

Annual Salary Ordinance Fiscal Years 2019-2020 and 2020-21

1 Note: Additions are *single-underline italics Times New Roman*;
2 deletions are ~~*strikethrough italics Times New Roman*~~.
3 Board amendment additions are double underlined.
4 Board amendment deletions are ~~strikethrough normal~~.

4 BE IT ORDAINED BY THE PEOPLE OF THE CITY AND COUNTY OF SAN FRANCISCO.

6 SECTION 1. ESTABLISHMENT, CREATION AND CONTINUATION OF POSITIONS.

8 In accordance with the provisions of the Administrative Code, the positions hereinafter
9 enumerated under the respective departments are hereby created, established or continued
10 for the fiscal year ending June 30, 2020. Positions created or authorized by Charter or State
11 law, compensations for which are paid from City and County funds and appropriated in the
12 Annual Appropriation Ordinance, are enumerated and included herein.

14 The word position or positions as used in the ordinance shall be construed to include office or
15 offices, and the word employee or employees shall be construed to include officer or officers.
16 The terms requisition and “request to fill” are intended to be synonymous and shall be
17 construed to mean a position authorization that is required by the Charter.

19 Section 1.1. APPOINTMENTS AND VACANCIES PERMANENT POSITIONS.

21 Section 1.1A. Appointing officers as specified in the Charter are hereby authorized,
22 subject to the provisions of this ordinance, to make or continue appointments as needed
23 during the fiscal year to permanent positions enumerated in their respective sections of
24 this ordinance. Such appointments shall be made in accordance with the provisions of
25 the Charter. Appointing officers shall not make an appointment to a vacancy in a

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1 permanent position until the request to fill for such service is approved by the Controller.
2 Provided further, that if the Mayor declares an intent to approve requests to fill due to
3 unanticipated financial reasons, appointing officers shall not make an appointment to a
4 vacancy in a permanent position until the request to fill for such service is approved by
5 the Mayor. Provided further, that if changes occur to the classification, compensation, or
6 duties of a permanent position, appointing officers shall not make an appointment to a
7 vacancy in such position until the request to fill for such service is approved by the
8 Human Resources Department. Provided further, that in order to prevent the stoppage
9 of essential services, the Human Resources Director may authorize an emergency
10 appointment pending approval or disapproval of a request to fill, if funds are available to
11 pay the compensation of such emergency appointee.

12
13 Provided that if the proposed employment is for inter departmental service, the Controller
14 shall approve as to conformity with the following inter departmental procedure.
15 Appointing officers shall not authorize or permit employees to work in inter departmental
16 service unless the following provisions are complied with. The payment of compensation
17 for the employment of persons in inter departmental service shall be within the limit of
18 the funds made available by certified inter departmental work orders and such
19 compensation shall be distributed to the inter departmental work orders against which
20 they constitute proper detailed charges.

21
22 A. In the event the appointing officer is unable to employ a qualified person to
23 cover the work schedule of a position herein established or authorized, the appointing
24 officer, subject to the provisions of this ordinance and the appropriation ordinance
25 and with the approval of the Human Resources Department, may at his/her discretion

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1 employ more than one person on a lesser work schedule but the combined salaries
2 shall not exceed the compensation appropriated for the position, or may appoint one
3 person on a combined work schedule but subject to the limitation of the appropriation
4 and the compensation schedule for the position and without amendment to this
5 ordinance.

6
7 B. Where a vacancy exists in a position the Human Resources Director, may and is
8 hereby authorized to approve a temporary (diverted) request to fill in a different class,
9 provided that the Controller certifies that funds are available to fill said vacancy on
10 this basis, and provided that no action taken as a result of the application of this
11 section will affect the classification of the position concerned as established in the
12 budget and annual salary ordinance.

13
14 An appointing officer, subject to the provisions of this ordinance, the Annual
15 Appropriation Ordinance, the Controller's certification of funds and Civil Service
16 certification procedures may employ more than one person on a combined work
17 schedule not to exceed the permanent full time equivalent, or may combine the
18 appropriations for more than one permanent part time position in order to create a single
19 full time equivalent position limited to classifications of positions herein established or
20 authorized and their respective compensation schedules. Such changes shall be
21 reported to the Human Resources Department and the Controller's office. No full time
22 equivalent position which is occupied by an employee shall be reduced in hours without
23 the voluntary consent of the employee, if any, holding that position. However, the
24 combined salaries for part time positions created shall not exceed the compensation
25 appropriated for the full time position, nor will the salary of a single full time position

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1 created exceed the compensation appropriated for part time positions. Each permanent
2 part time employee would receive the same benefits as existing permanent part time
3 employees. The funding of additional fringe benefit costs subject to availability of funds
4 will be from any legally available funds.

5
6 Section 1.1B. With the exception indicated in F, the Human Resources Director is solely
7 authorized to administratively amend this ordinance as follows:

8
9 A. To change the classification of a position provided that the rate of pay is the
10 same or less and the services are in the same functional area.

11
12 B. To adjust the compensation of a position pursuant to a ratified Memorandum of
13 Understanding or ordinance of the Board of Supervisors.

14
15 C. To adjust the compensation of a position when the rate of pay for that position
16 has been approved by the Board of Supervisors in a ratified Memorandum of
17 Understanding or ordinance.

18
19 D. To adjust the compensation of a position pursuant to a Memorandum of
20 Understanding ratified by the Board of Supervisors with a recognized employee
21 bargaining group.

22
23 E. To amend the ordinance to reflect the initial rates of compensation for a newly
24 established classification, excluding classes covered under Administrative Code,
25 Chapter 2A, Article IV, Section 2A.76 and Article V, Section 2A.90.

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F. To allow movement between police classes, provided that the total authorized positions allocated to each rank is not increased.

G. The Human Resources Director and Department Heads are authorized to implement interest arbitration awards which become effective in accordance with Section 10.4 of the Annual Appropriations Ordinance.

H. The Human Resources Director may issue appointments to Class 1229 Special Examiner at any hourly rate of the established salary range. Said appointments shall be considered temporary exempt in accordance with Charter Section 10.104(18). The minimum/maximum hourly range effective July 1, 2019 is \$60.1375-\$89.3500; effective December 28, 2019 the range is \$60.7375-\$90.2375.

I. The Human Resources Director is authorized to adjust specific allocations within the Management Classification and Compensation Plan (MCCP) and/or to correct clerical errors in the MCCP resulting from the immediate implementation of the MCCP, provided that the rate of pay is the same or less.

J. Consistent with the Annual Appropriations Ordinance Section 10.2, Professional Service Contracts, the Human Resources Director is authorized to add positions funded in accordance with that section. Consistent with Annual Appropriations Ordinance Section 26 on work order appropriations, the Human Resources Director is authorized to add positions funded by work orders in accordance with that section.

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The Controller, the Clerk of the Board, the Mayor’s Office and the affected department(s) shall be immediately notified.

Section 1.1C. Provided further, that if requests to fill for vacant permanent positions issued by departments where the Appointing Officers are elected officials enumerated in Article II and Section 6.100 of the Charter (the Board of Supervisors, Assessor-Recorder, City Attorney, District Attorney, Public Defender, Sheriff and Treasurer) are approved by the Controller and are not approved or rejected by the Mayor and the Department of Human Resources within 15 working days of submission, the requests to fill shall be deemed approved. If such requests to fill are rejected by the Mayor and/or the Department of Human Resources, the Appointing Officers listed above may appeal that rejection in a hearing before the Budget Committee of the Board of Supervisors, who may then grant approval of said requests to fill.

Section 1.1D. The Human Resources Director is authorized to make permanent exempt appointments for a period of up to 6 months to permit simultaneous employment of an existing City employee who is expected to depart City employment and a person who is expected to be appointed to the permanent position previously held by the departing employee when such an appointment is necessary to ensure implementation of successful succession plans and to facilitate the transfer of mission-critical knowledge within City departments.

Section 1.1E. The Human Resources Director, with concurrence of the Controller, is authorized to adjust the Annual Salary Ordinance to reflect the conversion of temporary positions to a permanent position(s) when sufficient funding is available and conversion is

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1 needed either (A) to maintain services when elimination of temporary positions is consistent
2 with the terms of City labor agreements or (B) to address City staffing needs created by the
3 San Francisco Housing Authority's changing scope of work.

4
5 Section 1.2. APPOINTMENTS TEMPORARY POSITIONS.

6
7 Temporary appointments to positions defined by Charter Section 10.104(16) as seasonal or
8 temporary positions may be made by the respective appointing officers in excess of the
9 number of permanent positions herein established or enumerated and such other temporary
10 services as required at rates not in excess of salary schedules if funds have been
11 appropriated and are available for such temporary service. Such appointments shall be
12 limited in duration to no more than 1040 hours in any fiscal year. No appointment to such
13 temporary or seasonal position shall be made until the Controller has certified the availability
14 of funds, and the request to fill for such service is approved by the Controller and the Human
15 Resources Department. Provided further that in order to prevent the stoppage of essential
16 services, the Human Resources Director may authorize an emergency appointment pending
17 approval or disapproval of the request to fill, if funds are available to pay the compensation of
18 such emergency appointee. No such appointment shall continue beyond the period for which
19 the Controller has certified the availability of funds. Provided that if the proposed employment
20 is for inter departmental service, the Controller shall approve as to conformity with the
21 following inter departmental procedure. Appointing officers shall not authorize or permit
22 employees to work in inter departmental service unless the following provisions are complied
23 with. The payment of compensation for the employment of persons in inter departmental
24 service shall be within the limit of the funds made available by certified inter departmental
25 work orders and such compensation shall be distributed to the inter departmental work orders

1 against which they constitute proper detailed charges.

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3 Section 1.2A. Temporary Assignment, Different Department. When the needs and the best
4 interests of the City and County of San Francisco require, appointing officers are authorized to
5 arrange among themselves the assignment of personnel from one department to another
6 department on a temporary basis. Such temporary assignments shall not be treated as
7 transfers, and may be used for the alleviation of temporary seasonal peak load situations, the
8 completion of specific projects, temporary transitional work programs to return injured
9 employees to work, or other circumstances in which employees from one department can be
10 effectively used on a temporary basis in another department. All such temporary assignments
11 between departments shall be reviewed by the Human Resources Department.

12

13 Section 1.3. EXCEPTIONS TO NORMAL WORK SCHEDULES FOR WHICH NO EXTRA
14 COMPENSATION IS AUTHORIZED.

15

16 Occupants of salaried classifications (i.e., designated –Z symbol) shall work such hours as
17 may be necessary for the full and proper performance of their duties and shall receive no
18 additional compensation for work on holidays or in excess of eight hours per day for five days
19 per week, but may be granted compensatory time off under the provisions of ratified
20 applicable Memorandum of Understanding or ordinance. Provided that, subject to the fiscal
21 provisions of the Charter and the availability of funds, the provisions of this section may be
22 suspended to allow overtime payment, pursuant to approval of the Director of Human
23 Resources. Approval of overtime payments shall be limited to extraordinary circumstances in
24 which employees are required to work a significant number of hours in excess of their regular
25 work schedules for a prolonged period of time, with a limited ability to use compensatory time

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1 off. Further, such payment shall be consistently applied to all personnel in a class.

2
3 Section 1.3A. Work Performed Under Contract And Compensation Therefore. In the
4 execution and performance of any contract awarded to a city department under the
5 provisions of Charter Section A7.204 and the Administrative Code, the rates fixed herein
6 shall not apply to employments engaged therein, and in lieu thereof not less than the
7 highest general prevailing rate of wages in private employment for similar work, as fixed by
8 a resolution of the Board of Supervisors and in effect at the time of the award of said
9 contract, shall be paid to employees performing work under such contract.

10
11 Section 1.3B. Charges and Deductions for Maintenance. The compensations fixed herein
12 for all employees whose compensations are subject to the provisions of Charter Section
13 A8.400 and including also those engaged in construction work outside the City and County
14 of San Francisco, are gross compensations and include the valuation of maintenance
15 provided such employees. Charges and deductions therefore for any and all maintenance
16 furnished and accepted by employees shall be made and indicated on time rolls and
17 payrolls in accordance with the following schedule of charges or as posted on a
18 department's website or contained in the applicable Memorandum of Understanding
19 between the City and labor organizations. Provided, however, that no charge shall be
20 made for meals furnished cooks, bakers, waiters, waitresses, and other kitchen workers
21 while on duty, and that the City shall provide breakfast, dinner, and midnight meals to
22 interns and residents when they are working in the hospital, and shall provide weekend
23 lunches to interns and residents when they are working weekends on call (the Department
24 may require such interns and residents to provide proof of eligibility for such meals upon
25 request), and provided further that employees of the Hetch Hetchy Project and Camp

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1 Mather who are temporarily assigned to perform duties for a period in excess of a normal
2 work day away from the headquarters to which the employees are normally and
3 permanently assigned, shall not be charged for board and lodging at the Headquarters to
4 which they are temporarily assigned.

5
6 1. MEALS:

7
8 A. Juvenile Court

9 All institution, per meal \$ 4.50

10
11 B. Recreation and Park - Camp Mather

12 per meal \$ 8.25

13
14 C. Sheriff

15 SFGH Ward 7D, average \$ 6.00

16 All Jails, all meals \$ 1.00

17
18 2. HOUSE OR APARTMENT:

19
20 Unless otherwise specified, lodging for all facilities except Hetch Hetchy Project, an
21 amount set in accordance with the recommendation of the Director of Property on the
22 request of the Department Head and approved by the Controller, or as provided in ratified
23 collective bargaining agreement.

24
25 Note: Sales of meals by employers to employees are subject to state sales tax. The meal

1 cost figures and 2019-2020 annual salary ordinance rates stated in the schedules do not
2 include any provisions for state sales tax payable by the City and County to the State.

3
4 SECTION 2. COMPENSATION PROVISIONS.

5
6 Section 2.1. PUC EMPLOYEES ASSIGNED TO HETCH HETCHY AND RECREATION
7 AND PARK EMPLOYEES PERMANENTLY ASSIGNED TO CAMP MATHER.

8
9 The Public Utilities Commission and Recreation and Park Department will pay a stipend of
10 \$418.62 per month to employees residing in designated zip code areas enrolled in the
11 Health Services System with employee plus two or more dependents where HMOs are not
12 available and such employees are limited to enrollment to the City Plan I. The Public
13 Utilities Commission will pay a stipend of \$121.90 per month to employees residing in
14 designated zip code areas enrolled in the Health Services System with employee plus one
15 dependent where HMOs are not available and such employees are limited to enrollment to
16 City Plan I. These rates will be finally determined by the Human Resources Director after
17 the Health Service System Board approves rates effective January 1, 2020. The City
18 reserves the right to either reimburse the affected employees or provide an equivalent
19 amount directly to the Health Services System.

20
21 Section 2.2. MOVING EXPENSES.

22
23 Where needed to recruit employees to fill positions that are listed under San Francisco
24 Charter Section 10.104(5), (6), and (7), an appointing authority may authorize the
25 expenditure of pre-offer recruitment expenses, such as interview travel expenses, and

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1 reimbursement of post-offer expenses, such as moving, lodging/temporary housing and
2 other relocation costs, not to exceed \$22,178. Reimbursement will be made for actual
3 expenses documented by receipts. As an alternative, the Controller may authorize
4 advance payment of approved expenses. Payments under this section are subject to
5 approval by the Controller and the Human Resources Director. This amount shall be
6 indexed to the growth rate in the Consumer Price Index – All Urban Consumers (CPI-U),
7 as reported by the Bureau of Labor Statistics for the San Francisco Metropolitan Statistical
8 Area from February to February of the preceding fiscal year.

9
10 Section 2.3. SUPPLEMENTATION OF MILITARY PAY.

11
12 A. In accordance with Charter Section A8.400 (h) and in addition to the benefits provided
13 pursuant to Section 395.01 and 395.02 of the California Military and Veterans Code and
14 the Civil Service Rules, any City officer or employee who is a member of the reserve corps
15 of the United States Armed Forces, National Guard or other uniformed service
16 organization of the United States and is called into active military service on or after
17 September 11th, 2001 in response to the September 11th, 2001 terrorist attacks,
18 international terrorism, conflict in Iraq or related extraordinary circumstances shall have the
19 benefits provided for in subdivision (B).

20
21 B. Any officer or employee to whom subdivision (A) applies, while on military leave shall
22 receive from the City, as of the effective date of this ordinance, the following supplement to
23 their military pay and benefits:

- 24
25 1. The difference between the amount of the individual's gross military pay and the

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1 amount of gross pay the individual would have received as a city officer or employee,
2 had the officer or employee worked his or her normal work schedule.

3
4 2. Retirement service credit consistent with Section A8.520 of the Charter. The City
5 shall pay the full employee contributions required by the Charter to the extent employer
6 paid employee contributions are required under the memorandum of understanding
7 covering the employee.

8
9 3. All other benefits to which the individual would have been entitled had the individual
10 not been called to active duty, except as limited under state law or the Charter.

11
12 B. As set forth in Charter Section A8.400 (h), this section shall be subject to the following
13 limitations and conditions:

14
15 1. The individual must have been called into active service for a period greater than 30
16 consecutive days.

17
18 2. The purpose for such call to active service shall have been to respond to the
19 September 11th, 2001 terrorist attacks, international terrorism, conflict in Iraq or related
20 extraordinary circumstances and shall not include scheduled training, drills, unit training
21 assemblies or similar events.

22
23 3. The amounts authorized pursuant to this ordinance shall be offset by amounts
24 required to be paid pursuant to any other law in order that there be no double
25 payments.

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4. Any individual receiving compensation pursuant to this ordinance shall execute an agreement providing that if the individual does not return to City service within 60 days of release from active duty (or if the individual is not fit for employment at that time, within 60 days of a determination that the employee is fit for employment), then that compensation described in Sections (B)(1) through (B)(3) shall be treated as a loan payable with interest at a rate equal to the greater of (i) the rate received for the concurrent period by the Treasurer's Pooled Cash Account or (ii) the minimum amount necessary to avoid imputed income under the Internal Revenue Code of 1986, as amended from time to time, and any successor statute. Such loan shall be payable in equal monthly installments over a period not to exceed 5 years, commencing 90 days after the individual's release from active service or return to fitness for employment.

5. This section shall not apply to any active duty served voluntarily after the time that the individual is called to active service.

Section 2.4 COMPENSATION OF CITY EMPLOYEES DURING SERVICE ON CHARTER-MANDATED BOARDS AND COMMISSIONS, OR BOARDS, COMMISSIONS AND COMMITTEES CREATED BY INITIATIVE ORDINANCE.

A. City employees serving on Charter-mandated Boards and Commissions, or Boards, Commissions and Committees created by initiative ordinance shall not be compensated for the number of hours each pay period spent in service of these Boards and Commissions, based on a 40-hour per week compensation assumption.

B. City employees covered by this provision shall submit to the Controller each pay period a

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1 detailed description of the time spent in service, including attending meetings, preparing for
2 meetings, meeting with interested stakeholders or industry, and writing or responding to
3 correspondence. There is a rebuttable presumption that such employees spend .25 of their
4 time in service of these duties. This information shall be made publicly available pursuant to
5 the Sunshine Ordinance.

6
7 C. This provision shall not apply to City employees whose service is specified in the Charter
8 or by initiative ordinance, nor shall it apply to City employees serving on interdepartmental or
9 other working groups created by initiative of the Mayor or Board of Supervisors, nor shall it
10 apply to City employees who serve on the Health Service Board, Retiree Health Care Trust
11 Fund Board, or Retirement Board.

12
13 Section 2.5 COMPENSATION OF PLANNING COMMISSIONERS FOR ATTENDANCE AT
14 PLANNING COMMISSION MEETINGS.

15
16 Each commissioner serving on the Planning Commission may receive full compensation for
17 his or her attendance at each meeting of the commission, as enumerated and included herein,
18 if the commissioner is present at the beginning of the first action item on the agenda for such
19 meeting for which a vote is taken until the end of the public hearing on the last calendared
20 item. A commissioner of the Planning Commission who attends a portion of a meeting of the
21 Planning Commission, but does not qualify for full compensation, may receive one-quarter of
22 the compensation available for his or her attendance at each meeting of the commission, as
23 enumerated and included herein.

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1 EXPLANATION OF SYMBOLS.

2
3 The following symbols used in connection with the rates fixed herein have the significance
4 and meaning indicated.

- 5
6 B. Biweekly.
7 C. Contract rate.
8 D. Daily.
9 E. Salary fixed by Charter.
10 F. Salary fixed by State law.
11 G. Salary adjusted pursuant to ratified Memorandum of Understanding.
12 H. Hourly.
13 I. Intermittent.
14 J. Rate set forth in budget.
15 K. Salary based on disability transfer.
16 L. Salary paid by City and County and balance paid by State.
17 M. Monthly.
18 O. No funds provided.
19 P. Premium rate.
20 Q. At rate set under Charter Section A8.405 according to prior service.
21 W. Weekly.
22 Y. Yearly.

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25