



# Acting Assignment Pay and Supervisory Differential Adjustments (Effective 07/01/17)

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# Salary Calculations



# Salary Calculations

- Salary Calculations: Rounded to the nearest salary grade → whole dollar, biweekly salary

## Biweekly Salary

### Excel Formula:

$\text{round}(\text{current bi-weekly rate} * (1 + \text{percent increase}), 0) = \text{new bi-weekly rate}$

Example: (3% wage increase applied to a bi-weekly salary of \$2,857)

$=\text{round}(\$2,857 * (1+.03),0) = \$2,943$

## Annual Salary

### Excel Formula:

$\text{mround}(\text{current annual rate} * (1 + \text{percent increase}), 26) = \text{new annual rate}$

Example: (3% wage increase applied to a annual salary of \$74,282)

$=\text{mround}(\$74,282 * (1+.03),26) = \$76,518$

→ Use these formulas for calculating Acting Assignment Pays, Supervisory Differential Adjustments and MCCP wage increases.

# Acting Assignment Pay



# Acting Assignment Pay

- Assignments are temporary (*generally for less than one year*)
- Performs full range of duties of the higher classification
- Duties performed are not covered by the employee's appointed classification
- Performs duties for at least 10 consecutive days
  - *Ensures a reasonable threshold and ensures that the full range of duties are performed.*
  - *Exceptions: Stat. Eng., L39 – 15 cumulative days within rolling 12 month period; Deputy Probation Officers – 5 consecutive days; SEIU Local 1021, Misc. after 10 day within 60 days.*
- Position to which assigned is budgeted
- Assignment must be in writing



# Acting Assignment Pay

- Provides for a 5% adjustment to the employee's salary (but not more than class in which acting).
  - Exceptions:
    - Fire, Police, Project Mgr. – like-work, like-pay
    - Local 21/MCCP – acting assignments based on top of entitlement range (not top of extended ranges or ranges B&C)
    - MCCP – allows for short-term, post-appointment adjustments up to top of range C
    - MEA Executive Management Unit – ineligible
- The Acting Assignment provision of the MOU of the class to which employee is appointed, not acting, is the applicable provision.
- Employees in an acting assignment are not eligible for supervisory differential pay.
- Employees may be eligible for other premiums associated with the classification appointed, not the classification acting.



# Acting Assignment Pay

- *If a position is vacant or an employee is on leave, the Appointing Officer has the following options:*
  - Formally assign the work to another employee (*possibly triggering acting assignment pay*)
  - Parcel the work out among several employees (*may still trigger acting assignment pay; depends upon the amount and scope of work assigned*)
  - Work is placed on hold pending the filling of the vacancy or the return of the incumbent
  - Make a temporary exempt appointment (particularly appropriate for longer term situations)



# Acting Assignment Pay

Local 21 Example: Employee in class 5241 Engineer, at step 5, acts as a class 5212 Engineer/Architect Principal. Pay five percent (5%) above the employee's base salary.

## Salary Grades

### 5241N

- Step 1 - \$121,550
- Step 2 - \$127,634
- Step 3 - \$134,030
- Step 4 - \$140,738
- Step 5 - \$147,784

### 5212N

- Step 1 - \$163,332
  - Step 2 - \$171,496
  - Step 3 - \$180,102
  - Step 4 - \$189,098
  - Step 5 - \$198,536

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  - Step 6 - \$203,372
  - Step 7 - \$208,494
  - Step 8 - \$213,512
- Ext. Range





# Acting Assignment Pay

- Local 21 Example continued:
  - Employee may receive a 5% adjustment not to exceed \$198,536 (top of grade for class 5212, class acting in, exclusive of ext. range).
  - Use one of the following formulas in Excel:

## Bi-Weekly Salary

$$=\text{round}(\$5,684*(1+.05),0) = \$5,968$$

## Annual Salary

$$=\text{mround}(\$147,784*(1+.05),26) = \$155,168$$



# Acting Assignment Pay

SEIU Local 1021, Misc. Example: Employee in class 8226 Museum Guard, at step 3, acts as a class 8228 Museum Security Supervisor. Pay one salary step above or if at top step, five percent (5%) above the employee's base salary.

## Salary Grades

### 8226N

- Step 1 - \$56,628
- Step 2 - \$59,488
- Step 3 - \$62,452
- Step 4 - \$65,572
- Step 5 - \$68,848

### 8228N

- Step 1 - \$63,050
- Step 2 - \$66,196
- Step 3 - \$69,524
- Step 4 - \$73,008
- Step 5 - \$76,648

- SEIU Local 1021 Misc. Example continued:
  - In this case, the employee stays at their current salary grade (8226N), and would move from Step 3 to Step 4, i.e. employee receives a 5% adjustment.
    - Step 1 - \$56,628
    - Step 2 - \$59,488
    - Step 3 - \$62,452
    - **Step 4 - \$65,572 (Acting Pay)**
    - Step 5 - \$68,848



# Acting Assignment Pay

MOU	Rate	After
Auto. Mach., L1414	5%	10 <sup>th</sup> consecutive work day
Build. Inspec.	5%	10 <sup>th</sup> consecutive work day
Craft Coalition	5%	10 <sup>th</sup> work day within 60 work day period
Electricians, L6	step of higher class, at least 5% above employee's base	10 <sup>th</sup> consecutive work day
Laborers, L261	5%	10 <sup>th</sup> consecutive work day
Oper. Eng., L3	5%	10 <sup>th</sup> consecutive work day
Painters	5%	10 <sup>th</sup> consecutive work day
Plumbers, L38	5%	10 <sup>th</sup> work day within 60 work day period
Stat. Eng., L39	full rate (for L39)	15 <sup>th</sup> work day in rolling 12 month period
TWU, L200	step of higher class, at least 5% above employee's base	10 <sup>th</sup> consecutive work day
TWU, L250-A, Auto.	"a higher salary"	10 <sup>th</sup> consecutive work day
IFPTE, L21	5%	10 <sup>th</sup> consecutive work day
Team. L856, Misc.	5%	10 <sup>th</sup> consecutive work day
TWU, L250-A, Multi.	step of higher class, at least 5% above employee's base	10 <sup>th</sup> consecutive work day
MAA	-	-
MEA Misc.	5%	10 <sup>th</sup> consecutive work day
SEIU Misc.	5%	10 <sup>th</sup> work day within 60 work day period
SEIU Nurses	step of higher class, at least 5% above employee's base	10 <sup>th</sup> work day within 60 work day period
Sup. Nurses	5%	10 <sup>th</sup> work day within 60 work day period
UAPD	5%	10 <sup>th</sup> consecutive work day
DA Invest. Assoc. (DAIA)	5%	10 <sup>th</sup> consecutive work day
Dep. Prob. Off. (DPOA)	5%	5 <sup>th</sup> work day
Deputy Sheriffs (DSA)	step of higher class, at least 5% above employee's base	10 <sup>th</sup> consecutive work day
IPOA	full rate	upon assignment
MSA	step of higher class, at least 5% above employee's base	10 <sup>th</sup> consecutive work day
	7.5%	upon assignment



# Acting Assignment Pay

- DHR delegates approval authority for Acting Assignment Pay to each department's Appointing Authority or their designee.
- Departments should complete the Acting Assignment Pay Form to maintain a record of the justification and approval as DHR, the Controller's Office, and the Mayor's Office will periodically audit them.
- The Acting Assignment Pay form can be found on the Classification and Compensation webpage, here:  
<http://sfdhr.org/sites/default/files/documents/Classification%20and%20Compensation/Acting%20Assign%20Pay%20Request%20Form%20-%20Dept.pdf>

*The Classification and Compensation Division is available to provide guidance on administration of Acting Assignment Pay.*

# Supervisory Differential Adjustments



# Supervisory Differential Adjustments

- Employee supervises, directs and is accountable for subordinate's work; supervisor possesses the same technical abilities as supervisee
- Supervisory relationship is permanent and appropriate
- Supervisor is appointed to the classification assigned to supervise subordinate's work
- Supervisor's **salary grade** is less than 5% of supervisee's salary grade
- No more than a 10% adjustment per fiscal year in order to achieve 5% differential. If differential is still present the next fiscal year additional adjustments can be made to achieve 5% differential
- Local 21 and MEA allow same class-over-class



# Supervisory Differential Adjustments

- Examples:
  1. If the supervisor's salary grade is only 4% higher than the supervisee's salary grade, the supervisor's salary grade will be increased by 1% to reach 5%.
  2. If the supervisor's salary grade is 5% higher than the supervisee's salary grade (i.e., base pay), the supervisee may still earn more money than the supervisor through premiums (e.g., 10% night shift premium) or higher step placement.





# Supervisory Differential Adjustments

Example 3: Employee in class 1823 Senior Administrative Analyst is supervising a 1654 Accountant III. The supervisor's **salary grade** is only 4% higher than the supervisee's salary grade. We look at top step when evaluating salary grade.  
[i.e.,  $(\$111,280/\$107,068) - 1 = 3.9\%$ ]

## Salary Grades

### 1823N

- Step 1 - \$91,546
- Step 2 - \$96,122
- Step 3 - \$100,932
- Step 4 - \$105,976
- Step 5 - \$111,280

### 1654N

- Step 1 - \$88,088
- Step 2 - \$92,482
- Step 3 - \$97,110
- Step 4 - \$101,946
- Step 5 - \$107,068



# Supervisory Differential Adjustments

- Example 3 continued:

- In order to calculate 5% above the supervisee's rate of pay, use one of the following formulas in Excel:

Bi-Weekly Salary

$$=\text{round}(\$4,118*(1+.05),0) = \$4,324$$

Annual Salary

$$=\text{mround}(\$107,068*(1+.05),26) = \$112,424$$



# Supervisory Differential Adjustments

Example 4: Employee in class 2551 Mental Health Treatment Specialist, supervising a 2593 Health Program Coordinator III. The supervisee's salary grade is 5.81% higher than the supervisor's salary grade [i.e.,  $(\$110,786 / \$104,702) - 1 = 5.8\%$ ]

## Salary Grades

### 2551N

- Step 1 - \$86,164
- Step 2 - \$90,454
- Step 3 - \$94,978
- Step 4 - \$99,736
- Step 5 - \$104,702

### 2593N

- Step 1 - \$91,130
- Step 2 - \$95,706
- Step 3 - \$100,490
- Step 4 - \$105,508
- Step 5 - \$110,786

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- Step 6 - \$113,490      Ext. Range
- Step 7 - \$116,298
- Step 8 - \$119,132



# Supervisory Differential Adjustments

- Example 4 continued:

- In order to calculate 5% above the supervisee's top step, use one of the following formulas in Excel:

Bi-Weekly Salary

$$=\text{round}(\$4,261*(1+.05)),0) = \$4,474$$

Annual Salary

$$=\text{mround}(\$110,786*(1+.05)),26) = \$116,324$$



# Supervisory Differential Adjustments

- Example 4 continued:

- **However**, going 5% above the supervisee's salary grade, would exceed the adjustment limit of two (2) full steps, approximately 10%, per fiscal year.

$$(\$116,324 / \$104,702) - 1 = 11.1\% \text{ adjustment for supervisor}$$

- Alternatively, we can add 10% to the supervisor's salary grade, the maximum adjustment allowed in one fiscal year:

Bi-Weekly Salary

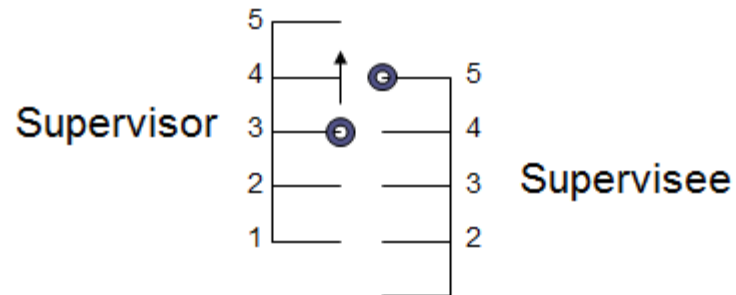
$$=\text{round}(\$4,027 * (1+.10), 0) = \$4,430$$

Annual Salary

$$=\text{mround}(\$104,702 * (1+.10), 26) = \$115,180$$

- Example 5:

- If the supervisor is at Step 3 and the supervisee is at Step 5, even though the supervisor's salary grade is 5% higher than the supervisee's salary grade, the supervisor's rate of pay will be 5% below the supervisee's rate of pay. There is no supervisory differential issue here as the supervisor's salary grade is above the supervisee's salary grade.



- Appointing officer **may** adjust the salary step of the supervisor to achieve a differential but does not have to, as the supervisor's grade is higher than the supervisee's.



# Supervisory Differential Adjustments

- DHR delegates approval authority for Supervisory Differential Adjustments to each department's Appointing Authority or their delegate.
- Departments should complete the Supervisory Differential Adjustment form to maintain a record of the justification and approval as DHR, the Controller's Office, and the Mayor's Office will periodically audit them.
  - Departments should maintain, with the completed form, an org chart documenting the permanent relationship between the supervisor's classification and the supervisee's classification.
- The Supervisory Differential Adjustment form can be found on the Classification and Compensation webpage, here:  
<http://sfdhr.org/sites/default/files/documents/Classification%20and%20Compensation/Supervisory%20Differential%20Adjustment%20Form%20-%20Dept.pdf>

*The Classification and Compensation Division is available to provide guidance on administration of Supervisory Differential Adjustments.*