



Date: July 11, 2017

To: Appointing Officers
Personnel Officers
Payroll and Personnel Representatives

From: Steven Ponder, Classification and Compensation Director

Through: Monica Guzman, Classification and Compensation Analyst

CC: Micki Callahan, Human Resources Director
Melissa Whitehouse, Mayor's Budget Director
Ben Rosenfield, Controller
Raquel Silva, Municipal Executives' Association

Subject: MCCP Post-Appointment Compensation Adjustments (FY17-18)

In Fiscal Year 2017-18, department heads will again propose wage adjustments for their managers, one-time payments and/or ongoing salary increases. Eligibility for these adjustments is based on criteria in MEA's MOU, and subject to funding limitations. Employees will continue to be able to nominate themselves for adjustments.

Proposals for compensation adjustments will be evaluated and approved by the MCCP Adjustment Committee consisting of representatives from the Controller, DHR and MEA.

I. Deadlines to Submit Requests for MCCP Compensation Adjustments

The deadline for departmental submissions is the close of business, **Friday, September 22nd**.

[Department Submission Forms](#) should be submitted via e-mail to Monica.Guzman@sfgov.org.

II. Departmental Budgets for Adjustments and Bonuses

The MEA MOU funds each department with 0.25% of its MEA payroll for ongoing, wage adjustments (retroactive to July 1, 2017) and 0.75% of its MEA payroll for one-time, lump sum bonuses. Please note, unused funds do not roll over into subsequent years; rather, unused funds will be reallocated by the Committee for expenditure during the fiscal year in a manner consistent with the terms of the MOU.

- Ongoing, Wage Adjustments (in Ranges B & C): A quarter of one percent (0.25%) may be used for ongoing, wage adjustments (e.g., an ongoing, base wage increase from \$150,000 to \$152,000 retroactive to July 1, 2017).
- One-Time, Lump Sum Bonuses: Three-quarters of one percent (0.75%) may be used for one-time, lump sum bonuses (e.g., a one-time, lump sum bonus of \$2,500).

Based on the FY17-18 budget, a chart showing each department’s allocations for MCCP compensation adjustments follows. Medium and large departments (i.e., those departments with an ongoing allocation over \$5,000) are listed individually. MEA and the City have agreed to pool the funds for the remaining smaller departments in order to provide additional flexibility and equity. Departmental budget allocations for these departments will be used as a general guide by the MCCP Adjustment Committee, but will not be considered definitively regulating.

Department	Ongoing (0.25%)	One-Time (0.75%)
Department of Public Health	\$75,000	\$225,000
Public Utilities Commission	\$61,000	\$183,000
General Services Agency	\$56,000	\$168,000
Airport Commission	\$50,000	\$150,000
Human Services	\$31,000	\$93,000
Recreation and Park Commission	\$13,000	\$39,000
Retirement	\$13,000	\$39,000
Port	\$11,000	\$33,000
Controller	\$11,000	\$33,000
Treasurer / Tax Collector	\$10,000	\$30,000
Department of Emergency Management	\$9,000	\$27,000
Economic and Workforce Development	\$8,000	\$24,000
Human Resources	\$7,000	\$21,000
Police	\$6,000	\$18,000
Smaller Departments	\$60,000	\$180,000

Please note the following:

- Both one-time, lump sum bonuses and ongoing, wage adjustments are pensionable and attributed to final compensation calculations at the time of payment (i.e., are not associated with the prior fiscal year); and
- Individual employees may receive both an ongoing, wage adjustment and a one-time, lump sum bonus.

III. Adjustment and Bonus Considerations

In the interest of equitable distribution among employees, departments should follow these guidelines in developing their submissions:

- Submissions may only be for those employees who are at or above the top of range A as of July 1, 2017 (as employees below the top of A may still be advanced within Range A at the discretion of the department); further, those that advanced to the top of A within the preceding fiscal year already received a step increase in addition to any general wage increase so should be given less consideration than those that have been at the top of A for the entire, preceding fiscal year;
- Absent exigent circumstances, submissions should be limited to employees that have been in their current position since at least January 1, 2017;

- Those who have not already received ongoing, wage adjustments should receive first consideration for them;
- Proposed adjustments and/or bonuses should be between \$1,000 and \$7,500 per employee;
- Post-appointment funds should be distributed among all managerial levels in a department;
- Between 30% and 50% of the department’s eligible managers should receive adjustments and/or bonuses;
- Proposed adjustments and/or bonuses should vary among managers, to reflect variations in performance;
- Proposed adjustments and/or bonuses should have proportionality to the employee’s rate of pay;
- One-time, lump sum bonuses are best reserved for performance or special projects; and
- Ongoing, wage adjustments are best reserved for structural and retention issues.

Departments should advise their employees as soon as possible of their internal process and the criteria that they will apply when deciding what adjustments to propose.

Employees may make submissions on their own behalf by e-mail sent directly to each department’s personnel officer, using the [Employee Submission Form](#) between **Monday, July 17th** and **Friday, July 28th** with a copy to MEA as well (staff@sfmea.com). Departments must consider these employee self-nominations for adjustments during their departmental review process.

As a reminder, the post-appointment process is designed to address the compensation of individual incumbents. To the extent that there are changes in the responsibilities of a position, this program should not be a substitute for reclassification.

IV. Non-MCCP Classifications

The following classifications have their compensation linked to MCCP classifications and are in the same pool, but have unique classification numbers in order to accommodate safety retirement.

Classifications	Compensation Linkage
1161 Executive Assistant to the Administrator, S.F.G.H.	0922 Manager I
8148/8556 Chief District Attorney's Investigator	0941 Manager VI
8150/8558 Principal District Attorney's Investigator	0931 Manager III
8315/8516 Assistant Sheriff	0954 Deputy Director IV
8317/8517 Chief Deputy Sheriff	0954 Deputy Director IV
8330/8576 Director, Log Cabin Ranch	0922 Manager I
8344/8580 Director, Juvenile Hall	0923 Manager II
8348/8518 Undersheriff	0954 Deputy Director IV
8413/8582 Assistant Chief Probation Officer	0953 Deputy Director III
8416/8584 Director, Probation Services	0922 Manager I
8418/8586 Chief Probation Officer, Juvenile Court	0963 Department Head III
8435/8588 Division Director, Adult Probation	0922 Manager I

8436/8590 Chief Adult Probation Officer	0962 Department Head II
8438/8592 Chief Deputy Adult Probation Officer	0952 Deputy Director II

The following non-MCCP classifications have traditional five (5) step salary grades, are in the same pool and are also eligible for post-appointment adjustments in the form of lump sum bonuses and access to Steps 6 and 7.

Classifications
1110 Executive Assistant to the Executive Director, Retirement System
1164 Administrator, SFGH Medical Center
1839 Water Conservation Administrator
1843 Executive Director, Southeast Community Facility Commission
2620 Food Service Manager Administrator
2785 Assistant General Services Manager
3233 Marina Associate Manager
3426 Forester
3486 Watershed Forester
4310 Commercial Division Assistant Supervisor
7263 Maintenance Manager
8326/8574 Asst. Dir., Log Cabin Ranch
8340/8578 Asst. Dir., Juvenile Hall
8415/8540 Sr. Sup. Prob. Off., Juvenile Hall
9247 Airport Emergency Planning Coordinator
9251 Public Relations Manager
9254 Assistant to the Director, Public Affairs
9382 Government and Public Affairs Manager

V. Department Heads

In addition, a proportional pool of funds totaling \$21,000 for ongoing, wage adjustments and \$63,000 for one-time, lump sum bonuses has been segregated for Department Head allocations. Requests for adjustments to Department Head compensation should be submitted by the appointing authority (Mayor or Commission) via email to Monica.Guzman@sfgov.org.

VI. Committee Responses and Disbursements

Responses by the Committee including payroll instructions from the Office of the Controller’s Payroll Division for your payroll to administer will be provided to departments no later than **Friday, November 3rd**.

Disbursements will be included on the pay issued on **Tuesday, November 28th** (PPE 11/17/17) as follows:

- New Rates of Pay (for those that received on-going, wage adjustments) effective November 4th
- Retro Payments (for those that received on-going, wage adjustments) for the difference in earnings between Friday, July 1st through Friday, November 3rd
- Lump Sum Bonuses (for those that received one-time, lump sum bonuses)

MCCP Salary Ranges
Fiscal Year 2017-2018

Class	Range A		Range B		Range C	
	Low	High	Low	High	Low	High
0922 Manager I	\$101,140	\$129,116	\$129,142	\$149,448	\$149,474	\$156,936
0923 Manager II	\$108,628	\$138,606	\$138,632	\$160,446	\$160,472	\$168,480
0931 Manager III	\$117,078	\$149,448	\$149,474	\$173,030	\$173,056	\$181,688
0932 Manager IV	\$125,736	\$160,446	\$160,472	\$185,744	\$185,770	\$195,026
0933 Manager V	\$135,564	\$173,030	\$173,056	\$200,278	\$200,304	\$210,314
0941 Manager VI	\$145,548	\$185,744	\$185,770	\$215,020	\$215,046	\$225,758
0942 Manager VII	\$155,922	\$198,978	\$199,004	\$230,308	\$230,334	\$241,852
0943 Manager VIII	\$176,410	\$225,108	\$225,134	\$260,598	\$260,624	\$273,650
0951 Deputy Director I	\$101,140	\$129,116	\$129,142	\$149,448	\$149,474	\$156,936
0952 Deputy Director II	\$117,078	\$149,448	\$149,474	\$173,030	\$173,056	\$181,688
0953 Deputy Director III	\$145,548	\$185,744	\$185,770	\$215,020	\$215,046	\$225,758
0954 Deputy Director IV	\$165,698	\$211,458	\$211,484	\$244,790	\$244,816	\$257,036
0955 Deputy Director V	\$176,410	\$225,108	\$225,134	\$260,598	\$260,624	\$273,650
0961 Department Head I	\$125,736	\$160,446	\$160,472	\$185,744	\$185,770	\$195,026
0962 Department Head II	\$155,922	\$198,978	\$199,004	\$230,308	\$230,334	\$241,852
0963 Department Head III	\$165,698	\$211,458	\$211,484	\$244,790	\$244,816	\$257,036
0964 Department Head IV	\$190,320	\$242,892	\$242,918	\$281,190	\$281,216	\$295,256
0965 Department Head V	\$236,392	\$301,678	\$301,704	\$349,206	\$349,232	\$366,678