

Supervisory Differential Adjustment Procedure**I. Introduction**

Most Memoranda of Understanding (MOUs) between the City and County of San Francisco and its respective employee organizations contain provisions for Supervisory Differential Adjustments. This special pay premium addresses salary inequities where an employee earns less than the employee whom he/she supervises. Specifically, the salary grade of the supervisor must be less than one full grade (approximately 5%) over the salary grade, exclusive of any premium pay, of the employee(s) supervised. This pay premium is granted annually, based on the fiscal year calendar.

II. Required Documentation

The following is a list of documents that the employee's unit must submit to Department Heads/Appointing Officers:

- Supervisory Differential Adjustment Form. This form includes the following information:
 - Name of supervising employee requesting adjustment;
 - Class # and title of supervising employee and department/division/bureau;
 - Employee organization (Union);
 - Supervising employee's current salary grade and biweekly salary range;
 - Name, class #, title, salary grade and biweekly salary range of all employees supervised, with the highest paid supervisee listed first;
 - Whether the supervising employee is responsible for supervising the technical content of the subordinate work and possesses the education and/or experience appropriate to the technical assignment;
 - Whether the supervising employee has previously requested a supervisory differential, the date of the request, and the date of approval;
 - The fiscal year for which the Supervisory Differential Adjustment request applies;
 - Approval/signature and title of supervising employee's supervisor; and
 - Signature of Appointing Officer or designee.
- Organizational Chart: This must be a current, official document that lists the organizational structure of the department/division/bureau, showing the supervising employee's name/position and the supervisee(s) name/position. The organizational chart *cannot be a proposed structure or a draft version*.
- Cover Letter/Memo/E-mail from the Unit: This document should briefly explain the details of the request and the departmental contact person if additional information is required by Department Heads/Appointing Officers. The cover letter should also include the telephone and FAX number of the contact person.

III. Submission

Effective Monday, September 26, 2011, the Department of Human Resources (DHR) will delegate approval authority to the departments. 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.

While no longer approving supervisory differential requests, the Classification and Compensation Unit will continue to be available for guidance on their administration.

Please maintain records and documentation for these supervisory differential requests as DHR and the Budget Analyst's Office will periodically audit them.