that this contract section needs to be updated based on the changing requirements of painter work at SFMTA. The work of the unit’s members at SFMTA sounds difficult and requires many special skills. However, the board is not authorized to pick and choose between various aspects of a partially-meritorious proposal. The Union has not met its burden of justifying the need to double the thermo-plastic premium. Even in those cases where it has linked unit work to work being performed by other City bargaining unit members, the duties and premium amounts diverge substantially. And some of the newly named duties in the proposal were supported by little or no evidence.

Given that the Employer is proposing to retain current language and not suggesting a change in existing pay practices, the Employer’s offer most closely conforms to the statutory factors.

Based in particular on the factors of “external comparability” and “internal comparability”, the board selects the Employer’s last offer on thermo-plastic applicators.

### **Other Compensation Issues**

**Paperless Pay:** There is currently no provision in the CBA that governs how unit members are paid, administratively. The practice has been to allow unit members, and all City employees, to receive their pay through direct deposit or check.

The Employer proposes to eliminate paper checks and pay advices, effective September 1, 2014. Its last offer of settlement is to add a section to the CBA that governs payment by either direct deposit or “pay card.” The highlights of that proposal are as follows:

- Employees will be able to access their pay advices on City computers or at home
- Pay advices will include additional information about employee leave balances, etc.
- Pay advices will be available on a secure website going back seven years
- Employees may choose to be paid through direct deposit or pay card

The Employer states that it has worked with other employee organizations to address concerns they had about the new system. The Employer has agreed to bargain the issue, although arguably it is outside the mandatory scope of bargaining.

The Union proposes to retain the status quo on this issue, stating that the Employer has provided no evidence to support its proposal.

**Discussion and findings:** The Employer has gone “the extra mile” on this issue. Given that the current CBA is silent on the issue, it is presumably an issue on which the City could have merely consulted with the union. Instead, they engaged in full-blown bargaining over the issue. While they did not receive counterproposals from this Union, they did from other City unions, and they incorporated many of those counterproposals into their last offer of settlement. They reached agreement with many City unions on this very proposal. There is nothing about this proposal that appears to be a diminishment of unit member working conditions. The City has met its burden of persuasion on this issue.

Based in particular on the factor of “internal comparability”, the board selects the Employer’s last offer on paperless pay.

**Airport Employee Transit Program:** There is currently no provision in the CBA for subsidizing employees who utilize public transit to commute to work. However, there is a section of the CBA, III.X

“Automobile Use, Allowance and Parking; Muni Passes.” That section currently has no reference to free or subsidized transit options for employees.

The Employer proposes to implement a provision entitled Airport Employee Transit Pilot Program. Under this 12-month pilot, employees who use public transit to commute to their jobs at SFO will be subsidized. The last offer of settlement includes the following:

The Union waives all meet-and-confer on this pilot program. This program is not subject to the grievance procedure.

The Employer contends that this is a pure benefit to Union members, and that further meet and confer is not necessary, since it is only a pilot program.

The Union proposes status quo on this issue. The Union objects to the proposed waiver of meet and confer rights.

Discussion and findings: While the City’s proposal appears harmless, if not beneficial, it is plausible that the Union has legitimate concerns about it. This would be a subsidy only available to a subsection of the Union’s members, and hence could result in some dissension between members. It is an expenditure of City resources on benefits for unit members in such a way as has not been voluntarily bargained by the parties. And the undersigned neutral views this issue somewhat differently than the “paperless pay” issue, in that a section of the agreement already exists on a related topic (Muni Passes). This is an indication that the parties have a history of bargaining over transit subsidies. Accordingly, the board finds that the Employer has not met its burden on why this provision should be included in the CBA.

Based in particular on the factor of “the City’s financial resources”, the board selects the Union’s last offer on Airport Employee Transit Pilot Program.

### Rights Issues:

Bargaining Unit Work: The current CBA contains a clause that reads as follows:

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

The unit includes painters and painter supervisors. It is both the performance of painter and painter supervisory duties that concerns the Union. Union witness Doug Bias testified as follows:

...we’ve had a practice where painters [are] being supervised by carpenters, for example, or engineers. And we thought that that was incorrect.

Mr. Bias also testified that public service aides represented by SEIU Local 1021 have been performing painter duties at SFMTA.

When asked how the existing language is inadequate to address the Union's concerns, Mr. Bias responded as follows:

It doesn't define who is doing our work clearly enough.

The Union's last offer of settlement on this issue is to add the following sentence to the existing contract section:

Bargaining unit work includes, but is not necessarily limited to, duties currently specified in the job announcements in classes 7346 Painter, 7242 Painter Supervisor I and 7278 Painter Supervisor II.

The Employer proposes the status quo as its final offer of settlement. The Employer believes that the current language is adequate to address the scenarios that are of concern to the Union. The Employer also contends that the addition of the phrase "not necessarily limited to" is overbroad and ambiguous. It also has concerns that adoption of the Union's proposal could impinge on the rights of other City unions.

Discussion and findings: The Union bears the burden about why this important contract clause needs to be modified. While the Union made reference in the hearing to a grievance that it had filed on this issue, no evidence was introduced about the outcome of that grievance or any other grievances on the issue of bargaining unit work. The existing language appears clear and to the point. The Union has pointed to no other City contract that has similar language.

Grievances under this CBA are subject to final and binding arbitration. Without testing this language in front of a neutral grievance arbitrator and discovering inadequacies through an unfavorable ruling, the Union has a weak case for change. An arbitrator hearing a grievance on a violation of the existing clause would most likely rely heavily on the very documents that the Union wishes to reference in the contract language, even absent the Union's proposed change. The Union has not met its burden of persuasion on this issue.

Based in particular on the factor of "internal comparability", the board selects the Employer's last offer on bargaining unit work.

Grievance Procedure: The current CBA has a grievance procedure that contains several clauses that one party or the other is seeking to modify. The current agreement contains an expedited arbitration clause that was added to the contract in the last round of bargaining. That clause requires that disciplinary suspensions of fifteen days or less are subject to the expedited procedure. It also requires that contract

interpretation grievances “where the remedy requested would not require approval by the Board of Supervisors” be subject to the expedited procedure. The expedited procedure involves no transcripts or post-hearing briefs and it allows the parties to name a permanent arbitrator. The Union is seeking to delete this procedure, and substitute the following language:

Upon mutual agreement between the City and the Union, expedited arbitration may be used to hear appeals of all disciplinary actions short of termination.

The Union cited an expedited grievance arbitration that took place between the parties in September 2013 on a claim that a unit member released on his probation period had actually completed his probation period. The Union asserts that this case was inappropriate for expedited arbitration.

The Employer’s last offer of settlement leaves the expedited arbitration section intact. But it modifies the grievance procedure in two other areas. One – the current language allows an individual unit member to appeal non-discipline grievances to step 3 of the procedure. The Employer proposes to allow only the Union to make such an appeal. And two – the current agreement contains no time limit for the selection of an arbitrator once the Union has notified the Employer that it is invoking arbitration. The Employer’s last offer is to add the following:

[the parties] will commence selecting the arbitrator and scheduling the arbitration within thirty (30) calendar days of the Union’s receipt of ERD’s letter acknowledging the Union’s letter moving the matter to arbitration...

The Employer argues that these provisions are contained in other City labor agreements and that they provide for a more efficient grievance procedure.

Discussion and findings: Each party, in this instance is seeking to modify the status quo in one or more areas of the grievance procedure, and retain the status quo in the other. Both parties have the burden of showing why their change needs to be incorporated into the agreement.

The undersigned neutral chairperson believes that all three of these changes have merit. The current expedited arbitration procedure is utilized for issues (such as complex contract grievances and long suspensions) that generally do not fit well in an expedited format. The case heard in September 2013 appears to be complex enough that it would have been better handled under the regular procedure. (The Union’s proposal would be stronger if it redefined the cases that would go to expedited arbitration, rather than allow the expedited procedure only in cases of mutual agreement. The Union’s proposal also deletes any definition of what an expedited procedure is, leaving it up to the parties to design it on a case by case basis. If adopted, this could create unnecessary disputes.)



The Employer's proposal to allow only the Union to appeal to Step 3 is consistent with industry standards and would generally be viewed favorably by most unions. And the Employer's proposal to set a time limit on commencing selection of an arbitrator serves both parties' interests of moving the issues to completion in a timely manner.

Were it not for the statutory language, the board might select both proposals in this instance. That, however, is not an option. The balance tips toward the Employer's proposal, since it does not have the problematic aspects contained in the Union's proposal, outlined above.

Based in particular on the factor of "internal comparability", the board selects the Employer's last offer on grievance procedure.

**Skelly Rights:** The current CBA includes a provision for Skelly rights. Each side proposes a single change in this section. The Employer seeks to add the following:

The employee's representative shall receive a copy of the final notice of discipline.

There was no evidence presented in support of this proposed change. The Union did not object to the addition of this clause.

The Union seeks to add the following language:

The authority initially imposing the discipline will provide a reasonable period to respond of not less than seven (7) calendar days before issuing any ruling.

There was no evidence presented in support of this proposed change. The Employer stated that the proposal was unnecessary.

**Discussion and findings:** Given that neither side presented a case in support of its proposed modification to the status quo, the board faces a dilemma. While both proposals appear reasonable and consistent with industry practice, the Employer objected to the Union's proposal as unnecessary, while the Union did not object to the Employer's proposal. Therefore, the board selects the Employer's proposal.

Based in particular on the factor of "internal comparability", the board selects the Employer's last offer on Skelly rights.

AWARD

The arbitration board selects the following last offers of settlement on the issues in dispute:

1. Wages: The Employer's proposal.
2. Health Benefits: The Union's proposal (status quo).
3. Height Work Pay: The Union's proposal.
4. Lead Worker Pay: The Employer's proposal (status quo).
5. Taper Premium: The Union's proposal.
6. Epoxy and Industrial Coatings Premium: The Employer's proposal (status quo).
7. Thermo-Plastic Applicators: The Employer's proposal (status quo).
8. Paperless Pay: The Employer's proposal.
9. Airport Transit Pilot Program: The Union's proposal (status quo).
10. Bargaining Unit Work: The Employer's proposal (status quo).
11. Grievance Procedure: The Employer's proposal.
12. Skelly Rights: The Employer's proposal.



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Paul D. Roose, Neutral Chairperson of the Arbitration Board

Date: May 13, 2014

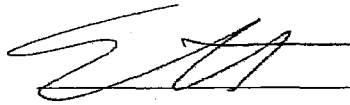
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Sylvia Courtney, Union-appointed Arbitration Board Member

I dissent from the Arbitration Board's award on issues number 1, 4, 6, 7, 8, 10, 11 and 12.

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Emily Prescott, Employer-appointed Arbitration Board Member  
I dissent from the Arbitration Board's award on issues number 2, 3, 5 and 9.

 5-13-14

Emily Prescott, Employer-appointed Arbitration Board Member  
I dissent from the Arbitration Board's award on issues number 2, 3, 5 and 9.



*Sylvia Courtney*

Sylvia Courtney, Union-appointed Arbitration Board Member

I dissent from the Arbitration Board's award on issues number 1, 4, 6, 7, 8, 10, 11 and 12.





**MEMORANDUM OF UNDERSTANDING**

**Between and For**

**THE CITY AND COUNTY OF SAN FRANCISCO**

**And**

**SAN FRANCISCO CITY WORKERS UNITED (PAINTERS)**

**JULY 1, 2014<sup>12</sup> - JUNE 30, 2017<sup>14</sup>**

~~(Previously approved by the Board of Supervisors under the Consolidated Crafts MOU  
and ratified by the Auto, Marine and Specialty Painters Local 1176)~~

**Revised Per Amendment #1**

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ARTICLE I - REPRESENTATION

1. This Memorandum of Understanding (hereinafter "Agreement") is entered into by the City and County of San Francisco (hereinafter "City") through the designated representatives acting on behalf of the San Francisco City Workers United (hereinafter "Union").

I.A. RECOGNITION

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

7242	Painter Supervisor I	Unit 2
7278	Painter Supervisor II	Unit 2
7346	Painter	Unit 2

3. The terms and conditions of this Agreement shall also be automatically applicable to any classification that is accreted to the unit covered by this Agreement during its term. This Agreement shall not automatically extend to bargaining units for which the Unions have established a representative status through affiliations or service agreements. Upon request of a Union, the City will meet and confer concerning proposed changes to bargaining units.

I.B. INTENT

4. It is the intent of the parties signatory hereto that the provisions of this Agreement shall not become binding until adopted or accepted by the Board of Supervisors by appropriate action.

5. Moreover, it is the intent of the Mayor acting on behalf of the City to agree to wages, hours, and other terms and conditions of employment as are within the Mayor's jurisdiction, powers, and authority to act as defined by the Charter, state law, California Constitution and other applicable bodies of the law. The Mayor does not intend nor attempt to bind any board, commission or officer to any provisions of this Agreement over which the Mayor has no jurisdiction.

6. It is the intent of the parties that the provisions of the main body of this Agreement apply generally to all classifications of employees covered by this Agreement, except as otherwise limited herein to specific classifications or unions. The Appendix attached applies to employees represented by this union.

I.C. OBJECTIVE OF THE CITY

7. It is agreed that the delivery of municipal services in the most efficient, effective, and courteous manner is of paramount importance to the City and its employees. Such achievement is recognized to be a mutual obligation of the parties to this Agreement within their respective roles and responsibilities.

*ARTICLE I – REPRESENTATION*

8. The Union recognizes the City's right to establish and/or revise performance levels, Standards or norms notwithstanding the existence of prior performance levels, norms or standards. Such standards, developed by usual work measurement procedures, may be used to determine acceptable performance levels, prepare work schedules, and to measure the performance of each employee or group of employees. The City shall meet and confer prior to the implementation of any production quotas.
9. Employees who work at less than acceptable levels of performance may be subject to disciplinary measures in accordance with applicable Charter provisions and rules and regulations of the Civil Service Commission.

**I.D. MANAGEMENT RIGHTS**

10. The Union agrees that the City has complete authority for the policies and administration of all City departments which it shall exercise under the provisions of law and in fulfilling its responsibilities under this Agreement. Said authority shall include the establishment of work rules and regulations not inconsistent with the terms of this Agreement. Any matter involving the management of governmental operations vested by law in the City and not covered by this Agreement is in the province of the City.

**I.E. NO WORK STOPPAGES**

11. During the term of this Agreement, there shall be no strike or lockout nor shall the Union engage in a sympathy strike. The terms strike, lockout or sympathy strike shall be provided in Charter Section A8.346 (a) and A8.346 (b). Charter Sections A8.346 (a) and A8.346 (b) are attached in Appendix A.

**I.F. GRIEVANCE PROCEDURE**

12. 1. The following procedures are adopted by the parties to provide for the orderly and efficient disposition of grievances and are the sole and exclusive procedures for resolving grievances as defined herein.
13. 2. A grievance is defined as an allegation by an employee, a group of employees or a Union that the City has violated, misapplied or misinterpreted a term or condition of employment provided in this Agreement.

A grievance does not include the following:

14. a. Performance evaluations, provided however, that employees shall be entitled to submit written rebuttals to unfavorable performance evaluations. Said rebuttal shall be attached to the performance evaluation and placed in the employee's official personnel file.

ARTICLE I – REPRESENTATION

15. b. Written reprimands, provided however, that employees shall be entitled to append a written rebuttal to any written reprimand. The appended rebuttal shall be included in the employee's official personnel file. Employees are required to submit written rebuttals within twenty (20) calendar days from the date of the reprimand.

3. **Time Limits**

16. 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.

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

4. **Steps of the Procedure – Non-Discipline Grievances**

18. a. Except for grievances involving multiple employees or multiple departments, all grievances must be initiated at Step 1 of the grievance procedure.

19. (1) A grievance affecting more than one employee shall be filed with the Appointing Officer or designee at Step 3. Grievances affecting more than one department shall be filed with the Employee Relations Division at Step 4. In the event the City disagrees with the level at which the grievance is filed, it may submit the matter to the Step it believes is appropriate for consideration of the dispute.

20. (2) The grievant may have a Union representative present at all steps of the grievance procedure.

b. Step 1:

21. An employee shall discuss the grievance informally with his/her immediate supervisor as soon as possible but in no case later than thirty (30) days from the date of the occurrence of the act or the date the grievant might reasonably have been expected to have learned of the alleged violation being grieved.

22. If the grievance is not resolved within seven (7) days after contact with the immediate supervisor, the grievant will submit the grievance in writing to the immediate supervisor on a mutually agreeable grievance form. The grievance will set forth:



ARTICLE I – REPRESENTATION

1. the facts of the grievance;
2. the terms and conditions of employment claimed to have been violated, misapplied or misinterpreted, and
3. the remedy or solution being sought by the grievant.

23. This form should be attached to any request to move the grievance to each successive step in the grievance procedure.

24. The immediate supervisor shall respond in writing within ten (10) days following receipt of the written grievance.

dc. Step 2:

25. A grievant dissatisfied with the immediate supervisor's response at Step 1 may appeal to the Appointing Officer or designee, in writing, within fifteen (15) days of receipt of the Step 1 response. The Appointing Officer or designee may convene a meeting within twenty (20) days with the grievant and/or the grievant's Union representative. The Appointing Officer or designee shall respond in writing within twenty (20) days of the hearing or receipt of the grievance, whichever is later.

ed. Step 3:

26. ~~A grievant~~ **The union, when** dissatisfied with the Appointing Officer's response at Step 2 may appeal to the Employee Relations Director at the Employee Relations Division ("ERD"), in writing, within twenty (20) days of receipt of the Step 2 response. ERD may convene a grievance meeting within twenty (20) days with the grievant and/or the grievant's Union. The Director shall respond to the grievance in writing within twenty (20) days of the meeting or, if none is held, within twenty (20) days of receipt of the appeal.

fe. Arbitration

27. If the Union is dissatisfied with the Step 3 response, it may invoke arbitration by notifying the Employee Relations Director at ERD, in writing, within twenty (20) days of the Step 3 response.

**5. Selection of the Arbitrator**

28. a. When a matter is appealed to arbitration the parties **will commence selecting the arbitrator and scheduling the arbitration within thirty (30) calendar days of the Union's receipt of ERD's letter acknowledging the Union's letter moving the matter to arbitration. In doing so, the parties** shall first attempt to mutually agree upon an Arbitrator to hear the matter. In the event no agreement is reached within five (5) working days, or any extension of time mutually

ARTICLE I – REPRESENTATION

agreed upon, the parties shall request that the State Mediation and Conciliation Service (“SMCS”) provide the parties with a list of seven (7) potential arbitrators. 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.

29. b. 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.

6. **Steps of the Procedure – Disciplinary Grievances**

30. Permanent non-probationary employees may grieve (appeal) suspensions, disciplinary demotions or discharges.

31. a. Step 1:  
The grievant and/or the Union shall submit in writing to the Appointing Officer or designee a grievance appealing the disciplinary action within fifteen (15) days of the mailing date of the written notice imposing discipline. The grievance shall set forth the basis of the appeal. The Appointing Officer or designee shall respond within fifteen (15) days following receipt of the appeal.

32. b. Step 2:  
The Union may appeal the Appointing Officer’s response to the Employee Relations Director at the Employee Relations Division (“ERD”), in writing within ten (10) days. ERD may convene a grievance meeting within twenty (20) days with the grievant and the grievant’s union. The Director shall respond to the grievance in writing within twenty (20) days of the meeting, or if none is held within twenty (20) days of receipt of the appeal.

33. c. If the Employee Relations Director’s response is unsatisfactory only the Union may file a written appeal to arbitration. This appeal must be filed with the Employee Relations Director at ERD no later than fifteen (15) days following issuance of the Step 2 response.

34. d. Selection of the Arbitrator  
Arbitrators shall be selected in the same manner as in non-disciplinary grievances.

35. e. Expedited Arbitration  
Grievances of disciplinary suspensions of not greater than fifteen (15) days, and grievances of contract interpretation where the remedy requested would not require approval by the Board of Supervisors shall

*ARTICLE I – REPRESENTATION*

be resolved through an expedited arbitration process; however, by mutual agreement, the parties may move such matters out of the expedited process to regular arbitration procedures provided herein.

36. The expedited arbitration shall be conducted before an arbitrator, to be mutually selected by the parties, and who shall serve until the parties agree to remove him/her or for twelve months, whichever comes first. A standing quarterly expedited arbitration schedule will be established for this process. The parties agree not to utilize court reporters or electronic transcription. The parties further agree not to utilize post-hearing briefs.
37. Each party shall bear its own expenses in connection therewith. All fees and expenses of the arbitrator shall be borne and paid in full and shared equally by the parties.
38. In the event that an expedited arbitration hearing is canceled resulting in a cancellation fee, the party initiating the request or causing the cancellation shall bear the full cost of the cancellation fee, unless a mutually agreed upon alternative is established.
39. ~~For Fiscal Year 2012-2013~~ The City agrees to schedule two arbitrators per month available to conduct expedited arbitrations. The City may, at its sole discretion, cancel any expedited arbitration sessions in time to avoid a cancellation fee if there are no expedited arbitrations calendared for that month. Additional arbitrators may be scheduled ~~for Fiscal Year 2013-2014~~, if the City and the Union agree that there is sufficient demand to do so.

**7. Authority of the Arbitrator**

40. The arbitrator shall have no authority to add to, subtract from, modify or amend the terms of this Agreement. The decision of the Arbitrator shall be final and binding on all Parties.

**8. Fees and Expenses of Arbitration**

41. Each party shall bear its own expenses in connection with the arbitration, including, but not limited to, witness and attorney's fees, and any fees for preparation of the case. Transcripts shall not be required except that either party may request a transcript. The party making such a request shall be solely responsible for the cost. All fees and expenses of the arbitrator and the court reporter, if any, shall be split equally between the parties. Individuals who may have direct knowledge of the circumstances relating to the grievance may be present at the request of either party at the hearing. If such individuals are employees of the City, they shall be compensated at their usual rate of pay for any time spent traveling to or from, and attending the arbitration hearing.

ARTICLE I – REPRESENTATION

9. **Hearing Dates and Date of Award**

42. The parties shall make their best efforts to schedule hearings within forty (40) days of selection of an arbitrator. Awards shall be due within forty (40) days following the receipt of closing arguments. As a condition of appointment, arbitrators shall be advised of this requirement and shall certify their willingness to abide by these time limits.

43. 10. Any claim for monetary relief shall not extend more than forty-five (45) days prior to the filing of a grievance, unless considerations of equity or bad faith justify a greater entitlement.

11. **"Skelly" Rights**

44. A permanent non-probationary employee subject to discipline or discharge, shall be entitled, prior to the imposition of that discipline or discharge, to a meeting and to the following:

45. a. A notice of the proposed action;

46. b. The reasons for the proposed discipline;

47. c. A copy of the charges and the materials upon which the action is based, and

48. d. The right to respond, either orally or in writing, to the authority initially imposing the discipline.

48a. e. The employee's representative shall receive a copy of the final notice of discipline.

49. 12. During the term of this Agreement, the City's Department of Human Resources (DHR) will keep track of Union grievances as follows. For each grievance at each step of the grievance process, the Union shall be responsible for mailing (or emailing) a copy of the grievance, as well as notification that the grievance is being moved to the next step, to a person designated by the City's Employee Relations Director. The Union shall also be responsible for notifying DHR's designee in writing that the grievance is being moved to arbitration and identifying who the grievance was handed to at Step 1. For each grievance, where the Union has notified DHR as described above, DHR shall record: (a) when the grievance was filed; (b) when the grievance was moved to each successive step; (c) when the arbitration was calendared for arbitration; (d) when the arbitration took place; and (e) when the arbitration decision was issued or, in the alternative, whether the grievance was resolved in another manner; provided, however, that DHR shall only be responsible for recording the cited information if the Union provides it.

**I.G. OFFICIAL REPRESENTATIVES AND STEWARDS**

**1. OFFICIAL REPRESENTATIVES**

50. The Union may select up to the number of employees as specified in the Employee Relations Ordinance for purposes of meeting and conferring with the City, during the employee's regular duty or work hours without loss in compensation, on matters within the scope of representation. If a situation should arise where a Union believes that more than a total of two (2) employee members should be present at such meetings, and the City disagrees, the Union shall discuss the matter with the Employee Relations Director and the parties shall attempt to reach agreement as to how many employees shall be authorized to participate in said meetings.
51. a. The organization's duly authorized representative shall inform in writing the department head or officer under whom each selected employee member is employed that such employee has been selected.
52. b. No selected employee member shall leave the duty or work station, or assignment without specific approval of appropriate Employer representative.
53. In scheduling meetings, due consideration shall be given to the operating needs and work schedules of the department, division, or section in which the employee members are employed.

**2. STEWARDS**

54. a. The Union shall furnish the City with an accurate written list of stewards and alternate stewards. The Union may submit amendments to this list at any time because of the permanent absence of a designated steward. If a steward is not officially designated in writing by a Union, none will be recognized for that area or shift.
55. b. The Union recognize that it is the responsibility of the steward to assist in the resolution of grievances at the lowest possible level.
56. c. Upon notification of a designated management person, stewards or designated officers of the Union subject to management approval which shall not be unreasonably withheld, shall be granted reasonable release time to investigate and process grievances and appeals. Stewards shall advise their supervisors of the area or work location where they will be investigating or processing grievances. The Union will attempt to insure that steward release time will be equitably distributed.
57. Stewards shall be responsible for the performance of their work load, consistent with release time approved pursuant to rules established herein.

*ARTICLE I – REPRESENTATION*

58. d. In emergency situations, where immediate disciplinary action is taken because of an alleged violation of law or a City departmental rule (intoxication, theft, etc.) the steward shall not unreasonably be denied the right to leave his/her post or duty if requested by the employee for purposes of representation.
59. e. Stewards shall not interfere with the work of any employee. It shall not constitute interference with the work of an employee for a steward, in the course of investigating or processing a grievance, or a disciplinary action, to interview an employee during the employee's duty time.

**I.H. UNION SECURITY**

**1. AUTHORIZATION FOR DEDUCTIONS**

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

**2. DUES DEDUCTIONS**

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

**I.I. AGENCY SHOP**

**1. APPLICATION**

62. Except as provided otherwise herein, the provisions of this section shall apply to all employees of the City in all classifications represented by the Union in represented units when on paid status. These provisions shall not apply to individual employees of the City in represented units who have been properly and finally determined to be management, confidential or supervisory employees pursuant to Section 16.208 of the Employee Relations Ordinance. Except when an individual employee has filed a challenge to a management,

ARTICLE I – REPRESENTATION

confidential or supervisory designation, the Employee Relations Director and the Union shall meet as necessary for the purpose of attempting to make such determinations by mutual agreement. The Employee Relations Director shall give the Union no less than ten (10) working days prior notice of any such proposed designation. Disputes regarding such designations shall be promptly resolved pursuant to Section 16.208 (b) of the Employee Relations Ordinance.

**2. IMPLEMENTATION**

63. An agency shop shall be implemented within representation units or sub-units when:

a. Election

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

b. Two-thirds (2/3) Membership

65. The Union makes a showing that 2/3 of the employees within the unit or sub-unit are dues paying members of the Union, or

c. New Employees

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

**3. SERVICE FEE**

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

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

**4. FINANCIAL REPORTING**

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

*ARTICLE II – EMPLOYMENT CONDITIONS*

**ARTICLE II - EMPLOYMENT CONDITIONS**

**II.A. NON DISCRIMINATION**

82. 1. The City and the Union agree that this Agreement shall be administered in a nondiscriminatory 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, gender identity, national origin, physical or mental disability, age, political affiliation or opinion or union membership or activity, or non-membership, nor shall a person be subject to sexual harassment.
83. Discrimination as used herein shall mean discrimination as defined by Title VII of the 1964 Civil Rights Act, as amended, the Civil Rights Act of 1991, the California Fair Employment and Housing Act, the Americans with Disabilities Act, the California and United States Constitutions, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, the Civil Rights Acts of 1866, and any other laws and regulations relating to employment discrimination.
84. 2. A complaint of discrimination or sexual harassment may, at the option of the employee, group of employees, or a Union, be processed through the grievance and arbitration procedures of this Agreement, or through the applicable Civil Service Rules, the City Administrative Code and federal and state law. Provided, however, if the employee, group of employees, or a Union elects to pursue remedies for discrimination or sexual harassment complaints outside the procedures of the Agreement, it shall constitute a waiver of the right to pursue that complaint through the grievance and arbitration process.

**II.B. AMERICANS WITH DISABILITIES ACT**

85. 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 including the Americans with Disabilities Act 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.C. PROBATIONARY PERIOD**

86. The probationary period as defined and administered by the Civil Service Commission shall be:
87. 2080 hours for new appointees.
88. 1040 hours for a promotive appointment.
89. 520 hours for any other appointment type (i.e. bumping, transfers).



ARTICLE II – EMPLOYMENT CONDITIONS

90. Upon permanent appointment, time worked as a provisional appointment in the same classification under the same appointing authority shall be treated as time worked and credited to the employee's probationary period as defined and administered by the Civil Service Commission. Provided however, upon permanent appointment, all employees must serve no less than a 173 hour probationary period as defined and administered by the Civil Service Commission regardless of time worked in the provisional appointment.
91. The parties may extend the duration of the probationary period by mutual consent in writing.

**II.D. PERSONNEL FILES**

92. 1. Only one (1) official personnel file shall be maintained on any single employee. The official file shall be located in the Department's personnel office unless another location is designated and the employee notified in writing. Each employee shall have the right to review the contents of his/her official personnel file upon request. Nothing may be removed from the file by the employee but copies of the contents shall be provided to the employee at his/her request. Copies in excess of 100 pages shall be at a charge of ten (10) cents per page.
93. 2. An employee shall have the opportunity to review, sign and date any and all material to be included in the file. The employee may also attach a response to such materials within thirty (30) days of receipt. All material in the file must be signed and dated by the author, except for routine payroll and personnel administration documents. The City may transmit documents to the employee at the employee's last known address by means of U.S. mail or hand delivery, except disciplinary notification which must be sent by certified mail when the employee is on leave.

**93a. 2a. With the written permission of the employee, a representative of the Union may review the employee's personnel file when in the presence of a departmental representative and obtain copies of the contents upon request.**

94. 3. With the approval of the Appointing Officer or designee, the employee may include material relevant to his/her performance of assigned duties in the file.
95. 4. Upon request of an employee subject to the approval of the Appointing Officer or designee, material relating to disciplinary action in the employee's file which has been in the file for more than two (2) years may be "sealed" (i.e. shall remain confidential) to the maximum extent legally permissible, provided the employee has had no subsequent disciplinary action since the date of such prior action. The envelope containing the sealed documents will be retained in the employee's personnel file, to be opened only for purpose of assisting the City in

*ARTICLE II – EMPLOYMENT CONDITIONS*

defending itself in legal or administrative proceedings. In no event will the sealed material be used for disciplinary proceedings against the individual in whose file the document (s) have been sealed. Performance evaluations are excluded from this provision.

96. 5. The above provision shall not apply in the case of employees disciplined due to misappropriation of public funds or property; misuse or destruction of public property; misconduct stemming from drug or alcohol abuse; mistreatment of persons (except mere verbal altercations not involving discrimination or threats of violence); acts which would constitute a felony or misdemeanor involving moral turpitude; and/or acts which present an immediate danger to the public health and safety.

97. 6. No action to impose discipline against an employee shall be initiated more than thirty (30) days from the date the employer knows of the conduct after diligent and timely investigation except for conduct which would constitute the commission of a crime. Presentation of the charging letter will signify the initiation of the disciplinary action. The discipline imposed may take into account conduct that is documented in the employee's personnel file or was the subject of a prior disciplinary action.

**II.E. JURY DUTY**

98. An employee shall be excused from work on a work day on which she/he performs jury services, providing she/he gives prior notification to her/his supervisor.

99. Employees assigned to jury services whose regular work assignments are swing, graveyard, or weekend shifts shall not be required to work those shifts when performing jury service, providing she/he gives prior notification to her/his supervisor.

100. Employees shall be required to provide proof of jury service to verify actual appearance for each day of jury service.

**II.F. SUBSISTENCE PAY**

101. The City agrees to provide any eligible employee covered by this Agreement with daily subsistence pay in accordance with the Annual Salary Appropriation Ordinance, Section 17.

**II.G. SUBCONTRACTING**

Subcontracting of Work – City Charter Section 10.104-15

**1. “PROP. J” CONTRACTS**

102. a. The City agrees to notify the Union no later than the date a department sends out Requests for Proposals when contracting out of a City service and authorization of the Board of Supervisors is necessary

ARTICLE II – EMPLOYMENT CONDITIONS

in order to enter into said contract.

103. b. Upon request by the Union, the City shall make available for inspection any and all pertinent background and/or documentation relating to the service contemplated to be contracted out.
104. c. Prior to any final action being taken by the city to accomplish the contracting out, the City agrees to hold informational meetings with the Union to discuss and attempt to resolve issues relating to such matters including, but not limited to:
105. (1) possible alternatives to contracting or subcontracting;
106. (2) questions regarding current and intended levels of service;
107. (3) questions regarding the Controller's certification pursuant to Charter Section 10.104-15,
108. (4) questions relating to possible excessive overhead in the City's administrative-supervisory/worker ratio; and
109. (5) questions relating to the effect on individual worker productivity by providing labor saving devices;
110. d. The City agrees that it will take all appropriate steps to ensure the presence at said meetings of those officers and employees (excluding the Board of Supervisors) of the City who are responsible in some manner for the decision to contract so that the particular issues may be fully explored by the Union and the City.

**2. ADVANCE NOTICE TO UNION ON PERSONAL SERVICES CONTRACTS**

111. a. Departments shall notify the Union of proposed personal services contracts where such services could potentially be performed by represented classifications. At the time the City issues a Request for Proposals (“RFP”)/Request for Qualifications (“RFQ”), or thirty (30) days prior to the submission of a PSC request to the Department of Human Resources and/or the Civil Service Commission, whichever occurs first, the City shall notify the affected union of any personal services contract(s), including a copy of the draft PSC summary form, where such services could potentially be performed by represented classifications.
112. b. If an affected Union wishes to meet with a department over a proposed personal services contract, the affected union must make its request to the appropriate department within two weeks after the union’s receipt of the department’s notice.

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113. c. The parties may discuss possible alternatives to contracting or subcontracting and whether the department staff has the expertise and/or facilities to perform the work. Upon request by the affected Union, the City shall make available for inspection any and all pertinent background and/or documentation relating to the service contemplated to be contracted out.
114. d. In order to ensure that the parties are fully able to discuss their concerns regarding particular proposed contracts, the City agrees that it will take all appropriate steps to ensure that parties (excluding the Board of Supervisors and other boards and commissions) who are responsible for the contracting-out decision(s) are present at the meeting(s) referenced in paragraph b.
115. e. The City agrees to provide affected union with notice(s) of departmental commissions and Civil Service Commission meetings during which proposed personal services contracts are calendared for consideration, where such services could potentially be performed by represented classifications.

**3. ADVANCE NOTICE TO EMPLOYEE ORGANIZATIONS OF THE CONSTRUCTION/MAINTENANCE OR JOB ORDER CONTRACTS**

116. a. At the time the City issues an invitation for a Construction/Maintenance or Job Order Contract, the City shall notify the affected Union and also notify the San Francisco Building and Construction Trades Council of any construction/maintenance or job order contract(s) where such services could potentially be performed by represented classifications.
117. b. Twenty days prior to the time the City issues a Task Order/Work Order funded by a Construction/Maintenance or Job Order Contract, the City shall notify the affected Union and also notify the San Francisco Building and Construction Trades Council of any such task order/work order.
118. c. If an employee organization wishes to meet with a department over a proposed construction/maintenance contract and/or task order/work order, the employee organization must make its request to the appropriate department within ten calendar days after the receipt of the department's notice. The parties shall meet and discuss, within ten calendar days of receipt of request to meet and discuss possible alternatives to contracting or subcontracting and whether the department staff has the expertise and/or facilities to perform the work. Upon request by the employee organization, the City shall make available for inspection any and all pertinent background and/or documentation relating to the service contemplated to be contracted out.

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119. d. In order to ensure that the parties are fully able to discuss their concerns regarding particular proposed contracts, the City agrees that it will take all appropriate steps to ensure that parties (excluding the Board of Supervisors and other boards and commissions) who are responsible for the contracting-out decision(s) are present at the meeting(s) referenced in paragraph c.
120. e. The City agrees to provide the San Francisco Building Trades Council with notice(s) of departmental commissions and Civil Service Commission meetings during which proposed construction/maintenance contracts are calendared for consideration, where such services could potentially be performed by represented classifications.

**II.H. MINIMUM NOTICE FOR DISPLACEMENTS**

121. ~~For Fiscal Years 2012-2013 and 2013-2014 only, t~~The City will provide ten (10) business days' notice to employees who are subject to displacement due to layoffs. To the extent this notice period extends beyond the date the displacing employee is to start in the position, the employee who is to be displaced will be placed in a temporary exempt position in his/her classification and department for the remainder of the notice period.

**II.I. UTILIZATION OF PROP F AND TEMPORARY EXEMPT EMPLOYEES**

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

**II.J. BARGAINING UNIT WORK**

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

ARTICLE III - PAY, HOURS AND BENEFITS

III.A.

**1. WAGES**

124. Represented employees will 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.**

125. All base wage increases shall be rounded to the nearest salary schedule.

**2. CONSOLIDATED MOU BONUS**

~~126. In recognition of the participating Union agreeing to be covered by the provisions of a single agreement, covered employees shall be paid a one-time lump sum bonus of \$500. Payment shall be made in July 2006.~~

III.B. MAINTENANCE AND CHARGES

127. Charges and deductions for all maintenance, such as housing, meals, laundry, etc., furnished to and accepted by employees shall be made on time rolls and payrolls in accordance with a schedule of maintenance charges fixed and determined in the Annual Salary Ordinance.

III.C. WORK SCHEDULES

**1. NORMAL WORK SCHEDULES**

128. a. A normal work week for Painters (classes 7346 Painter, 7242 Painter Supervisor I and 7278 Painter Supervisor II), shall be five (5)

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consecutive days Monday through Friday, inclusive, a normal work day is a tour of duty of eight (8) hours completed within eight and one-half (8 ½) hours. A regular tour of duty may commence at a time not earlier than 6:00 a.m. and all regular tours of duty shall conclude not later than 4:30 p.m.

129. b. Notwithstanding the above, effective July 1, 2006, a regularly scheduled graveyard shift shall be established at the Airport, consisting of a regular eight (8) hour tour of duty commencing at 11:00 p.m. and ending at 7:30 a.m., Sunday through Thursday.

130. At the request of either the City or the Union, and after meeting and conferring with the Union, the City may enter into cost equivalent alternate work schedules for some or all represented employees.

**2. FLEX-TIME SCHEDULES**

131. All classifications of employees having a normal work day of eight (8) hours within nine (9) hours may voluntarily work in flex-time programs authorized by appointing officers and may voluntarily work more than or less than eight (8) hours within twelve (12) hours, provided, that the employee must work five (5) days a week, forty (40) hours per week, and must execute a document stating that the employee is voluntarily participating in a flex-time program and waiving any rights he or she may have on the same subject.

**3. ALTERNATE WORK SCHEDULES**

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

**4. EXCEPTIONS**

133. a. Specially funded training programs approved by the Department of Human Resources.

134. b. Educational and Training Courses  
Regular permanent civil service employees may, on a voluntary basis with approval of appointing officer, work a forty-hour week in six days when required in the interest of furthering the education and training of the employee.

135. c. Employees shall receive no compensation when properly notified two hours prior to the start of their shift that work applicable to the classification is not available because of inclement weather conditions, shortage of supplies, traffic conditions, or other unusual circumstances.

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136. Employees who are not properly notified and report to work and are informed no work applicable to the classification is available shall be paid for a minimum of two hours.
137. Employees who begin their shifts and are subsequently relieved of duty due to the above reasons shall be paid a minimum of four hours, and for hours actually worked beyond four hours, computed to the nearest one-quarter hour.
138. The bi-weekly schedules of compensation contained in this Agreement for the classifications indicated will be adjusted to an hourly amount by dividing said schedule by 80 and then multiplying by the number of hours of employment of the particular classification in a bi-weekly period to the nearest whole cent to determine the bi-weekly rate of pay.
139. d. Work Schedule -- Remote Locations  
On operations conducted at remote locations where replacements are not readily available, or on operations involving changes in shifts, or when other unusual circumstances warrant, the appointing officer may arrange work schedules averaging five (5) days per week over a period of time, but consisting of more than five (5) consecutive days per week with the accumulation of normal days off to be taken at a later date. Such schedules shall be the “normal work schedules” for such operations.
140. e. Camp Mather  
Overtime Work schedules at Camp Mather shall continue per current practice, described below. The Recreation and Parks Department shall seek voluntary sign-up four (4) weeks prior to the Spring and Fall tours of duty. The Recreation and Parks Department shall make best efforts to continue the current practice as follows:
- Day One (Monday): Travel and work day: 8 hours
- Day Two Through Five (Tuesday through Friday): Work 10 hours per day; paid overtime for hours nine and ten
- Day Six and Seven (Saturday and Sunday): Eight hours per day paid overtime
- Day Eight Through Eleven (Monday through Thursday): 10 hours per day; paid overtime for hours nine and ten
- Day Twelve (Friday): Eight hours work and travel day
141. In the event the Recreation and Parks Department cannot offer weekday and/or weekend overtime work, the parties shall meet to discuss the availability of overtime work and make best efforts to resolve any disagreements that may arise. Room and board while at Camp Mather are provided per the Annual



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Salary Ordinance. All employees assigned to work at Camp Mather shall be paid travel time to and from Camp Mather.

142. f. Voluntary Reduced Work Week  
Employees subject to the approval by the Appointing Officer may voluntarily elect to work a reduced work week for a specified period of time. Such reduced work week shall not be less than twenty (20) hours per week. Pay, vacation, holidays and sick pay shall be reduced in accordance with such reduced work week.
143. g. Alternate Schedule  
The Employee Relations Division of the Department of Human Resources may authorize any department head, board or commission to meet and confer with an employee, group of employees, or their representatives on proposals offered by the employee, group of employees, or their representatives or the department relating to alternate scheduling of working hours for all or part of a department. Such proposals may include but are not limited to core-hour flex time, full time work weeks of less than five (5) days, work days of less than eight (8) hours or a combination of plans which are mutually agreeable to the employee, group of employees, and their representatives and the department concerned. Any such agreement shall be submitted to the Mayor's Budget Office for its approval or rejection.
144. h. Voluntary Time off Program  
The mandatory furlough provisions of Civil Service Commission Rule 120 shall not apply to covered employees.
- (1) General Provisions:
145. Upon receipt of a projected deficit notice from the Controller, an Appointing Officer shall attempt to determine, (to the extent feasible and with due consideration for the time constraints which may exist for eliminating the projected deficit), the interest of employees within the Appointing Officer's jurisdiction in taking unpaid personal time off on a voluntary basis.
146. The Appointing Officer shall have full discretion to approve or deny requests for voluntary time off based on the operational needs of the department and any court decrees or orders pertinent thereto. The decision of the appointing officer shall be final except in cases where requests for voluntary time off in excess of ten (10) working days are denied.
- (2) Restrictions on use of Paid Time Off while on Voluntary Time Off
147. i. All voluntary unpaid time off granted pursuant to this section shall be

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without pay.

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

(3) Duration and revocation of Voluntary Unpaid Time Off

149. Approved voluntary time off taken pursuant to this section may not be changed by the Appointing Officer without the employee's consent.

150. Any change in the "normal work week" shall be the subject of meeting and conferring between the Union and the appointing officer.

**III.D. COMPENSATION FOR VARIOUS WORK SCHEDULES**

**1. NORMAL WORK SCHEDULE**

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

**2. PART-TIME WORK SCHEDULE**

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

**III.E. OVERTIME COMPENSATION**

153. Voluntary overtime shall be offered equitably among employees covered under the provisions of this MOU within each work unit and/or work location, subject to departmental operational needs.
154. Mandatory overtime shall be distributed equitably among employees covered under the provisions of this MOU within each work unit and/or work location, subject to departmental operational needs.
155. Appointing officers may require employees to work longer than the normal work day or longer than the normal work week. Any time worked under proper authorization of the appointing officer or his/her designated representative or any hours suffered to be worked by an employee in excess of a) forty (40) hours per City workweek for weekly overtime, and b) the regular or normal work day for daily overtime, shall be designated as overtime and shall be compensated at one-and-one-half times the base hourly rate which may include a night differential if applicable.
156. The use of any sick leave shall be excluded from determining hours worked in excess of 40 hours in a week for determining eligibility for overtime payment.

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157. For the purposes of determining the rate of pay (i.e. straight time or time-and-one-half), the department will look back to the previous five (5) work days to determine whether sick leave was used. However, the five day look back requirement shall not apply to mandatory emergency overtime assignments.
158. Employees working in classifications that are designated in this Agreement as having a normal work day of less than eight (8) hours or a normal work week of less than forty (40) hours shall not be entitled to overtime compensation for work performed in excess of said specified normal hours until they exceed eight (8) hours per day or forty (40) hours per week, provided further, that employees working in a flex-time program or alternate work schedule shall be entitled to overtime compensation as provided herein when required to work more than forty hours per week. Overtime compensation so earned shall be computed subject to all the provisions and conditions set forth herein.
159. For employees working an alternative schedule (such as 4-10s), daily overtime shall be compensated at one-and-one-half times the base hourly rate (including a night differential where applicable) for hours worked in excess of the number of hours in the workday as set forth in the alternative work schedule. Weekly overtime shall be determined as set forth above.
160. There shall be no eligibility for overtime assignment if there has been sick pay, sick leave or disciplinary time off on the preceding workday, or if sick pay, sick leave or disciplinary time off occurs on the workday following the last overtime assignment.
161. The Department of Human Resources shall determine whether work in excess of eight (8) hours a day performed within a sixteen (16) hour period following the end of the last preceding work period shall constitute overtime or shall be deemed to be work scheduled on the next work day.
162. No appointing officer shall require an employee not designated by a "Z" symbol in the Annual Salary Ordinance to work overtime when it is known by said appointing officer that funds are legally unavailable to pay said employee, provided that an employee may voluntarily work overtime under such conditions in order to earn compensatory time off at the rate of time and one-half pursuant to the provisions herein.
163. Employees occupying positions determined by the Department of Human Resources as being exempt from the Fair Labor Standards Act and designated by a "Z" shall not be paid for overtime worked but may be granted compensatory time off at the rate of one-and-one-half times for time worked in excess of normal work schedule.
164. Those employees subject to the provisions of the Fair Labor Standards Act who are required or suffered to work overtime shall be paid in salary unless the employee and the Appointing Officer mutually agree that in lieu of paid overtime, the employee shall be compensated with compensatory time off. Compensatory time shall be earned at the rate of time- and-one-half. Employees occupying a ~~Non-~~ "Z" designated positions shall not accumulate a balance of compensatory time earned in excess of 240 hours calculated at the rate of time and one half.

164a. A Non-“Z” classified employee who is appointed to a position in another department shall have his or her entire compensatory time balances paid out at the rate of the underlying classification prior to appointment.

164b. A Non-“Z” classified employee who is appointed to a position in a higher, Non-“Z” designated classification or who is appointed to a position in a “Z” designated classification shall have his or her entire compensatory time balances paid out at the rate of the lower classification prior to promotion.

165. Employees working overtime at the end of their regular shift may request, and the department shall grant, a non-paid break period of up to thirty (30) minutes before the commencement of the overtime period. Employees working more than four (4) hours of overtime may request, and the department shall grant, a non-paid break period of up to thirty (30) minutes prior to the assigning of further overtime.

**1. RECORDATION OF OVERTIME**

166. All overtime worked which is authorized by the appointing officer shall be recorded on separate timerolls.

167. Compensation for overtime worked as provided in this Section shall be paid on an hourly basis.

168. When improved methods of payroll processing are implemented and with the approval of the Human Resources Director and the Controller, such overtime may be recorded on the regular timerolls.

169. Painters (classes 7346 Painter, 7242 Painter Supervisor I and 7278 Painter Supervisor II) shall be paid at the rate of time and one-half for hours worked either before or after the starting and concluding time of the regular tour of duty as referenced herein.

170. Overtime Assignments: Overtime scheduled more than twelve (12) hours in advance shall be on a revolving seniority basis. Said workers must be qualified to perform such work. Workers denied overtime due to not being qualified must within sixty (60) days be given the opportunity to acquire the skills necessary to perform such work.

**III.F. ADDITIONAL COMPENSATION**

**1. ACTING ASSIGNMENT PAY**

171. a. An employee assigned in writing by the Appointing Officer (or designee) to perform the normal day-to-day duties and responsibilities of a higher classification of an authorized position for which funds are temporarily unavailable shall be entitled to acting assignment pay on the tenth (10<sup>th</sup>) consecutive work day of such an assignment. Acting assignment pay shall be retroactive to the first (1<sup>st</sup>) day of the

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assignment.

172. b. Upon written approval, as determined by the City, an employee shall be authorized to receive an increase to a step in an established salary schedule that represents at least 5% above the employee's base salary and that does not exceed the maximum step of the salary schedule of the class to which temporarily assigned. Premiums based on percent of salary shall be paid at a rate which includes the acting assignment pay.

173. c. Acting assignments are intended to be used for short term temporary assignments of six months or less.

**2. CALL BACK PAY**

174. Employees (except those at remote locations where city supplied housing has been offered, or who are otherwise being compensated) who are called back to their work locations following the completion of his/her work day and departure from his/her place of employment, shall be granted a minimum of four (4) hours compensation (pay or compensatory time off as appropriate - "Z" employees can only take overtime in the form of compensatory time off) at the applicable rate or shall be compensated for all hours actually worked at the applicable rate, whichever is greater.

175. This section shall not apply to employees who are called back to duty when on stand by status. The employee's work day shall not be adjusted to avoid the payment of this minimum.

**3. CORRECTIONAL FACILITY PREMIUM**

176. A premium of \$2.00 per hour shall be paid to employees working in a secured and restricted area of the correctional facilities listed below.

177. This premium shall not be added to the employee's base rate of pay for the purpose of calculating overtime.

178. Those facilities where this premium shall apply are listed below:

- 1) County Jail Facilities in San Bruno
- 2) Youth Guidance Center
  - (a) 375 Woodside, San Francisco
  - (b) Log Cabin Ranch in La Honda
- 3) Hall of Justice in San Francisco
- 4) County Jail located at 425 7<sup>th</sup> Street
- 5) San Francisco General Hospital Hospital or successor facility
  - (a) locked unit
  - (b) locked psychiatric unit

**4. EPOXY & INDUSTRIAL COATINGS PREMIUM**

179. An epoxy premium of \$1.00 per hour will be authorized for those hours actually spent in the application of epoxy.

**5. EXTENDED TOUR OF DUTY PREMIUM**

180. An extended tour of duty shall be a tour of duty of eight hours work completed within eleven consecutive hours but extended over more than nine hours. There shall be only one split in any tour of duty. Employees on an extended tour of duty shall be paid for time actually worked and shall be paid 50% above their base rate after the ninth hour.

181. Exception: Employees of Camp Mather who during the summer season work a tour of duty of eight hours completed within thirteen consecutive hours shall be paid \$2.00 per day above the compensation to which they are otherwise entitled.

**6. HEIGHT WORK PAY**

182. Employees in classes 7346 Painter, 7278 Painter Supervisor I, and 7242 Painter Supervisor II shall be entitled to a height work premium when the work performed required personal fall restraints to be worn by the employee as follows:

183. When working over **fourteen (14)** ~~forty (40)~~ feet above ground or water level the employee shall be paid two dollars (\$2.00) per hour above the base rate for all such work;

184. When working from one hundred (100) to one hundred eighty (180) feet above ground or water level the employee shall be paid two dollars (\$2.00) per hour above the base rate for all such work.

185. When working over one hundred eighty (180) feet above ground or water level the employee shall be paid two dollars (\$2.00) per hour above the base rate for all such work.

**7. LEAD WORKER PAY**

186. Employees in the covered classes, when designated in writing by their supervisor or foreman as a lead worker, shall be entitled to a ten (\$10.00) per day premium where required to plan, design, sketch, layout, detail, estimate, order materials, and take the lead on any job where at least two mechanics are assigned.

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

**8. NIGHT DUTY PREMIUM**

188. Members of SFCWU (Painters) shall be paid fifteen percent (15%) more than the base rate for each hour regularly assigned to the SFO graveyard shift (11:00

p.m. to 7:30 a.m.).

**9. STANDBY PAY**

189. a. Employees (except those working at the Public Utilities Commission) who, as part of the duties of their positions are required by the Appointing Officer to standby when normally off duty to be instantly available on call for immediate emergency service for the performance of their regular duties, shall be paid twenty-five (25) percent of their regular straight time rate of pay for the period of such standby service, except that employees shall be paid ten (10) percent of their regular straight time rate of pay for the period of such standby service when outfitted by their department with an electronic communication device or cell phone. When such employees are called to perform their regular duties in emergencies during the period of such standby service, they shall be paid while engaged in such emergency service the usual rate of pay for such service as provided herein. However, standby pay shall not be allowed in classes whose duties are primarily administrative in nature.

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

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

**10. SUPERVISORY DIFFERENTIAL ADJUSTMENT**

191. The Appointing Officer or Human Resources Director is authorized to adjust the compensation of a supervisory employee if:

192. a. the supervisor, as part of the regular responsibilities of his/her class, supervises, directs, and is accountable and responsible for the work of subordinates;

193. b. the supervisor actually supervises the technical content of subordinate work and possesses the education and/or experience appropriate to the technical assignment;

194. c. the organization is a permanent one approved by the Appointing Officer, Board or Commission where applicable, and is a matter of record based

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upon review and investigation by the Department of Human Resources;

195. d. the classifications of both the supervisor and the subordinate are appropriate to the organization and have a normal/logical nexus to each other; and

196. e. the compensation schedule of the supervisor is less than one full step (approximately 5%) over the employee supervised. In determining the compensation grade of a classification being paid a flat rate, the flat rate will be converted to a bi-weekly rate and the compensation grade the top step of which is closest to the flat rate so converted shall be deemed to be the compensation grade of the flat rate classification.

197. If all of the above conditions are met, the supervisory adjustment shall be granted as follows:

198. a. The adjustment of compensation of the supervisor shall be 5% above the base wage of the employee supervised.

199. b. No supervisory adjustment may exceed two full steps (approximately 10%) over the supervisor's current basic compensation in any fiscal year.

200. c. The compensation adjustment is retroactive to the date the employee became eligible, but not earlier than the beginning of the current fiscal year.

201. d. Requests for adjustment must be submitted to DHR before the end of current fiscal year.

202. e. An Appointing Officer requesting a supervisory adjustment under this section must notify the Department of Human Resources of what changes in organizational structure or compensation support the adjustment.

**11. TAPER PREMIUM**

203. Employees in classification 7346 Painter shall receive an additional ~~seventy five (\$75)~~ **one dollar and twenty-five cents (\$1.25)** per hour for each hour assigned as a taper. ~~Effective July 1, 2002, the rate shall be one dollar (\$1.00) per hour.~~

**12. THERMO-PLASTIC APPLICATORS**

204. Employees in classifications 7242 Painter Supervisor II, 7278 Painters Supervisor I, and 7346 Painter who are assigned to operate a thermo-plastic applicator shall be paid a premium of two dollars (\$2.00) per hour for each of those hours that said individual actually operates such an applicator. This premium shall be payable only to the individual who operates said applicator.

**13. TRAVEL EXPENSE**



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~~205. No later than the first pay period after September 1, 2012, active represented employees who received Travel Expense pay in Fiscal Year 2011-2012 shall receive a one time lump sum payment equal to the amount of Travel Expense pay they received in Fiscal Year 2011-2012.~~

**14. TRAVEL FOR TEMPORARY ASSIGNMENTS**

206. If a department temporarily assigns an employee(s) to work at another location, the City shall provide the employee(s) transportation in City-owned vehicles(s) for travel with no loss of pay, provided that the employee's regular and temporary work locations are not both within the City and County of San Francisco. In these circumstances, the employee will first report to his/her regularly-assigned work location and then travel to the temporary work location.

207. The provision in the paragraph above shall not apply to employees who must be temporarily reassigned due to facility closure. In the event of such closure, the City will provide the Union with notice and an opportunity to meet and confer over the impact of the closure.

**15. WASTE WATER TREATMENT FACILITY PREMIUM**

208. Employees who are assigned to work at a Waste Water Treatment Facility shall receive \$4.00 a day for each actual day worked at the facility.

**16. NO PYRAMIDING**

209. There shall be no pyramiding of overtime and premium pay under this MOU. If an employee working overtime is eligible for overtime pay and is also covered by other premium pay provisions, unless otherwise noted, that employee shall be compensated in the following manner: the overtime premium pay will be computed on the straight time hourly base rate of pay and any other premium pay will then be added on.

**III.G. HOLIDAYS AND HOLIDAY PAY**

210. A holiday is calculated based on an eight-hour day. The following days are designated as holidays:

- January 1 (New Year's Day)
- the third Monday in January (Martin Luther King, Jr.'s birthday)
- the third Monday in February (Presidents' Day)
- the last Monday in May (Memorial Day)
- July 4 (Independence Day)
- the first Monday in September (Labor Day)
- the second Monday in October (Columbus Day)
- November 11 (Veterans' Day)
- Thanksgiving Day
- the day after Thanksgiving
- December 25 (Christmas Day)

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

212. 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 is a holiday.

**1. HOLIDAYS THAT FALL ON A SATURDAY**

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

**2. HOLIDAY COMPENSATION FOR TIME WORKED**

214. Employees required by their respective Appointing Officers to work on any of the above designated or observed holidays, excepting Fridays observed as holidays in lieu of holidays falling on Saturday, shall be paid extra compensation of one additional day's pay at time-and-one-half the usual rate (i.e.: 12 hours pay for 8 hours worked or a proportionate amount for less than 8 hours worked). At the employee's request and with the approval of the Appointing Officer, an employee may be granted compensatory time off in lieu of paid overtime pursuant to the provisions of this Agreement.

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

**3. HOLIDAYS FOR EMPLOYEES ON WORK SCHEDULES OTHER THAN MONDAY THROUGH FRIDAY**

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

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217. If the provisions of this Section deprive an employee of the same number of holidays that an employee 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 employee and the appropriate supervisor with the approval of the appointing officer. Such days off must be taken within the fiscal year. In no event shall the provisions of this Section result in such employee receiving more or less holiday entitlement than an employee on a Monday through Friday work schedule.

**4. HOLIDAY PAY FOR LAID OFF EMPLOYEES**

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

**5. EMPLOYEES NOT ELIGIBLE FOR HOLIDAY COMPENSATION**

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

**6. FLOATING HOLIDAYS**

220. Eligible employees covered by this Agreement shall receive five (5) floating holidays in each fiscal year to be taken on days selected by the employee subject to prior scheduling approval of the Appointing Officer or designee. Employees (both full-time and part-time) must complete six (6) months continuous service to establish initial eligibility for the floating holidays. Employees hired on an as-needed, intermittent or seasonal basis shall not receive the additional floating holidays. Floating holidays received in one fiscal year but not used may be carried forward to the next succeeding fiscal year. The number of floating holidays carried forward to a succeeding fiscal year shall not exceed the total number of floating holidays received in the previous fiscal year. Floating Holidays may be taken in hourly increments up to and including the number of hours contained in the employee's regular shift. No compensation of any kind shall be earned or granted for floating holidays not taken.

221. ~~In Fiscal Year 2012-2013, employees shall receive a one-time award of two (2) floating holidays, which shall be administered in the same manner as the floating holidays in the paragraph above.~~

**7. FLOATING HOLIDAY PAY FOR EMPLOYEES WHO SEPARATE**

222. Employees who have established initial eligibility for floating holidays and who subsequently separate from City employment, may, at the sole discretion of the appointing authority, be granted those floating holiday(s) to which the

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separating employee was eligible and had not yet taken.

**III.H. TIME OFF FOR VOTING**

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

**III.I. VOLUNTEER/PARENTAL RELEASE TIME**

224. Represented employees shall be granted paid release time to attend parent teacher conferences of up to four (4) hours per fiscal year (for children in kindergarten or grades 1 to 12).

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

**III.J. VESTED LEAVE CASHOUTS**

226. 1. Cashouts of vested sick leave upon separation are made pursuant to Charter Section A8.363.

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

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

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

**1. APPOINTMENT ABOVE ENTRANCE RATE**

229. Subject to the Controller's certification of available funds and procedures to be established by DHR, appointments may be made by an Appointing Officer at any step in the compensation schedule under the following conditions:

230. a. A former permanent City employee, following resignation with service satisfactory, is being reappointed to a permanent position in his/her former classification.

231. b. Loss of compensation would result if appointee accepts position at the normal step.

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232. c. A severe, easily demonstrated and documented recruiting and retention problem exists, such that all City appointments in the particular class should be above the normal step.
233. d. The appointee possesses special experience, qualifications and/or skills which, in the Appointing Officer's opinion, warrants appointment above the entrance rate.

**2. PROMOTIVE APPOINTMENT IN A HIGHER CLASS**

234. An employee following completion of six months continuous service who is appointed to a position in a higher classification, either permanent or temporary, deemed to be promotive by the Department of Human Resources shall have his/her salary adjusted to that step in the promotive class as follows:
235. a. If the employee is receiving a salary in his/her present classification equal to or above the entrance step of the promotive class, the employee's salary in the promotive class shall be adjusted to two steps in the compensation schedule over the salary received in the lower class but not above the maximum of the salary range of the promotive classification.
236. b. If the employee is receiving a salary in his/her present classification which is less than the entrance step of the salary range of the promotive classification, the employee shall receive a salary step in the promotive class which is closest to an adjustment of 7.5% above the salary received in the class from which promoted. The proper step shall be determined by the bi-weekly compensation schedule and shall not be above the maximum of the salary range of the promotive class.
237. c. For purpose of this Section, appointment to a position with a higher salary schedule shall be deemed promotive.
238. d. If the appointment is to a craft apprentice class, the employee shall be placed at the salary step in the apprentice class pursuant to this section. However, advancement to the next salary step in the apprentice class shall not occur until the employee has served satisfactory time sufficient in the apprenticeship program to warrant such advancement.

**3. EXEMPT APPOINTIVE POSITION**

239. An employee who holds an exempt appointive position whose services are terminated, through lack of funds or reduction in force, and is thereupon appointed to another exempt appointive position with the same or lesser salary grade, shall receive a salary in the second position based upon the relationship of the duties and responsibilities and length of prior continuous service as determined by the Department of Human Resources.

**4. REAPPOINTMENT WITHIN SIX MONTHS**

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

**5. COMPENSATION UPON TRANSFER OR RE-EMPLOYMENT**

**a. Transfer**

241. An employee transferred in accordance with Civil Service Commission rules from one Department to another, but in the same classification, shall transfer at his/her current salary, and if he/she is not at the maximum salary for the class, further increments shall be allowed following the completion of the required service based upon the seniority increment anniversary date in the former Department.

**b. Re-employment in Same Class Following Layoff**

242. An employee who has acquired permanent status in a position and who is laid off because of lack of work or funds and is re-employed in the same class after such layoff shall be paid the salary step attained prior to layoff.

**c. Re-employment in an Intermediate Class**

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

**d. Re-employment in a Formerly Held Class**

244. An employee who has completed the probationary period in an entrance appointment who is laid off and is returned to a classification formerly held on a permanent basis shall receive a salary based upon the original appointment date in the classification to which the employee is returned. An employee who is returned to a classification not formerly held on a permanent basis shall receive a salary in accordance with this Agreement.

**III.L. METHODS OF CALCULATION**

**1. BI-WEEKLY**

245. An employee whose compensation is fixed on a bi-weekly basis shall be paid the bi-weekly salary for his/hers position for work performed during the

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bi-weekly payroll period. There shall be no compensation for time not worked unless such time off is authorized time off with pay.

III.M. VACATION ACCRUAL

246. The following is for informational purposes only.

247. Definitions. "Continuous service" for vacation allowance purposes means paid service pursuant to a regular work schedule which is not interrupted by a breach in paid service.

248. Award and Accrual of Vacation. Beginning with the first full pay period after the effective date of this Agreement, an employee shall be awarded the employee's vacation allowance on the first day of the pay period following the pay period in which the allowance is accrued.

249. a. An employee does not accrue vacation allowance in the first year of continuous service, however, at the end of one (1) year of continuous service, an employee 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.

250. b. At the end of five (5) years of continuous service, an employee 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 except that the amount of the vacation allowance shall not exceed forty (40) hours.

251. c. At the end of fifteen (15) years of continuous service, an employee 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 except that the amount of the vacation allowance shall not exceed forty (40) hours.

252. d. The maximum number of vacation hours an employee may accrue consists of two hundred and forty (240) hours carried forward from prior years plus the employee's maximum vacation entitlement which is based on the number of years of service. The maximum number of vacation hours which an employee 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

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

**III.N. SENIORITY INCREMENTS**

**1. ENTRY AT THE FIRST STEP**

254. Full-time employees entering at the first step shall advance to the second step upon completion of six months service and to each successive step upon completion of the one year required service.

**2. ENTRY AT OTHER THAN THE FIRST STEP**

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

256. b. Apprenticeable Classes as defined in Article I.K. and related supervisory classes shall continue to be appointed at step 5.

**3. DATE INCREMENT DUE**

257. Increments may accrue and become due and payable on the next day following completion of required service as a full-time employee in the class, unless otherwise provided herein.

**4. EXCEPTIONS:**

258. a. An employee shall not receive a salary adjustment based upon service as herein provided if he/she has been absent by reason of suspension or on any type of leave without pay (excluding a military, educational, or industrial accident leave) for more than one-sixth of the required service in the anniversary year, provided that such employee may receive a salary increment when the aggregate time worked since his/her previous increment equals or exceeds the service required for the increment, and such increment date shall be his/her new anniversary date; provided that time spent on approved military leave or in an appointive or promotive position shall be counted as actual service when calculating salary increment due dates.

259. b. When records of service required for advancement in the step increments within a compensation schedule are established and maintained by electronic data processing, then the following shall apply:

260. (1) An employee shall be compensated at the beginning step of the compensation schedule plan, unless otherwise specifically provided for in this Agreement. Employees may receive salary adjustments through the steps of the compensation schedule plan by completion of actual paid service in total scheduled hours equivalent to one year or six months, whichever is applicable.



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261. (2) Paid service for this purpose is herein defined as exclusive of any type of overtime but shall include military or educational leave without pay.

262. (3) Advancement through the increment steps of the compensation schedules may accrue and become due and payable on the next day following completion of required service in the class; provided that the above procedure for advancement to the compensation schedule increment steps is modified as follows:

263. a) An employee who during that portion of his/her anniversary year is absent without pay for a period less than one-sixth of the time required to earn the next increment will have such absence credited as if it were paid service for the purposes of calculating the date of the increment due.

264. b) An employee who during that portion of his/her anniversary year, is absent without pay for a period in excess of one-sixth of the time required to earn the next prior increment will be credited with actual paid service.

265. (4) An employee who (1) has completed probation in a permanent position, (2) is "Laid Off" from said position, (3) is immediately and continuously employed in another classification with the City either permanent or temporary, and (4) is thereafter employed in his/her permanent position without a break in service, shall, for the purposes of determining salary increments, receive credit for the time served while laid off from his/her permanent position.

c. Satisfactory Performance

266. An employee's scheduled step increase may be denied if the employee's performance has been unsatisfactory to the City. The Appointing Officer shall provide an affected employee at least sixty (60) calendar days notice of his/her intent to withhold a step increase. However, if the unsatisfactory performance occurs within that time period, the Appointing Officer shall provide reasonable notice of at least 5 days of his/her intent to withhold a step increase at that time.

267. An employee's performance evaluation(s) may be used as evidence by the City and/or an affected employee in relation to determining whether an employee has performed satisfactorily for purposes of determining whether a step advancement should be withheld.

268. If an employee's step advancement is withheld, that employee shall be

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eligible for a step advancement upon his/her next anniversary (increment) due date. An employee's anniversary date shall be unaffected by this provision.

269. The denial of a step increase is subject to the grievance procedure; provided, however, that nothing in this section is intended to or shall make performance evaluations subject to the grievance procedure.
270. Withholding of step advancement shall not affect an employee's base wage increases as provided for in Article III.A. Wages.

**5. CLASS 7242 PAINTER SUPERVISOR I RATES OF PAY**

271. Pursuant to the 1992 Salary Standardization Ordinance, the current steps 6 through 10 in the City and County of San Francisco Compensation Manual reflect the rate of pay for employees in class 7242 Painter Supervisor I "when in charge of ten (10) or more painters or when in charge of more than one job."

**III.O. SICK LEAVE WITH PAY LIMITATION**

272. An employee who is absent because of disability leave and who is receiving disability indemnity payments may request that the amount of disability indemnity payment be supplemented with salary to be charged against the employee's sick leave with pay credits so as to equal the amount the employee would have earned for a regular work schedule. If the employee wishes to exercise this option, the employee must submit a signed statement to the employee's department no later than thirty (30) days following the employee's release from disability leave.

**III.P. WORKERS COMPENSATION**

273. An employee who is absent because of an occupational or non-occupational disability and who is receiving Temporary Disability, Vocational Rehabilitation Maintenance Allowance, State Disability Insurance, may request that the amount of disability indemnity payment be supplemented with salary to be charged against the employee's accumulated unused sick leave with pay credit balance at the time of disability, compensatory time off, or vacation, so as to equal the normal salary the employee would have earned for the regular work schedule. Use of compensatory time requires the employee's appointing officer's approval.
274. An employee who wishes not to supplement, or who wishes to supplement with compensatory time or vacation, must submit a written request to the appointing officer or designee within seven (7) calendar days following the first date of absence. Disability indemnity payments will be automatically supplemented with sick pay credits (if the employee has sick pay credits and is eligible to use them) to provide up to the employee's normal salary unless the employee makes an alternative election as provided in this section.
275. Employee supplementation of workers' compensation payment to equal the full salary

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the employee would have earned for the regular work schedule in effect at the commencement of the workers compensation leave shall be drawn only from an employee's paid leave credits including vacation, sick leave balance, or other paid leave as available. Pursuant to Civil Service Rule 120.-24, an employee returning from disability leave as defined by CSC Rule 120.24 will accrue sick leave and/or supplemental disability credits at an accelerated rate.

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

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

**Return to Work**

278. The City will make a good faith effort to return employees who have sustained an occupational injury or illness to temporary modified duty within the employee's medical restriction. Duties of the modified assignment may differ from the employee's regular job duties and/or from job duties regularly assigned to employees in the injured employee's class. Where appropriate modified duty is not available within the employee's classification, on the employee's regular shift, and in the employee's department, the employee may be temporarily assigned pursuant to this section to work in another classification, on a different shift, and /or in another department. The employee will receive the base wage rate of their regular class during the temporary assignment but not including additional compensation (premiums), out of class pay, or acting assignment pay as listed in this Agreement. 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.

**III.Q. STATE DISABILITY INSURANCE ("SDI")**

279. Employees covered by this Agreement shall be enrolled in the State Disability Insurance program ("SDI"). The cost of SDI will be paid by the employee through payroll deduction at a rate established by the State of California Employment Development Department.

**III.R. LONG TERM DISABILITY INSURANCE**

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

**III.S. HEALTH BENEFIT CONTRIBUTIONS**

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**1. EMPLOYEE HEALTH CARE**

281. The City shall maintain the level of health insurance and dental benefits as determined by the Health Service System Board and shall contribute the applicable amount per month for employee coverage.

**2. DEPENDENT HEALTH CARE PICK-UP**

282. The City shall contribute the greater amount of up to \$225 per month or 75% of the dependent rate charged by the City to employees for Kaiser coverage at the dependent plus two level.

**3. DENTAL COVERAGE**

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

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

285. 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.

**4. CONTRIBUTIONS WHILE ON UNPAID LEAVE**

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

**5. MEDICALLY SINGLE EMPLOYEES**

287. ~~From July 1, 2012 to December 31, 2013, for "medically single employees" (Employee Only), (i.e., benefited employees not receiving 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.~~

288. Effective January 1, 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

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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.

289. 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. Thereafter, the City shall contribute 90% of the premium for the second highest cost plan for such employees.

290. The provisions in paragraphs 288 and 289 above shall not apply to “medically single employees” (Employee Only) who are permanently assigned by the City to work in areas outside the health coverage areas of Kaiser and Blue Shield for the term of this Agreement. For such “medically single employees” (Employee Only), the City shall continue to contribute one hundred percent (100%) of the premium for the employees’ own health care benefit coverage.

**6. HEALTH BENEFITS FOR TEMPORARY EXEMPT AS-NEEDED EMPLOYEES**

291. Effective July 1, 2012, temporary exempt as-needed employees who are not eligible for coverage under the San Francisco Health Services System, or who are not enrolled as a dependent in a health care plan offered through the City’s Health Services System, shall be eligible for health coverage through the San Francisco Health Plan Healthy Workers Program (Program); provided that, to enroll in the San Francisco Health Plan, the employee meets the eligibility requirements for the Program as established by the Department of Human Resources.

**7. HETCH HETCHY AND CAMP MATHER HEALTH STIPEND**

292. The City will continue to pay a stipend to eligible employees pursuant to the Annual Salary Ordinance Section 2.1.

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

**III.T. PRE-TAX CAFETERIA 125 PLANS**

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

**III.U. RETIREMENT**

295. Represented employees agree to pay their own employee retirement contribution to

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SFERS. For employees who became members of SFERS prior to November 2, 1976 (Charter Section A8.509 Miscellaneous Plan), the City shall pick up one-half (0.5%) of the employee retirement contribution to SFERS.

296. Any City pick-up of an employee's contributions shall not be considered as part of an employee's compensation for the purpose of computing straight time earnings, compensation for overtime worked, premium pay, or retirement benefits, nor shall such contributions be taken into account in determining the level of any other benefit which is a function of or percentage of salary.
297. Rule changes by the City's Retirement Board regarding the crediting of accrued sick leave for retirement purposes shall be incorporated herein by reference. Any such rule change, however, shall not be subject to the grievance and arbitration provisions of this Agreement or the impasse procedures of Charter Section A8.409.
298. The parties acknowledge that the San Francisco Charter establishes the levels, terms and conditions of retirement benefits for members of the San Francisco Employees Retirement System (SFERS). The fact that a MOU does not specify that a certain item of compensation is excluded from retirement benefits should not be construed to mean that the item is included by the Retirement Board when calculating retirement benefits.

PRE-RETIREMENT SEMINAR

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

**III.V. FEDERAL MINIMUM WAGE**

303. Notwithstanding any of the other provisions of this Agreement, no employee working in a federally funded position shall be paid at a rate less than the established Federal Minimum Wage if that is a condition upon receipt of the Federal funds.

**III.W. FAIR LABOR STANDARDS ACT**

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

**III.X. AUTOMOBILE USE, ALLOWANCE AND PARKING; MUNI PASSES**

**1. PARKING**

305. Current employee parking practices at the locations identified below which have no direct cost to the City on facilities operated by City departments will continue subject to the availability of existing facilities for this purpose.

306. **MUNICIPAL TRANSPORTATION AGENCY**

Effective 7/1/2013, MTA employees shall be required to pay for their own parking based on fees established by MTA.

307. **DEPARTMENT OF PUBLIC WORKS**

2323 Cesar Chavez

308. **AIRPORT**

682 McDonald McDonnell Road

309. **RECREATION & PARKS**

100 Martin Luther King Drive

310. **DEPARTMENT OF PUBLIC HEALTH**

Laguna Honda

Laguna Honda will not charge for parking for one Teamster driver per shift, provided the parking space that is used is the space occupied by a City vehicle to be used by the driver.

SFGH

311. **WATER DEPARTMENT**

Millbrae

Sunol

Hetch Hetchy

1900 Newcomb Avenue

312. As long as the Maintenance Division is located at Pier 50, employees will have access to parking at either Pier 50 or Pier 90. To the extent parking is made available at other job sites, employees will have access to such parking. When parking is not available at other job sites, the Port will provide transportation for employees from either Pier 50 or Pier 90 to the job site.

**III.Y. ADMINISTRATIVE CODE CHAPTER 12W – PAID SICK LEAVE ORDINANCE**

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

**~~III.Z. RETIREMENT RESTORATION PAYMENT~~**

*ARTICLE III – PAY, HOURS, AND BENEFITS*

~~314. For employees who retire prior to July 1, 2013 and whose final compensation for retirement purposes was impacted by the unpaid furloughs in Fiscal Years 2010-2011 or 2011-2012 described in Section III.C.4.i. of the parties' 2010-2012 Agreement, the City will make available restoration pay in a lump sum equivalent to the pensionable value of the unpaid furloughs described in Section III.C.4.i. 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).~~



ARTICLE V – WORKING CONDITIONS

ARTICLE IV - TRAINING, CAREER DEVELOPMENT AND INCENTIVES

IV.A. TRAINING, CAREER DEVELOPMENT AND INCENTIVES

315. Represented employees shall be on paid status when assigned to attend required educational programs scheduled during normal working hours.

IV.B. TUITION REIMBURSEMENT

316. The City agrees to allocate a total of four ~~two~~ thousand ~~five hundred~~ dollars (\$4,500 2,000) per year to the Tuition Reimbursement Program for the exclusive use of classifications represented by the Bricklayers, Local 3; Hod Carriers, Local 36; Cement Masons, Local 300; Glaziers, Local 718; IATSE, Local 16; Iron Workers, Local 377; Painters, San Francisco City United Workers; Pile Drivers, Local 34; Plasterers, Local 66; and Roofers, Local 40. The maximum annual allocation for each employee shall be two-hundred and fifty dollars (\$250.00) per fiscal year for courses approved in accordance with guidelines established by the Department of Human Resources; ~~except that the maximum annual allocation for each employee represented by IATSE Local 16 shall be five hundred dollars (\$500.00) per fiscal year.~~ Classes that will enhance an employee's work skills shall be considered as qualifying for tuition reimbursement.

**ARTICLE V - WORKING CONDITIONS**

**V.A. WORK ENVIRONMENT**

317. The City acknowledges its responsibility to provide a safe and healthful work environment for City employees. The City agrees to investigate and give consideration to departmental recommendations to improve the working environment for represented employees. The City agrees to maintain safety standards for represented employees as required by the pertinent provisions of Cal-OSHA.
318. When an employee has a good faith belief that a work assignment presents health and safety risks outside those normally associated with the work, he/she may refuse to begin or continue a work assignment.
319. When in such case an employee declines to begin or continue a work assignment, she or he shall notify his/ her in house safety officer of the situation. The in-house safety officer shall promptly investigate the complaint. While the employee is awaiting the arrival of the in-house officer and until the officer has made his/her determination, the employee shall not be required to perform the disputed assignment, and may be reassigned if other work is available.
320. If the safety officer determines that the complaint is valid, his/her decision shall override the departmental management decisions, including abatement procedures or employee reassignment.
321. Right to Know: Material Safety Data sheets shall be available for inspection by employees or their Union representative.

**V.B. SAFETY EQUIPMENT AND PROTECTIVE CLOTHING**

322. A. The City agrees to provide up to four (4) shirts and four (4) overalls (or work pants) to employees in classes 7346 Painter, 7242 Painter Supervisor I, and 7278 Painter Supervisor II during each fiscal year covered by this Agreement. The overalls (or work pants) and shirts shall be the property of the City. Before a replacement for a worn out shirt or overall (or work pants) is authorized, the worn out garment must be returned to the department for appropriate disposal.
323. B. As an alternative to providing work clothing as set forth in (a) above, individual departments may, at their discretion, and after consultation with the Union, agree to allow employees in classes 7346 Painter, 7242 Painter Supervisor I, and 7278 Painter Supervisor II to purchase up to a value of \$130/year appropriate work clothing as determined by the department after consultation with the employee. The employee shall receive reimbursement upon presentation of purchase receipts.
324. C. Employees who have elected option (b) above and who perform a work assignment which causes them to come into contact with raw sewage shall be paid a

ARTICLE V – WORKING CONDITIONS

work clothing maintenance allowance of \$3.00 per day for each day during which they spend at least six (6) hours on such assignment.

325. D. All eligible employees in a department must be under the same work clothing option (i.e. either a or b). For purposes of applying this subsection, both S.F. General Hospital and Laguna Honda Hospital shall be considered a department.
326. E. The City shall provide an annual respiratory fitness test and an annual respirator face seal test for Painters (classes 7346 Painter, 7242 Painter Supervisor I and 7278 Painter Supervisor II). This provision shall not be grievable.

V.C. **REPLACEMENT OF PRESCRIPTION SAFETY EYEGLASSES**

327. **Covered employees will be provided with prescription safety glasses in compliance with Cal-OSHA regulations. Such prescription safety glasses will be replaced every twenty-four months.** ~~This provision is designed to replace prescription safety glasses for those unit members who work under conditions that make the wearing of safety goggles or a protective mask impracticable. For unit employees who meet the above test,~~ **In addition,** the City will reimburse the employee for prescription safety glasses that are damaged in the course of their work, provided that the employee has exercised reasonable care with respect to his/her glasses. The reimbursement shall be limited to that portion of the cost of replacement glasses, which are comparable to those damaged, that is not otherwise covered by insurance.

328. To be eligible for reimbursement, the employee must apply for whatever insurance coverage may be available to him/her and meet all the other criteria set forth above.

V.D. **FOUL WEATHER GEAR**

329. Represented Employees shall not be required to perform their normal work duties in the rain without being provided adequate foul weather gear consisting of hat, coat, pants and boots.

V.E. **TOOL INSURANCE**

330. As applicable, the City agrees to indemnify employees covered under this Agreement for the loss or destruction of the employee's tools subject to the following conditions:

331. 1. These provisions shall apply when an employee's tools are lost or damaged due to fire or theft by burglary while the tools are properly on City property or being used by the employee in the course of City business.
332. 2. The employee must demonstrate that he/she has complied with all of the tool safekeeping rules required by the City at the employee's

*ARTICLE V – WORKING CONDITIONS*

particular work location.

333. 3. Upon approval of this Agreement and prior to any losses, the employee must submit a list of his/her tools to his/her appointing officer and the latter must acknowledge and verify said inventory both as to existence of said tools and their necessity as relates to the employee's job duties. Tools not enumerated on said list shall not be governed by these provisions.
334. 4. The employee shall be responsible for using all reasonable means to preserve and protect his/her tools. Failure to do so shall relieve the City from any and all obligations under this section. Any employee making false or inaccurate claims under this section shall be subject to disciplinary action by his/her appointing officer.
335. 5. In the case of theft, the following procedures shall be followed in perfecting a claim:
336. a. The employee shall submit a written statement made under penalty of perjury of the tools stolen to his/her appointing officer, the local police department and the Union.
337. b. The statement must contain the member's name, location, and details of loss, date of loss and date reported to the police.
338. c. The statement must be submitted to the parties set forth in subsection (1) immediately above within five (5) days of the loss, unless the employee is on authorized leave in which case the employee shall have five (5) days from the date of his/her return to report the loss.
339. d. In case of damage due to fire, the requirements of Section 5 above shall be followed with the exception that verified reports need not be filed with the police.
340. e. The first Ten Dollars (\$10.00) of any loss shall be borne by the employee. A "loss" is defined as the total dollar amount of tools of the employee lost or damaged in one incident. Approved claims shall be settled by the City paying to the employee the replacement cost of the tool(s) minus Ten Dollars (\$10.00).
341. f. The replacement cost for tools governed hereunder shall be determined by agreement between the employee or his representative and the employee's appointing officer. Where possible, tools shall be replaced by tools of the same brand name and model. Any dispute resulting from attempts to determine tool replacement costs shall be submitted to an appropriate

ARTICLE V – WORKING CONDITIONS

grievance procedure for resolution. In instances where the employee has suffered a loss of a substantial number of tools which would jeopardize the employee's ability to perform his/her job duties and if there is a dispute as to tool replacement costs, the employee shall not lose any time from work as a result thereof.

V.F. MEDICAL EXAM

342. In instances when covered employees are exposed to conditions hazardous to their health and when required by State law, said employee may request and be entitled to a medical examination. The cost will be paid by the City.
343. Departmental safety/medical monitoring programs shall only be instituted after meeting and conferring, as required by the Meyers-Milias Brown Act, between the parties. Any such program shall assure that reasonable accommodations be made within the department for persons with disabilities.

V.G. CLEAN UP TIME

344. Adequate clean-up time is provided on an as-needed basis.

V.H. FAMILY LEAVE

345. The parties acknowledge the obligation of the City to enforce the rules and regulations set forth in the Family Medical Leave Act and the California Family Rights Act. This provision is not subject to the grievance procedure.

V.I. SUBSTANCE ABUSE PREVENTION POLICY

346. Attached as Appendix B is the Substance Abuse Prevention Policy. Attached hereto as Appendix B, the City's current Substance Abuse Prevention Policy; this policy shall remain in effect until the City implements the Substance Abuse Prevention Policy set forth in Appendix C. Appendix C will be implemented, upon notice to the Union, after acquisition of a vendor to provide oral fluid testing.

V.J. PAPERLESS PAY POLICY

- 123a. The City shall continue to provide the electronic deposit of payments. At the request of an employee, the City shall continue the electronic transfer at no cost to the employee to the financial institution of the employee's choice so that funds are available on payday.

- 123b. 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.

ARTICLE V – WORKING CONDITIONS

This policy will apply to all City employees, regardless of start date.

123c. 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.

123d. 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.

123e. 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.

123f. Every employee shall possess the right to do the following with any frequency and without incurring any cost to the employee:

Change the account into which the direct deposit is made;  
Switch from the direct deposit option to the pay card option, or vice versa;  
Obtain a new pay card the first time the employee’s bank pay card is lost, stolen or misplaced;

123g. 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.

123h. 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.

123i. The City will work with the vendor to evaluate options to provide no-cost ATMs available at large worksites and remote worksites.

**ARTICLE VI - SCOPE**

347. The parties recognize that re-codifications may change the references to specific Civil Service Rules and Charter sections contained herein. Therefore, the parties agree, in this event, that such terms will read as if they accurately reference the same sections in their newly codified form.

**VI.A. SCOPE OF AGREEMENT**

348. This Agreement sets forth the full and entire understanding of the parties regarding the matters herein.

**VI.B. REOPENER**

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

**VI.C. ZIPPER CLAUSE**

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

**PAST PRACTICE**

351. The parties agree that any and all past practices and other understandings between the parties not expressly memorialized and incorporated into this Agreement shall no longer be enforceable.

**CIVIL SERVICE RULES/ADMINISTRATIVE CODE**

352. Nothing in this Agreement shall alter the Civil Service Rules excluded from arbitration pursuant to Charter Section A8.409-3. In addition, such excluded Civil Service Rules may be amended during the term of this Agreement and such changes shall not be subject to any grievance and arbitration procedure but shall be subject to meet and confer negotiations, subject to applicable law. The parties agree that, unless specifically addressed herein, those terms and conditions of employment that are currently set forth in the Civil Service Rules and the Administrative Code, are otherwise consistent with this Agreement, and are not excluded from arbitration under Charter Section A8.409-3 shall continue to apply to employees covered by this contract. No later than January 1, 1998, except that this date may be extended for up to an additional three months if requested by either party, such Civil Service Rules and Administrative Code provisions shall be appended to this Agreement and approved pursuant to the provisions of Charter Section A8.409, including submission for approval by the Board of Supervisors. As required by Charter Section A8.409-3, the Civil Service Commission retains sole authority to interpret and to administer all Civil Service Rules. Disputes between the

*ARTICLE VI – SCOPE*

parties regarding whether a Civil Service Rule or a component thereof is excluded from arbitration shall be submitted initially for resolution to the Civil Service Commission. All such disputes shall not be subject to the grievance and arbitration process of the Agreement. After such Civil Service rules and Administrative Code sections are appended to this Agreement, alleged violations of the appended provisions will be subject to the grievance and arbitration procedure of this Agreement.

353. The City and the union agree to use all reasonable efforts to meet and confer promptly regarding proposed changes to the Civil Service Commission Rules.

**VLD. DURATION OF AGREEMENT**

354. This Agreement shall be effective July 1, ~~2014~~ 2012, and shall remain in full force and effect through June 30, ~~2017~~ 2014, with no reopeners except as specifically provided herein.

**VLE. SAVINGS CLAUSE**

355. Should any part of this Agreement be determined to be contrary to law, such invalidation of that part or portion of this Agreement shall not invalidate the remaining portions hereof. In the event of such determination, the parties agree to immediately meet and confer in an attempt to agree upon a provision for the invalidated portion which meets with the precepts of the law.





APPENDIX A

Excerpted From Charter Section A8.346

**Section A.346 (a)** As used in this section the word “strike” shall mean the willful failure to report for duty, the willful absence from one’s position, any concerted stoppage or slowdown of work, any concerted interruption of operations or services by employees, or the willful abstinence in whole or in part from the full, faithful, and proper performance of duties of employment, for the purpose of inducing, influencing or coercing a change in the conditions of employment: provided, however, that nothing contained in this section shall be construed to limit, impair, or affect the right of any municipal employee to express or communicate a view, grievance, complaint, or opinion on any matter related to the conditions or compensation of municipal employment or their betterment, so long as the same is not designed to and does not interfere with the full, faithful, and proper performance of the duties of employment.

**Section A8.346 (b):** No person holding a position by appointment or employment under the civil service provisions of this charter, exclusive of uniformed members of the police and fire departments as provided under section 8.345 of this charter, which persons are hereinafter referred to as municipal employees, shall strike, nor shall any municipal employee cause, instigate, or afford leadership to strike against the city and county of San Francisco. For the purpose of this section, any municipal employee who willfully fails to report for duty, is willfully absent from his or her position, willfully engages in a work stoppage or slowdowns, willfully interrupts city operations or services, or in any way willfully abstains in whole or in part from the full, faithful, and proper performance of the duties of his or her employment because such municipal employee is “honoring” a strike by other municipal employees, shall be deemed to be on strike.

**APPENDIX B  
SUBSTANCE ABUSE PREVENTION POLICY**

**The below Appendix B shall remain in effect until the City has met the conditions outlined in Article V.I. (Paragraph 345).**

1. MISSION STATEMENT

- a. Employees are the most valuable resource to the City's effective and efficient delivery of services to the public. The parties have a commitment to prevent drug or alcohol impairment in the workplace and to foster and maintain a drug and alcohol free environment. The parties also have a mutual interest in preventing accidents and injuries on the job and, by doing so, protecting the health and safety of employees, co-workers, and the public.
- b. In agreeing to implement this Substance Abuse Prevention Policy (SAPP), the parties affirm their belief that substance abuse is a treatable condition. The City is committed to identifying needed resources, both in and outside of the City, for employees who voluntarily seek assistance in getting well. Those employees who voluntarily seek treatment prior to any testing shall not be subject to any repercussions or any potential adverse action for doing so. However, seeking treatment will not excuse prior conduct for which an investigation or disciplinary proceedings have been initiated.
- c. The City is committed to preventing drug or alcohol impairment in the workplace, and to fostering and maintaining a safe work environment free from alcohol and prohibited drugs at all of its work sites and facilities. In addition, the City maintains a drug and alcohol free workplace policy in its Employee Handbook.

2. POLICY

- a. To ensure the safety of the City's employees, co-workers and the public, no employee may sell, purchase, transfer, possess, furnish, manufacture, use or be under the influence of alcohol or illegal drugs at any City jobsite, while on City business, or in City facilities.
- b. Any employee, regardless of how his/her position is funded, who has been convicted of any drug/alcohol-related crime that occurred while on City business or in City facilities, must notify his/her department head or designee within five (5) days after such conviction. Failure to report within the time limitation may subject the employee to disciplinary action, up to and including termination.

3. DEFINITIONS

- a. "Accident" (or "Post Accident") means an occurrence associated with the Covered Employee's operation of Equipment or the operation of a vehicle (including, but not limited to, any City owned or personal vehicles) used during the course of the Covered Employee's work day if, as a result:

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- (1) There is a fatality, loss of consciousness, medical treatment required beyond first aid, medical transport, or other significant injury or illness diagnosed or treated by a physician, paramedic or other licensed health care professional; or
  - (2) With respect to an occurrence involving a vehicle, there is disabling damage to a vehicle as a result of the occurrence and the vehicle needs to be is transported away from the scene by a tow truck or driven to a garage for repair before being returned to service; or
  - (3) With respect to an occurrence involving Equipment, there damage to the Equipment equivalent to the above.
- b. "Adulterated Specimen" means a specimen that contains a substance that is not expected to be present in human urine, or contains a substance expected to be present but is at a concentration so high that it is not consistent with human urine.
- c. "Alcohol" means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weights alcohol including methyl or isopropyl alcohol. (The concentration of alcohol is expressed in terms of grams of alcohol per 210 liters of breath as measured by an evidential breath testing device.)
- d. "Cancelled Test" means a drug or alcohol test that has a problem identified that cannot be or has not been corrected or which otherwise requires to be cancelled. A cancelled test is neither a positive nor a negative test.
- e. "City" or "employer" means the City and County of San Francisco.
- f. "Collector" means the staff of the collection facility under contract with the City and County of San Francisco's drug testing contractor.
- g. "Covered Employee" means an employee in a represented classification covered by this Appendix.
- h. "CSC" means the Civil Service Commission of the City and County of San Francisco.
- i. "Day" means working day, unless otherwise expressly provided.
- j. "DHR" means the Department of Human Resources of the City and County of San Francisco.
- k. "Diluted Specimen" means a specimen with creatinine and specific gravity values that are lower than expected for human urine.
- l. "EAP" means the Employee Assistance Program offered through the City and County of San Francisco.

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- m. "Equipment" includes, but is not limited to, the operation of a vehicle (including, but not limited to any City-owned vehicle(s) and personal vehicle(s) used during the course of the employee's work day), painting equipment, rigging and use of scaffolding, spray gun, pressure washer, grinder, blow torch, chemicals and hazardous materials, power and motorized tools, hand tools, machine tools, heavy machinery or equipment that is used to change the elevation of the employee.
- n. "Illegal Drugs" or "drugs" refer to those drugs listed in Section 0.a., except in those circumstances where they are prescribed to the Covered Employee by a duly licensed healthcare provider. Section 0.a. lists the illegal drugs and alcohol and the threshold levels for which a Covered Employee will be tested. Threshold levels of categories of drugs and alcohol constituting positive test results will be determined using the applicable Substance Abuse and Mental Health Services Administration ("SAMHSA") (formerly the National Institute of Drug Abuse, or "NIDA") threshold levels, or U.S. government required thresholds levels where required, in effect at the time of testing. If applicable. Section 0.a. will be updated periodically to reflect the SAMHSA or U.S. government threshold changes, subject to mutual agreement of the parties.
- o. "Invalid Drug Test" means the result of a drug test for a urine specimen that contains an unidentified Adulterant or an unidentified substance, that has abnormal physical characteristics, or that has an endogenous substance at an abnormal concentration preventing the laboratory from completing or obtaining a valid drug test result.
- p. "MRO" means Medical Review Officer who is a licensed physician is responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating medical explanations for certain drug test results,
- q. "Non-Negative Test" or "positive test" means a test result found to be Adulterated, Substituted, Invalid, or positive for alcohol or drug metabolites.
- r. "Parties" means the City and County of San Francisco and the San Francisco City Workers United (Painters).
- s. "Policy" means "Substance Abuse Prevention Policy" or "Agreement" between the City and County of San Francisco and the Union and attached to the parties' Memorandum of Understanding ("MOU").
- t. "Prescription Drug" means a drug or medication currently prescribed by a duly licensed healthcare provider for immediate use by the person possessing it that is lawfully available for retail purchase only with a prescription.
- u. "Refusal-to-Submit" or "Refusing to Submit" or "Refusal to Test" means a refusal to take a drug and/or alcohol test. Examples of Refusal to Submit includes the following conduct:
  - 1. Failure to appear for any test within a reasonable time.

## APPENDIX B

2. Failure to remain at the testing site until the test has been completed.
  3. Failure or refusal to take a first or second test that the Collector has directed the employee to take.
  4. Intentionally providing false information.
  5. Failure to cooperate with any part of the testing process, including obstructive or abusive behavior or refusal to drink water when directed.
  6. Failure to provide adequate urine or breath and subsequent failure to undergo a medical examination as required for inadequate breath or urine, or failure to provide adequate breath or urine and subsequent failure to obtain a valid medical explanation for the inadequate breath or urine condition.
  7. Adulterating, Substituting or otherwise contaminating or tampering with a urine specimen.
  8. Leaving the scene of an Accident without just cause prior to submitting to a test.
  9. Admitting to the collector that an employee has Adulterated or Substituted a urine specimen.
  10. Possessing or wearing a prosthetic or other device that could be used to interfere with the collection process.
  11. Leaving work, after being directed to remain on the scene by the first employer representative while waiting for verification by the second employer representative under section 6.1.b.
- v. "Safety-Sensitive Function" means the use of Equipment during the course of the Covered Employee's work day.
- w. "Substance Abuse Prevention Coordinator" (SAPC) means a licensed physician, psychologist, social worker, certified employee assistance professional, or nationally certified addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol-related disorders.
- x. "Split Specimen" means a part of the urine specimen in drug testing that is sent to a first laboratory and retained unopened, and which is transported to a second laboratory in the event that the employee requests that it be tested following a verified positive test of the primary specimen or a verified Adulterated or substituted test result.
- y. "Substituted Specimen" means a specimen with creatinine and specific gravity values that are so diminished that they are not consistent with human urine which shall be deemed a violation of this policy and shall be processed as if the test results were positive.

### 4. COVERED CLASSIFICATIONS

All the employees in the classifications listed in Article I.A of the Memorandum of Understanding shall be subject to Reasonable Suspicion and Post Accident testing under this Policy.

### 5. SUBSTANCES TO BE TESTED

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- a. The City shall test, at its own expense, for alcohol and/or the following controlled substances for Reasonable Suspicion and Post-Accident:

- (1.) Amphetamines
- (2.) Barbiturates
- (3.) Benzodiazepines
- (4.) Cocaine
- (5.) Methadone
- (6.) Opiates
- (7.) PCP
- (8.) THC (Marijuana)<sup>1</sup>

- b. Prescribed Drugs or Medications.

The City also recognizes that Covered Employees may at times have to ingest prescribed drugs or medications. If a Covered Employee takes any drug or medication that a treating physician, pharmacist or health care professional has informed the employee (orally, on the medication bottle and/or in the literature accompanying the medication) will interfere with job performance, including driving restrictions or restrictions on the use of equipment, the employee is required to immediately notify the designated Department's human resources representative or the Department's representative who is responsible for interacting with employees regarding disability accommodations of those restrictions before performing his/her job functions.

- c. Upon receipt of a signed release from the Covered Employee's licensed healthcare provider, the department's human resources representative or the Department's representative who is responsible for interacting with employees regarding disability accommodations may consult with Covered Employee's healthcare provider to confirm specific job duties that the employee can perform while on prescribed medication. If the employee's healthcare provider is not readily available or none is given, the department's human resources representative or the Department's representative who is responsible for interacting with employees regarding disability accommodations may consult with any City-licensed healthcare provider before making a final determination as to whether the employee may perform his/her job functions. However, if an employee, during the time of restriction, brings in a medical note from the healthcare provider who prescribed the medication clearing the employee to work, then the City shall not restrict that employee from performing his/her job functions.
- d. If a Covered Employee is temporarily unable to perform Safety-Sensitive Functions because of any potential side effects caused by prescribed medication, the employee shall be reassigned to perform a temporary modified duty assignment consistent with the employee's medical restrictions without loss of pay until either the employee is off the prescribed medication or is cleared by a licensed healthcare provider. This reassignment shall last for a period of no more than thirty (30) working days. If, after thirty (30) working days, the employee is still on said

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<sup>1</sup> Prescription marijuana is treated as a controlled substance and will be tested for in the event criteria for Reasonable Suspicion or Post-Accident testing exists.

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medication and/or not cleared by a licensed healthcare provider to perform safety sensitive functions, the City may extend this accommodation for a period not to exceed thirty (30) working days, provided that the healthcare provider certifies that the employee is reasonably anticipated to be able to resume Safety-Sensitive Functions after that thirty (30) day period. Employees who are unable to return to work under this provision shall be referred to the Department's human resources representative designated to engage with employees regarding possible reasonable accommodations under state and federal disability laws.

- e. For Covered Employees, nothing in this Appendix shall supersede any disability accommodation requirements under state or federal law.

### 6. TESTING

#### I. Reasonable Suspicion

- a. Reasonable suspicion to test a Covered Employees for illegal drugs or alcohol will exist when specific, reliable objective facts and circumstances would create a good faith belief in a prudent person that the employee has used a drug or alcohol. Such circumstances include, but are not limited to, the employee's behavior or appearance while on any City jobsite, while on City business or in City facilities, and recognized and accepted symptoms of intoxication or impairment caused by drugs or alcohol, that are not reasonably explained by other causes such as fatigue, lack of sleep, proper use of prescription drugs, or reaction to noxious fumes, smoke or illnesses.
- b. Any individual or employee can report an employee who may be under the influence of alcohol or drugs. Upon receiving a report of possible alcohol or illegal drugs on the job, two (2) trained employer representatives will verify and document the basis for the suspicion and request testing. The first employer representative shall verify and document the employee's appearance and behavior based on the above-stated indicators and, if appropriate, recommend testing to the second employer representative. At work locations within the border of the City and County of San Francisco (including San Francisco International Airport), the second employer representative shall verify and document the appearance and behavior of the employee based on the above-stated indicators and has final authority to require the employee to be tested. At work locations outside the border of the City and County of San Francisco, the second employer representative shall confer with the first employer representative to verify the employee's behavior based on the above-stated indicators, and the second employer representative has the final authority to require the employee to be tested. In the event only one trained employer representative is available on-site, the representative shall confer with any other trained employer representative within the City to verify the employee's behavior. The second trained employer representative shall have the final authority to require the employee to be tested.
- c. If the City requires an employee to be tested under reasonable suspicion, then the employee may ask for representation. Representation may include, but is not limited to, union representatives and shop stewards. If the employee requests representation, the City shall allow



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a reasonable amount of time (a maximum of one hour) for the employee to obtain representation. Such request shall not delay the administration of the tests for more than one hour from the time the employee is notified that he or she will be tested.

- d. Moreover, if the City has reason to believe or suspect that a prescription medication may have interfered with or may have had a direct impact on an employee's job performance, it may require that employee to be tested unless the City has prior knowledge and approval of a Covered Employee's health condition requiring the use of prescription medication..
- e. The department representative(s) shall be required to accurately document and file the incident and the employee shall be required to complete a consent form prior to any testing. If an employee Refuses to Submit to testing, then the City shall treat the refusal as having tested positive and shall immediately take appropriate disciplinary action pursuant to the attached discipline matrix.
- f. The City shall bear the costs for any required testing for alcohol and/or drugs under this section. Any counseling and rehabilitation services shall be on the employee's time and at the employee's cost, except that employees may use accrued paid time off to attend treatment and may utilize any resources covered by insurance. Employees shall have the right to use any accrued but unused leave balances while enrolled in any counseling or rehabilitation program. Any request by an employee to re-test a specimen shall be at the employee's cost.

### II. Post-Accident

- a. The City may require a Covered Employee who caused, or may have caused, an Accident, based on information known at the time at the time of the Accident, to submit to drug and/or alcohol testing.
- b. Following an Accident, all Covered Employees subject to testing shall remain readily available for testing. A Covered Employee may be deemed to have refused to submit to substance abuse testing if he/she fails to remain readily available, including failure to notify a supervisor (or designee) of the Accident location or leavings the scene of the Accident prior to submitting to testing.
- c. Nothing in this section shall delay medical attention for the injured following an accident or prohibit an employee from leaving the scene of an Accident for the period necessary to obtain assistance in responding to the Accident or to obtain necessary emergency medical care.
- d. If the City requires a Covered Employee to be tested post-Accident, then the employee may ask for representation. Representation may include, but is not limited to, union representatives and shop stewards. If the employee requests representation, the City shall allow a reasonable amount of time from the time the employee is notified that he or she will be tested (a maximum of one hour) for the employee to obtain representation provided that the union representative meet the employee at the Accident site, work location or testing center as determined by the

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City. Such request shall not delay the administration of the tests for more than one hour from the time the employee is notified that he or she will be tested.

- e. As soon as reasonably possible after the occurrence of an Accident, the supervisor or other City representative at the Accident scene shall make best efforts to contact the Department of Human Resources (DHR) or designee, and DHR or designee shall then make best efforts to telephone the union(s) designated representative on file with DHR representing the Covered Employee(s) involved in the Accident. If the first designated representative does not answer, DHR or designee shall leave a voice mail message notifying the union of the Accident. For purposes of this paragraph, a designated representative shall be any union officer or employee whose telephone number is on file with DHR for the purpose of Accident review. The union may change the designated representative, in writing, as necessary from time to time, but it is the sole responsibility of the union to ensure that a current telephone number (with voice mail capability) for a designated representative is on file with DHR. This subsection (e) shall not be grievable.

7. TESTING PROCEDURES

I. Collection Site;

- a. The City shall make best efforts to ensure that a Covered Employee subject to testing is safely transported to and from the collection site.
- b. The staff of the collection facility under contract to the City or the City's drug testing contractor ("Collector") shall collect urine samples from Covered Employees to test for prohibited drugs.
- c. Tests for alcohol concentration on Covered Employees will be conducted with a National Highway Traffic Safety Administration (NHTSA) approved evidential breath testing device (EBT) operated by a trained breath alcohol technician (BAT). Alcohol tests shall be by breathalyzer.
- d. A Covered Employee presenting herself/himself at the approved drug collection site must have a minimum of one piece of government-issued photo identification and may not leave the collection site for any reason – unless authorized by the collection agency – until (s)he has fully completed all collection procedures. Failure to follow all collection procedures will result in the employee classified as “Refusal to Submit.”
- e. Covered Employees, who refuse to test, may be subject to disciplinary action, up to and including termination, pursuant to Exhibit A.
- f. The specific required procedure for urine collection is as follows:
  - (1.) Urine will be obtained directly in a tamper-resistant urine bottle. Alternatively, the urine specimen may be collected at the employee’s option in a wide-mouthed clinic

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specimen container that must remain in full view of the employee until transferred to, sealed and initialed, in separate tamper-resistant urine bottles.

- (2.) Immediately after the specimen is collected, it will be divided into two (2) urine bottles, which, in the presence of the employee, will be labeled and then initialed by the Covered Employee and witness. If the sample must be collected at a site other than the drug and/or alcohol-testing laboratory, the specimens must then be placed in a transportation container. The container shall be sealed in the employee's presence and the Covered Employee must be asked to initial or sign the container. The container will be sent to the designated testing laboratory on that day or the earliest business day by the fastest available method.
- (3.) A chain of possession form must be completed by the hospital, laboratory and/or clinic personnel during the specimen collection and attached to and mailed with the specimens.
  - g. After being tested for drugs, the Covered Employee will be barred from returning to work until the department is advised of the final testing result from the MRO. During that period, the Covered Employee will be placed on paid administrative leave for so long as the Covered Employee is eligible for such leave under the terms of the applicable provision of the City's Administrative Code. The test shall be deemed a negative test if the MRO has not advised of the final testing result by the time the Covered Employee's paid leave has expired under the terms of the applicable provision of the City's Administrative Code.

### II. Laboratory

- a. Drug tests shall be conducted by laboratories licensed and approved by SAMSHA which comply with the American Occupational Medical Association (AOMA) ethical standards. Upon advance notice, the parties retain the right to inspect the laboratory to determine conformity with the standards described in this policy. The laboratory will only test for drugs identified in this policy. The City shall bear the cost of all required testing unless otherwise specified herein.
- b. Testing procedures, including substances to be tested, specimen collection, chain of custody and threshold and confirmation test levels shall comport with the Mandatory Guidelines For Federal Workplace Testing Programs, established by the U.S. Department of Health and Human Services, as amended and the U.S. Department of Transportation regulations, where applicable. Tests shall be by urine screening and shall consist of two procedures, a screen test (EMIT or equivalent) and if that is positive, a confirmation test (GC/MS).
- c. The initial test of all urine specimens will use immunoassay techniques. All specimens identified as positive in the initial screen must be confirmed using gas chromatography/mass spectrometry (GC/MS) technique that identifies at least three (3) ions. In order to be considered "positive" for reporting by the laboratory to the City, both samples must be tested

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separately in separate batches and must also show positive results on the GC/MS confirmatory test.

- d. In the event of a positive drug or alcohol test, the testing laboratory will perform an automatic confirmation test on the original specimen at no cost to the Covered Employee. In addition, the testing laboratory shall preserve a sufficient specimen to permit an independent re-testing at the Covered Employee's request and expense. The same, or any other, approved laboratory may conduct re-tests. The laboratory shall endeavor to notify the designated MRO of positive drug, alcohol, or adulterant tests results within five (5) working days after receipt of the specimen.

### III. Medical Review Officer (MRO)

- a. All positive drug, or Substituted, Adulterated or positive-Diluted Specimen, or Invalid as defined herein will be reported to a Medical Review Officer (MRO). The MRO shall review the test results and any disclosure made by the Covered Employee and shall attempt to interview the individual to determine if there is any physiological or medical reason why the result should not be deemed positive. If no extenuating reasons exist, the MRO shall designate the test positive.
- b. When the laboratory reports a confirmed positive, Adulterated, Substituted, positive Diluted, or Invalid test, it is the responsibility of the MRO to: (a) make good faith efforts to contact the employee and inform him or her of the positive, Adulterated, Substituted, positive Diluted, or Invalid test result, (b) afford the employee an opportunity to discuss the test results with the MRO; (c) review the employee's medical history, including any medical records and biomedical information provided by the Covered Employee, or his treating physician, to the MRO; and (d) determine whether there is a legitimate medical explanation for the result, including legally prescribed medication. Employees shall identify all prescribed medication(s) that they have taken. If the Covered Employee fails to respond to the MRO within three (3) days, the MRO may deem the Covered Employee's results as a "positive result."
- c. The MRO has the authority to verify a positive or Refusal To Test without interviewing the employee in cases including but not limited to: (a) the employee refused to discuss the test result; or (b) the City directed the employee to contact the MRO, and the employee did not make contact with the MRO within seventy-two (72) hours. In all cases, previously planned leaves may extend this time. The parties understand that the MRO's review of the test results will normally take no more than three (3) to five (5) days from the time the Employee is tested.
- d. If the testing procedures confirm a positive result, as described above, the Covered Employee and the Substance Abuse Prevention Coordinator for the City and departmental HR staff or designee will be notified of the results in writing by the MRO, including the specific quantities. The results of a positive drug test shall not be released until the results are confirmed by the MRO.

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- e. The Covered Employee may request a drug or adulterant re-test within seventy-two (72) hours from notice of a positive test result by the MRO. The requesting party will pay costs of re-tests in advance.
- f. A drug test result that is positive and is a Diluted Specimens will be treated as positive. All drug test results that are determined to be negative and are Diluted Specimens will require that the employee take an immediate retest. If the retest yields a second negative Diluted Specimens result, the test will be treated as a normal negative test, except in the case of subsection (g).
- g. If the final test is confirmed negative, then the Employee shall be made whole, including, if any, the cost of the actual laboratory re-testing. Any employee who is subsequently determined to be the subject of a false positive shall be made whole for any lost wages and benefits and shall have their record expunged.
- h. The City shall assure that all specimens confirmed positive will be retained and placed in properly secured long-term frozen storage for a minimum of one (1) year, and be made available for retest as part of any administrative proceedings.
- i. All information from a covered employee's drug and/or alcohol test is confidential for purposes other than determining whether this policy has been violated or pursuing disciplinary action based upon a violation of this policy.. Disclosure of test results to any other person, agency, or organization is prohibited unless written authorization is obtained from the Covered Employee or as required by law.

### IV. On-Site

- a. For post-Accident purposes, the City may conduct "on-site" tests (alcohol breathalyzer testing and "Quicktest" urine testing). If any of those tests are "non-negative" a confirmation test will be performed. This on-site test is to enable the Covered Employee and the City to know immediately whether that employee has been cleared for work.
- b. In order to facilitate the on-site urine testing, an individual's sample will be divided into three separate containers. One of the containers will provide a sample for the on-site test that will be read within 5 to 10 minutes of collection. The other two containers will be sealed and sent to the lab, in the event a confirmation is necessary due to a "non-negative" outcome of the on-site test. The laboratory will store the split sample in accordance with SAMHSA guidelines. One of the two samples will be used for a confirmation test. The other sample will be made available to the employee for testing by a certified laboratory selected by the employee at the employee's expense.

## 8. RESULTS

- a. Substance Abuse Prevention and Detection Threshold Levels  
Any test revealing a blood/alcohol level equal to or greater than 0.08 percent or the established

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California State standard for non-commercial motor vehicle operations, or when operating a moving vehicle or performing a Safety-Sensitive Function as defined in this Policy shall be deemed positive. Any test revealing a blood/alcohol level equal to or greater than that 0.04 percent or the established California State standard for commercial motor vehicle operations shall be deemed positive. Any test revealing controlled substance confirmation level as shown in the chart below shall be deemed positive test.

CONTROLLED SUBSTANCE *	SCREENING METHOD	SCREENING LEVEL **	CONFIRMATION METHOD	CONFIRMATION LEVEL
Amphetamines	EMIT	500 ng/ml **	GC/MS	250 ng/ml **
Barbiturates	EMIT	300 ng/ml	GC/MS	200 ng/ml
Benzodiazepines	EMIT	300 ng/ml	GC/MS	300 ng/ml
Cocaine	EMIT	150 ng/ml **	GC/MS	100 ng/ml **
Methadone	EMIT	300 ng/ml	GC/MS	100 ng/ml
Opiates	EMIT	2000 ng/ml **	GC/MS	2000 ng/ml **
PCP (Phencyclidine)	EMIT	25 ng/ml **	GC/MS	25 ng/ml **
THC (Marijuana)	EMIT	50 ng/ml **	GC/MS	15 ng/ml **
* All controlled substances including their metabolite components.				
** SAMHSA specified threshold				

- b. The City reserves the right to discipline in accordance with the chart set forth in Exhibit A, for over-use, misuse or abuse of prescribed and over the counter drugs or medications pursuant to the testing procedures described above as determined by the MRO.

9. CONSEQUENCES OF POSITIVE TEST RESULTS

- a. For Reasonable Suspicion or post-Accident, a Covered Employee shall be immediately removed from performing her or his Safety-Sensitive Function(s) and shall be subject to disciplinary action and further follow-up as set forth in Exhibit A if any of the following takes place:

the Covered Employee:

1. Is confirmed to have tested positive for alcohol or drugs;
  2. Refuses to Submit to testing; or
  3. Has submitted a specimen that the testing laboratory reports is an Adulterated or Substituted Specimen.
- b. If the Union disagrees with the proposed disciplinary action, it may use the grievance procedure as set forth in the parties' MOU provided, however, that such a grievance must be initiated at the Employee Relations Director step, unless the parties otherwise mutually agree.
  - c. All proposed disciplinary actions resulting from a positive drug/alcohol test(s) shall be administered pursuant to the disciplinary matrix set forth in Exhibit A. Notwithstanding the

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disciplinary matrix which applies to the violation of this Policy, the City may impose discipline based on the Covered Employee's conduct, which may include consideration of whether the conduct at issue occurred while the employee was impaired by drugs or alcohol and/or whether the employee refused to test in addition to any discipline imposed under Exhibit A.

- d. In the event the City proposes disciplinary action, the notice of the proposed discipline shall contain copies of all laboratory reports and any other supporting documentation which the City is relying on to support the proposed discipline.

### 10. RETURN TO DUTY

The Substance Abuse Prevention Coordinator (SAPC) will meet with a Covered Employee who has tested positive for alcohol and/or drugs. The SAPC will discuss what course of action may be appropriate, if any, and assistance from which the employee may benefit, if any, and will communicate a proposed return-to-work plan, if necessary, to the employee and department. The SAPC may recommend that the Covered Employee voluntarily enter into an appropriate rehabilitation program administered by the Covered Employee's health insurance carrier prior to returning to work. The Covered Employee may not return to work until the SAPC certifies that he or she has a negative test prior to returning to work. The SAPC will provide a written release to the appropriate department or division certifying the employee's right to return to work.

### 11. TRAINING

The City or its designated vendor shall provide training on this policy to working line staff, union representatives, first-line, working supervisors and up to the Deputy Director level as needed. In addition, all Covered Employees shall be advised of this policy.

### 12. ADOPTION PERIOD

This Policy shall go into effect six months following the final adoption of this Appendix by the parties.

### 13. JOINT CITY/UNION COMMITTEE

The parties agree to work cooperatively to ensure the success of this policy. As such, a Joint City/Union Committee shall be established with two (2) members from the City and two (2) members from the Union. The Committee shall meet on an annual basis and, in addition, on an as-needed basis to address any implementation issues and other matters of mutual interests concerning this policy. The Committee may also discuss adding or deleting covered classifications from this policy. The Director of Human Resources shall make a final decision based on the recommendations from the Committee.

### 14. SAVINGS CLAUSE

Notwithstanding any existing substance abuse prevention programs, if any provision of an existing

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department policy, rule, regulation, or resolution is inconsistent with or in conflict with any provision of this policy, this policy shall take precedence. Should any part of this policy be determined contrary to law, such invalidation of that part or portion of this policy will not invalidate the remaining parts or portions. In the event of such determination, the parties agree to immediately meet and negotiate new provision(s) in conformity with the requirements of the applicable law and the intent of the parties hereto. Otherwise, this policy may only be modified by mutual consent of the parties. Such amendment(s) shall be reduced to writing.



EXHIBIT A

CONSEQUENCES OF A POSITIVE TEST/OCCURRENCE

Testing Types/Issues	First Positive/Occurrence	Second Positive/Occurrence <sup>4</sup>
Reasonable Suspicion	No more than ten (10) working days; Referred to Substance Abuse Prevention Coordinator (SAPC), SAPC Recommendation for Treatment <sup>1</sup> . Return to Duty Test <sup>2</sup> , Follow-up Testing, Subject to disciplinary action except where substantial mitigating circumstances exist. <sup>3</sup>	Will be subject to disciplinary action greater than ten (10) working days up to and including termination except where substantial mitigating circumstances exist.
Post Accident	No more than ten (10) working days; Referred to Substance Abuse Prevention Coordinator (SAPC), SAPC Recommendation for Treatment <sup>1</sup> . Return to Duty Test <sup>2</sup> , Follow-up Testing, Subject to disciplinary action except where substantial mitigating circumstances exist. <sup>4</sup>	Will be subject to disciplinary action greater than ten (10) working days up to and including termination except where substantial mitigating circumstances exist.
Alteration of Specimen ("Substituted," "Adulterated" or "Diluted")	Subject to Termination except where substantial mitigating circumstances exist.	Subject to Termination except where substantial mitigating circumstances exist.
Refusal to Test	No more than 15 working days; Assumption is a positive result; Referred to Substance Abuse Prevention Coordinator (SAPC). SAPC Recommendation for Treatment. <sup>1</sup> Return to Duty Test. <sup>2</sup> Subject to disciplinary action except where substantial mitigating circumstances exist. <sup>5</sup>	Will be subject to disciplinary action greater than 15 working days up to and including termination except where substantial mitigating circumstances exist.

- 1: Employee may use accrued but unused leave balances to attend a rehabilitation program.
- 2: Employee may not return to work until the SAPC certifies that he or she has completed recommended rehabilitation program and has a negative test prior to returning to full duty. The SAPC will be chosen by the City.
- 3: Proposed disciplinary action for a first positive test or Refusal to Test to be no more than 15 working days. A second positive test within three (3) years may also result in disciplinary action up to and including termination.
- 4: Proposed disciplinary action for Post Accident for a first positive test to be no more than 15 working days. A second positive test within three (3) years may result in more severe proposed disciplinary action, up to and including termination.
- 5: Proposed disciplinary action for Alteration of Specimen ("Substituted", "Adulterated", or "Diluted") or Refusal to Test for a first positive or occurrence to be no more than 15 working days. A second positive test or occurrence within three years may result in more severe proposed disciplinary action, up to and including termination of employment.

APPENDIX C

SUBSTANCE ABUSE PREVENTION POLICY

Pursuant to MOU Article V.I. (paragraph 35), the below Appendix C will be implemented after acquisition of a vendor to provide oral fluid testing. However, Appendix B shall remain in effect until the City has met the conditions outlined in Article V.I.

1. MISSION STATEMENT

- a. Employees are the most valuable resource in the City's effective and efficient delivery of services to the public. The City has a commitment to prevent drug or alcohol impairment in the workplace, foster and maintain a drug and alcohol free work environment. The City is also interested in preventing accidents and injuries on the job and, by doing so, protecting the health and safety of employees, co-workers, and the public.
- b. The City affirms its belief that substance abuse is a treatable condition. The City is committed to identifying needed resources, both in and outside of the City, for employees who voluntarily seek assistance in getting well. Those employees who voluntarily seek treatment prior to any testing shall not be subject to any repercussions or any potential adverse action for doing so. However, seeking treatment will not excuse prior conduct for which an investigation or disciplinary proceedings have been initiated.
- c. The City is committed to preventing drug or alcohol impairment in the workplace, and to fostering and maintaining a safe work environment free from alcohol and prohibited drugs at all of its work sites and facilities. In addition, the City maintains a drug and alcohol free workplace policy in its Employee Handbook.

2. POLICY

- a. To ensure the safety of the City's employees, co-workers and the public, no employee may sell, purchase, transfer or possess, furnish, manufacture, use or be under the influence of alcohol or illegal drugs at any City jobsite, while on City business, or in City facilities. A City employee whose job duties requires him/her to handle alcohol or illegal drugs shall not be in violation of this Policy for carrying out such job duties.
- b. Any employee, regardless of how his/her position is funded, who has been convicted of any drug/alcohol-related crime that occurred while on City business or in City facilities, must notify his/her department head or designee within five (5) days after such conviction. Failure to report within the time limitation shall subject the employee to disciplinary action, up to and including termination.

3. DEFINITIONS

APPENDIX C

- h. “CSC” means the Civil Service Commission of the City and County of San Francisco.
- i. “Day” means working day, unless otherwise expressly provided.
- j. “DHR” means the Department of Human Resources of the City and County of San Francisco.
- k. “Diluted Specimen” means a specimen with creatinine and specific gravity values that are lower than expected for oral fluid.
- l. “EAP” means the Employee Assistance Program offered through the City and County of San Francisco.
- m. “Equipment” includes any vehicle (including, but not limited to any City-owned vehicle or personal vehicle used during the course of the employee’s paid work time); any water craft; powder-actuated tools; tools; heavy machinery or equipment; underwater equipment; equipment that is used to change the elevation of the Covered Employee more than five (5) feet; any other device(s) or mechanism(s) the use of which may constitute a comparable danger to the employee or others; firearms when a firearm is required, and approved by the Appointing Officer, to be carried and used by the Covered Employee; banding tools; band-it; power tools; bucket truck; or equipment that is used to change the elevation of the Covered Employee more than five (5) feet.
- n. “Illegal Drugs” or “drugs” refer to those drugs listed in Section 0.a. Section 0.a. lists the drugs and alcohol and the threshold levels for which a Covered Employee will be tested. Threshold levels of categories of drugs and alcohol constituting positive test results will be determined using the applicable Substance Abuse and Mental Health Services Administration (SAMHSA) (formerly the National Institute of Drug Abuse, or NIDA) threshold levels, or U.S. government required threshold levels where required, in effect at the time of testing, if applicable. Section 0.a. will be updated periodically to reflect the SAMHSA or U.S. government threshold changes, subject to mutual agreement of the parties.
- o. “Invalid Drug Test” means the result of a drug test for an oral fluid specimen that contains an unidentified adulterant, or an unidentified substance, that has abnormal physical characteristics, or that has an endogenous substance at an abnormal concentration -preventing the laboratory from completing or obtaining a valid drug test result.
- p. “MRO” means Medical Review Officer who is a licensed physician certified by the Medical Review Officers Certification Council or U.S. Department of Transportation responsible for receiving and reviewing laboratory results generated by an employer’s

- a. “Accident” (or “post-Accident”) means an occurrence associated with the Covered Employee’s operation of Equipment or the operation of a vehicle (including, but not limited to, City-owned or personal vehicles) used during the course of the Covered Employee’s work day where the City concludes that the occurrence may have resulted from human error by the Covered Employee, or could have been avoided by reasonably alert action by the Covered Employee, and:
- (1) There is a fatality, loss of consciousness, medical treatment required beyond first aid, medical transport, or other significant injury or illness diagnosed, or treated by, a physician, paramedic or other licensed health care professional; or
  - (2) With respect to an occurrence involving a vehicle, there is disabling damage to a vehicle as a result of the occurrence and the vehicle needs to be transported away from the scene by a tow truck or driven to a garage for repair before being returned to service; or
  - (3) With respect to an occurrence involving Equipment, there is damage to the Equipment exceeding three thousand dollars (\$3,000); or
  - (4) With respect to an occurrence involving structures or property, there are damages exceeding ten thousand dollars (\$10,000) to the structures or property.
- b. “Adulterated Specimen” means a specimen that contains a substance that is not expected to be present in oral fluid, or contains a substance expected to be present but is at a concentration so high that it is not consistent with oral fluid.
- c. “Alcohol” means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weights alcohol including methyl or isopropyl alcohol. (The concentration of alcohol is expressed in terms of grams of alcohol per 210 liters of breath as measured by an evidential breath testing device.)
- d. “Cancelled Test” means a drug or alcohol test that has a problem identified that cannot be or has not been corrected or which 49 C.F.R. Part 40 otherwise requires to be cancelled. A cancelled test is neither a positive nor a negative test.
- e. “City” or “employer” means the City and County of San Francisco.
- f. “Collector” means an on-site employee trained to collect a drug or alcohol specimen, or the staff of the collection facility under contract with the City and County of San Francisco’s drug testing contractor.
- g. “Covered Employee” means any miscellaneous employee employed by the City and County of San Francisco with the exception of: (a) employees of the SFMTA; and (b) employees in a non-MTA department currently subject to a departmental substance abuse testing program, as further described in section 4 below.

certified addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol-related disorders. The SAPC will be chosen by the City.

- w. “Split Specimen” means a part of the oral fluid specimen in drug testing that is retained unopened for a confirmation test (if required) or in the event that the employee requests that it be tested following a verified positive test of the primary specimen or a verified Adulterated or Substituted Specimen test result.
- x. “Substituted Specimen” means a specimen with laboratory values that are so diminished that they are not consistent with oral fluid and which shall be deemed a violation of this policy, and shall be processed as if the test results were positive.

**4. COVERED CLASSIFICATIONS**

All classifications listed in Article I.A of this Memorandum of Understanding shall be subject to post-accident reasonable suspicion testing.

**5. SUBSTANCES TO BE TESTED**

a. The City shall test, at its own expense, for alcohol and/or the following drugs:

- (1) Amphetamines
- (2) Barbiturates
- (3) Benzodiazepines
- (4) Cocaine
- (5) Methadone
- (6) Opiates
- (7) PCP
- (8) THC (Cannabis)

b. Prescribed Drugs or Medications.

The City recognizes that Covered Employees may at times have to ingest prescribed drugs or medications. If a Covered Employee takes any drug or medication that a treating physician, pharmacist, or health care professional has informed the employee (orally or on the medication bottle) will interfere with job performance, including driving restrictions or restrictions on the use of Equipment, the employee is required to immediately notify the designated Department representative of those restrictions before performing his/her job functions.

- (1) Upon receipt of a signed release from the Covered Employee’s licensed healthcare provider, the department representative may consult with Covered Employee’s healthcare provider to confirm specific job duties that the employee can perform while on prescribed medication. If the employee’s

drug testing program and evaluating medical explanations for certain drug test results.

- q. “Non-Negative Test” or “positive test” means a test result found to be Adulterated, Substituted, Invalid, or positive for alcohol or drug metabolites.
- r. “Oral Fluid” means saliva or any other bodily fluid generated by the oral mucosa of an individual.
- s. “Policy” means “Substance Abuse Prevention Policy” or “Agreement” attached to the parties’ Memorandum of Understanding (“MOU”).
- t. “Prescription Drug” means a drug or medication currently prescribed by a duly licensed healthcare provider for immediate use by the person possessing it that is lawfully available for retail purchase only with a prescription.
- u. “Refusal to Submit,” “Refusing to Submit,” “Refuse to Test,” or “Refusal to Test” means a refusal to take a drug and/or alcohol test and includes, but is not limited to, the following conduct:
  - i. Failure to appear for any test within a reasonable time.
  - ii. Failure to remain at the testing site until the test has been completed.
  - iii. Failure or refusal to take a test that the Collector has directed the employee to take.
  - iv. Providing false information.
  - v. Failure to cooperate with any part of the testing process, including obstructive or abusive behavior or refusal to drink water when directed.
  - vi. Failure to provide adequate oral fluid or breath samples, and subsequent failure to undergo a medical examination as required for inadequate breath or oral fluid samples, or failure to provide adequate breath or oral fluid samples and subsequent failure to obtain a valid medical explanation.
  - vii. Adulterating, substituting or otherwise contaminating or tampering with an oral fluids specimen.
  - viii. Leaving the scene of an Accident without just cause prior to submitting to a test.
  - ix. Admitting to the Collector that an employee has Adulterated or Substituted an oral fluid specimen.
  - x. Possessing or wearing a prosthetic or other device that could be used to interfere with the collection process.
  - xi. Leaving work, after being directed to remain on the scene by the first employer representative, while waiting for verification by the second employer representative under section 6.I.b.
- v. “Substance Abuse Prevention Coordinator” (SAPC) means a licensed physician, psychologist, social worker, certified employee assistance professional, or nationally

healthcare provider is not readily available, or none is given, the department representative may consult with any City-licensed healthcare provider before making a final determination whether the employee may perform his/her job functions. However, if an employee, at the time of notification, brings in a medical note from the healthcare provider who prescribed the medication clearing the employee to work, then the City shall not restrict that employee from performing his or her job functions.

- (2) If a Covered Employee is temporarily unable to perform his or her job because of any potential side effects caused by prescribed medication, the employee shall be reassigned to perform a temporary modified duty assignment consistent with the employee's medical restrictions without loss of pay until either the employee is off the prescribed medication or is cleared by a licensed healthcare provider. This temporary modified duty reassignment shall last for a period of no more than thirty (30) working days. If, after thirty (30) working days, the employee is still on said medication and/or has not been cleared by a licensed healthcare provider to return to work without restrictions, the City may extend the temporary modified duty assignment for a period not to exceed thirty (30) working days, provided that the healthcare provider certifies that the employee is reasonably anticipated to be able to return to work without restrictions after that thirty (30) day period. Employees who are unable to return to work under this provision shall be referred to the Department's human resources representative designated to engage with employees regarding possible reasonable accommodation under state and federal disability laws.

## 6. TESTING

### I. Reasonable Suspicion Testing

- a. Reasonable suspicion to test a Covered Employee will exist when contemporaneous, articulable and specific observations concerning the symptoms or manifestations of impairment can be made. These observations shall be documented on the Reasonable Suspicion Report Form attached to this Appendix as Exhibit B. At least three (3) indicia of drug or alcohol impairment must exist, in two (2) separate categories, as listed on the Reasonable Suspicion Report Form. In the alternative, the employer representatives must confirm direct evidence of drug or alcohol impairment as listed on the Reasonable Suspicion Report Form.
- b. Any individual or employee may report another employee who may appear to that individual or employee to be under the influence of alcohol or drugs. Upon receiving a report of possible alcohol or drug use or impairment in the workplace, two (2) trained supervisory employer representatives will independently verify the basis for the suspicion and request testing in person. The first employer representative shall verify and document the employee's appearance and behavior

and, if appropriate, recommend testing to the second employer representative. The second employer representative shall verify the contemporaneous basis for the suspicion. If reasonable suspicion to test a Covered Employee arises between 11:00 p.m. and 7:00 a.m., or at a location outside the geographic boundaries of the City and County of San Francisco (excluding San Francisco International Airport), and where a second trained supervisory employer representative cannot reasonably get to the location within thirty (30) minutes, then the second employer representative shall not be required to verify the basis for the suspicion in person, but instead shall verify by telephone or email. After completing the verification, and consulting with the first employer representative, the second employer representative has final authority to require that the Covered Employee be tested.

- c. If the City requires an employee under reasonable suspicion to be tested, then the employee may ask for representation. Representation may include, but is not limited to, union representatives and shop stewards. If the employee requests representation, the City shall allow a reasonable amount of time from the time the employee is notified that he or she will be tested (up to a maximum of one hour) for the employee to obtain representation. Such request shall not delay the administration of the tests for more than one hour from the time the employee is notified that he or she will be tested.
- d. Department representative(s) shall document the incident. If a Covered Employee Refuses to Submit to testing, then the City shall treat the refusal as a positive test, and shall take appropriate disciplinary action pursuant to the attached discipline matrix.

## II. Post-Accident Testing

- a. The City may require a Covered Employee who caused, or may have caused, an Accident, based on information known at the time of the Accident, to submit to drug and/or alcohol testing.
- b. Following an Accident, all Covered Employees subject to testing shall remain readily available for testing. A Covered Employee may be deemed to have refused to submit to substance abuse testing if he or she fails to remain readily available, including failing to notify a supervisor (or designee) of the Accident location, or leaving the scene of the Accident prior to submitting to testing.
- c. Nothing in this section shall delay medical attention for the injured following an Accident or prohibit an employee from leaving the scene of an Accident for the period necessary to obtain assistance in responding to the Accident or to obtain necessary emergency medical care.
- d. If the City requires a Covered Employee to be tested post-Accident, then the employee may ask for representation. Representation may include, but is not



limited to, union representatives and shop stewards. If the employee requests representation, the City shall allow a reasonable amount of time from the time the employee is notified that he or she will be tested (a maximum of one hour) for the employee to obtain representation provided that the union representative meet the employee at the Accident site, work location or testing center as determined by the City. Such request shall not delay the administration of the tests for more than one hour from the time the employee is notified that he or she will be tested.

## 7. TESTING PROCEDURES

### I. Collection Site

- a. If there is a trained Collector available on site, the City may conduct "on-site" tests (alcohol breathalyzer testing and oral fluid testing). If any of those tests are "Non-Negative," a confirmation test will be performed. The on-site tests may enable the Covered Employee and the City to know immediately whether that employee has been cleared for work.
- b. If a trained Collector is not available on-site, the staff of a collection facility under contract to the City, or the City's drug testing contractor shall collect oral fluid samples from Covered Employees to test for prohibited drugs.
  - (1) A Covered Employee presenting herself/himself at the approved drug collection site must have a minimum of one piece of government-issued photo identification and may not leave the collection site for any reason – unless authorized by the collection agency – until (s)he has fully completed all collection procedures. Failure to follow all collection procedures will result in the employee classified as a "Refusal to Submit."
- c. Covered Employees who Refuse to Test may be subject to disciplinary action, up to and including termination, pursuant to Exhibit A.
- d. Alcohol and drug testing procedures.
  - (1) Alcohol Testing Procedure. Tests for alcohol concentration on Covered Employees will be conducted with a National Highway Traffic Safety Administration (NHTSA)-approved evidential breath testing device (EBT) operated by a trained breath alcohol technician (BAT). Alcohol tests shall be by breathalyzer using the handheld Alco-Sensor IV Portable Breath Alcohol Analyzer device, or any other U.S. Department of Transportation (DOT) approved breath analyzer device.
  - (2) Drug Testing Procedure. Tests for drugs shall be by oral fluid collection. The oral fluid specimens shall be collected under direct visual supervision of a Collector and in accordance with the testing device manufacturer's

recommended procedures for collection. Screening results may be provided by the Collector or by a laboratory. Confirmation tests shall be conducted at a laboratory.

- (3) The Covered Employee being tested must cooperate fully with the testing procedures.
  - (4) A chain of possession form must be completed by the Collector, hospital, laboratory and/or clinic personnel during the specimen collection and attached to and mailed with the specimens.
- e. After being tested for drugs, the Covered Employee may be barred from returning to work until the department is advised of the final testing result by the MRO. During that period, the Covered Employee will be assigned to work that is not safety-sensitive or placed on paid administrative leave for so long as the Covered Employee is eligible for such leave under the terms of the applicable provision of the City's Administrative Code. The test shall be deemed a negative test if the MRO has not advised of the final testing result by the time the Covered Employee's paid leave has expired under the terms of the applicable provision of the City's Administrative Code.

## II. Laboratory

- a. Drug tests shall be conducted by laboratories licensed and approved by SAMSHA which comply with the American Occupational Medical Association (AOMA) ethical standards. Upon advance notice, the parties retain the right to inspect the laboratory to determine conformity with the standards described in this policy. The laboratory will only test for drugs identified in this policy. The City shall bear the cost of all required testing unless otherwise specified herein.
- b. Tests for all controlled substances, except alcohol, shall be by oral fluid testing and shall consist of two procedures, a screen test and, if that is positive, a confirmation test.
- c. To be considered positive for reporting by the laboratory to the City, both samples must be tested separately in separate batches and must also show positive results on the confirmatory test.
- d. In the event of a positive test, the testing laboratory will perform an automatic confirmation test on the original specimen at no cost to the Covered Employee. In addition, the testing laboratory shall preserve a sufficient specimen to permit an independent re-testing at the Covered Employee's request and expense. The same, or any other, approved laboratory may conduct re-tests. The laboratory shall endeavor to notify the designated MRO of positive drug, alcohol, or adulterant tests results within five (5) working days after receipt of the specimen.

### III. Medical Review Officer (MRO)

- a. All positive drug, or Substituted, Adulterated, positive-Diluted Specimen, or Invalid Drug Test, as defined herein, will be reported to a Medical Review Officer (MRO). The MRO shall review the test results, and any disclosure made by the Covered Employee, and shall attempt to interview the individual to determine if there is any physiological or medical reason why the result should not be deemed positive. If no extenuating reasons exist, the MRO shall designate the test positive.
- b. When the laboratory reports a confirmed positive, Adulterated, Substituted, positive-Diluted, or Invalid test, it is the responsibility of the MRO to: (a) make good faith efforts to contact the employee and inform him or her of the positive, Adulterated, Substituted, positive-Diluted, or Invalid test result; (b) afford the employee an opportunity to discuss the test results with the MRO; (c) review the employee's medical history, including any medical records and biomedical information provided by the Covered Employee, or his treating physician, to the MRO; and (d) determine whether there is a legitimate medical explanation for the result, including legally prescribed medication. Employees shall identify all prescribed medication(s) that they have taken. If the Covered Employee fails to respond to the MRO within three (3) days, the MRO may deem the Covered Employee's result as a positive result.
- c. The MRO has the authority to verify a positive or Refusal To Test without interviewing the employee in cases where the employee refuses to cooperate, including but not limited to: (a) the employee refused to discuss the test result; or (b) the City directed the employee to contact the MRO, and the employee did not make contact with the MRO within seventy-two (72) hours. In all cases, previously planned leaves may extend this time. The MRO's review of the test results will normally take no more than three (3) to five (5) days from the time the Covered Employee is tested.
- d. If the testing procedures confirm a positive result, as described above, the Covered Employee and the Substance Abuse Prevention Coordinator (SAPC) for the City and departmental HR staff or designee will be notified of the results in writing by the MRO, including the specific quantities. The results of a positive drug test shall not be released until the results are confirmed by the MRO. The Covered Employee may contact the SAPC, or the MRO, to request a drug or adulterant retest within seventy-two (72) hours from notice of a positive test result by the MRO. The requesting party will pay costs of re-tests in advance.
- e. A drug test result that is positive and is a Diluted Specimen will be treated as positive. All drug test results that are determined to be negative and are Diluted Specimens will require that the employee take an immediate retest. If the retest yields a second negative Diluted Specimens result, the test will be treated as a

normal negative test, except in the case of subsection (f).

- f. If the final test is confirmed negative, then the Employee shall be made whole, including the cost of the actual laboratory re-testing, if any. Any employee who is subsequently determined to be subject of a false positive shall be made whole for any lost wages and benefits, and shall have their record expunged.
- g. The City shall assure that all specimens confirmed positive will be retained and placed in properly secured long-term frozen storage for a minimum of one (1) year, and be made available for retest as part of any administrative proceedings.
- h. All information from a covered employee's drug and/or alcohol test is confidential for purposes other than determining whether this policy has been violated or pursuing disciplinary action based upon a violation of this policy. Disclosure of test results to any other person, agency, or organization is prohibited unless written authorization is obtained from the Covered Employee or as required by law.

**8. RESULTS**

- a. Substance Abuse Prevention and Detection Threshold Levels.  
For post-Accident or reasonable suspicion testing where the Covered Employee was operating a commercial motor vehicle, any test revealing a blood/alcohol level equal to or greater than 0.04 percent, or the established California State standard for commercial motor vehicle operations, shall be deemed positive. For all other post-Accident or reasonable suspicion testing, any test revealing a blood/alcohol level equal to, or greater than, 0.08 percent, or the established California State standard for non-commercial motor vehicle operations, shall be deemed positive. Any test revealing controlled substance confirmation level as shown in the chart below shall be deemed a positive test.

<u>CONTROLLED SUBSTANCE *</u>	<u>SCREENING LEVEL</u>	<u>CONFIRMATION LEVEL</u>
<u>Amphetamines</u>	<u>25 ng/ml **</u>	<u>5 ng/ml**</u>
<u>Barbiturates</u>	<u>50 ng/ml***</u>	<u>20 ng/ml***</u>
<u>Benzodiazepines</u>	<u>20 ng/ml***</u>	<u>0.5 ng/ml***</u>
<u>Cocaine</u>	<u>12 ng/ml **</u>	<u>8 ng/ml**</u>
<u>Methadone</u>	<u>50 ng/ml***</u>	<u>10 ng/ml***</u>
<u>Opiates</u>	<u>20 ng/ml**</u>	<u>10 ng/ml **</u>
<u>PCP (Phencyclidine)</u>	<u>10 ng/ml **</u>	<u>5 ng/ml**</u>
<u>THC (Cannabis)</u>	<u>25 ng/ml and 2 ng/ml***</u>	<u>10 ng/ml and 2 ng/ml***</u>
* All controlled substances including their metabolite components.		
** SF Fire Department standards		

\*\*\*Industry standards

- b. The City reserves the right to discipline in accordance with the chart set forth in Exhibit A for abuse of prescribed and over-the-counter drugs or medications, pursuant to the testing procedures described above, as determined by the MRO.

## 9. CONSEQUENCES OF POSITIVE TEST RESULTS

For post-Accident or reasonable suspicion, a Covered Employee shall be immediately removed from performing his or her job or, in the alternative, may be temporarily reassigned to work that is not safety-sensitive if such work is available. The Covered Employee shall be subject to disciplinary action, and shall meet with the SAPC, as set forth in Exhibit A, and section 10 below, if the Covered Employee:

1. Is confirmed to have tested positive for alcohol or drugs;
  2. Refuses to Submit to testing; or
  3. Has submitted a specimen that the testing laboratory report is an Adulterated or Substituted Specimen.
- a. If the Union disagrees with the proposed disciplinary action, it may use the grievance procedure as set forth in the MOU, provided, however, that such a grievance must be initiated at the Employee Relations Director step, unless the parties otherwise mutually agree.
- b. All proposed disciplinary actions imposed because of a positive drug/alcohol test(s) shall be administered pursuant to the disciplinary matrix set forth in Exhibit A. Subject to good cause, the City may impose discipline for conduct in addition to the discipline for a positive drug/alcohol test. The positive test may be a factor in determining good cause for such additional discipline.
- c. In the event the City proposes disciplinary action, the notice of the proposed discipline shall contain copies of all laboratory reports and any other supporting documentation upon which the City is relying to support the proposed discipline.

## 10. RETURN TO DUTY

The SAPC will meet with a Covered Employee who has tested positive for alcohol and/or drugs. The SAPC will discuss what course of action may be appropriate, if any, and assistance from which the employee may benefit, if any, and will communicate a proposed return-to-work plan, if necessary, to the employee and department. The SAPC may recommend that the Covered Employee voluntarily enter into an appropriate rehabilitation program administered by the Covered Employee's health insurance carrier prior to returning to work. The Covered Employee may not return to work until the SAPC certifies that he or she has a negative test prior to returning to work. In the event that the SAPC does not schedule a return-to-work test before the Covered Employee's

return-to-work date, the SAPC shall arrange for the Covered Employee to take a return-to-work test within three (3) working days of the Covered Employee notifying the SAPC in writing of a request to take a return-to-work test. If a Covered Employee fails a return-to-work test, he or she shall be placed on unpaid leave until testing negative but shall not be subject to any additional discipline due to a non-negative return-to-work test. The SAPC will provide a written release to the appropriate department or division certifying the employee's right to return to work.

#### 11. TRAINING

The City or its designated vendor shall provide training on this policy to first-line, working supervisors and up to the Deputy Director level as needed. In addition, all Covered Employees shall be provided with a summary description of the SAPP notifying them of their right to union representation in the event that they are required to be tested.

#### 12. LABOR-MANAGEMENT MEETING

To ensure the success of this Policy, the City shall meet with any union covered by this policy that seeks to meet to address any implementation issues regarding this policy, as follows: between June 1<sup>st</sup> and June 30<sup>th</sup>, any Union, covered under this Policy, may request to meet, and said meeting shall be scheduled to occur by July 31<sup>st</sup>.

#### 13. ADOPTION PERIOD

This Policy shall go into effect on July 1, 2014, or as soon as practicable. (See MOU Article V.I.)

**EXHIBIT A**

**CONSEQUENCES OF A POSITIVE TEST/OCCURRENCE**

<b>Testing Types/Issues</b>	<b>First Positive/Occurrence</b>	<b>Second Positive/Occurrence within Three (3) Years</b>
Post-Accident and Reasonable Suspicion	Suspension of no more than ten (10) working days; Referred to Substance Abuse Prevention Coordinator (SAPC); SAPC may Recommend Treatment; <sup>1</sup> Return to Duty Test.	Will be subject to disciplinary action greater than a ten (10) working- day suspension, up to and including termination except where substantial mitigating circumstances exist.
Refusal to Test or Alteration of Specimen ("Substituted," "Adulterated" or "Diluted")	Suspension of no more than ten (10) working days; Referred to Substance Abuse Prevention Coordinator (SAPC); SAPC may Recommend Treatment; <sup>1</sup> Return to Duty Test.	Will be subject to disciplinary action greater than a ten (10) working- day suspension up to and including termination except where substantial mitigating circumstances exist.

<sup>1</sup>. Employee may use accrued but unused leave balances to attend a rehabilitation program.

**ATTACHMENT A – Compensation Grades**

**For current rates of pay, please refer to the City and County of San Francisco's Compensation Manual located at:**

**<http://www.sfgov.org/site/uploadedfiles/dhr/compmanual/CompManual.pdf>**



## **GLOSSARY- CIVIL SERVICE COMMISSION JURISDICTION**

The following provisions are for informational purposes only. They shall be interpreted, applied and administered by the Civil Service Commission, and shall not be subject to the grievance and arbitration procedure set forth in this Memorandum of Understanding.

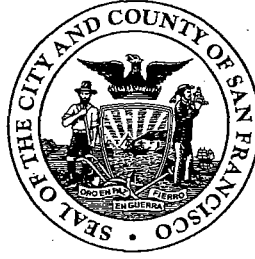
### **LEAVES OF ABSENCE**

Employees who are absent from their duties because of illness or disability are eligible for sick leave. In addition to normal use sick leave, employees shall be entitled to the following:

#### **A. Sick Leave – Bereavement**

1. Absence because of the death of the employee's spouse or domestic partner, parents, step parents, grandparents, parents-in-law or parents of a domestic partner, sibling, child, step child, adopted child, a child for whom the employee has parenting responsibilities, aunt or uncle, legal guardian or any person who is permanently residing in the household of the employee. Such leave shall not exceed three (3) working days and shall be taken within thirty (30) calendar days after the date of death; however, two (2) additional working days shall be granted in conjunction with the bereavement leave if travel outside the State of California is required as a result of the death.
2. Absence because of the death of any other person to whom the employee may be reasonably deemed to owe respect. Leave shall be for not more than one (1) working day; however, two (2) additional working days shall be granted if travel outside the State of California is required as a result of the person's death.

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



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

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.