



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

*Last Updated 9/8/17*



# 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 the 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.
  - *Creates a reasonable threshold to ensure that the full range of duties are performed.*
  - *Upon meeting this threshold, acting assignment pay is retroactive to beginning of the assignment.*
  - *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



## Acting Assignment Pay

- Exception: Electricians, Local 6; TWU, Local 200; TWU, Local 250A; SEIU, Nurses; DSA; MSA
- “[S]hall be paid at a step of the established salary schedule **of the higher class** which is at least five percent (5%) above the employee’s base salary but which does not exceed the maximum step of the salary schedule of the class to which temporarily assigned.” Accordingly, these employees do not merely receive an additional 5%, but a step in the salary grade of the higher class which is **at least 5%** above their current base; this will typically be greater than 5% since the salary steps between the employee’s class and the acting class do not line up the overwhelming vast majority of the time.



# Acting Assignment Pay

Electricians, Local 6, Example 1: Employee in class 7345 Electrician, at step 5, acts as class 7238 Electrician Supervisor I. Pay at Step 4 of class 7238 as that provides an increase of 7.66% which is at least 5% more than the employee's current base salary.

## Salary Grades

### 7345N

- Step 1 - \$87,386
- Step 2 - \$91,754
- Step 3 - \$96,330
- Step 4 - \$101,140
- Step 5 - \$106,210

### 7238N

- Step 1 - \$98,800
- Step 2 - \$103,714
- Step 3 - \$108,914 (2.55%)
- Step 4 - \$114,348 (7.66%)
- Step 5 - \$120,094





# Acting Assignment Pay

Electricians, Local 6, Example 2: Employee in class 6249 Senior Electrical Inspector, at Step 5, acts as class 6250 Chief Electrical Inspector. Pay at Step 4 of class 6250 as that provides a full step increase (even though slightly lower than 5%) as the salary steps for the classes line up (*i.e.*, 6249 Step 3 = 6250 Step 1; 6249 Step 4 = 6250 Step 2; 6249 Step 5 = 6250 Step 3), and 6250 Step 4 is the step above the employee's base salary.

## Salary Grades

### 6249N

- Step 1 - \$111,514
- Step 2 - \$117,078
- Step 3 - \$122,954
- Step 4 - \$129,116
- Step 5 - \$135,564

### 6250N

- Step 1 - \$122,594
- Step 2 - \$129,116
- Step 3 - \$135,564 (0.00%)
- Step 4 - \$142,324 (4.99%)
- Step 5 - \$149,448





# 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

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

## Annual Salary

=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

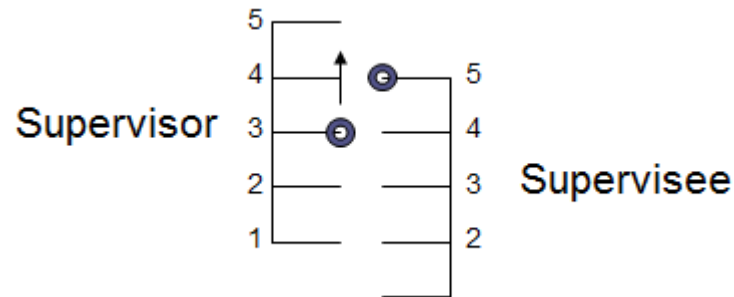
$$=\text{mround}(\$104,702 * (1+.10), 26) = \$115,180$$



# Supervisory Differential Adjustments

- 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 designee.
- 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.*