



# City and County of San Francisco Department of Human Resources



## *Overview Presentation on* **Salary Placement Upon Appointment**



# Delegation of Approval Authority

Effective Monday, September 26, 2011, the Department of Human Resources (DHR) delegated approval authority to departments for the following premiums. Department Heads/Appointing Officers already explicitly have authority for most of these stated in the respective MOUs. For those that do not, DHR is delegating its authority to Department Heads/Appointing Officers.

- Acting Assignment Pay
- Appointment Above Entrance (except for MCCP Range B & C appointments)
- Supervisory Differential Adjustments



# Default

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- As a *default*, employees are appointed to Step 1. However, there are a number of situations when appointment at Step 2 or higher may be appropriate.



# Promotive Appointment Provision

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- What is a promotive appointment?
  - *When an employee is appointed to a job classification whose base salary range is higher than in his/her underlying appointment*
- When must it be used?
  - Always



# Promotive Appointment Provision

- Most of these provisions provide an adjustment “closest to” 7.5% or 10%.
  - *For example, if in trying to provide an adjustment closest to 10%, one’s options are a step at 8% or 13%, one would provide the 8% even though less than 10% as it is closer to 10% than is 13%.*
- In applying a promotive appointment provision, please note that the provision from the MOU for the promotive class should be used when an employee is changing bargaining units.



# Appointment Above Entrance

- While an MOU's promotive appointment provision should typically provide an appropriate salary placement, there may be instances that a higher salary placement is warranted.
- When is it used?
  - Discretionary
- Criteria
  - Loss of Compensation
    - verifiable (W-2, pay stub)
    - current
    - regularly earned (e.g., not a one-time bonus)
  - Recruitment / Retention
    - evidence: recruitment strategy, # of applicants, # that were qualified, # interviewed, # of offers extended, length of vacancy
  - Former Permanent City Employee
  - Special Skills (skills, qualifications, education)



# Appointment Above Entrance

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- Upon Appointment v. Post-Appointment
- Please note that neither the promotive or appointment above provision can be used to gain access to MCCP's Ranges B & C nor Local 21's Extended Ranges. However, if an employee is in either of those in his/her underlying position it may be appropriate to adjust the employee's compensation in the promotive based upon those, but it is not mandatory or necessarily appropriate. In these instances, central DHR approval is required.



# Supervisory Differential Adjustment

- While the preceding provisions may provide an appropriate adjustment from the employee's underlying position, there may still be compensation issues based upon an employee's internal relationships in his/her promotive position.
- Criteria:
  - Supervise, directs and is accountable for subordinates work and posses same technical abilities
  - Organization is permanent and appropriate; normal, logical relationship
  - Supervisor's salary grade is less than 5% of subordinate's salary grade
  - No more than a 10% adjustment per fiscal year may be made in order to achieve 5% differential
  - Only Local 21 allows class-over-class (when there are no promotive lines)

