AGREEMENT

Between and For

THE CITY AND COUNTY OF SAN FRANCISCO

And

THE INTERNATIONAL FEDERATION OF PROFESSIONAL AND TECHNICAL ENGINEERS, LOCAL 21, AFL-CIO

FOR FISCAL YEARS

2014-2015, 2015-2016 and 2016-2017

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MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (hereinafter "Agreement") is entered into by the City and County of San Francisco (hereinafter "City") and the International Federation of Professional and Technical Engineers, Local 21, AFL-CIO-CLC (hereinafter "Union"). It is agreed that the delivery of municipal services in the most efficient, effective, and courteous manner is of paramount importance to the City, the Union, and represented employees. Such achievement is recognized to be a mutual obligation of the parties to this Agreement within their respective roles and responsibilities.

ARTICLE I: REPRESENTATION

I.A. RECOGNITION

- 1. The City recognizes the Union as the exclusive bargaining representative for all employees of the City in those units listed in Appendix "A" of this Agreement. The terms and conditions of this Agreement shall also be automatically applicable to any classification for which the Union has become appropriately recognized during the term of this Agreement.
 - 1. Successor Representation
- 2. The City agrees to recognize the Union as the collective bargaining representative of any classification that constitutes a successor classification to a classification that the Union currently represents. Subject to applicable appellate review procedures, the Department of Human Resources shall make the final determination when there is a question as to whether or not a new classification is a successor class.
 - 2. Unit Assignment Resolution
- 3. For any classifications assigned to bargaining units represented by Local 21 as a result of the settlement of the unit assignment dispute between the City, Local 21 and MEA, the City agrees to meet and confer with Local 21 over subjects within the scope of bargaining and covered by Charter Section A8.409. Any issues that are not resolved through the meet and confer process shall be resolved through arbitration. Any economic benefits shall be implemented at the start of the succeeding fiscal year.
- 4. The City makes no commitment or promise of wage or benefit improvement with regard to such negotiations.

I.B. NO WORK STOPPAGES

5. It is mutually agreed and understood that during the period this Agreement is in force and effect the Union will not authorize or engage in any strike, slowdown or work stoppage. It shall not be a violation of this Agreement for an employee to honor a primary picket line sanctioned by the Central Labor Council or the Building and Construction Trades Council; provided however, that an employee shall first notify an appropriate supervisor of the employee's intended actions. Provided further that nothing in this Section shall limit the City's right to enforce the provisions of Section 8.346 of the Charter.

I.C. MANAGEMENT RIGHTS

6. Except as otherwise provided in this Agreement, in accordance with applicable state law, nothing herein shall be construed to restrict any legal City rights concerning direction of its work force, or consideration of the merits, necessity, or organization of any service or activity provided by the City.

ARTICLE I – REPRESENTATION

7. The City shall also have the right to determine the mission of its constituent departments, officers, boards and commissions; set standards of services to be offered to the public, and exercise control and discretion over the City's organization and operations. The City may also relieve city employees from duty due to lack of work or funds, and may determine the methods, means and personnel by which the City's operations are to be conducted. However, the exercise of such rights does not preclude employees from utilizing the grievance procedure to process grievances regarding the practical consequence of any such actions on wages, hours, benefits or other terms and conditions of employment specified in this Agreement.

I.D. UNION/CITY COMMITTEES

- 1. <u>Union/City Relations Committee</u>
- 8. The parties have established a Union/City Relations Committee with equal representation from both the City and the Union.
- 9. The Union/City Relations Committee shall meet at a minimum on a quarterly basis, and in addition, as needed to address matters the parties agree are of mutual concern which arise during the course of this Agreement. By mutual agreement, the Committee may discuss grievance matters subject to arbitration.
- 10. The Committee is specifically empowered to establish such sub-committees as may be needed to consider and recommend solutions to workplace issues and concerns.
 - a. For the term of this Agreement, there shall be a sub-committee established to discuss the City's use of bargaining unit members who are exempt from Civil Service pursuant to Charter Sections 10.104-16, 10.104-17, and 10.104-18. The sub-committee will examine the use of such positions and the reasons for such use. The Union acknowledges that appointments are a Civil Service carve-out under Charter Section A8.409-3, and not subject to the grievance procedure.
- 11. In Fiscal Years 2012-2013 and 2013-2014, the Union/City Relations Committee shall also discuss any ongoing issues related to the City's Personal Services Contracts database, and options for addressing the safety of represented employees at the worksite and in surrounding neighborhoods.

2. Internal Placement Committee

12. A joint DHR/Local 21 committee created in 2003-04 shall continue for the duration of this Agreement and shall meet monthly, or as otherwise agreed to by the parties, to review scheduled and anticipated displacements and to review reappointment and alternative internal placement plans and options.

ARTICLE I – REPRESENTATION

I.E. GRIEVANCE PROCEDURES

- 13. The following procedures are adopted by the Parties to provide for the orderly and efficient disposition of grievances and are the sole and exclusive procedures for resolving grievances as defined herein.
 - 1. Definition
- 14. A grievance is defined as an allegation by an employee, a group of employees or the Union that the City has violated, misapplied or misinterpreted a term or condition of employment provided in this Agreement, or divisional, departmental or City rules, policies or procedures subject to the scope of bargaining as set forth in Section VI.A. of this Agreement.
- 15. A grievance does not include the following:
- 16. a. All civil service rules excluded pursuant to Section VI.A.
- b. Performance evaluations, provided however, that employees shall be entitled to submit written rebuttals to unfavorable performance evaluations. Said rebuttal shall be attached to the performance evaluation and placed in the employee's official personnel file. Employees are required to submit written rebuttals within thirty (30) calendar days from the date of the performance evaluation except by mutual agreement.
- 18.c. In the event of an unfavorable performance rating, the employee shall be entitled to a performance review conference with the author and the reviewer of the performance evaluation. The employee shall be entitled to Union representation at said conference.
- d. Written reprimands or oral reprimands which are reduced to writing and placed in the employee's personnel file, provided however, that employees shall be entitled to append a written rebuttal to any written reprimand or oral reprimand which is reduced to writing and placed in the employee's personnel file. The appended rebuttal shall be included in the employee's official personnel file. Employees are required to submit written rebuttals within thirty (30) calendar days from the date of the reprimand, unless extended by mutual agreement.
 - 2. <u>Time Limits</u>
- 20. The time limits set forth herein may be extended by agreement of the parties. Any such extension must be confirmed in writing. A "working day" is defined as any Monday through Friday, excluding legal holidays granted by the City and County of San Francisco.

- 21. If the Union fails to file a written grievance appeal within the specified timelines at any step of the appropriate grievance procedure, the grievance shall be considered withdrawn.
- 22. If the City fails to respond to a grievance within the specified timelines at any step of the appropriate grievance procedure, the Union may move the grievance to the next step. Should the Union fail to advance the grievance to the next step within ninety (90) days of the City's failure to respond within the specified applicable timeline, the grievance shall be considered withdrawn.
 - 3. Grievance Description
- 23. The Union and City agree that all grievances will be filed listing the following information:
- 24. a. The basis and date of the grievance as known at the time of submission;
- 25. b. The section(s) of the contract which the Union believes has been violated; and
- 26. c. The remedy or solution being sought by the Grievant and/or Union.
 - 4. <u>Steps of the Procedure</u>
- 27. A grievance regarding a dispute over contract interpretation shall be filed at the lowest step in the grievance procedure in which the City's representative would have the authority to make a final and binding resolution of the grievance, provided, however, that a grievance may not be filed at a Step higher than Step 2, except by mutual agreement of the parties. In the event a grievance is filed at a Step in the grievance procedure which the City deems inappropriate, the City's representative with whom the grievance was filed shall remand the grievance to the appropriate Step.
- 28. Step 1: An employee shall discuss the grievance informally with his/her immediate supervisor as soon as possible but in no case later than twenty (20) working days from the date of the occurrence of the act or the date the grievant might reasonably have been expected to have learned of the alleged violation being grieved. The grievant may have a Union representative present.
- 29. If the grievance is not resolved within five (5) working days after contact with the immediate supervisor, the grievant will submit the grievance in writing to the immediate supervisor. The grievance will set forth the facts of the grievance, the terms and conditions of employment claimed to have been violated, misapplied or misinterpreted, and the remedy or solution being sought by the grievant.

- 30. The immediate supervisor shall respond in writing within seven (7) working days following receipt of the written grievance.
- 31. Step 2: A grievant dissatisfied with the immediate supervisor's response at Step 1 may appeal to the Appointing Officer, in writing, within seven (7) working days of receipt of the Step 1 answer. The Appointing Officer may convene a meeting within ten (10) working days of the appeal with the grievant and/or the grievant's Union representative. The Appointing Officer shall respond in writing within fifteen (15) working days of the hearing or receipt of the grievance, whichever is later.
- 32. Step 3: For contract interpretation disputes, if the Union is dissatisfied with the Appointing Officer's response at Step 2, the Union may appeal to the Director, Employee Relations, in writing, within fifteen (15) working days of receipt of the Step 2 answer. The Director may convene a grievance meeting within ten (10) working days of the appeal with the grievant and/or the grievant's Union. The Director shall respond to the grievance in writing within ten (10) working days of the meeting or, if none is held, within ten (10) working days of receipt of the appeal.
- 33. A grievance arising from a final disciplinary decision, as defined in Section II.O, shall be initiated at Step 3 of this grievance procedure. Such grievance may only be filed by the Union. An appeal will be timely if received or postmarked within fifteen (15) working days of the issuance of the Departmental decision. The Director, ERD, shall review the appeal and respond no later than fifteen (15) working days following receipt of the appeal. If the response of the Director, ERD, is unsatisfactory only the Union may file a written appeal to arbitration with the ERD no later than fifteen (15) working days following issuance of ERD's response.
- 34. Arbitration: If the Union is dissatisfied with the Step 3 answer it may appeal by notifying the Director, Employee Relations, in writing, within twenty (20) working days of the 3rd Step decision that arbitration is being invoked.
 - 5. Expedited Arbitration
- 35. Grievances of disciplinary suspensions of fifteen (15) days or less, grievances regarding Acting Assignment Pay pursuant to Sections III.B.2 and III.B.3, and grievances regarding denial of a step increase pursuant to Section III.E.4.b shall be resolved through an expedited arbitration process. Grievances of contract interpretation where the remedy requested would not require approval by the Board of Supervisors shall also be resolved through an expedited arbitration process; however, either party may move such matters out of the expedited process to regular arbitration described in Section 6. below. By written mutual agreement, the parties may submit any other grievance to this expedited arbitration process.

- 36. The expedited arbitration shall be conducted before an arbitrator, to be mutually selected by the parties, and who shall serve until the parties agree to remove him/her or for twelve (12) months, whichever comes first. A standing quarterly expedited arbitration schedule will be established for this process.
- 37. The arbitrator shall hear three (3) grievances for each scheduled day of hearings. Each grievance will have a two (2) hour time limit. The arbitrator will make every effort to issue bench decisions. Written summary awards will follow up bench decisions. Decisions of an arbitrator in these proceedings shall be final and binding and shall not constitute precedent in any other cases.
- 38. The parties shall not be represented by counsel at these proceedings.
- 39. The parties will not utilize court reporters, electronic transcription, or post-hearing briefs.
 - 6. <u>Non-Expedited Arbitration</u>
- 40. The parties share a desire to create an appeals process that offers timely resolution of appeals of suspensions of more than 15 days and terminations. The parties agree to use their best efforts to arbitrate grievances appealing terminations and suspensions of greater than fifteen (15) days within ninety (90) calendar days of the Union's written request to arbitrate.
- 41. When a grievance is appealed to arbitration, the parties shall attempt to mutually agree on an arbitrator listed in paragraphs 46 through 47 below. In the event no agreement is reached within five (5) working days the arbitrator shall be selected from the permanent panel in accordance with the following procedure:
- 42. a. Arbitrators shall be listed in alphabetical order. The case shall be assigned to the next arbitrator listed in alphabetical order, provided however that each party shall be entitled to one strike.
- b. The arbitrator next in order following any strike options exercised by the parties shall be designated to hear the case.
- 44.c. In the event that either party strikes an arbitrator's name from the list in accordance with this section, the struck arbitrator's name shall be placed at the bottom of the list. Once struck, the same party may not again strike that arbitrator's name until that arbitrator has been selected.
- 45. Except for the expedited procedure described above, hearings shall be scheduled within thirty (30) working days of selection of an arbitrator.

ARTICLE I – REPRESENTATION

- d. Selection of the Arbitrator
- 46.
- 1. The parties have established the following list of seven (7) arbitrators to serve as the permanent panel to hear grievances arising under the terms of this Agreement:

Fred D'Orazio Matt Goldberg Katherine Thomson Carol Vendrillo Barry Winograd Andria Knapp Catherine Harris

- 47. This list of arbitrators shall be in effect until the expiration of this Agreement, unless extended by mutual agreement.
- 48. 2. In the event that the parties mutually agree to remove an arbitrator, or an arbitrator becomes unavailable to serve on the panel, the parties shall attempt to agree on a replacement arbitrator. If the parties cannot reach mutual agreement on a replacement arbitrator within ten (10) working days of their initial discussions, the parties shall jointly request a list of seven (7) arbitrators from the California State Mediation and Conciliation Service ("CSMCS"). Each party shall select four (4) arbitrators from that list; the one arbitrator in common shall serve as the replacement, unless the parties mutually agree otherwise. If there are two (2) or more arbitrators in common, then the parties shall alternately strike names until one (1) arbitrator remains; the decision of which party will strike first shall be determined by a coin toss.
 - 7. <u>Authority of the Arbitrator</u>
- 49. The arbitrator shall have no authority to add to, ignore, modify or amend the terms of this Agreement.
- 50. Any claim for monetary relief shall not extend more than twenty (20) working days prior to the filing of a grievance, unless considerations of equity or bad faith justify a greater entitlement.
 - 8. Fees and Expenses of Arbitrator
- 51. Except as noted below, the fees and expenses of the Arbitrator shall be shared equally by the parties.
- 52. In the event that an arbitration hearing is cancelled, resulting in a cancellation fee, the party requesting or causing the cancellation shall bear the full cost of the fee imposed by the arbitrator, unless a mutually agreed upon alternative is established.

- 53. The parties shall use a court reporter for non-expedited arbitrations, unless they mutually agree otherwise. The parties shall share all fees and expenses for the court reporter's services and transcripts. If a court reporter is utilized for the hearing, the parties can agree in advance to require that the reporter submit the hearing transcript to the parties and arbitrator within five (5) working days of the close of the hearing.
 - 9. Hearing Dates and Date of Award
- 54. If either party fails to appear for a scheduled arbitration hearing that has not been cancelled, the other party will present their case and the arbitrator will issue a decision based on the information presented at the hearing.
- 55. Closing briefs will be due to the arbitrator within thirty (30) calendar days of the close of the hearing or receipt of transcript, whichever is later. Either party may choose to make a closing oral argument in lieu of a written brief.
- 56. Any written decision from the arbitrator will be due within thirty (30) working days of receipt of the parties' briefs or the close of oral argument, whichever is later. As a condition of appointment to the permanent panel, arbitrators shall be advised of this requirement and shall confirm their willingness to abide by these time limits
- 57. By the parties' mutual agreement, the arbitrator may issue a bench decision on the record stating the arbitrator's award and the reasons therefore.

I.F. OFFICIAL REPRESENTATIVES AND STEWARDS

1. Official Representatives

- 58. For purposes of negotiating a successor collective bargaining agreement, the Union may select up to thirty-two (32) members to serve during the employee's regular duty or work hours without loss of compensation. For purposes of meeting and conferring with the City, on matters within the scope of representation during the term of the agreement, the Union may select up to five (5) members to serve during the employee's regular duty or work hours without loss of compensation. If a situation should arise where the Union believes that more than five (5) employee members should be present at such meetings, and the City disagrees, the Union shall take the matter up with the Employee Relations Director and the parties shall attempt to reach agreement as to how many employees shall be authorized to participate in said meetings.
- 59. a. The organization's duly authorized representative shall inform in writing the department head or officer under whom each selected employee member is employed that such employee has been selected.
- 60. b. No selected employee member shall leave the duty or work station, or assignment without specific approval of the appropriate Employer representative.

- 61. c. In scheduling meetings due consideration shall be given to the operating needs and work schedules of the department, division, or section in which the employee members are employed.
 - 2. <u>Stewards</u>
- 62. The Union shall furnish the City with an accurate list of stewards and alternate stewards in designated or professional series units. The Union may submit amendments to this list at any time because of the permanent absence of a designated steward. If a steward is not officially designated in writing by the Union, none will be recognized for that area or shift.
- 63. The Union recognizes that it is the responsibility of the steward to assist in the resolution of grievances at the lowest possible level.
- 64. Upon notification of an appropriate management person, stewards or designated officers of the Union subject to management approval which shall not be unreasonably withheld, shall be granted reasonable release time to investigate and process grievances and appeals. Stewards shall advise their supervisors of the area or work location where they will be investigating or processing grievances. The Union will attempt to insure that steward release time will be equitably distributed.
- 65. In emergency situations, where immediate disciplinary action is taken because of an alleged violation of law or a City departmental rule (intoxication, theft, etc.) the steward shall not unreasonably be denied the right to leave his/her post or duty to assist in the grievance procedure.
- 66. Stewards shall not interfere with the work of any employee. It shall not constitute interference with the work of an employee for a steward, in the course of investigating or processing a grievance, to interview an employee during the employee's duty time.
- 67. Stewards shall orient new employees on matters concerning employee rights under the provisions of the Agreement.

I.G. UNION LEAVE

68. Pursuant to the guidelines of the Civil Service Commission, leave without pay for a reasonable term for up to a reasonable number of employees shall be granted upon ten (10) days advance written notice.

I.H. UNION SECURITY

- 1. <u>Authorization for Deductions</u>
- 69. The City shall deduct Union dues, initiation fees, premiums for insurance programs, political action fund contributions, and any special membership assessments from an

employee's pay upon receipt by the Controller of a form authorizing such deductions by the employee. The City shall pay over to the designated payee all sums so deducted. Upon request of the Union, the Controller agrees to meet with the Union to discuss and attempt to resolve issues pertaining to delivery of services relating to such deductions.

2. <u>Dues Deductions</u>

70. Dues deductions, once initiated, shall continue until the authorization is revoked in writing by the employee. For the administrative convenience of the City and the Union, an employee may only revoke a dues authorization by delivering the notice of revocation to the Controller during the two-week period prior to the expiration of this Agreement. The revocation notice shall be delivered to the Controller either in person at the Controller's office or by depositing it in the U.S. Mail addressed to the Payroll/Personnel Services Division, Office of the Controller, One South Van Ness Avenue, 8th Floor, San Francisco, CA 94103; Attention: Dues Deduction. The City shall deliver a copy of the notices of revocation of dues deductions authorizations to the Union within two (2) weeks of receipt.

3. Fair Share Agreement

71. Application: Except as provided otherwise herein, the provisions of this section shall apply to all employees of the City in all classifications represented by the Union in represented units when on paid status. These provisions shall not apply to individual employees of the City in represented units who have been properly and finally determined to be management employees pursuant to Section 16.208 of the Employee Relations Ordinance. Except when an individual employee has filed a challenge to a management designation, the Employee Relations Director and the Union shall meet as necessary for the purpose of attempting to make such determinations by mutual agreement. The Employee Relations Director shall give the Union no less than ten (10) working days prior notice of any such proposed designation. Disputes regarding such designations shall be promptly resolved pursuant to Section 16.208 (B) of the Employee Relations Ordinance.

4. Implementation

An agency shop shall be implemented within representation units or subunits when:

- a. <u>Election</u>: The Union has requested, in writing, an election on the issue, to be conducted by the State Conciliation Service and 50% plus one of those voting favor agency shop, or
- b. <u>2/3 Membership</u>: The Union makes a showing that 2/3 of the employees within the unit or subunit are dues paying members of the Union, or
- 74. c. <u>New Employees</u>: The Union requests, in writing, an agency shop be implemented for all employees hired after a date to be agreed to by the Union and the Employee Relations Division.

- 5. <u>Service Fee</u>
- 75. For the term of this Agreement, all current and future employees of the City as described in Section I.H. above, except as set forth below, shall, as a condition of continued employment, become and remain a member of the Union or, in lieu thereof, shall pay a service fee to the Union. Such service fee payment shall not exceed the standard initiation fee, periodic dues and general assessments (hereinafter collectively termed membership fees) of the Union representing the employee's classification. The service fee payment shall be established annually by the Union, provided that such service fee will be used by the Union only for the purposes permitted by law.

6. Financial Reporting

76. Annually, and in accordance with its legal obligations, the Union will provide an explanation of the fee and sufficient financial information to enable the fair share service fee payer to gauge the appropriateness of the fee. The Union will provide a reasonably prompt opportunity to challenge the amount of the fee before an impartial decision maker not chosen by the Union and will make provision for an escrow account to hold amounts reasonably in dispute while challenges are pending.

7. <u>Religious Exemption</u>

77. Any employee of the City in a classification described in Section I.H.3. above, who is a member of a bona fide religion, body or sect which has historically held conscientious objections to joining or financially supporting a public employee organization shall upon presentation of membership and historical objection be relieved of any obligation to pay the required service fee in accordance with law. Any such employee shall be required, in lieu of periodic dues, initiation fees or agency shop fees to pay an amount equal to the periodic dues, initiation fees or agency shop fees to one of the following non-religious tax-exempt charities of the employee's choice: the United Way, the American Red Cross, or the San Francisco Food Bank. The Union shall be informed in writing of any such requests.

8. <u>Payroll Deduction</u>

78. The Union shall provide the Employee Relations Director and the City Controller with a current statement of membership fees. Such statement of membership fees shall be amended as necessary. The Controller may take up to thirty (30) days to implement such changes. Effective the second complete pay period commencing after the election or request or showing described in Section I.H. and each pay period thereafter, the Controller shall make membership fee or service fee deductions, as appropriate, from the regular periodic payroll warrant of each City employee described in Section I.H. thereof, and each pay period thereafter, the Controller shall make membership fee or service fee deductions, as appropriate, from the regular payroll warrant of each City employee described in Section I.H. thereof, and each pay period thereafter, the Controller shall make membership fee or service fee deductions, as appropriate, from the regular payroll warrant of each such employee. Nine (9) working days following payday the Controller will promptly pay over to the Union all sums withheld for membership or service fees.

- 9. Employee Lists
- 79. The Controller shall also provide with each payment a list of employees paying membership fees and a list of employees paying service fees. All such lists shall contain the employee's name, employee number, classification, department number and amount deducted.
- 80. A list of all employees in represented classes shall be provided to the Union monthly. Nothing in this section shall be deemed to have altered the City's current obligation to make insurance program or political action deductions when requested by the employee.
- 81. The Union shall comply with the requirements set forth in <u>Chicago Teachers Union v.</u> <u>Hudson</u>, 475 U.S. 292 (1986) for the deduction of agency shop fees. Annually, the Union shall certify in writing to the City that the content of the written notice meets the requirements set forth in this section and in <u>Hudson</u>.

I.I. UNION ACCESS

- 82. Reasonable space may be allowed on bulletin boards for use by the Union to communicate with employees.
- 83. The Union shall have reasonable access to all work locations to verify that the terms and conditions of this Agreement are being carried out and for the purpose of conferring with employees, provided that access shall be subject to such rules and regulations immediately below, as well as to such rules and regulations as may be agreed to by a department and the Union. Union access to work locations will not disrupt or interfere with a department's mission and services or involve any political activities.
- 84. Union representatives shall also have reasonable access to non-work areas (bulletin boards, employee lounges and break rooms) and to hallways, in order to verify that the terms and conditions of this Agreement are being carried out and for the purpose of conferring with employees.
- 85. Union representatives must identify themselves upon arrival at a City department. Union representatives may use department meeting space with a reasonable amount of notice, subject to availability.
- 86. In work units where the work is of a confidential nature and in which the department requires it of other non-employees, a department may require that Union representatives be escorted by a department representative when in areas where said confidential work is taking place.
- 87. Nothing herein is intended to disturb existing written departmental union access policies. Further, departments may implement additional rules and regulations after meeting and conferring with the Union.

I.J. NEW HIRES

88. The City agrees to provide the Union with the names and classifications of newly hired employees. During the initial processing, the City will provide new employees in those units listed in Appendix A with a Union-provided packet of information regarding the Union and fees and dues arrangement. The Union will provide this information in sealed envelopes, one of which will be distributed to each new employee. The City may advise new employees that the packet is being provided as part of an agreement with the Union, and that the City is neither aware of nor endorses the content of the packet.

I.K. DATA

- 89. The City will provide the Union the following data, by representation unit, for each employee on a monthly basis within legal and reasonable administrative constraints.
 - 1. Name;
 - 2. Employee Number;
 - 3. Department and Section;
 - 4. Current Classification.
- 90. Upon written request, the City agrees to provide to the Union on an annual basis, gender information by job classification.

I.L. ADDITIONAL DATA

91. The City will provide such necessary documents for representation and bargaining purposes that could otherwise be obtained via the California Public Records Act.

II.A. NON-DISCRIMINATION

- 92. The City and the Union agree that this Agreement shall be administered in a nondiscriminatory manner and that no person covered by this Agreement shall in any way be discriminated against because of race, color, creed, religion, sex, sexual orientation, gender identity, marital status, national origin, physical or mental disability, age, political affiliation or opinion or union membership or activity, or non-membership; nor shall a person be subject to sexual harassment as prohibited by State or Federal law. The City shall expedite the handling of complaints of sexual harassment pursuant to Rule 103.3 of the Civil Service Rules and Section 16.9-25 of the Administrative Code.
- 93. Discrimination and sexual harassment as used herein shall mean discrimination and sexual harassment as defined by Title VII of the 1964 Civil Rights Act, as amended, the Civil Rights Act of 1991, the California Fair Employment and Housing Act, the Americans with Disabilities Act, the California and United States Constitutions, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, and the Civil Rights Act of 1866.
- 94. Claims of discrimination shall be adjusted in accordance with prevailing legal standards regarding elements and burdens of proof applicable to the discrimination being claimed.
- 95. An employee, group of employees, or Union may elect to process a complaint of discrimination or sexual harassment through either the grievance and arbitration procedures of this Agreement or through the applicable Civil Service Rules, the City Administrative Code, federal or state law. If the employee, group of employees or Union elects to pursue remedies for discrimination or sexual harassment complaints outside of the grievance and arbitration procedures of this Agreement, this election shall constitute a complete waiver of the right to pursue that complaint through the grievance and arbitration process.

II.B. PROBATIONARY PERIOD

- 96. As defined and administered by the Civil Service Commission, the initial probationary period for new employees in all classifications represented by Local 21 shall be twelve (12) months of service. The probationary period for an employee appointed to a promotive position (i.e., a position in any class the salary grade for which is higher than the salary grade of the employee's permanent class) shall be six (6) months of service.
- 97. The probationary period for all other appointments, as defined and administered by the Civil Service Commission, shall be three (3) months of service. If the employee is being returned to duty in the same department from which he/she was laid off, he/she

shall serve the remainder of any probationary period as set forth in Civil Service Rule 112.30.3.

98. A probationary period may be extended for up to one (1) year by mutual agreement, in writing, between the employee and the Appointing Officer. The City shall give notice to the Union at the time that it seeks to extend an employee's probationary period.

II.C. PROFESSIONAL STANDARDS

99. An employee who believes that he/she will suffer adverse action for refusing to perform duties or being required to perform duties in a manner inconsistent with professional ethics may request a meeting with the Appointing Officer (or designee) to address such concerns. "Professional Ethics" as used in this provision refers to a standard of professional ethics published by a professional association or recognized as a standard in the field or industry in which the employee works or codified in State Law.

II.D. REASONABLE ACCOMMODATIONS

100. The parties agree that they are required to provide reasonable accommodations for persons with disabilities in order to comply with the provisions of the Americans with Disabilities Act, the Fair Employment and Housing Act, and all other applicable federal, state and local disability anti-discrimination statutes. The parties further agree that this Agreement shall be interpreted, administered and applied so as to respect the legal rights of the parties covered by these Acts. The City reserves the right to take any action necessary to comply therewith.

II.E. SUBCONTRACTING OF WORK

1. "Prop J." Contracts

- 101. The City agrees to notify the Union no later than the date a department files "Prop J" legislation with the Clerk of the Board.
- 102. Upon request by the Union, the City shall make available for inspection any and all pertinent background and/or documentation relating to the service contemplated to be contracted out. Prior to any final action being taken by the City to accomplish the contracting out, the City agrees to hold informational meetings with the Union to discuss and attempt to resolve issues relating to such matters including, but not limited to,
 - a. possible alternatives to contracting or subcontracting;
 - b. questions regarding current and intended levels of service;
 - c. questions regarding the Controller's certification pursuant to Charter Sections 8.300-1 10.104.15;
 - d. questions relating to possible excessive overhead in the City's administrativesupervisory/worker ratio; and

- e. questions relating to the effect on individual worker productivity by providing labor saving devices.
- 103. The City agrees that it will take all appropriate steps to insure the presence at said meetings of those officers and employees (excluding the Board of Supervisors) of the City who are responsible in some manner for the decision to contract so that the particular issues may be fully explored by the Union and the City.

2. Personal Services Contracts

- 104. At the time the City issues a Request for Proposals ("RFP")/Request for Qualifications ("RFQ"), or thirty (30) days prior to the submission of a personal services contract ("PSC") request to the Department of Human Resources and/or the Civil Service Commission, whichever occurs first, the City shall notify the Union of any PSC(s), including a copy of the draft PSC summary form, where such services could potentially be performed by represented classifications.
- 105. If the Union wishes to meet with a department over a proposed personal services contract, the request must be made by the Union to the Human Resources Director with a copy forwarded to the appropriate department within two weeks after the receipt of notice by the Department. Discussions shall include, but not be limited to, possible alternatives to contracting or subcontracting and whether the department staff has the expertise and/or facilities to perform the work. Upon request by the Union, the City shall make available for inspection any and all pertinent background and/or documentation relating to the service contemplated to be contracted out.
- 106. In order to ensure that the parties are fully able to discuss their concerns regarding particular proposed contracts, the City agrees that it will take all appropriate steps to ensure that parties (excluding the Board of Supervisors and other boards and commissions) who are responsible for the contracting-out decision(s) are present at the meeting(s) referenced in paragraph 105.
- 107. The City agrees to provide the Union with notice(s) of departmental commissions and Civil Service Commission meetings during which proposed PSCs are calendared for consideration, where such services could potentially be performed by represented classifications.
- 108. The parties acknowledge existing policies and procedures which place restrictions on the use of personal services contracts for work that could potentially be performed by represented classifications.
- 109. The City and Local 21 expressly reserve their rights with regard to the parties' contentions over whether such policies and procedures are or are not within the scope of bargaining under Charter Section A8.409. Nothing in this or the preceding paragraph shall be deemed a waiver by either party of its position on those contentions.

II.F. EMPLOYEE REASSIGNMENTS

110. Except in cases of urgent need, each City department shall post notices of vacancies in a prominent location in the department, and/or at each separate work location of the department, for a period of not less than five (5) working days in order to afford employees interested in reassignment an opportunity to apply for a vacant position. Each such notice shall describe the classification of the position to be filled, the physical location of the position, its starting and quitting time, and a general description of the work to be performed.

II.G. WORKFORCE REDUCTION

1. Obligation to Meet & Confer on Employee Workloads

- 111. The City and Union acknowledge that there has been and may continue to be a reduction in the City workforce primarily as a result of reduced revenue and inflation.
- 112. The City recognizes its legal obligation to meet and confer in good faith and endeavor to reach agreement on employee workloads.
- 113. The City shall provide any written information relating to staffing levels and workloads in a given department upon written request to the Employee Relations Division, with any reproduction costs above single copies to be paid by the Union.

2. Advance Notice of Pending Layoffs

- 114. Any employee who is to be laid off due to the lack of work or funds shall be notified, in writing, with as much advance notice as possible but not less than sixty (60) calendar days prior to the effective date of the layoff. Such sixty (60) calendar day minimum advance notice of layoff shall not apply should layoff in a shorter period be beyond the control of the City. The Union shall receive copies of any layoff notice. The provisions of this Section shall not apply to "as needed", or intermittent employees or employees hired for a specific period of time or for the duration of a specific project or employees who are bumped from their position.
- 115. The City will provide ten (10) business days' notice to employees who are subject to displacement due to layoff. To the extent this notice period extends beyond the date the displacing employee is to start in the position, the employee who is to be displaced will be placed in a temporary exempt position in his/her classification and department for the remainder of the notice period.
 - 3. Layoff Procedures
- 116. Layoffs shall be administered pursuant as follows: An employee with permanent seniority in class shall have the right to displace an employee with less permanent seniority in the same class in any department. All bumping and displacement shall first

occur within the department that affected the layoff in question prior to City-wide bumping.

II.H. UTILIZATION OF PROP F AND TEMPORARY EXEMPT EMPLOYEES

- 117. The Human Resources Director agrees to work with City departments to ensure proper utilization of Proposition F and temporary exempt ("as needed") employees when such positions would more appropriately or efficiently be filled by permanent employees. In addition, the City will notify holdovers in represented classifications of any recruitment for exempt positions in their classifications.
- 118. It is understood that to the degree increased utilization of such employees may be required in certain represented classifications to provide staffing coverage due to employees taking floating holidays as described in paragraphs 392 and 393 of the parties' 2006-2012 Agreement, such work will be offered to holdovers in such represented classifications.

II.I. CREDIT FOR TIME SERVED IN TEMPORARY POSITION WHILE ON LAYOFF FROM PERMANENT POSITION

- An employee who has completed probation in a permanent position and who:
 - 1. is "laid off" from said position;
 - 2. is immediately and continuously employed in another classification with the City, either permanent or temporary; and
 - 3. is thereafter permanently re-employed in his/her former classification without a break in service;
 - 4. shall, for the purposes of determining salary increments, receive credit for the time served while laid off from his/her permanent position.

II.J. TRAVEL REIMBURSEMENT

1. Municipal Railway

119.

120. An employee who travels on the Municipal Railway for City business shall be reimbursed for such travel.

2. Automobile Allowances

121. The City agrees to appropriate sufficient funds to the Assessor's Office, the Department of Public Works and the Treasurer's Office, Tax Collector Division, Business Tax Section to pay automobile allowances to employees required to drive a personal automobile for City business. Employees on leave or extended vacation for twenty-one (21) days or more will not receive the allowance for the days not worked.

- 122. a. Employees in the following classes only shall receive an auto allowance of \$40.00 per month and be eligible for a mileage allowance in accordance with the IRS allowance:
 - 4220 Personal Property Auditor
 4222 Senior Personal Property Auditor
 4224 Principal Personal Property Auditor
 4225 Assistant Chief Personal Property Auditor
 6270 Housing Inspector
 6272 Senior Housing Inspector
 2542 Speech Pathologist*
 2548 Occupational Therapist*
 2550 Senior Occupational Therapist*
 2555 Physical Therapist Assistant*
 2556 Physical Therapist*
 2558 Senior Physical Therapist*

* Applies only to Home Health Care Rehabilitation Professionals and California Children's Services.

- b. Employees in the following classes now use cars provided by the City; however, individual employees in these classes will receive auto allowance and mileage reimbursement in accordance with subsection (2) a. above if said individual employee has not been supplied with a City automobile and is still required to drive his/her own personal vehicle as provided for above:
 - 6230 Street Inspector6231 Senior Street Inspector6232 Street Inspection Supervisor6272 Senior Housing Inspector6318 Construction Inspector
- 124. c. Employees in the following classes only shall receive auto allowance of \$100.00 per month and be eligible for a mileage allowance of eight (8) cents per mile:
 - 4260 Real Property Appraiser Trainee
 - 4261 Real Property Appraiser
 - 4265 Senior Real Property Appraiser
 - 4267 Principal Real Property Appraiser

3. Mileage Allowance

125. The City shall provide City vehicles for the use of City employees while traveling in the course of their duties for the City. In the event such vehicles are not available, the Appointing Officer may request employees to use their own vehicle for City business. Employees using their own vehicle for City business shall be reimbursed for expenses incurred at the rate in accordance with the IRS allowance and for all necessary toll expenses.

- 126. Subject to review and approval by the Controller's Office, additional classes may be considered for eligibility for the Auto Allowance under Section 2 of this Article by the Union/City Relations Committee (UCRC).
 - 4. <u>Reimbursement of Required Business-Related Travel Expenses</u>
- 127. Represented employees who are required by the Appointing Officer or designee to engage in business-related travel shall be eligible for reimbursement of such eligible travel-related expenses consistent with the rates established in the Controller's Office's Business Travel Reimbursement Guidelines.

II.K. PARKING PLACARDS FOR CALIFORNIA CHILDREN SERVICES REHABILITATION PROFESSIONALS

128. The Department of Public Health shall make for the term of the agreement only, at least two (2) parking placards to be shared by California Children Services Rehabilitation Professional employees in the following classes who are required by the Department of Public Health to use their personal car in the course of their work to provide patient care at the patient's home or in the community:

2548 Occupational Therapist2550 Senior Occupational Therapist2555 Physical Therapist Assistant2556 Physical Therapist2558 Senior Physical Therapist

II.L. PARKING FACILITIES

- 129. When an employee is required to use his/her personal automobile for City business he/she will be reimbursed for parking fees.
- 130. Parking fees for represented employees will be set and applied in accordance with Administrative Code Section 4.24.

II.M. CELL PHONE USAGE FOR REHABILITATION PROFESSIONALS

131. The City will provide no fewer than ten cell phones to Rehabilitation Professionals who work in Home Health or California Children Services. In the event a City cellular phone is not available, the City agrees to pay for the cost of business related calls made by the Rehabilitation Professional on his/her cellular phone. Employees shall be required to provide evidence of expenditure to the department in order to receive reimbursement.

II.N. PERSONNEL FILES

- 132. Only one (1) official file shall be maintained on any single employee in any one department. Unless otherwise specified by the department, the official file shall be located in the departmental personnel office or, in larger departments, at the various divisional personnel offices of the department.
- 133. Each employee shall have the right to review the contents of his/her file upon request. Nothing may be removed from the file by the employee but copies of the contents shall be provided upon request.
- 134. With the written permission of the employee, a representative of the Union may review the employee's personnel file when in the presence of a departmental representative and obtain copies of the contents upon request.
- 135. An employee shall have the opportunity to review, sign, and date any and all material to be included in the file. The employee may also attach a response to any and all materials within thirty (30) days. All material in the file must be signed and dated by the author.
- 136. Employees may cause to be placed in their personnel files materials reasonably related to their assigned job duties.
- 137. No action to impose discipline against an employee shall be initiated more than thirty (30) days from the date the employer knows of the conduct and has completed a diligent and timely investigation except for conduct which would constitute the commission of a crime. The discipline imposed may take into account conduct that is documented in the employee's personnel file or was the subject of a prior disciplinary action.
- 138. At the request of the employee, materials relating to disciplinary actions which are three (3) or more years old shall be sealed to the extent permissible by law, provided that there has been no reoccurrence of the conduct on which the discipline was based during that period. The envelope containing the sealed documents will be retained in the employee's personnel file and may be opened for the purpose of assisting the City in defending itself in legal or administrative proceedings. The sealed material shall not be used in disciplinary proceedings against the employee.

II.O. DISCIPLINE

139. The City shall have the right to discipline any non-probationary permanent, temporary civil service, or provisional employee who has served the equivalent of a probationary period for just cause. As used herein "discipline" shall be defined as discharge, suspensions and disciplinary demotion.

- 140. Suspensions, disciplinary demotions and discharges of non-probationary permanent, temporary civil service and provisional employees, who have served the equivalent of a probationary period, shall be subject to the following procedure:
 - a. The employee shall receive written notice of the recommended disciplinary action, including the reasons and supporting documentation, if any, for the recommendation.
 - b. The employee and any representative shall be afforded a reasonable amount of time to respond orally or in writing to the management official designated by the City to consider the reply.
 - c. The employee shall be notified in writing of the decision. The employee's representative shall receive a copy of this decision.

II.P. PUC/CIP "PROJECT LABOR AGREEMENT"

- 141. The parties agree that timely and successful implementation of the PUC's Capital Improvement Plan (CIP) projects is among their highest priorities, and that changes in the terms and conditions of employment set forth in this Agreement that are unique to CIP projects may facilitate the achievement of their mutual goal. The parties therefore agree that the Capital Improvement Plan Projects Addendum to this Agreement, incorporated herein as Appendix C for reference, shall be extended to June 30, 2014.
- 142. Regarding CIP Projects, the parties agree to meet and confer over all matters within the mandatory scope of bargaining, and any other matters which they mutually agree to discuss.

II.Q. SUBSTANCE ABUSE PREVENTION POLICY

143. Attached as Appendix F is the Substance Abuse Prevention Policy (SAPP). Also attached is a side letter related to the implementation of the SAPP. If pursuant to the side letter the parties proceed to arbitration, then Arbitrator Carol Vendrillo,-shall be retained by the parties for that arbitration proceeding.

ARTICLE III: PAY, HOURS AND BENEFITS

III.A. WAGES

- 144. The wage rates for the employees covered by this agreement shall be rounded to the nearest salary grade. The Human Resources Department will prepare a salary grade to reflect the appropriate compensation for each classification covered by this Agreement as of July 1, 2014 no later than September 30, 2014. The Agreement shall be administratively amended to include the salary grade and shall be attached to the Agreement as Appendix B, with notice to the Union.
- 145. Represented employees will receive the following base wage increases:

Effective as of the first full pay period beginning in October, 2014: 3%

Effective as of the first full pay period beginning in October, 2015: 3.25%

Effective July 1, 2016, represented employees will receive a base wage increase between 2.25% and 3.25%, depending on inflation, and calculated as $(2.00\% \le \text{CPI-U} \le 3.00\%) + 0.25\%$, which is equivalent to the CPI-U, but no less than 2% and no greater than 3%, plus 0.25%.

In calculating CPI-U, the Controller's Office shall use the Consumer Price Index – All Urban Consumers (CPI-U), as reported by the Bureau of Labor Statistics for the San Francisco Metropolitan Statistical Area. The growth rate shall be calculated using the percentage change in price index from February 2015 to February 2016.

III.B. ADDITIONAL COMPENSATION

- 1. Wage Corrections, Adjustments, and Studies
- 146. In addition to the general wage increases provided for above, additional pay increases and adjustments shall apply as described in this section.
 - a. Fire Safety Inspectors
- 147. 1.) Parity. Fire Safety Inspectors shall receive parity on salary, overtime, holidays, and educational incentives as it pertains to the H-4 Inspector classification.
- 148. 2.) Fire Protection Engineers Holidays. Fire Protection Engineers (5215) shall receive compensatory time equal to the computed rate authorized for the H-4 classification. The Fire Department may elect to suspend the compensatory time for the 5215 classification and replace it with income at the 5215's rate. Effective July 1, 2014 the base wage for classification 5215 Fire Protection Engineer shall be increased by 6%. Additionally, effective July 1, 2014 and

thereafter, classification 5215 Fire Protection Engineer shall receive the same base wage increases as classification 6281 Fire Safety Inspector.

- 149. 3.) Other Matters. Matters of mutual concern may be referred to the Union/City Relations Committee for further consideration.
 - b. Deep Class -- Class 1241
- 150.
 1.) There will be a 9-step salary plan for class 1241. Employees will advance from step 1 to 7 based on seniority except as noted below. Seniority is defined as actual time worked in class. The progression between salary steps in class 1241 shall occur as follows:
- 151. 2.) Step 1 to 7 progression will occur following one year of service or the equivalent of 2080 hours at each step.
- 152. 3.) Advancement above Step 7 will be contingent upon an employee receiving at least a competent and effective performance evaluation.
 - 2. <u>Exceptions</u>:
- a) Step 2 Advancement: Within a month of an employee's advancement to Step 2, the employee's supervisor will provide the employee with a written list of performance standards against which the employee's performance will be measured for the next performance evaluation which should occur six months following the advancement to Step 2. To advance from Step 2 to Step 3, the performance evaluation must be at least competent and effective. If the employee does not receive written performance evaluation does not occur within sixty days following the employee's anniversary date that would result in advancement to Step 3, the employee will automatically advance to Step 3.
- b) Step 8 Advancement: Within a month of an employee's advancement to Step 7, the employee's supervisor will provide the employee with a written list of performance standards against which the employee's performance will be measured for the next performance evaluation. To advance from Step 7 to Step 8, the performance evaluation must be at least competent and effective. If the employee does not receive written performance standards within three months of advancement to Step 7, or if the performance evaluation does not occur within sixty days following the employee's anniversary date that would result in advancement to Step 8, the employee will automatically advance to the next step. This advancement procedure will also apply for movement from Step 8 to Step 9 for all affected employees.
- 155. c) Step advancements based on performance evaluations outlined above will be retroactive to the employee's anniversary date in the class.

ARTICLE III – PAY, HOURS AND BENEFITS

- 156. d) New employees may be appointed above Step 1 based on an evaluation of experience, education and job-related specialties upon the recommendation of the appointing officer and approval of the Department of Human Resources.
 - c. <u>Physician Assistants</u>
- 157. Employees in class 2218 shall receive the same salary as the Nurse Practitioner class (2328).
 - d. Project Management
- 158. A permanent employee who is assigned by the Appointing Officer as a Project Manager as described by the specifications for classes 5502, 5504, 5506 or 5508 shall receive the rate of pay of the appropriate project manager classification during such assignment.
- 159. All assignments are subject to review and approval by the Human Resources Director.
- 160. An employee covered by this Agreement who is assigned to a Project Manager position shall continue to be represented by Local 21 and shall continue to receive all of the benefits granted in this Agreement.
 - e. <u>Information Technology</u>

1.) IS/IT Advisory Committee

- 161. The City and Union recognize that it is in their mutual interest to provide an Information Technology work environment that fosters the City's mission, encourages efficiency, and values employees' contributions. The parties also recognize that the delivery of Information Technology services within the City is currently being reorganized.
- 162. To ensure open communications between the Union and the City, the parties agree to the following:
- 163. (i) The parties shall form an Information Technology Advisory Committee which shall include representatives from the City and the Union;
- 164. (ii) During the reorganization process, the IT Advisory Committee shall meet upon request of the Union to discuss matters involving the reorganization of the delivery of technology services;
- 165. (iii) The Committee shall continue to meet upon either party's request to discuss matters concerning the delivery of Information Technology Services within the City, including but not limited to an IT Training Academy, other matters related to core competencies and departmental needs, evaluation of whether to add extended ranges for classifications, the need for a classification study and/or addition of new IT classifications, and availability of promotional opportunities.

2.) <u>Ten (10) Step Salary Schedule for IT Classes</u>

- (i) Definition.
- 166. For classes in the series 104x, 105x, 106x and 107x there shall be a ten (10) step salary plan. Each step shall be 2.5% greater than the step below, rounded to the nearest salary schedule, except that Step 4 shall be 3.5% greater than step 3. Step 1 of the ten (10) step plan shall be equal to the salary of step 1 of the current salary grade, including any increases awarded effective 7/1/01.
 - (ii) Appointments and Mapping.
- 167. On July 1, 2001 all affected employees shall be placed at the salary step in the ten (10) step plan which is nearest to, but not less than, the rate of pay they would have received in the five (5) step plan, including any increases awarded effective 7/1/01.
- 168. New employees may be appointed at any step in the step plan at the discretion of the appointing officer.

(iii) Step Progression.

169. Employees below Step ten (10) shall advance to each successive step upon completion of six months service.

170. 3.) <u>IT Operations Support Administrator Series</u>

The parties will continue discussion regarding comparability and market status of classification 1093 IT Operations Support Administrator III, which is the benchmark classification for the classification series 1091, 1092, 1093, 1094, and 1095. If the parties are unable to reach agreement by September 30, 2014 on whether any wage adjustments are appropriate for the series, either party may move the dispute to interest arbitration pursuant to Charter Sections A8.409 through A8.409-9. The mediation-arbitration Board, with neutral chairperson Katherine Thomson, or another mutually agreed-upon arbitrator, will retain jurisdiction of this issue, subject to the following: The dispute may only be moved to arbitration if either party contends that the benchmark classification 1093 IT Operations Support Administrator III is above or below market by more than 5%. An award of any wage adjustment for the series, up or down, shall be implemented effective July 1, 2015.

f. <u>EAP Counselors</u>

- 171. Employees in class 2594 shall be paid at parity with employees in class 2931. Employees in class 2595 shall be paid at parity with employees in class 2935.
 - g. Physical Therapists/Occupational Therapists
- 172. Employees in classes 2556 Physical Therapist, 2548 Occupational Therapist, 2558 Senior Physical Therapist and 2550 Senior Occupational Therapist shall be eligible for Step 6 after serving two years at Step 5 and will also be eligible for Step 7 after serving

one year at Step 6. Employees shall be eligible for Step 8 after serving one year at Step 7.

- h. Physical Therapy Assistants
- 173. Employees in class 2555 shall be eligible for Step 6 after serving two years at Step 5 and will also be eligible for Step 7 after serving one year at Step 6.

i. Speech Pathologist

174. Employees in class 2542 Speech Pathologist. Employees shall be eligible for Step 7 after serving two years at Step 6.

j. District Attorney's Investigative Assistant

- 175. Effective July 1, 2006, class 8132 District Attorney's Investigative Assistant shall be eligible for Step 6 after serving one year of service at Step 5.
 - k. Legislative Analysts
- 176. Employees in classes 1367 and 1371 who serve as Legislative Analysts and/or Senior Legislative Analysts in the Office of the Legislative Analyst shall receive a seven percent (7%) premium.

1. Construction Inspectors

177. Employees in class 6318 who serve as Resident Engineer shall receive a two percent (2%) premium while serving in such capacity.

m. Sewage Treatment Plant Superintendents

- 178. Employees in class 5130 who are in possession of an engineering license shall receive a five and one-half percent (5.5%) premium.
 - 2. Acting Assignment Pay
- 179. Employees assigned by the Appointing Officer or designee to perform a substantial portion of the duties and responsibilities of a higher classification shall receive compensation at a higher salary if all of the following conditions are met:
 - a. The assignment shall be in writing.
 - b. The position to which the employee is assigned must be a budgeted position.
 - c. The employee is assigned to perform the duties of a higher classification for longer than ten (10) consecutive working days or eighty (80) hours.
- 180. Upon written approval by the Appointing Officer, beginning on the eleventh (11th) day of an acting assignment under this section and retroactive to the first (1st) day of the assignment, an employee shall be paid five percent (5%) above the employee's base

salary but such pay shall not exceed the maximum step of the salary grade of the class to which temporarily assigned. Premiums based on percent of salary shall be paid at a rate that includes out of class pay where the premium is applicable to the class the person is performing in.

181. Disputes regarding eligibility for acting assignment pay under this Section shall be resolved through expedited arbitration under Section I.E(6)(a) of this Agreement.

3. Acting Assignment Exceptions

- 182. An employee who believes he/she has been assigned to perform a substantial portion of the duties and responsibilities of a higher classification even though the Acting Assignment criteria have not been met shall be entitled to file a claim for acting assignment pay with the Appointing Officer. The Appointing Officer must respond to the claim, in writing, within 30 days. If the claim is denied, and the Union wishes to file a grievance, such grievance must be filed through expedited arbitration under Section I.E(6)(a) of this Agreement. Back pay shall be limited to the date the employee's claim was filed with the Appointing Officer.
- 183. Requests for classification or reclassification review shall not be governed by this provision.
 - 4. Supervisory Differential Adjustment
- 184. The Department of Human Resources is hereby directed to adjust the compensation of a supervisory employee, whose schedule of compensation is set herein subject to the following conditions.
- a. The supervisor, as part of the regular responsibilities of his/her class, supervises, directs, is accountable for and is in responsible charge of the work of a subordinate or subordinates.
- 186. b. The supervisor must actually supervise the technical content of subordinate work and possess education and/or experience appropriate to the technical assignment.
- c. The organization is a permanent one approved by the appointing officer, chief administrative officer, Board or Department of Human Resources, where applicable, and is a matter of record based upon review and investigation by the Department of Human Resources.
- 188. d. The classifications of both the supervisor and the subordinate are appropriate to the organization and have a normal, logical relationship to each other in terms of their respective duties and levels of responsibility and accountability in the organization.
- 189. e. The salary grade of the supervisor is less than one full step (approximately 5%) over the salary grade, exclusive of extra pay (except Project Management Assignment

Pay), of the employee supervised. In determining the salary grade of a classification being paid a flat rate, the flat rate will be converted to a bi-weekly rate and the salary grade the top step of which is closest to the flat rate so converted shall be deemed to be the salary grade of the flat rate classification.

- 190. f. The adjustment of the salary grade of the supervisor shall be 5% over the salary grade, exclusive of extra pay (except Project Management Assignment Pay), of the employee supervised. DHR clarification of the application of this paragraph is hereby incorporated by reference.
- 191. g. A supervisory differential shall be available to employees assigned by the Appointing Officer to supervise one or more employees in the same classification.
- h. If the application of this section adjusts the salary grade of an employee in excess of his/her immediate supervisor, the pay of such immediate supervisor shall be adjusted to an amount \$1.00 bi-weekly in excess of the base rate of his/her highest paid subordinate, provided that the applicable conditions of this section are also met.
- 193.
 i. Compensation adjustments are effective retroactive to the beginning of the current fiscal year of the date in the current fiscal year upon which the employee became eligible for such adjustment under these provisions.
- 194. j. To be considered, requests for adjustment under the provisions of this section must be received in the offices of the Department of Human Resources not later than the end of the current fiscal year.
- k. In no event will the Human Resources Director approve a supervisory salary adjustment in excess of two (2) full steps (approximately 10%) over the supervisor's current basic compensation. If in the following fiscal year a salary inequity continues to exist, the Department of Human Resources may again review the circumstances and may grant an additional salary adjustment not to exceed two (2) full steps (approximately 10%).
- Human Resources Department shall review any changes in the conditions or circumstances that were and are relevant to the request for salary adjustment under this section either acted upon by or pending before the Human Resources Director.
 - 5. Lead Person Pay
- 197. Employees designated by their supervisor as a lead person shall be entitled to a \$10.00 per day premium when required to take the lead on any job when at least three other persons are assigned to the job.

6. <u>PUC/CIP Planning Function Assignment Pay</u>

198. Employees in the following classifications shall be eligible for special assignment pay when assigned in writing by the Appointing Officer or designee to a project of the Public Utilities Commission/Capital Improvement Project (PUC/CIP) that exceeds five million dollars, and performing work activities which include responsibility for directing environmental review and regulatory compliance for such projects and their deliverables, from the planning phase to post- construction:

Planner II (5278)	Regulatory Specialist (5620)			
Planner III (5291)	Utility Specialist (5602)			
Planner IV (5293)	Biologist I/II (2483)			
Environmental Review Planner III (5298)				
Environmental Review Planner IV (5299)				

- 199. Qualifying employees shall receive a premium equal to 5% of base salary for hours that duties described above are actually worked.
- 200. PUC/CIP planning function assignment pay shall not be available to any employee receiving supervisory differential adjustment, acting assignment pay, or CIP leadership pay. Employees assigned to a project manager classification shall not be eligible to receive this premium.
- 201. This provision shall expire on June 30, 2017.

7. Supervisory Differential for Classification 2924 Medical Social Work Supervisor

- 202. Where appropriate in accordance with other provisions of this Section, classification 2924 Medical Social Work Supervisor shall receive a 5% supervisory differential, when as part of the regular responsibilities of his/her class s/he supervises, directs, is accountable for and is in responsible charge of the work of a subordinate or subordinates whose salary grade, exclusive of extra pay, is less than 5% below compensation of the 2924 Medical Social Work Supervisor.
 - 8. Licensed Civil/Structural Engineers
- 203. Licensed Civil Engineers in Engineering classifications who also possess and maintain a structural engineer's license issued by the State of California and who are assigned structural engineering work shall be paid a premium of two (2) steps in addition to their current rate of pay when so assigned as certified in writing by the appointing officer.
 - 9. <u>Certificate of Competency</u>
- 204. Employees in classes 5220 and 5222 who possess a certificate of competency from the State Water Resources Control Board shall receive a four percent (4%) premium payment in addition to his/her basic wage. Any employee, including those in class 6106, who is receiving this premium on June 30, 2001 shall continue to receive the premium during the life of this agreement.

205. Employees assigned to the 2478 Senior Sewage Treatment Chemists class or its successor class who are required by the City to possess a Certificate of Competency by the State Water Resources Control Board in order to perform their job duties shall continue to receive \$25.00 per pay period in addition to his/her basic wage for the life of this agreement.

10. Bilingual Premium

- 206. All employees who translate or interpret as part of their work shall have their positions designated as "bilingual." A "designated bilingual position" is a position designated by the department which requires translating to and from a foreign language including sign language for the hearing impaired and Braille for the visually impaired.
- 207. An employee who provides more than forty (40) hours per pay period of non-English services, including Braille and sign language, as part of his or her regular job assignment, will receive a bilingual premium of sixty dollars (\$60.00) per pay period.
- 208. An employee who routinely and consistently provides less than forty (40) hours per pay period of non-English services, including Braille and sign language, as part of his or her regular job assignment, will receive a bilingual premium of forty dollars (\$40.00) per pay period.

11. Advanced Appraiser Certification Premium

- 209. Employees in classes 4220 Personal Property Auditor, 4222 Senior Personal Property Auditor, 4224 Principal Property Auditor, 4261 Real Property Appraiser, 4265 Senior Real Property Appraiser and 4267 Principal Real Property Appraiser who possess and maintain any or all of the following advanced appraiser certificates shall receive a lump sum payment of one thousand dollars (\$1000) for each fiscal year the certification is maintained:
 - 1) An Advanced Appraisers Certificate issued by the California State Board of Equalization; or
 - 2) A Certified General Appraiser certificate issued by the California Office of Real Estate Appraisers; or
 - 3) An "MAI" designation issued by the Appraisal Institute
- 210. The lump sum payment shall be paid out on October 7, 2006 for fiscal year 2006-2007 and thereafter annually on the first pay period beginning on or after July 1st.

12. Certified Hand Therapist Premium

211. Employees in the classifications 2548 Occupational Therapist, 2550 Senior Occupational Therapist, 2556 Physical Therapist and 2558 Senior Physical Therapist who possess and maintain on file proof of certification as a Certified Hand Therapist and who are assigned by the Appointing Authority to perform hand therapy work shall be paid a five percent (5.0%) premium payment on base pay while engaged in hand therapy work.

13. EEO Premium

212. Employees in class 1231 Assistant Manager, Equal Employment Opportunity Programs, in the Department of Human Resources Equal Employment Opportunity Division who are assigned to review the work of departmental Equal Employment Opportunity officers (class 1231 or higher) for compliance with Human Resources Director's procedures for investigation or resolution of employment discrimination complaints or for reasonable accommodation of employees with disabilities shall receive a premium equal to five percent (5.0%) of base pay.

14. Legislative Assistant Premium

- 213. Appointments in class 1835 Legislative Assistant above Step 1 may only be made by an Appointing Officer with the approval of the Human Resources Director and only if the appointment would result in a loss of compensation if the appointee were to accept the position at Step 1.
- 214. Employees in class 1835 Legislative Assistant whose performance in that job class has been satisfactory to the City for at least four consecutive years, with at least one year of satisfactory service at Step 5, shall receive a premium equal to 5.0% of base pay.

15. Housing Inspector Certification Premium

215. Employees in the classifications 6270 Housing Inspector, 6272 Senior Housing Inspector and 6274 Chief Housing Inspector who possess and maintain any of the following certifications shall be granted additional premium pay as follows above the base rate per hour for each certification. The combined total of these premiums shall not exceed 4.0%:

1)	ICC Property Maintenance and Housing Inspector	2.0%
2)	ICC Residential Building Inspector or Building Inspector	2.0%
3)	ICC Building Code Accessibility Specialist	2.0%
4)	State of California Registered Environmental Health Specialist	2.0%

16. OSHPD Premium

216. Employees in an Architectural, Engineering or related classification who possess and maintain an OSHPD certification issued by the State of California and who are assigned by the Appointing Authority and performing engineering work requiring the use of an OSHPD certification shall be paid a five percent (5.0%) premium on base pay.

17. Public Safety Communication Coordinator Premium

- 217. Employees in class 8240 Public Safety Communications Coordinator who possess and maintain one or more of the following shall be paid a four percent (4.0%) premium on base pay:
 - 1) AA or AS degree in public safety, business or related field; or
 - 2) BA or BS degree in public safety, business or related field; or
 - 3) Ten (10) years of service in the public safety field and completion and maintenance of the following ongoing training requirements: a) CPR certification; b) Emergency Medical Dispatcher Certification through the National Academy of Emergency Dispatch; and c) Emergency Fire Dispatcher Certification through the National Academy of Emergency Dispatch.

18. Purchasing Manager Certification Premium

- 218. Employees in classes 1950 Assistant Purchaser, 1952 Purchaser, 1956 Senior Purchaser and 1958 Supervising Purchaser who possess and maintain certification for any or all of the following shall receive a three percent (3.0%) premium payment on base pay:
 - 1) Certified Purchasing Manager (CPM) issued by the Institute of Supply Management
 - 2) Certified Professional Public Buyer (CPPB) issued by the National Institute of Governmental Purchasing
 - 3) Certified Public Purchasing Officer (CPPO) issued by the National Institute of Governmental Purchasing

19. Standby Pay

219. Employees who, as part of the duties of their positions are required by the appropriate employer representative to stand by when normally off duty to be instantly available on call to perform their regular duties, shall be paid 10% of base pay for the period of such standby service when outfitted by their Department with a cell phone or other electronic communication device. Employees accepting this premium agree to respond immediately when paged or called. When such employees are paged or called to perform their regular duties during the period of such standby service, they shall be paid their usual rate of pay for either a quarter hour or the actual time worked, whichever is greater, while engaged in such service. For Z-symbol employees, standby pay shall not be allowed unless the employee is assigned in writing to standby for emergencies that directly threaten the health or safety of the public and/or City employees or that relate to the City's information and communication systems. Employees reporting directly to Department Heads are not eligible for standby pay.

220. The standby rate for Class 2218 Physician Assistant shall be the same as that for Class 2328 Nurse Practitioner

20. Call Back

221. Employees (except those at remote locations where City supplied housing has been offered, or who are otherwise being compensated) who are called back to their work locations following the completion of his/her work day and departure from his/her place of employment, shall be granted a minimum of four (4) hours pay at the applicable rate or shall be paid for all hours actually worked at the applicable rate, whichever is greater. This section shall not apply to employees who are called back to duty when on stand-by status. The employee's work day shall not be adjusted to avoid the payment of this minimum.

21. Night Duty

- 222. Employees shall be paid eight percent (8%) more than the base rate for each hour worked between 5:00 p.m. and 7:00 a.m. if the employee works at least one (1) hour of his/her shift between 5:00 p.m. and 7:00 a.m., except for those employees participating in an authorized flex-time program and who voluntarily work between the hours of 5:00 p.m. and 7:00 a.m.
- 223. Employees shall be paid ten percent (10%) more than the base rate for each hour worked between the hours of midnight (12:00 a.m.) and 7:00 a.m. provided that the employees' regular shift includes at least five (5) hours between the hours of midnight (12:00 a.m.) and 7:00 a.m.

22. County Surveyor Premium

224. If assigned in writing by the Director of Public Works to carry out the duties and responsibilities of the County Surveyor, an employee in this assignment will receive a five percent (5%) premium payment in addition to his/her basic wage during the duration of that assignment.

23. <u>Underwater Diver Pay</u>

225. Represented employees shall be paid \$12.00 per hour more than the base hourly rate, exclusive of any additional compensation for other assignments, when assigned and actually engaged in duties and operations requiring underwater diving, or while actually providing on site supervision of an underwater dive as a part of the PUC's dive operations or supervising the critical planning phases of an underwater dive as part of the PUC's dive operations.

24. MTA Performance/Attendance Incentive Pay

226. The Municipal Transportation Agency (MTA) and the Union agree that represented employees at the MTA are eligible for any reward program that the MTA may choose to

establish for those employees pursuant to Charter Section 8A.100 for the purpose of incentivizing the attainment of service, performance and/or attendance goals.

25. Extended Ranges

- Employees in classifications listed in the paragraph below shall be eligible for placement in an extended salary range with a value not to exceed 7.5% of the top step of the classification's existing salary range.
- 228. 2. The following classifications are eligible for placement in an extended salary range under this section:
 - a. IS Engineer-Principal (1044)
 - b. IS Project Director (1070)
 - c. Principal Personnel Analyst (1246)
 - d. Senior Systems Accountant (1657)
 - e. Financial Systems Supervisor (1670)
 - f. Supervising Auditor (1686)
 - g. Senior Statistician (1806)
 - h. Performance Analyst III Project Manager (1830)
 - i. Supervising Purchaser (1958)
 - j. Physicians Assistant (2218)
 - k. Forensic Toxicologist (2458)
 - 1. Laboratory Services Manager (2489)
 - m. Health Program Coordinator III (2593)
 - n. Senior Employee Assistance Counselor (2595)
 - o. Volunteer/Outreach Coordinator (3374)
 - p. Principal Real Property Officer (4143)
 - q. Principal Personal Property Auditor (4224)
 - r. Principal Real Property Appraiser (4267)
 - s. Sewage Treatment Plant Superintendent (5130)
 - t. Safety Officer (5177)
 - u. Principal Engineer (5212)
 - v. Principal Architect (5273)
 - w. Planner V (5283)
 - x. Traffic Sign Manager (5306)
 - y. Project Manager I-IV (5502-5508)
 - z. Chief Housing Inspector (6274)
 - aa. Signal & Systems Engineer (9197)
- 229. 3. The parties may agree to provide extended salary ranges for additional classifications; provided, however, that extended ranges shall be limited to those classes where there is no further in-unit promotive opportunity.
- 230. 4. Subject to the requirements set forth in this section, Appointing Officers may seek approval to place incumbent employees at a rate of pay in an extended range based

on consideration of whether the adjustment would serve one or more of the following purposes:

- (a) to address demonstrated recruitment or retention issues;
- (b) to compensate an employee exercising a special skill;
- (c) to compensate for a special project of limited duration; and/or
- (d) to recognize exemplary performance.
- 5. Subject to the requirements as set forth in this section, Appointing Officers may select employees in the above eligible classifications for temporary placement in an extended range. For example, employees may be temporarily placed in an extended range to compensate for assignment to a special project of limited duration; placement in an extended range would be granted for the duration of that special assignment only.
- 6. Placement in an extended salary range shall be assigned in increments of 2.5% above base pay (i.e., placement may be at 2.5%, 5.0% or 7.5% above base pay), set at the nearest existing salary grade, not to exceed 7.5% above base pay.
- 7. The Department of Human Resources shall verify that employees selected for placement in an extended range under this section satisfy the foregoing criteria upon written certification by the Appointing Officer detailing the basis for the placement.
- 8. Placement in extended salary ranges under this section shall be funded through Departmental budgets, and shall require certification by the Controller's Office and the Mayor's Budget Office that adequate funds are available.
- 235. 9. Employees placed in an extended range under this section shall not be eligible to receive additional pay under any of the following:
 - (a) The Pilot Capital Project Incentive Program pursuant to the Capital Projects MOU Addendum (Appendix C of this Agreement); or
 - (b) Leadership Pay or Special Skills Pay pursuant to the Capital Projects MOU Addendum (Appendix C of this Agreement); or
 - (c) Acting Assignment Pay pursuant to section III.B of this Agreement; or
 - (d) Supervisory Differential Adjustment section III.B of this Agreement.
- 236. 10. The City and the Union agree to work cooperatively to ensure the success of this program.

237. 11. Placements in extended ranges under this section are discretionary. The granting or failure to grant placement in an extended range is not subject to the grievance procedure or any other type of appeal.

III.C. SALARY STEP PLAN AND SALARY ADJUSTMENT

- 238. Appointments to positions in the City and County service shall be at the entrance rate established for the position except as otherwise provided herein.
 - 1. <u>Promotive Appointment in a Higher Class</u>
- 239. An employee who has completed a probationary period and who is appointed to a position in a higher classification, either permanent or temporary, deemed to be promotive by the Civil Service Commission shall have his/her salary adjusted to that step in the promotive class as follows:
- a. The employee shall receive a salary step in the promotive class which is closest to an adjustment of ten percent (10%) above the salary received in the class from which promoted. The proper step shall be determined in the bi-weekly compensation grade and shall not be above the maximum of the salary range of the promotive class.

2. <u>Non-promotive Appointment</u>

- 241. When an employee accepts a non-promotive appointment in a classification having the same salary grade, or a lower salary grade, the appointee shall enter the new position at that salary step which is the same as that received in the prior appointment, or if the salary steps do not match, then the salary step which is immediately in excess of that received in the prior appointment, provided that such salary shall not exceed the maximum of the salary grade. Further increments shall be based upon the seniority increment anniversary date in the prior appointment.
 - 3. Appointment Above Entrance Rate
- 242. Appointments may be made by an appointing officer at any step in the salary grade upon the approval of the Human Resources Director under one or more of the following conditions:
- 243. a. A former permanent City employee, following resignation with service satisfactory, is being reappointed to a permanent position in his/her former classification.
- 244. b. Loss of compensation would result if appointee accepts position at the normal step.
- 245. c. A severe, easily demonstrated and documented recruiting and retention problem exists.

- d. The appointee possesses special experience, qualifications, and/or skills including, but not limited to, the number of years performing similar work elsewhere which, in the Appointing Officer's opinion, warrants appointment above the entrance rate.
- e. When the Human Resources Director approves appointments of all new hires in a classification at a step above the entrance rate, the Human Resources Director may advance to that step incumbents in the same classification who are below that step.
 - 4. Reappointment Within Six Months
- A permanent employee who resigns and is subsequently reappointed to a position in the same classification within six (6) months of the effective date of resignation shall be reappointed to the same salary step that the employee received at the time of resignation.
 - 5. Compensation Adjustments
 - a. Salary Increase in Next Lower Rank Classification.
- 249. When a classification that was formerly a next lower rank in a regular civil service promotional examination receives a salary grade higher than the salary grade of the classification to which it was formerly promotive, the Department of Human Resources shall authorize a rate of pay to an employee who was promoted from such lower class, equivalent to the salary s/he would have received had s/he remained in such lower class, provided that such employee must file with the Department of Human Resources an approved request for reinstatement in accordance with the provisions of the Civil Service Commission rule governing reinstatements to the first vacancy in his/her former classification, and provided further that the increased payment shall be discontinued if the employee waives an offer of promotion from his/her current classification or refuses an exempt appointment to a higher classification. This provision shall not apply to offers of appointment which would involve a change of residence.
- 250. The special rate of pay herein provided shall be discontinued if the employee fails to file and compete in any promotional examination for which s/he is otherwise qualified, and which has a salary grade higher than the protected salary of the employee.
 - b. Flat Rate Converted to Salary Range.
- 251. An employee serving in a class in the prior fiscal year at a flat rate which flat rate is changed to a salary grade number during the current fiscal year shall be paid on the effective date of such change the step in the current salary grade closest to, but not below, the prior flat rate and shall retain the original anniversary date for future increments, when applicable.
 - c. Continuation of Salary Step Earned Under Temporary Appointment.
- 252. When an employee is promoted under temporary appointment to a higher classification during a prior fiscal year and is continued in the same classification without a break in service in the current fiscal year, or is appointed to a permanent position in the same

classification, such appointment shall be in accordance with the provisions of this MOU, provided that the salary shall not be less than the same step in the salary grade the employee received in the immediately prior temporary appointment.

- d. Credit for Temporary Service.
- A temporary employee, one with no permanent status in any class, certified from a regular civil service list who has completed six (6) months or more of temporary employment within the immediately preceding one (1) year period before appointment to a permanent position in the same class shall be appointed at the next higher step in the salary grade and to successive steps upon completion of the six (6) months or one (1) year required service from the date of permanent appointment. These provisions shall not apply to temporary employees who are terminated for unsatisfactory services or resign their temporary position.
 - e. Salary Anniversary Date Adjustment.
- 254. Permanent employees working under provisional, exempt or temporary appointments in other classifications shall have their salary adjusted in such other classifications when such employees reach their salary anniversary date in their permanent class.
 - 6. Compensation Upon Transfer or Reemployment
 - a. Transfer.
- 255. An employee transferred from one department to another, but in the same classification, shall transfer at his/her current salary, and if s/he is not at the maximum salary for the class, further increments shall be allowed following the completion of the required service based upon the seniority increment anniversary date in the former department.
 - b. Reemployment in Same Classification Following Layoff.
- 256. An employee who has acquired permanent status in a position and who is laid off because of lack of work or funds and is re-employed in the same class after such layoff shall be paid the salary step attained prior to layoff.
 - c. Reemployment in an Intermediate Classification.
- 257. An employee who has completed the probationary period in a promotive appointment that is two or more steps higher in an occupational series than the permanent position from which promoted and who is subsequently laid off and returned to a position in an intermediate ranking classification shall receive a salary based upon actual permanent service in the higher classification, unless such salary is less than the employee would have been entitled to if promoted directly to the intermediate classification. Further increments shall be based upon the increment anniversary date that would have applied in the higher classification.
 - d. Reemployment in a Formerly Held Classification.

258. An employee who has completed the probationary period in an entrance appointment who is laid off and is returned to a classification formerly held on a permanent basis shall receive a salary based upon the original appointment date in the classification to which the employee is returned. An employee who is returned to a classification not formerly held on a permanent basis shall receive a salary step in the salary grade for the classification closest to, but not below, the prior salary amounts, provided that salary shall not exceed the maximum of the salary grade.

III.D. METHODS OF CALCULATION

- 1. <u>Monthly</u>
- 259. An employee whose compensation is fixed on a monthly basis shall be paid monthly or bi-weekly in accordance with State Law or other applicable provision. There shall be no compensation for time not worked unless such time off is authorized time off with pay.
 - 2. <u>Bi-Weekly</u>
- 260. An employee whose compensation is fixed on a bi-weekly basis shall be paid the biweekly salary for his/her position for work performed during the bi-weekly payroll period. There shall be no compensation for time not worked unless such time off is authorized time off with pay.
 - 3. <u>Per Diem or Hourly</u>
- 261. An employee whose compensation is fixed on a per diem or hourly basis shall be paid the daily or hourly rate for work performed during the bi-weekly payroll period on a biweekly pay schedule. There shall be no compensation for time not worked unless such time off is authorized time off with pay.
 - 4. <u>Weekly</u>
- 262. An employee whose compensation is fixed on a weekly basis shall be paid bi-weekly for work performed during the bi-weekly payroll period. There shall be no compensation for time not worked unless such time off is authorized time off with pay.
 - 5. <u>Conversion of Annual or Monthly Rates to Semimonthly or Bi-Weekly</u>
- 263. When rates of compensation provided on an annual or monthly basis are converted to bi-weekly rates for payroll purposes and the resulting amount involves a fraction of a cent, the converted bi-weekly rate shall be adjusted to eliminate such fraction of a cent on the following basis:
 - a. A fraction of less than one-half (1/2) shall be dropped and the amount reduced to the next full cent.
 - b. A fraction of one-half (1/2) or more shall be increased to the next full cent.

6. Daily Rates for Monthly and Bi-Weekly

- A day's pay shall be determined by dividing the number of work days in a normal work schedule in a monthly payroll period (including specified holidays) into the monthly salary established for the position, or the amount of a day's pay shall be 1/10th of the compensation of a normal work schedule in a bi-weekly period (including specified holidays).
 - 7. <u>Conversion to Bi-Weekly Rates</u>
- 265. Rates of compensation established on other than bi-weekly basis may be converted to bi-weekly rates by the Controller for payroll purposes.

III.E. SENIORITY INCREMENTS

- 1. <u>Advancement Through Salary Steps</u>
- 266. a. Except as specifically provided in Section III.B., permanent employees shall advance to each successive step upon completion of one (1) year of required service.
- b. Provisional employees shall be advanced to the step he/she would have achieved had he/she been permanent from the first day of employment in the class. Thereafter, the employee's anniversary date shall be from the first day in the class regardless of status.
- 268. Employees who enter a classification at a rate of pay at other than the first step shall advance one step upon completion of the one (1) year required service. Further increments shall accrue following completion of the required service at this step and at each successive step.
 - 2. Date Increment Due
- 269. Increments shall accrue and become due and payable on the next day following completion of required service as an employee in the class, unless otherwise provided herein.
 - 3. <u>Schedule of Salary Increments</u>
- 270. The schedule of seniority increments will be set forth in, and is hereby made a part of, Appendix B (Schedules of Compensation).
 - 4. <u>Exceptions</u>
- a. An employee's scheduled step increase may be denied if the Appointing Officer or designee determines that the employee's performance has been unsatisfactory. In the absence of a recommendation to deny a step increase, an employee shall receive his or her scheduled step increase. The Appointing Officer shall provide an affected employee at least sixty (60) calendar days' notice prior to the employee's salary anniversary date of any intent to withhold a step increase and the basis for such

withholding. However, if unsatisfactory performance occurs within the sixty (60) days before the employee's salary anniversary date, the Appointing Officer shall provide the notice and basis for the intent to withhold a step increase within a reasonable time.

- b. The denial of a step increase is subject to the grievance procedure. An employee's performance evaluation(s), and any facts underlying the performance evaluation(s) or other relevant information, may be used as evidence by either party in an expedited grievance arbitration; provided, however, that nothing in this section is intended to or shall make performance evaluations subject to the grievance procedure.
- c. An employee shall not receive a salary adjustment based upon service as herein provided if he/she has been absent by reason of suspension or on any type of leave without pay (excluding a military, educational, or industrial accident leave) for more than one-sixth of the required service in the anniversary year, provided that such employee shall receive a salary increment when the aggregate time worked since his/her previous increment equals or exceeds the service required for the increment, and such increment date shall be his/her new anniversary date; provided that time spent on approved military leave or in an appointive or promotive position shall be counted as actual service when calculating salary increment due dates.
- 274. d. When records of salary grade are established and maintained by electronic data processing, then the following shall apply:
- 275.
 1.) An employee certified to permanent appointment or appointed to a permanent position exempt from Civil Service, shall be compensated under such appointment at the beginning step of the salary grade plan, unless otherwise specifically provided for in the MOU. Employees under permanent Civil Service appointment shall receive salary adjustments through the steps of the salary grade plan by completion of actual paid service in total scheduled hours equivalent to one year or six months, whichever is applicable.
- 276.2.) Paid service for this purpose is herein defined as exclusive of any type of overtime but shall include military or educational leave without pay.
- e. Advancement through the increment steps of the salary grades shall accrue and become due and payable on the next day following completion of required service as a permanent appointee in the class; provided that the above procedure for advancement to the salary grade increment steps is modified as follows:
- 278.1.) An employee who during that portion of his/her anniversary year prior to January 1 of the current calendar year, is absent without pay for a period less than one-sixth of the time required to earn the next increment will have such

absence credited as if it were paid service for the purposes of calculating the date of the increment due during the current calendar year.

- 279.2.) An employee who during that portion of his/her anniversary year prior to January 1 of the current calendar year, is absent without pay for a period in excess of one-sixth of the time required to earn the next prior increment will be credited with actual paid service prior to January 1 of the current calendar year.
 - 5. <u>Receipt of Paychecks</u>
- 280. The City agrees to take all reasonable non-cost measures to reduce the delay between the last day of the pay period and the receipt of paychecks.

III.F. WORK SCHEDULES

- 1. <u>Regular Work Schedules</u>
 - a. Regular Work Day.
- 281. Unless otherwise provided in this Agreement, a regular workday is a tour of duty of eight (8), consecutive hours of work completed within not more than nine (9) hours.
 - b. Regular Work Week.
- 282. A regular workweek is a tour of duty of worked hours on each of five (5) consecutive days within a seven day period. However, employees who are moving from one shift or one work schedule to another may be required to work in excess of five consecutive working days in conjunction with changes in their work shifts or schedules.
- 283. Employees shall receive no compensation when properly notified (2-hour notice) that work applicable to the classification is not available because of inclement weather conditions, shortage of supplies, traffic conditions, or other unusual circumstances. Employees who are not properly notified and report to work and are informed no work applicable to the classification is available shall be paid for a minimum of two hours.
- 284. Employees who begin their shifts and are subsequently relieved of duty due to the above reasons shall be paid a minimum of four hours, and for hours actually worked beyond four hours, computed to the nearest one-quarter hour.
 - 2. Flexible Work Schedule
- 285. All classifications of employees having a normal workday may, with the appointing authority's permission voluntarily work in a flex-time program authorized by the appointing officer under the following conditions:
- a. The employee must work five (5) days a week and forty (40) hours per week.

- b. The employee must execute a document stating that he or she is voluntarily participating in a flex-time program. Such changes in the work schedule shall not alter the basis for, nor entitlement to, receiving the same rights and privileges as those provided to employees on a "Regular Work Week" as defined in Section III.F(1) above. This provision shall not be grievable or arbitrable.
 - 3. Alternate Work Schedule
- By mutual agreement the City and the Union may enter into cost equivalent alternate work schedules for some or all represented employees. Such alternate work schedules may include full-time work weeks of less than five (5) days; or a combination of features mutually agreeable to the parties. Requests for alternate work schedules shall not be denied in an arbitrary or capricious manner. Such changes in the work schedule shall not alter the basis for, nor entitlement to, receiving the same rights and privileges as those provided to employees on five (5) day, forty (40) hour a week schedules. A "Regular Work Week" as defined in Section III.F(1) above.
 - 4. Voluntary Reduced Work Week
- 289. Employees subject to approval by an appropriate employer representative may voluntarily elect to work a reduced work week for a specified period of time. Such reduced work week shall not be less than twenty (20) hours per week nor less than three (3) continuous months during the fiscal year. Pay, vacation, holidays and sick pay shall be computed proportionately in accordance with such reduced work week.
 - 5. <u>Voluntary Time Off Program ("VTOP")</u>
- 290. The mandatory furlough provisions of CSC Rule 120.28 shall not apply to covered employees.
 - 6. General Provisions
- 291. Upon receipt of a projected deficit notice from the Controller, an appointing officer shall attempt to determine, to the extent feasible and with due consideration for the time constraints which may exist for eliminating the projected deficit, the interest of employees within the appointing officer's jurisdiction in taking unpaid personal time off on a voluntary basis.
- 292. The appointing officer shall have full discretion to approve or deny requests for voluntary time off based on the operational needs of the department and any court decrees or orders pertinent thereto. The decision of the appointing officer shall be final except in cases where requests for voluntary time off in excess of ten (10) working days are denied.
 - 7. Restrictions on Use of Paid Time Off while on Voluntary Time Off
- 293. All voluntary unpaid time off granted pursuant to this section shall be without pay.

- 294. Employees granted voluntary unpaid time off are precluded from using sick leave with pay credits, vacation credits, compensatory time off credits, floating holidays, training days or any other form of pay for the time period involved.
 - 8. Duration and Revocation of Voluntary Unpaid Time Off
- 295. Approved voluntary time off taken pursuant to this section may not be changed by the appointing officer without the employee's consent.
 - 9. Notice of Change in Work Schedule
- 296. Except in cases of emergency, when management initiates a change in an employee's work schedule, management will use best efforts to provide two (2) weeks advance notice, and at a minimum, at least seventy-two (72) hours' notice will be given whenever practicable.

III.G. OVERTIME COMPENSATION AND COMPENSATORY TIME

- 297. Appointing officers may require employees to work longer than the normal workday or longer than the normal workweek. For full time employees, any time worked under proper authorization of the appointing officer or designee or any hours suffered to be worked in excess of the regular or normal workday or workweek shall be treated as follows:
- 298. The Department of Human Resources shall determine whether work in excess of eight (8) hours a day performed within a sixteen (16) hour period following the end of the last preceding work period shall constitute overtime or shall be deemed to be work scheduled on the next work day.
- 299. For purposes of this Article, the terms: "time worked", "hours worked", or "actual hours worked" includes time actually worked and time paid but not worked on recognized City holidays identified in Article III.I. paragraph 315.
- 300. Employees occupying executive, administrative, or professional positions designated by a "Z" symbol in the Annual Salary Ordinance shall not be paid for overtime worked but shall be granted compensatory time off at the rate of one-and-one-half times for time worked in excess of regular work schedules as defined in this Article. However, as authorized by and pursuant to the restrictions of the Annual Salary Ordinance, the "Z" symbol may be suspended to allow overtime payment, subject to the availability of funds, and pursuant to approval of the Director of Human Resources. The "Z" symbol may be suspended for individual positions in a classification. Employees in positions whose "Z" symbol has been suspended may not earn/accrue compensatory time for the duration of the suspension of the "Z" symbol.

1. Non-Z Designated Classifications:

Employees classified Non-Z or L are compensated for overtime subject to the following:

- 301. a. For employees working a regular 8-hour per day schedule, overtime at one and one-half the base hourly rate (including a night differential where applicable) for actual hours worked in excess of 8 hours in a day or for hours worked in excess of 40 in a week;
- b. For employees working a flex-time schedule as described above, overtime at one and one-half the base hourly rate (including a night differential where applicable) for actual hours worked in excess of 40 in a week;
- 303. c. For employees working alternative schedules as described above, overtime at one and one-half the base hourly rate (including a night differential where applicable) for hours worked in excess of the number of hours in a workday as set forth in an alternative work schedule or for actual hours worked in excess of 40 hours in a week. Overtime for employees working a 9/80 schedule is based on the FLSA workweek designated in such a schedule.
- d. Those employees subject to the provisions of the Fair Labor Standards Act who are required or suffered to work overtime shall be paid in salary unless the employee and the Appointing Officer mutually agree that in lieu of paid overtime, the employee shall be compensated with compensatory time off. Compensatory time shall be earned at the rate of time and one-half.
- 305. e. An employee who is appointed to a position in another department shall have his or her entire compensatory time balances paid out at the rate of the underlying classification prior to appointment.
- f. An employee who is appointed to a position in a higher, Non-Z or L designated classification or who is appointed to a position in a Z- designated classification shall have his or her entire compensatory time balances paid out at the rate of the lower classification prior to promotion.
- 307. g. When overtime is necessary, it shall be distributed fairly, subject to employee qualifications and availability.
 - 2. Z-Designated Classifications

Except as otherwise required by the Fair Labor Standards Act, compensatory time may be accrued as follows:

308. a. An employee shall not maintain a balance of more than one hundred sixty (160) hours of compensatory time;

- b. An employee may carry forward one hundred twenty (120) hours of earned but unused compensatory time into the next fiscal year.
- 310. Compensatory time earned will be reported to each employee.
- 311. In order to allow employees the opportunity to take compensatory time off (CTO), upon receipt of such notice of accrual of one hundred and sixty (160) hours of accrued compensatory time, the employee shall request days off as CTO within the next three (3) to six (6) month period. The department shall not unreasonably deny a CTO request pursuant to this paragraph. CTO will be taken in full workday blocks unless an alternative is mutually agreed upon. Scheduling shall be by mutual agreement.
- 312. Compensatory time cannot be cashed out. Exceptions to normal work schedules for which no extra compensation is authorized may be granted in accordance with section 1.3 of the Annual Salary Ordinance.
 - 3. <u>Part-Time Employees</u>
- 313. Part-time employees shall not be entitled to overtime compensation or time off for work performed in excess of their specified normal hours until they exceed eight (8) hours per day or forty (40) hours per week.

III.H. FAIR LABOR STANDARDS ACT

314. To the extent that the Agreement fails to afford employees the overtime or compensatory time off benefits to which they are entitled under the Fair Labor Standards Act, the Agreement is amended to authorize and direct all City Departments to ensure that their employees receive, at a minimum, such Fair Labor Standards Act Benefits.

III.I. HOLIDAYS

315. Except when normal operations require, or in an emergency, employees shall not be required to work on the following days hereby declared to be holidays for such employees:

January l (New Year's Day) the third Monday in January (Martin Luther King, Jr.'s Birthday) the third Monday in February (President's Day) the last Monday in May (Memorial Day) July 4 (Independence Day) the first Monday in September (Labor Day) the second Monday in October (Columbus Day) November 11 (Veteran's Day) Thanksgiving Day

the day after Thanksgiving December 25 (Christmas Day)

- 316. Provided further, if January I, July 4, November 11 or December 25 falls on a Sunday, the Monday following is a holiday.
- 317. The City shall accommodate religious belief or observance of employees as required by law.
- 318. Employees shall be granted floating holidays as set forth below:
- 319. Four (4) floating days off (thirty-two (32) hours) to be taken on days selected by the employee subject to prior scheduling approval of the appointing officer. Floating Holidays may be taken in hourly increments up to and including the number of hours contained in the employee's regular shift. Employees (both full-time and part-time) must complete six (6) months continuous service to establish initial eligibility for the floating days off. Floating Holidays received in one fiscal year but not used shall be carried forward to the next succeeding fiscal year. The maximum number of floating holidays carried forward to a succeeding fiscal year, and at no time shall employees be able to accumulate more than 64 hours of floating holidays. No compensation of any kind shall be earned or granted for floating days off not taken.
- 320. Notwithstanding the paragraphs above, any unused floating holidays accrued from July 1, 2010 through June 30, 2013, may be carried over to be used in Fiscal Years 2012-13, 2013-14 and 2014-15.
- 321. During Fiscal Years 2012-13, 2013-14 and 2014-15, floating holidays must be used before vacation days or hours are taken; provided however that this limitation (i.e., use of floating holidays before vacation) will not apply in cases in which use of the floating holiday will cause a loss of vacation due to the accrual maximums. Floating holidays are to be scheduled per mutual agreement, based on operational needs of the department.
- 322. In addition, any day declared to be a holiday by proclamation of the Mayor after such day has heretofore been declared a holiday by the Governor of the State of California or the President of the United States.
- 323. For those employees assigned to a work week of Monday through Friday, and in the event a legal holiday falls on Saturday, the preceding Friday shall be observed as a holiday; provided, however, that except where the Governor declares that such preceding Friday shall be a legal holiday, each department head shall make provision for the staffing of public offices under his/her jurisdiction on such preceding Friday so that said public offices may serve the public as provided in Section 7.702 of the Charter. Those employees who work on a Friday which is observed as a holiday in lieu of a

holiday falling on Saturday shall be allowed a day off in lieu thereof as scheduled by the appointing officer in the current fiscal year. The City shall provide one week's advance notice to employees scheduled to work on the observed holiday, except in cases of unforeseen operational needs.

1. Holiday Compensation for Time Worked

- 324. Employees required by their respective City representative to work on any of the abovespecified or to substitute holidays excepting Fridays observed as holidays in lieu of holidays falling on Saturday, shall be paid for the legal holiday plus extra compensation of one (1) additional day's pay at time and one-half (1-1/2) the usual rate in the amount of twelve (12) hours' pay for eight (8) hours worked or a proportionate amount of less than eight (8) hours worked; provided, however, that at an employee's request and with the approval of the appointing officer, an employee may be granted compensatory time off in lieu of paid overtime.
- 325. Executive, administrative and professional employees designated with the "Z" symbol and who the City believes are exempt under the provisions of the Fair Labor Standards Act shall not receive extra compensation for holiday work but may be granted time off equivalent to the time worked at the rate of one and one-half (1¹/₂) times for work on the holiday.
 - 2. Holidays for Employees on Work Schedules Other Than Monday Through Friday
- 326. Employees assigned to seven (7) day-operation departments or employees working a five (5) day work week other than Monday through Friday shall be allowed another day off if a holiday falls on one of their regularly scheduled days off. Employees whose holidays are changed because of shift rotations shall be allowed another day off if a legal holiday falls on one of their days off.
- 327. If the provisions of this section deprive an employee of the same number of holidays that an employee receives who works Monday through Friday, s/he shall be granted additional days off to equal such number of holidays. The designation of such days off shall be by mutual agreement of the employee and the appropriate employer representative. Such days off must be taken within the current or next fiscal year. In no event shall the provisions of this section result in such employee receiving more or less holidays than an employee on a Monday through Friday work schedule.
- 328. Departments will use their best efforts to grant each employee qualifying for paid holidays at least one (1) of the following two (2) holidays off: Christmas Day and the following New Year's Day.
 - 3. Holiday Pay for Employees Laid Off
- 329. An employee who is laid off at the close of business the day before a holiday who has worked not less than five (5) previous consecutive workdays shall be paid for the holiday.

4. Employees Not Eligible for Holiday Compensation

330. Persons employed for holiday work only, or persons employed on a part-time work schedule which is less than twenty (20) hours in a bi-weekly pay period, or persons employed on an intermittent part-time work schedule (not regularly scheduled), or persons employed on as-needed, seasonal or project basis for less than six (6) months continuous service, or persons on leave without pay status both immediately preceding and immediately following the legal holiday shall not receive holiday pay.

5. Part-time Employees Eligible for Holidays

- 331. Part-time employees who regularly work a minimum of twenty (20) hours in a biweekly pay period shall be entitled to holiday pay on a proportionate basis.
- 332. Regular full-time employees are entitled to 8/80 or 1/10 time off when a holiday falls in a bi-weekly pay period, therefore, part-time employees, as defined in the immediately preceding paragraph, shall receive a holiday based upon the ratio of 1/10 of the total hours regularly worked in a bi-weekly pay period. Holiday time off shall be determined by calculating 1/10 of the hours worked by the part-time employee in the bi-weekly pay period immediately preceding the pay period in which the holiday falls. The computation of holiday time off shall be rounded to the nearest hour.
- 333. The proportionate amount of holiday time off shall be taken in the same fiscal year in which the holiday falls. Holiday time off shall be taken at a time mutually agreeable to the employee and the appropriate employer representative.

6. Holiday Compensation for Employees Working Alternative Work Schedules

- 334. Nine (9), ten (10) and twelve (12) hour employees shall receive full holiday compensation for the regularly scheduled shift worked on a holiday.
 - 7. <u>Z Employees</u>
- 335. No designated "Z" employee shall receive overtime pay for working on a holiday. All such overtime shall be compensated in the form of compensatory time accrued.

III. J. VACATION

- 1. Definitions
- 336. "Continuous service" for vacation allowance purposes means paid service pursuant to a regular work schedule which is not interrupted by a breach in paid service.
 - 2. Award and Accrual of Vacation
- 337. Vacation benefits are set pursuant to the Charter as follows:

- 338. An employee does not accrue vacation allowance in the first year of continuous service, however, at the end of one (1) year of continuous service, an employee shall be awarded a vacation allowance computed at the rate of .0385 of an hour for each hour of paid service in the preceding year.
- 339. At the end of five (5) years of continuous service, an employee shall be awarded a onetime vacation allowance computed at the rate of .01924 of an hour for each hour of paid service in the preceding year except that the amount of the vacation allowance shall not exceed forty (40) hours.
- 340. At the end of fifteen (15) years of continuous service, an employee shall be awarded a one-time vacation allowance computed at the rate of .01924 of an hour for each hour of paid service in the preceding year except that the amount of the vacation allowance shall not exceed forty (40) hours.
- 341. The maximum number of vacation hours an employee may accrue consists of two hundred and forty (240) hours carried forward from prior years plus the employee's maximum vacation entitlement which is based on the number of years of service. The maximum number of vacation hours which an employee may accrue is as follows:

Years of Continuous Service	Maximum Accrual
1 through 5 years	320 hours
more than 5 through 15 years	360 hours
more than 15 years	400 hours

III.K. TIME OFF FOR VOTING

342. If an employee does not have sufficient time to vote outside of working hours, the employee may request so much time off as will allow time to vote, in accordance with the State Election Code.

III.L. PROVISIONAL EMPLOYEES

- 343. Non-permanent employees, defined as employees with no permanent classification or employees with a permanent classification serving in another classification, shall be entitled to the following:
- Non-permanent employees shall be treated as permanent employees with respect to health and welfare benefits, compensation and salary steps, seniority, retirement (upon completion of 1040 hours in any twelve month period), and leave benefits, including but not limited to sick leave, vacation and personal leave.
- Upon permanent appointment, time worked as a provisional appointment in the same classification under the same appointing authority shall be treated as time worked and credited to the employee's probationary period as defined and

administered by the Civil Service Commission. Provided however, upon permanent appointment, all employees must serve no less than a thirty-day probationary period as defined and administered by the Civil Service Commission regardless of time worked in the provisional appointment.

III.M. PER-DIEM REHABILITATION PROFESSIONALS

346. In lieu of benefits, Per Diem (as-needed) employees shall be paid at a wage rate no lower than step 5. When an as-needed per-diem accepts a regularly-scheduled position (FT or PT, permanent or provisional civil service status) he/she shall be paid at no lower than a step 3 wage rate, but dependent upon their experience, may be placed at a higher step at the discretion of the Appointing Officer. Per-diems who accept employment to a permanent or provisional civil service position, will receive all the benefits granted to a permanent employee with the exception of health and retirement benefits, which will accrue upon the completion of 1040 hours for employees granted provisional positions, and "just cause," which will be available to the employee upon completion of the equivalent of a probationary period (when appointed provisionally) or the completion of a probationary period (when appointed to a permanent position).

III.N. HEALTH AND WELFARE AND DENTAL INSURANCE

- 1. <u>City Contribution</u>
- 347. The City agrees to maintain health and dental benefits at present levels for the life of the Agreement.
 - a. Health Coverage Effective January 1, 2014 Through December 31, 2014

1) Medically Single (Employee Only)

- 348. Effective January 1, 2014 through December 31, 2014, for "medically single employees" (Employee Only) enrolled in any plan other than the highest cost plan, the City shall contribute ninety percent (90%) of the "medically single employee" (Employee Only) premium for the plan in which the employee is enrolled; provided, however, that the City's premium contribution will not fall below the lesser of: (a) the "average contribution" as determined by the Health Service Board pursuant to Charter Sections A8.423 and A8.428(b)(2); or (b), if the premium is less than the "average contribution," one hundred percent (100%) of the premium.
- 349. For the period January 1, 2014 through December 31, 2014 only, for "medically single employees" (Employee Only) who elect to enroll in the highest cost plan, the City shall contribute ninety percent (90%) of the premium for the second highest cost plan, plus fifty percent (50%) of the difference between: (a) ninety percent (90%) of the premium for the second highest cost plan, and (b) one hundred percent (100%) of the premium for the highest cost plan.

2) Dependent Coverage (Employee Plus One; Employee Plus Two or More)

- 350. Effective January 1, 2014 through December 31, 2014, the City shall contribute up to 75% of the dependent rate charged by the City to employees for Kaiser coverage at the dependent plus two or more level.
 - b. Health Coverage Effective January 1, 2015
- 351. Effective January 1, 2015, the contribution model for employee health insurance premiums will be based on the City's contribution of a percentage of those premiums and the employee's payment of the balance (Percentage-Based Contribution Model), as described below:
 - 1) Employee Only:
- 352. For medically single employees (Employee Only) who enroll in any health plan offered through the Health Services System, the City shall contribute ninety-three percent (93%) of the total health insurance premium, provided however, that the City's contribution shall be capped at ninety-three percent (93%) of the Employee Only premium of the second-highest-cost plan.
 - 2) Employee Plus One:
- 353. For employees with one dependent who elect to enroll in any health plan offered through the Health Services System, the City shall contribute ninety-three percent (93%) of the total health insurance premium, provided however, that the City's contribution shall be capped at ninety-three percent (93%) of the Employee Plus One premium of the second-highest-cost plan.
 - 3) Employee Plus Two or More:
- 354. For employees with two or more dependents who elect to enroll in any health plan offered through the Health Services System, the City shall contribute eighty-three percent (83%) of the total health insurance premium, provided however, that the City's contribution shall be capped at eighty-three percent (83%) of the Employee Plus Two or More premium of the second-highest-cost plan.
 - 4) Contribution Cap
- 355. In the event HSS eliminates access to the current highest cost plan for active employees, the City contribution under this agreement for the remaining two plans shall not be affected.

5) Average Contribution Amount

- 356. For purposes of this agreement, and any resulting agreements under paragraph 358, to ensure that all employees enrolled in health insurance through the City's Health Services System (HSS) are making premium contributions under the Percentage-Based Contribution Model, and therefore have a stake in controlling the long term growth in health insurance costs, it is agreed that, to the extent the City's health insurance premium contribution under the Percentage-Based Contribution Model is less than the "average contribution," as established under Charter section A8.428(b), then, in addition to the City's contribution, payments toward the balance of the health insurance premium under the Percentage-Based Contribution Model shall be deemed to apply to the annual "average contribution." The parties intend that the City's contribution toward employee health insurance premiums will not exceed the amount established under the Percentage-Based Contribution Model.
 - c. Medically Single Employees Outside of Health Coverage Areas
- 357. The provisions in paragraphs 348, 349, and 352 above shall not apply to "medically single employees" (Employee Only) who are permanently assigned by the City to work in areas outside of the health coverage areas of Kaiser and Blue Shield for the term of this Agreement. For such "medically single employees" (Employee Only), the City shall continue to contribute one hundred percent (100%) of the premium for the employees' own health care benefit coverage.
 - d. Agreement Not to Renegotiate Contributions in 2014
- 358. The terms described in paragraphs 351 through 356 above will be effective in calendar year 2015, and the parties agree not to seek to modify this agreement through the term of any MOU entered into prior to, or in the spring of, 2014.
 - e. Other Terms Negotiable
- 359. While the parties have agreed in paragraph 358 not to negotiate any changes to the Percentage-Based Contribution Model, the parties are free to make economic proposals to address any alleged impact of the health contribution levels described above or other health related issues not involving the percentage-based contribution model (e.g. wellness and transparency).
 - f. Other Agreements
- 360. Should the City and any recognized bargaining unit reach a voluntarily bargained agreement that results in City contributions to health insurance premiums exceeding those provided by the Percentage-Based Contribution Model, the City agrees to offer the entire alternate model to the Union as a substitute.

- 2. Dental Benefits
- 361. Employees who enroll in the Delta Dental PPO Plan shall pay the following premiums for the respective coverage levels: \$5/month for employee-only, \$10/month for employee + 1 dependent, or \$15/month for employee + 2 or more dependents.
 - 3. Benefits While on Unpaid Leave
- 362. As set forth in Administrative Code Section 16.701(b), covered employees who are not in active service for more than twelve (12) weeks, shall be required to pay the Health Service System for the full premium cost of membership in the Health Service System, unless the employee shall be on sick leave, workers' compensation, mandatory administrative leave, approved personal leave following family care leave, disciplinary suspensions or on a layoff holdover list where the employee verifies they have no alternative coverage.
 - 4. <u>Hetch Hetchy Stipend</u>
- 363. As provided in the Annual Salary Ordinance, for employees assigned to Hetch Hetchy, the City will pay a stipend to employees residing in designated zip code areas enrolled in the Health Services System with employee plus two or more dependents where HMOs are not available and such employees are limited to enrollment in Plan 1.
 - 5. <u>Life Insurance</u>
- 364. The City will provide \$50,000 in term life insurance to each employee.

III.O. RETIREMENT

- 1. Retirement Payments
- 365. The SFERS shall process and pay retirement claims in the following manner:

<u>BENEFIT</u> Initial monthly retirement allowance	<u>PROCESSING TIME</u> 60 days maximum 90% within 60 days
Withdrawal of contributions	6 weeks maximum 85% paid in 30 days
Death benefit	30 days maximum 90% paid within 30 days of filing appropriate papers

366. Represented employees agree to pay their own employee retirement contribution to SFERS. For employees who became members of SFERS prior to November 2, 1976 (Charter Section A8.509 Miscellaneous Plan), the City shall pick up one-half percent (0.5%) of the total employee retirement contribution.

2. Retirement Restoration Payment

- 367. For employees who retire prior to July 1, 2013 and whose final compensation for retirement purposes was impacted by the wage reduction in Fiscal Years 2010-2011 or 2011-2012 described in Section III.A. of the parties' 2006-2012 Agreement, the City will make available restoration pay in a lump sum equivalent to the pensionable value of the wage reduction described in Section III.A. of that Agreement for the period used by the applicable retirement system to determine the employee's final compensation for retirement purposes (Final Compensation Period).
- 368. Should employees who retire prior to July 1, 2013 wish to receive retirement restoration, they must, at least thirty (30) days prior to the last date of employment, agree to re-designate any floating holidays they have taken during the Final Compensation Period in excess of four (4) floating holidays to vacation days upon retirement. This re-designation shall not apply to floating holidays carried over from a prior fiscal year. Once they have taken four (4) floating holidays during the Final Compensation Period, such employees will not be eligible to take any floating holidays during the last thirty (30) days of their employment except for floating holidays accrued before July 1st of the fiscal year in question.
- 369. The parties acknowledge that any City pick-up of employee retirement contributions, as well as other forms of payments (including without limitation payments for health and welfare insurance premiums) and accrued but unpaid leave accounts, are not considered a part of an employee's salary for the purpose of computing straight time earnings, compensation for overtime worked, premium pay, or retirement benefits; nor shall such contributions be taken into account in determining the level of any other benefit which is a function of or percentage of salary.
- 370. The City will not treat these contributions as compensation subject to income tax withholding unless the Internal Revenue Service or Franchise Tax Board indicates that such contributions are taxable income subject to withholding. Each employee shall be solely and personally responsible for any federal, state or local tax liability of the employee that may arise out of the implementation of this section or any penalty that may be imposed therefor.

3. Quarterly Report and Annual Meeting

371. The San Francisco Employees Retirement System shall provide upon request a quarterly report to the Union detailing its current holdings and its annual return on investments. The Retirement System shall also meet each Fall during the term of this Agreement after their annual audit to review their portfolio with the Union on request. The Union will attempt to provide specific questions and items of interest in advance to SFERS to assist in setting an appropriate agenda.

4. Safety Retirement

- 372. If the voters approve an amendment to Charter Section A8.506-2 to delete the "no net increase in cost" requirement in that section, the City agrees to meet and confer with the Union over a mutually satisfactory contract amendment with PERS to effect safety retirement improvements. As set forth in Charter Section A8.409-5, the parties acknowledge that this paragraph is not subject to Charter Section A8.409's impasse resolution procedures.
- 373. Non-permanent employees who have earned not less than 1,040 hours of compensation during any twelve-month period shall become eligible for membership in the San Francisco Retirement System and shall be required to enroll.

5. <u>Release Time for Pre-Retirement Planning Seminars</u>

- 374. Subject to development, availability and scheduling by SFERS and PERS, employees shall be allowed not more than one (1) day during the life of this MOU to attend a pre-retirement planning seminar sponsored by SFERS or PERS.
- 375. Employees must provide at least two (2) weeks advance notice of their desire to attend a retirement planning seminar to the appropriate supervisor. An employee shall be released from work to attend the seminar unless staffing requirements or other Department exigencies require the employee's attendance at work on the day or days such seminar is scheduled. Release time shall not be unreasonably withheld.
- 376. All such seminars must be located within the Bay Area.
- 377. This section shall not be subject to the grievance procedure.

6. Miscellaneous Retirement Improvement

378. The City agrees to meet and confer with Local 21 over possible Charter amendments, including early retirement incentives, to enhance miscellaneous retirement benefits. As set forth in Charter Section A8.409-5, the parties acknowledge that this paragraph is not subject to Charter Section A8.409's impasse resolution procedures.

III.P. STATE DISABILITY INSURANCE (SDI)

379. For any bargaining unit, covered by this Agreement, that has elected coverage in SDI the payment of sick leave pursuant to Rule 20 of the Civil Service Commission shall not affect and shall be supplementary to payments from SDI. An employee entitled to SDI shall receive in addition thereto such portion of his/her accumulated sick leave with pay as will equal, but not exceed, the regular bi-weekly take-home earnings of the employee, excluding optional deductions. Such supplementary payments shall continue for the duration of the employee's illness or disability or until sick leave with pay credited to the employee is exhausted, whichever occurs first. At the employee's option, his/her

accrued vacation, and compensatory time off (for non-Z employees only) can also be integrated with SDI payments in the same manner as sick leave.

- 380. Any over-payments of SDI coverage will be returned to the employee no later than the second pay period following departmental notification to the Controller's Payroll & Personnel Division.
- 381. During the term of the Agreement, all classifications added to an existing bargaining unit that is covered by State Disability Insurance ("SDI") shall automatically be enrolled in SDI. If a new bargaining unit is created or if the Union gains recognition for additional bargaining units, the Union shall certify in writing to the Employee Relations Director whether such units shall be enrolled in SDI.

III.Q. WORKERS' COMPENSATION LEAVE

Workers' Compensation Supplementation (Shadow Sick Leave Account)

- 382. An employee who is absent because of an occupational or non-occupational disability and who is receiving Temporary Disability, Vocational Rehabilitation Maintenance Allowance, State Disability Insurance, may request that the amount of disability indemnity payment be supplemented with salary to be charged against the employee's accumulated unused sick leave with pay credit balance at the time of disability, compensatory time off, or vacation, so as to equal the normal salary the employee would have earned for the regular work schedule.
- 383. An employee who wishes not to supplement, or who wishes to supplement with compensatory time or vacation, must submit a written request to the appointing officer or designee within seven (7) calendar days following the first date of absence. Disability indemnity payments will be automatically supplemented with sick pay credits (if the employee has sick pay credits and is eligible to use them) to provide up to the employee's normal salary unless the employee makes an alternative election as provided in this section.
- 384. Employee supplementation of workers compensation payment to equal the full salary the employee would have earned for the regular work schedule in effect at the commencement of the workers compensation leave shall be drawn only from an employee's paid leave credits including vacation, sick leave balance, or other paid leave as available.
- 385. Salary may be paid on regular time-rolls and charged against the employee's sick leave with pay, vacation, or compensatory time credit balance during any period prior to the determination of eligibility for disability indemnity payment without requiring a signed option by the employee.

386. Sick leave with pay, vacation, or compensatory time credits shall be used to supplement disability indemnity pay at the minimum rate of one (1) hour units.

III.R. LONG TERM DISABILITY

387. The City shall provide to employees with six (6) months continuous service a Long-Term Disability (LTD) plan that provides, after a ninety (90) day elimination period, sixty-six percent (66%) salary (subject to integration) up to age sixty-five (65). Employees who receive payment under the LTD plan shall not be eligible to continue receiving payments under the City's Catastrophic Illness Program.

III.S. RETURN TO WORK

- 388. The City will make a good faith effort to return and reassign employees who have sustained an occupational injury or illness where the employee's doctor certifies that the employee is temporarily unable to perform specified aspects of his or her regular job duties. Duties of this modified assignment may differ from the employee's regular job duties and/or from job duties regularly assigned to employees in the injured employee's class.
- 389. Where appropriate temporary modified duty is not available within the employee's classification, on the employee's regular shift, and in the employee's department, the employee may be temporarily assigned to work in another classification, on a different shift, and/or in another department, subject to the approval of the Appointing Officer or designee.
- 390. Neither the decision to provide or deny modified duty, nor the impact of such a decision shall be subject to grievance or arbitration.
- 391. It is also understood that modified duty assignments are temporary only; modified duty assignments for employees temporarily unable to perform regular job duties may not exceed three (3) months. An employee assigned to temporarily modified duty assignment shall receive his/her regular base rate of pay and shall not be eligible for any other additional compensation (premiums) and/or out of class assignment pay as may be provided under this Agreement.
- 392. The City reserves the right to take any action necessary to comply with its obligations under the Americans with Disabilities Act, the Fair Employment and Housing Act and all other applicable federal, state and local disability anti-discrimination statutes. Requests for accommodation under the ADA or FEHA shall be governed under separate City procedures under those laws.

III.T. SICK LEAVE

393. Employees shall be entitled to accumulate up to 1040 hours of sick leave. For employees who have a balance above the 1040 hour cap as of July 1, 2012, the remaining balance will continue without further accumulation until the employee's sick leave usage brings the total below the 1040 hour cap.

III.U. PARENTAL RELEASE TIME

- 394. Upon proper advance notification, employees may be granted up to 40 hours Parental Leave two hours of which will be paid leave each semester each year to participate in the activities of a school or licensed child day care facility of the employee's biological, adopted or foster child or a child for whom the employee has parental or child rearing responsibilities (including a grandchild or child of a domestic partner) and who is residing in the employee's household. Parental Leave shall not exceed eight hours in any calendar month of the year.
- 395. In order to qualify for Parental Leave, the employee must give reasonable notice to his/her immediate supervisor prior to taking the time off. The employee must provide written verification from the school or licensed child day care facility that he/she participated in school/child care related activities on a specific date and at a particular time, if requested by management.
- 396. The employee may utilize either existing vacation, compensatory time off, or personal (unpaid) leave to account for absences after the two paid hours per semester have been used.
- 397. Denial of Parental Leave under this section is not subject to the grievance process.

III.V. LIABILITY

398. The City shall defend and indemnify an employee against any claim or action against the employee or account of any act or omission in the scope of the employee's employment with the City, in accord with, and subject to, the provisions of California Government Code Sections 825 et seq. and 995 et seq. Nothing herein is deemed to supersede referenced State law.

II.W. AIRPORT EMPLOYEE TRANSIT PILOT PROGRAM

399. The San Francisco International Airport will implement a pilot program to encourage employees to use mass transportation to commute to and from SFIA work locations. Under the Airport Employee Transit Pilot Program, the SFIA is authorized to provide incentives consistent with Internal Revenue Code 132(a)(5) for the purpose stated above. This pilot program will be evaluated 12 months after implementation to

determine whether it shall be continued. The Union waives all meet-and-confer on this pilot program. This program is not subject to the grievance procedure.

ARTICLE IV: TRAINING, CAREER DEVELOPMENT AND INCENTIVES

IV.A. EMPLOYEE DEVELOPMENT FUND

- 400. The City shall budget \$750,000 during each year of this agreement for the Employee Development Fund for employee training, education and development.
- 401. Until such funds are exhausted, and subject to approval by the appointing officer or appropriate designee, an employee may utilize up to a maximum of \$2,000 per fiscal year for tuition, registration fees, books, and other materials for internal or external training programs, professional conferences, professional association memberships and desired licenses relevant to the employee's current classification. Solely at the discretion of the appointing officer or designee, such funds may be supplemented with department funds budgeted for training.
- 402. Any employee who is entitled to reimbursement under the Employee Development Fund during the term of the MOU may apply for such reimbursement at any time during the same fiscal year and will be reimbursed at that time, provided that the funds for that fiscal year have not been exhausted. However, in the event that payment is required for training, professional conference or coursework in the previous fiscal year, but proof of completion is not available until the following fiscal year, if receipts are submitted sufficiently in advance of the Controller's year-end closing date, then expenses may be paid out of that prior year's funds. In any event, if not reimbursed out of the prior year's funds, the employee shall be eligible for reimbursement for such training or coursework in the next fiscal year out of the next fiscal year's available funds.
- 403. Employee Development Funds will be encumbered at the time that the employee submits his or her Departmentally-approved request to DHR, provided that the employee includes certificate of registration and proof of payment with his or her request to DHR. In the event that it is not possible to provide certification of registration and/or proof of payment, the employee must provide sufficient documentation regarding the course, training program, professional conference, professional association membership or desired license and the anticipated cost of such training program, professional conference, professional association membership or desired license. In the event that DHR rejects the employee's request, such encumbered funds shall be returned to the Employee Development Fund balance. Encumbered funds will not be paid out until the employee provides proof of satisfactory completion and proof of payment. Encumbered funds not used by June 30th of each fiscal year shall be released back into the Employee Development Fund to reimburse employees who submitted a Departmentally-approved request for reimbursement during that same fiscal year but who did not receive reimbursement due to the unavailability of funds at the time.
- 404. In addition, subject to approval by the appointing officer or designee, employees may utilize up to \$500 of the funds available to them for that fiscal year under this article to

ARTICLE IV - TRAINING, CAREER DEVELOPMENT AND INCENTIVES

pay for up to one-half of the cost of necessary travel outside of the nine Bay Area Counties for approved training. Travel reimbursement rates shall be as specified in the Controller's travel policy memo. However, Employee Development Funds may not be used for food.

- 405. Unused funds shall not be carried over from year to year and shall not carryover beyond the expiration of this MOU.
- 406. Employees shall not be required to utilize these funds for Department-mandated training or for certificates, licenses or registrations required by the City or the State as a condition of employment (however, the costs of continuing education for these certificates, licenses or registrations may be reimbursed through the Employee Development Fund).
- 407. The Union agrees to work cooperatively with the City to help build City University a program intended to ensure San Francisco has the most educated and highly trained workforce possible. City University is a partnership between the City, learning institutions, the business community and labor organizations which shall create new sources of funding and new opportunities to professionally develop City employees.
- 408. Administrative issues concerning the use of the Employee Development Fund shall be addressed through the UCRC.

IV.B. RENEWAL FEES FOR CERTIFICATIONS, LICENSES, OR REGISTRATIONS

409. When a certificate, license or registration is required by the City or the State as a condition of employment, the City shall reimburse the employee for the amount of the fee for the renewal of such certificate, registration or license.

IV.C. PROFESSIONAL ASSOCIATION MEETINGS

410. Departments shall continue their present practice with respect to the attendance by employees at professional association meetings, conferences, classes, courses, seminars and other programs, including the reimbursement of related expenses. Opportunities shall be provided in a consistent and uniform manner. Department practices shall be extended to the 2846 Nutritionist class.

IV.D. PROFESSIONAL ORGANIZATIONS – DEPARTMENTAL MEMBERSHIPS

411. Subject to the budgetary and fiscal limitations, departments are encouraged to budget for departmental membership in organizations serving the professional employees of said department.

IV.E. EDUCATIONAL PROGRAMS

412. Subject to the approval of the appointing officer, Personal Property Auditors and other represented employees shall be on paid status when attending educational programs required to maintain a job-related state license.

IV.F. EMPLOYEE SUGGESTION PROGRAM

413. City and Union agree to publicize the Employee Suggestion Program and to encourage represented workers to submit cost saving suggestions for considerations and possible awards.

IV.G. EDUCATIONAL LEAVE FOR REHABILITATION PROFESSIONALS

414. Employees in the following classes shall be granted five days of educational leave with pay per year to attend Department approved training courses, workshops and seminars. Full-time employees will become eligible for the educational leave after completion of six months of permanent employment. Part-time employees who work less than forty hours per week but more than twenty hours per week will become eligible for the educational leave after completion of one year of permanent employment. Scheduling of educational leave shall be by mutual agreement, subject to the staffing requirements of the Department.

2538	2548	2555	2566
2540	2550	2556	
2542	2551	2558	

- 415. Employees in the above listed classifications shall be entitled to sufficient educational leave with pay to attend Department approved training courses, workshops and seminars necessary to fulfill mandatory re-licensure requirements for licenses required as a condition of employment. If the leave provided in the preceding paragraph is not sufficient to meet this need over the re-licensure cycle, an employee in the listed classifications shall receive additional leave. In the event that an employee receives additional leave under this paragraph, the total number of hours of educational leave provided under this section (IV.G), including the days provided in the preceding paragraph, shall not exceed the number of hours necessary to fulfill the mandatory relicensure requirements during the re-licensure cycle.
- 416. The Department of Public Health, at its sole discretion, may assign employees to additional training on paid status.

IV.H. GENERAL TRAINING

417. The City will use its best efforts to provide Local 21 represented employees with up to forty (40) hours of paid time off for job-related training and/or professional

ARTICLE IV – TRAINING, CAREER DEVELOPMENT AND INCENTIVES

development, which shall include one day of professional development of an employee's choice, not to be unreasonably denied. Such time may include departmental-sponsored training and/or professional development; DHR sponsored training and/or professional development; and/or outside training and/or professional development approved by appointing officer or designee. The foregoing includes but is not limited to mandatory continuing education and/or training requirements.

ARTICLE V: WORKING CONDITIONS

V.A. HEALTH AND SAFETY

- 418. The City acknowledges its responsibility to provide safe, healthful work environments for City employees.
- 419. When an employee, in good faith, believes that a condition exists which is immediately dangerous to life or health, and that continuing to work under such conditions poses risks beyond those normally associated with the nature of the job, the employee shall so notify the supervisor and explain why he/she believes it is unsafe. If the Department agrees that the assignment is hazardous or unsafe, the employee shall be reassigned, if possible, until the hazard is eliminated or until the employee has been provided with the necessary safeguards.
- 420. If the Department and the employee, or his/her designated representative, do not concur, the potentially hazardous condition shall be evaluated by the departmental Occupational Safety and Health (OSH) staff, or a member of the DPH OSH Program staff, if the Department does not have professional OSH staff.
- 421. If the Departmental or DPH OSH staff, and the employee and his/her representative do not agree the potentially hazardous condition will be evaluated by a panel of three (3) City OSH professionals who have not been involved in either of the previous evaluations.
- 422. Such evaluations shall be performed by appropriate health and/or safety staff (6141 OSH Manager; 6139 Senior Industrial Hygienist; 6138 Industrial Hygienist; 5177 Safety Officer; 6130 Safety Analyst) by close of business the next business day.
- 423. In the event that either the employee or the Union disagrees with the evaluation of the three person panel, they may appeal to a neutral arbitrator for an expedited hearing; the arbitrator shall be selected in advance and may be an outside (non-City) health and safety expert.
- 424. Upon request, the City shall provide the union departmental lists on a quarterly basis containing the vital information on all work-related injuries and illnesses. Vital information shall include the nature of the illness or injury, dates, time lost, corrective action, current status of employee and work location.

V.B. ASSAULT DATA

425. Upon request of the Union, a department shall retain and provide the Union with a copy of statistical information on assaults on employees who serve in particular classifications or at particular work sites.

V.C. VIDEO DISPLAY EQUIPMENT WORKING CONDITIONS

- 426. The City and the Union agree that employees working on video display equipment shall have safe and healthy work environments.
- 427. This environment shall avoid excessive noise, crowding, contact with fumes and other unhealthy conditions. The City agrees upon request of the Union to meet and confer on ways to design the flow of work to avoid long, uninterrupted use of video display equipment by employees.
 - 1. Eye Examinations
- 428. All represented employees, who are health service system members, shall be eligible for one (1) annual VDT examination and prescribed eyewear.
 - 2. Breaks
- 429. Every employee working on video display equipment shall be required to take a break away from his/her screen of at least fifteen (15) minutes after two (2) hours' work. In the event that normal work schedule does not provide a lunch or rest break every two (2) hours, the employee shall be assigned duties away from the video display screen for fifteen (15) minutes after two (2) hours of work.
 - 3. Physical Plant
- 430. The Board of Supervisors agrees to provide, subject to the budgetary and fiscal provisions of the Charter, the following physical equipment and work environment for users of video display equipment:
- 431. a. Where necessary, effective glare screens shall be affixed to the front of such machines;
- b. Adjustable chairs, footrests and tables to allow for adjustment of individual machines to provide each operator with optimum comfort and the minimum amount of physical stress;
- 433. c. Optimal lighting conditions adapted to accommodate the types of equipment in use at each work site shall be provided;
- d. Prior to the acquisition of additional or replacement machines, the City agrees to meet and consult with the Union on the design of the machines, including such features as separate keyboards, tiltable screens, phosphor colors, brightness controls and any other features relating to operator health and well being. The City will give the Union as much advance notice as possible of such changes.

ARTICLE V – WORKING CONDITIONS

- 4. Inspection of Machines
- 435. The City agrees to inspect each machine in use on a regular basis and to maintain all equipment in proper repair, state of cleanliness and working order.
 - 5. Pregnancy
- 436. Upon request, the City shall attempt to temporarily reassign a pregnant employee to another position away from video display equipment for the duration of the pregnancy.

V.D. ALTERNATIVE, LIGHT AND/OR MODIFIED DUTY ASSIGNMENTS

- 437. The City Departments shall make good faith efforts to develop alternative assignments for disabled or pregnant employees whose doctors certify that they are temporarily unable to perform specified aspects of their regular job duties if, in the particular situation,
- 438. 1. There is sufficient work which the employee can perform available within the employee's job classification in the department, and
- In the opinion of the department head, assigning the work to the disabled employee or pregnant employee can be done without adversely affecting the operation of the department.
- 440. In the event a City-wide policy on alternative, light and/or modified duty assignments is proposed during the life of the Agreement, the parties agree to reopen this Section (V.D.) to meet and confer regarding such policy.
- 441. The City shall provide annual audiometric examinations in accordance with the City's Hearing Conservation Program.

V.E. PROTECTIVE CLOTHING

- 442. No employee in a classification covered by this Agreement shall be required to work in a location where he/she comes in contact with raw sewage or toxic or hazardous chemicals or substances if not provided with protective clothing as deemed appropriate for the purpose by the employee and his/her Appointing Officer.
- 443. The City agrees to provide all required safety equipment (i.e., protective eyewear, protective footwear) in compliance with Cal-OSHA regulations. Individual requests for additional equipment may be forwarded to the UCRC for further attention.

V.F. COMFORT STANDARDS

444. The City shall make good faith efforts to provide adequate lounge, locker and comfort facilities.

ARTICLE V – WORKING CONDITIONS

V.G. UNIFORM ALLOWANCE

- Employees, excluding as-needed employees, who are required to wear and supply their own uniform or lab coat or smock in the course of their duties and who are employed on September 1 of any year covered by the Agreement, shall be paid an annual uniform allowance of \$175.00, or, in the case of lab coats or smocks, \$100.00 no later than the first pay period in December of each year. The Department shall fix the appropriate amount for the allowance after meeting and conferring with the Union prior to September 1 of each year.
- 446. New employees (excluding as-needed employees) who are required by the Department of Public Health to wear scrubs in the course and scope of their employment will be provided with five (5) scrubs within two weeks of appointment.
- 447. The Department of Public Health shall furnish employees (excluding as-needed employees) who are required by the Department of Public Health to wear scrubs in the course and scope of their employment with up to two (2) replacement scrubs in any twelve-month period. Scrubs shall also be replaced by the Department of Public Health if they are damaged in the course of the employee's performance of his or her duties.

V.H. UNIFORM ALLOWANCE (COMPUTER OPERATORS)

448. For employees in the Units 8Z and 11O, when properly working on machines, the City will provide smocks for the individuals occupying positions in Units 8Z and 11O, provided, however, that only those employees presently receiving said smocks shall continue to receive them. Smocks will be replaced at the City's expense when they are unserviceable, but in any event, not more than one smock per employee per year shall be issued. Total cost to the City of this provision shall not exceed one thousand dollars (\$1,000) per fiscal year in each year of this agreement.

V.I. REIMBURSEMENT OF PERSONAL EXPENSES

449. An employee who qualifies for reimbursement of damaged, destroyed or stolen property shall submit a claim to his/her department head with all available documentation not later than thirty (30) calendar days after the date of such alleged occurrence. An employee shall be entitled to an appropriate reimbursement no later than 120 days following the submission of such claim. Reimbursement may be delayed if the employee does not submit the appropriate documentation.

V.J. FINGERPRINTING

450. The City shall bear the full cost of fingerprinting whenever such is required of the employee.

V.K. TELECOMMUTING

- 451. The City and the Union recognize that telecommuting programs represent good public policy. Pursuant to the 2003-2006 Agreement, the Government Efficiency Committee reviewed the feasibility of implementing a telecommuting policy for the classifications represented by the Union.
- 452. Thereafter, the City convened a telecommuting committee (including representatives from City departments and the Union) which developed a comprehensive policy and program regarding telecommuting. Based on the recommendations of the committee, the City implemented a Citywide Telecommuting Policy and Program, copies of which are available on the Department of Human Resources Website at www.sfdhr.org and incorporated herein for reference purposes only.
- 453. An employee who meets the eligibility criteria and program guidelines may apply to participate in the Telecommuting Program. As described more fully in the Telecommuting Program materials, telecommuting is a cooperative arrangement subject to the telecommuting appeal process. Either a telecommuting employee or the City may end a telecommuting arrangement at any time. However, telecommuting arrangements will not be denied or ended for an arbitrary or capricious reason. Neither the Telecommuting Program nor this Section V.K. are subject to the grievance and arbitration procedure of this Agreement.

V.L. PAGERS/VOICEMAIL FOR REHABILITATION PROFESSIONALS

454. Upon request the City will provide Rehabilitation Professionals at California Children Services/Medical Treatment Union (CCS/MTU) pagers with voicemail and/or access to voicemail.

V.M. PAPERLESS PAY POLICY

- 455. Effective on a date to be established by the Controller, but not sooner than September 1, 2014, the City shall implement a Citywide Paperless Pay Policy. This policy will apply to all City employees, regardless of start date.
- 456. Under the policy, all employees shall be able to access their pay advices electronically, and print them in a confidential manner. Employees without computer access shall be able to receive hard copies of their pay advices through their payroll offices upon request. Upon implementation of the policy, other than for employees described in the preceding sentence, paper pay advices will no longer be available.
- 457. Under the policy, all employees (regardless of start date) will have two options for receiving pay: direct deposit or bank card. Employees not signing up for either option will be defaulted into bank cards.

ARTICLE V – WORKING CONDITIONS

- 458. Prior to implementing this policy, the City will give all employee organizations a minimum of 30-days' advance notice.
- 459. The union hereby waives any further right to meet and confer over the Citywide Paperless Pay Policy or its implementation, including meet and confer over the effects of the policy.

ARTICLE VI: IMPLEMENTATION AND TERM OF AGREEMENT

VI.A. SCOPE OF AGREEMENT

- 462. Nothing contained in this Agreement shall have application to changes of Civil Service Rules excluded from bargaining pursuant to Charter Section 8.409-3, which reads as follows:
- 463. Notwithstanding any other provisions of this charter, or of the ordinances, rules or regulations of the city and county of San Francisco and its departments, boards and commissions, the city and county of San Francisco, through its duly authorized representatives, and recognized employee organizations representing classifications of employees covered by this part shall have the mutual obligation to bargain in good faith on all matters within the scope of representation as defined by Government Code section 3504, relating to the wages, hours, benefits and other terms and conditions of city and county employment, including the establishment of procedures for the resolution of grievances concerning the interpretation or application of any agreement, and including agreements to provide binding arbitration of discipline and discharge; provided, however that, except insofar as they affect compensation, those matters within the jurisdiction of the civil service commission which establish, implement and regulate the civil service merit system shall not be subject to bargaining under this part: the authority, purpose definitions, administration and organization of the merit system and the civil service commission; policies, procedures and funding of the operations of the civil service commission and its staff; the establishment and maintenance of a classification plan including the classification and reclassification of positions and the allocation and reallocation of positions to the various classifications; status rights; the establishment of standards, procedures and qualifications for employment, recruitment, application, examination, selection, certification and appointment; the establishment, administration and duration of eligible lists; probationary status and the administration of probationary periods, except duration; pre-employment and fitness for duty medical examinations except for the conditions under which referrals for fitness for duty examinations will be made, and the imposition of new requirements; the designation of positions as exempt, temporary, limited tenure, part-time, seasonal or permanent; resignation with satisfactory service and reappointment; exempt entry level appointment of the handicapped; approval of payrolls; and conflict of interest. Nothing in this paragraph shall limit the obligation of the civil service commission to meet and confer as appropriate under state law.

VI.B. SAVINGS CLAUSE

464. Should any part of this Memorandum be determined to be contrary to law, such invalidation of that part or portion of this Agreement shall not invalidate the remaining portions hereof. In the event of such determination the parties agree to immediately meet and confer in an attempt to agree upon a provision for the invalidated portion which meets with the precepts of the law.

ARTICLE VI – IMPLEMENTATION AND TERM OF AGREEMENT

465. Any term of condition of this Agreement which conflicts with the Fair Labor Standards Act, Title U.C.C. Sections 201 et seq. and/or the rules and regulations thereof, shall be null and void so long as said Act and/or the rules and regulations thereto continue to be applicable to the City and County of San Francisco. Should any dispute over the application of the Act occur, the parties agree to meet and confer to resolve the dispute before taking other action.

VI.C. AMENDMENT OR MODIFICATION

466. This Agreement sets forth the full and entire understanding of the parties regarding the matters herein. This Agreement may be modified by mutual consent of the parties. Such amendments(s) shall be reduced to writing.

VI.D. DURATION OF AGREEMENT AND INITIATION OF MEET AND CONFER PROCESS

- 467. This Memorandum of Understanding shall be in effect from July 1, 2014 through and inclusive of June 30, 2017.
- 468. Upon mutual agreement, the parties may reopen this agreement for the sole purpose of addressing recruitment or retention difficulties with the City's engineers.

IN WITNESS HEREOF, the parties hereto have executed this Agreement this _____ day of

_____ 2014.

FOR THE CITY	
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FOR THE UNION

Micki CallahanDateHuman Resources DirectorCity and County of San Francisco

Bob Muscat Executive Director IFPTE, Local 21 Date

Emily PrescottDateChief NegotiatorCity and County of San Francisco

Bob Britton Chief Negotiator IFPTE, Local 21

Date

Approved As To Form: DENNIS J. HERRERA City Attorney

By: Elizabeth Salveson Date Chief Labor Attorney City and County of San Francisco

APPENDIX A: LOCAL 21 REPRESENTED CLASSIFICATIONS

The following list of classes is subject to change. Please refer to Administrative Code Section 16.200 through Section 16.222 of the San Francisco Administrative Code (Employee Relations Ordinance) for the most current list of represented classifications.

ID	Job Code	Description	Union Code	Barg Unit
COMMN	1002	IS Operator-Journey	021	7
SFMTA	1002	IS Operator-Journey	021	7
COMMN	1003	IS Operator-Senior	021	7
SFMTA	1003	IS Operator-Senior	021	7
COMMN	1004	IS Operator-Analyst	021	7
SFMTA	1004	IS Operator-Analyst	021	7
COMMN	1005	IS Operator-Supervisor	021	7
SFMTA	1005	IS Operator-Supervisor	021	7
COMMN	1011	IS Technician Assistant	021	7
SFMTA	1011	IS Technician Assistant	021	7
COMMN	1012	IS Technical-Journey	021	7
SFMTA	1012	IS Technical-Journey	021	7
COMMN	1013	IS Technician-Senior	021	7
SFMTA	1013	IS Technician-Senior	021	7
COMMN	1014	IS Technician-Supervisor	021	7
SFMTA	1014	IS Technician-Supervisor	021	7
COMMN	1021	IS Administrator 1	021	7
SFMTA	1021	IS Administrator 1	021	7
COMMN	1022	IS Administrator 2	021	7
SFMTA	1022	IS Administrator 2	021	7
COMMN	1023	IS Administrator 3	021	7
SFMTA	1023	IS Administrator 3	021	7
COMMN	1024	IS Administrator-Supervisor	021	7
SFMTA	1024	IS Administrator-Supervisor	021	7
COMMN	1031	IS Trainer-Assistant	021	7
SFMTA	1031	IS Trainer-Assistant	021	7
COMMN	1032	IS Trainer-Journey	021	7
SFMTA	1032	IS Trainer-Journey	021	7
COMMN	1033	IS Trainer-Senior	021	7
SFMTA	1033	IS Trainer-Senior	021	7
COMMN	1041	IS Engineer-Assistant	021	7
SFMTA	1041	IS Engineer-Assistant	021	7
COMMN	1042	IS Engineer-Journey	021	7
SFMTA	1042	IS Engineer-Journey	021	7
COMMN	1043	IS Engineer-Senior	021	7
SFMTA	1043	IS Engineer-Senior	021	7
COMMN	1044	IS Engineer-Principal	021	7

ID	Job Code	Description	Union Code	Barg Unit
SFMTA	1044	IS Engineer-Principal	021	7
COMMN	1051	IS Business Analyst-Assistant	021	7
SFMTA	1051	IS Business Analyst-Assistant	021	7
COMMN	1052	IS Business Analyst	021	7
SFMTA	1052	IS Business Analyst	021	7
COMMN	1053	IS Business Analyst-Senior	021	7
SFMTA	1053	IS Business Analyst-Senior	021	7
COMMN	1054	IS Business Analyst-Principal	021	7
SFMTA	1054	IS Business Analyst-Principal	021	7
COMMN	1061	IS Program Analyst-Assistant	021	7
SFMTA	1061	IS Program Analyst-Assistant	021	7
COMMN	1062	IS Programmer Analyst	021	7
SFMTA	1062	IS Programmer Analyst	021	7
COMMN	1063	IS Programmer Analyst-Senior	021	7
SFMTA	1063	IS Programmer Analyst-Senior	021	7
COMMN	1064	IS Prg Analyst-Principal	021	7
SFMTA	1064	IS Prg Analyst-Principal	021	7
COMMN	1070	IS Project Director	021	7
SFMTA	1070	IS Project Director	021	7
	1094	IT Operations Support Administrator IV	021	7
COMMN	1130	Youth Comm Advisor, Bd of Sprv	022	8
COMMN	1203	Personnel Technician	022	8
SFMTA	1203	Personnel Technician	022	8
COMMN	1231	Assistant Manager, EEO	022	8
SFMTA	1231	Assistant Manager, EEO	022	8
COMMN	1232	Training Officer	021	7
SFMTA	1232	Training Officer	021	7
COMMN	1233	EEO Programs Specialist	022	8
SFMTA	1233	EEO Programs Specialist	022	8
COMMN	1241	Personnel Analyst	022	8
SFMTA	1241	Personnel Analyst	022	8
COMMN	1244	Senior Personnel Analyst	022	8
SFMTA	1244	Senior Personnel Analyst	022	8
COMMN	1246	Principal Personnel Analyst	022	8
SFMTA	1246	Principal Personnel Analyst	022	8
COMMN	1312	Public Information Officer	021	7
SFMTA	1312	Public Information Officer	021	7
COMMN	1314	Public Relations Officer	021	7
SFMTA	1314	Public Relations Officer	021	7
COMMN	1360	Special Assistant 1	021	7
SFMTA	1360	Special Assistant 1	021	7
COMMN	1361	Special Assistant 2	021	7
SFMTA	1361	Special Assistant 2	021	7
COMMN	1362	Special Assistant 3	021	7
SFMTA	1362	Special Assistant 3	021	7
COMMN	1363	Special Assistant 4	021	7

ID	Job Code	Description	Union Code	Barg Unit
SFMTA	1363	Special Assistant 4	021	7
COMMN	1364	Special Assistant 5	021	7
SFMTA	1364	Special Assistant 5	021	7
COMMN	1365	Special Assistant 6	021	7
SFMTA	1365	Special Assistant 6	021	7
COMMN	1366	Special Assistant 7	021	7
SFMTA	1366	Special Assistant 7	021	7
COMMN	1367	Special Assistant 8	021	7
SFMTA	1367	Special Assistant 8	021	7
COMMN	1368	Special Assistant 9	021	7
SFMTA	1368	Special Assistant 9	021	7
COMMN	1369	Special Assistant 10	021	7
SFMTA	1369	Special Assistant 10	021	7
COMMN	1370	Special Assistant 11	021	7
SFMTA	1370	Special Assistant 11	021	7
COMMN	1371	Special Assistant 12	021	7
SFMTA	1371	Special Assistant 12	021	7
COMMN	1452	Executive Secretary 2	022	8
SFMTA	1452	Executive Secretary 2	022	8
COMMN	1454	Executive Secretary 3	022	8
SFMTA	1454	Executive Secretary 3	022	8
COMMN	1492	Asst Clerk, Board of Supervisors	022	8
SFMTA	1492	Asst Clerk, Board of Supervisors	022	8
COMMN	1512	Confidential Sctry & Ex Asst Publ Dfdr	022	8
SFMTA	1512	Confidential Sctry & Ex Asst Publ Dfdr	022	8
COMMN	1520	Confidential Sctry to District Attorney	022	8
SFMTA	1520	Confidential Sctry to District Attorney	022	8
COMMN	1522	Confidential Sctry to City Attorney	022	8
SFMTA	1522	Confidential Sctry to City Attorney	022	8
COMMN	1543	Secretary, Comm on the Environment	022	8
COMMN	1544	Secretary, Library Commission	022	8
SFMTA	1544	Secretary, Library Commission	022	8
COMMN	1548	Sctry, Human Svcs. Commission	022	8
SFMTA	1548	Sctry, Human Svcs. Commission	022	8
COMMN	1549	Sctry, Juvenile Probation Commission	022	8
SFMTA	1549	Sctry, Juvenile Probation Commission	022	8
COMMN	1551	Secretary, Health Commission	022	8
SFMTA	1551	Secretary, Health Commission	022	8
COMMN	1555	Sctry, Bldg Inspection Commission	022	8
COMMN	1574	Ex Asst to the Controller	022	8
COMMN	1649	Accountant Intern	021	7
SFMTA	1649	Accountant Intern	021	7
COMMN	1650	Accountant	021	7
SFMTA	1650	Accountant	021	7
COMMN	1652	Senior Accountant	021	7
SFMTA	1652	Senior Accountant	021	7

ID	Job Code	Description	Union Code	Barg Unit
COMMN	1654	Principal Accountant	021	7
SFMTA	1654	Principal Accountant	021	7
COMMN	1657	Senior Systems Accountant	021	7
SFMTA	1657	Senior Systems Accountant	021	7
COMMN	1670	Financial Systems Supervisor	021	7
SFMTA	1670	Financial Systems Supervisor	021	7
COMMN	1684	Associate Auditor	021	7
SFMTA	1684	Associate Auditor	021	7
COMMN	1686	Supervising Auditor	021	7
SFMTA	1686	Supervising Auditor	021	7
COMMN	1803	Performance Analyst I	021	7
COMMN	1804	Statistician	021	7
SFMTA	1804	Statistician	021	7
COMMN	1805	Performance Analyst II	021	7
SFMTA	1805	Performance Analyst II	021	7
COMMN	1806	Senior Statistician	021	7
SFMTA	1806	Senior Statistician	021	7
	1807	Performance Man III, Project Man	022	8
COMMN	1823	Senior Administrative Analyst	021	7
SFMTA	1823	Senior Administrative Analyst	021	7
COMMN	1824	Pr Administrative Analyst	021	7
SFMTA	1824	Pr Administrative Analyst	021	7
COMMN	1825	Pr Administrative Analyst II	021	7
SFMTA	1825	Pr Administrative Analyst II	021	7
COMMN	1827	Administrative Services Mgr	021	7
SFMTA	1827	Administrative Services Mgr	021	7
	1830	Performance Analyst III - Project Manager	021	7
COMMN	1835	Legislative Assistant	022	8
SFMTA	1835	Legislative Assistant	022	8
COMMN	1944	Materials Coordinator	021	7
SFMTA	1944	Materials Coordinator	021	7
COMMN	1950	Assistant Purchaser	021	7
SFMTA	1950	Assistant Purchaser	021	7
COMMN	1952	Purchaser	021	7
SFMTA	1952	Purchaser	021	7
COMMN	1956	Senior Purchaser	021	7
SFMTA	1956	Senior Purchaser	021	7
COMMN	1958	Supervising Purchaser	021	7
SFMTA	1958	Supervising Purchaser	021	7
COMMN	2107	Med Staff Svcs Dept Anl	021	7
COMMN	2119	Health Care Analyst	021	7
COMMN	2218	Physician Assistant	021	7
COMMN	2403	Forensic Laboratory Technician	021	7
COMMN	2456	Asst Forensic Toxicologist 1	021	7
COMMN	2457	Asst Forensic Toxicologist 2	021	7
COMMN	2458	Forensic Toxicologist	021	7

ID	Job Code	Union Code	Barg Unit	
COMMN	2481	Water Quality Tech I/II	021	7
COMMN	2482	Water Quality Tech III	021	7
COMMN	2483	Biologist I/II	021	7
COMMN	2484	Biologist III	021	7
COMMN	2485	Supv Biologist	021	7
COMMN	2486	Chemist I/II	021	7
COMMN	2487	Chemist III	021	7
COMMN	2488	Supv Chemist	021	7
COMMN	2489	Lab Svcs Mgr	021	7
COMMN	2538	Audiometrist	021	7
SFMTA	2538	Audiometrist	021	7
COMMN	2540	Audiologist	021	7
SFMTA	2540	Audiologist	021	7
COMMN	2542	Speech Pathologist	021	7
SFMTA	2542	Speech Pathologist	021	7
COMMN	2548	Occupational Therapist	021	7
SFMTA	2548	Occupational Therapist	021	7
COMMN	2550	Senior Occupational Therapist	021	7
SFMTA	2550	Senior Occupational Therapist	021	7
COMMN	2551	Mental Health Treatment Spec	021	7
SFMTA	2551	Mental Health Treatment Spec	021	7
COMMN	2555	Physical Therapist Assistant	021	7
SFMTA	2555	Physical Therapist Assistant	021	7
COMMN	2556	Physical Therapist	021	7
SFMTA	2556	Physical Therapist	021	7
COMMN	2558	Senior Physical Therapist	021	7
SFMTA	2558	Senior Physical Therapist	021	7
COMMN	2566	Rehabilitation Counselor	021	7
SFMTA	2566	Rehabilitation Counselor	021	7
COMMN	2589	Health Program Coordinator 1	021	7
SFMTA	2589	Health Program Coordinator 1	021	7
COMMN	2591	Health Program Coordinator 2	021	7
SFMTA	2591	Health Program Coordinator 2	021	7
COMMN	2593	Health Program Coordinator 3	021	7
SFMTA	2593	Health Program Coordinator 3	021	7
COMMN	2594	Employee Assistance Counselor	021	7
SFMTA	2594	Employee Assistance Counselor	021	7
COMMN	2595	Sr. Employee Asst Counselor	021	7
SFMTA	2595	Sr. Employee Asst Counselor	021	7
COMMN	2802	Epidemiologist 1	021	7
SFMTA	2802	Epidemiologist 1	021	7
COMMN	2803	Epidemiologist 2	021	7
SFMTA	2803	Epidemiologist 2	021	7
COMMN	2819	Assistant Health Educator	021	7
SFMTA	2819	Assistant Health Educator	021	7
COMMN	2822	Health Educator	021	7

ID	Job Code	Description	Union Code	Barg Unit
SFMTA	2822	Health Educator	021	7
COMMN	2825	Senior Health Educator	021	7
SFMTA	2825	Senior Health Educator	021	7
COMMN	2846	Nutritionist	021	7
SFMTA	2846	Nutritionist	021	7
COMMN	2924	Medical Social Work Supervisor	021	7
SFMTA	2924	Medical Social Work Supervisor	021	7
COMMN	2978	Contract Compliance Officer 2	021	7
SFMTA	2978	Contract Compliance Officer 2	021	7
COMMN	2982	Rent Board Supervisor	021	7
SFMTA	2982	Rent Board Supervisor	021	7
COMMN	2992	Contract Compliance Officer 1	021	7
SFMTA	2992	Contract Compliance Officer 1	021	7
COMMN	3374	Volunteer/Outreach Coordinator	021	7
COMMN	4140	Real Property Manager	021	7
COMMN	4142	Senior Real Property Officer	021	7
COMMN	4143	Principal Real Property Ofc	021	7
COMMN	4220	Personal Property Auditor	021	7
COMMN	4222	Sr Personal Property Auditor	021	7
COMMN	4224	Pr Personal Property Auditor	021	7
COMMN	4230	Estate Investigator	021	7
COMMN	4231	Senior Estate Investigator	021	7
COMMN	4260	Real Prop Appraiser Trainee	021	7
COMMN	4261	Real Property Appraiser	021	7
COMMN	4265	Senior Real Property Appraiser	021	7
COMMN	4267	Pr Real Property Appraiser	021	7
COMMN	5120	Architectural Administrator	021	7
SFMTA	5120	Architectural Administrator	021	7
COMMN	5130	Sewage Treatment Plant Supt	021	7
SFMTA	5130	Sewage Treatment Plant Supt	021	7
COMMN	5174	Administrative Engineer	021	7
SFMTA	5174	Administrative Engineer	021	7
COMMN	5177	Safety Officer	021	7
SFMTA	5177	Safety Officer	021	7
COMMN	5201	Junior Engineer	021	7
SFMTA	5201	Junior Engineer	021	7
COMMN	5203	Asst Engineer	021	7
SFMTA	5203	Asst Engineer	021	7
COMMN	5207	Assoc Engineer	021	7
SFMTA	5207	Assoc Engineer	021	7
COMMN	5209	Industrial Engineer	021	7
SFMTA	5209	Industrial Engineer	021	7
COMMN	5211	Sr Engineer	021	7
SFMTA	5211	Sr Engineer	021	7
COMMN	5212	Principal Engineer	021	7
SFMTA	5212	Principal Engineer	021	7

ID	Job Code	Description	Union Code	Barg Unit
COMMN	5214	Building Plans Engineer	021	7
SFMTA	5214	Building Plans Engineer	021	7
COMMN	5215	Fire Protection Engineer	021	7
SFMTA	5215	Fire Protection Engineer	021	7
COMMN	5216	Chief Surveyor	021	7
SFMTA	5216	Chief Surveyor	021	7
COMMN	5218	Structural Engineer	021	7
SFMTA	5218	Structural Engineer	021	7
COMMN	5219	Senior Structural Engineer	021	7
SFMTA	5219	Senior Structural Engineer	021	7
COMMN	5241	Engineer	021	7
SFMTA	5241	Engineer	021	7
COMMN	5260	Architectural Assistant 1	021	7
SFMTA	5260	Architectural Assistant 1	021	7
COMMN	5261	Architectural Assistant 2	021	7
SFMTA	5261	Architectural Assistant 2	021	7
COMMN	5262	Landscape Architect Assoc 1	021	7
SFMTA	5262	Landscape Architect Assoc 1	021	7
COMMN	5265	Architectural Associate 1	021	7
SFMTA	5265	Architectural Associate 1	021	7
COMMN	5266	Architectural Associate 2	021	7
SFMTA	5266	Architectural Associate 2	021	7
COMMN	5268	Architect	021	7
SFMTA	5268	Architect	021	7
COMMN	5272	Landscape Architect Assoc 2	021	7
SFMTA	5272	Landscape Architect Assoc 2	021	7
COMMN	5273	Principal Architect	021	7
SFMTA	5273	Principal Architect	021	7
COMMN	5274	Landscape Architect	021	7
SFMTA	5274	Landscape Architect	021	7
COMMN	5275	Planner Technician	021	7
SFMTA	5275	Planner Technician	021	7
COMMN	5276	City Planning Intern	021	7
SFMTA	5276	City Planning Intern	021	7
COMMN	5277	Planner 1	021	7
SFMTA	5277	Planner 1	021	7
COMMN	5278	Planner 2	021	7
SFMTA	5278	Planner 2	021	7
COMMN	5283	Planner 5	021	7
SFMTA	5283	Planner 5	021	7
COMMN	5288	Transit Planner 2	021	7
SFMTA	5288	Transit Planner 2	021	7
COMMN	5289	Transit Planner III	021	7
SFMTA	5289	Transit Planner III	021	7
COMMN	5290	Transit Planner 4	021	7
SFMTA	5290	Transit Planner 4	021	7

ID	Job Code	Description	Union Code	Barg Unit
COMMN	5291	Planner 3	021	7
SFMTA	5291	Planner 3	021	7
COMMN	5293	Planner 4	021	7
SFMTA	5293	Planner 4	021	7
COMMN	5298	Planner 3-Environmental Review	021	7
SFMTA	5298	Planner 3-Environmental Review	021	7
COMMN	5299	Planner 4-Environmental Review	021	7
SFMTA	5299	Planner 4-Environmental Review	021	7
COMMN	5301	Sprv, Traffic Painting Program	021	7
SFMTA	5301	Sprv, Traffic Painting Program	021	7
COMMN	5302	Traffic Survey Technician	021	7
SFMTA	5302	Traffic Survey Technician	021	7
COMMN	5303	Sprv, Traffic & Street Signs	021	7
SFMTA	5303	Sprv, Traffic & Street Signs	021	7
COMMN	5304	Materials Testing Aide	021	7
SFMTA	5304	Materials Testing Aide	021	7
COMMN	5305	Materials Testing Technician	021	7
SFMTA	5305	Materials Testing Technician	021	7
COMMN	5306	Traffic Sign Manager	021	7
SFMTA	5306	Traffic Sign Manager	021	7
COMMN	5310	Survey Assistant I	021	7
SFMTA	5310	Survey Assistant I	021	7
COMMN	5312	Survey Assistant II	021	7
SFMTA	5312	Survey Assistant II	021	7
COMMN	5314	Survey Associate	021	7
SFMTA	5314	Survey Associate	021	7
COMMN	5320	Illustrator and Art Designer	021	7
SFMTA	5320	Illustrator and Art Designer	021	7
COMMN	5330	Graphics Supervisor	021	7
SFMTA	5330	Graphics Supervisor	021	7
COMMN	5362	Civil Engineering Assistant	021	7
SFMTA	5362	Civil Engineering Assistant	021	7
COMMN	5364	Civil Engineering Associate 1	021	7
SFMTA	5364	Civil Engineering Associate 1	021	7
COMMN	5366	Engineering Associate 2	021	7
SFMTA	5366	Engineering Associate 2	021	7
COMMN	5380	StdntDsgnTrain1, Arch/Eng/Plng	021	7
SFMTA	5380	StdntDsgnTrain1, Arch/Eng/Plng	021	7
COMMN	5381	StdntDsgnTrain2/Arch/Eng/Plng	021	7
SFMTA	5381	StdntDsgn Train2/Arch/Eng/Plng	021	7
COMMN	5382	StdntDsgnTrain3, Arch/Eng/Plng	021	7
SFMTA	5382	StdntDsgnTrain3, Arch/Eng/Ping	021	7
	5408	Coord of Citizen Involvement	021	7
COMMN SFMTA	5408	Coord of Citizen Involvement	021	7
				7
COMMN	5502	Project Manager 1	021	7
SFMTA	5502	Project Manager 1	021	/

ID	Job Code	Description	Union Code	Barg Unit
COMMN	5504	Project Manager 2	021	7
SFMTA	5504	Project Manager 2	021	7
COMMN	5506	Project Manager 3	021	7
SFMTA	5506	Project Manager 3	021	7
COMMN	5508	Project Manager 4	021	7
SFMTA	5508	Project Manager 4	021	7
COMMN	5601	Utility Analyst	021	7
COMMN	5602	Utility Specialist	021	7
COMMN	5620	Regulatory Specialist	021	7
SFMTA	5620	Regulatory Specialist	021	7
COMMN	5638	Environmental Assistant	021	7
COMMN	5640	Environmental Specialist	021	7
COMMN	5642	Sr. Environmental Specialist	021	7
COMMN	5644	Principal Environ Specialist	021	7
	6115	Wastewater Control Inspector	021	7
COMMN	6116	Sprv Wastewater Cont Inspector	021	7
SFMTA	6116	Sprv Wastewater Cont Inspector	021	7
COMMN	6130	Safety Analyst	021	7
SFMTA	6130	Safety Analyst	021	7
COMMN	6137	Assistant Industrial Hygienist	021	7
SFMTA	6137	Assistant Industrial Hygienist	021	7
COMMN	6138	Industrial Hygienist	021	7
SFMTA	6138	Industrial Hygienist	021	7
	6222	Deputy Sealer of Weights and Measures	021	7
COMMN	6230	Street Inspector	021	7
SFMTA	6230	Street Inspector	021	7
COMMN	6231	Senior Street Inspector	021	7
SFMTA	6231	Senior Street Inspector	021	7
COMMN	6232	Street Inspection Supervisor	021	7
SFMTA	6232	Street Inspection Supervisor	021	7
COMMN	6262	Plan Checker-Architectural	021	7
SFMTA	6262	Plan Checker-Architectural	021	7
COMMN	6266	Senior Plan Checker	021	7
SFMTA	6266	Senior Plan Checker	021	7
COMMN	6270	Housing Inspector	021	7
SFMTA	6270	Housing Inspector	021	7
COMMN	6272	Senior Housing Inspector	021	7
SFMTA	6272	Senior Housing Inspector	021	7
COMMN	6274	Chief Housing Inspector	021	7
SFMTA	6274	Chief Housing Inspector	021	7
COMMN	6281	Fire Safety Inspector 2	021	7
SFMTA	6281	Fire Safety Inspector 2	021	7
	6317	Assistant Construction Inspector	021	7
COMMN	6318	Construction Inspector	021	7
SFMTA	6318	Construction Inspector	021	7
	6319	Senior Construction Inspector	021	7

ID	Job Code	Description	Union Code	Barg Unit
COMMN	6335	Disability Access Coordinator	021	7
SFMTA	6335	Disability Access Coordinator	021	7
COMMN	7132	Telecommunication Supervisor	021	7
SFMTA	7132	Telecommunication Supervisor	021	7
COMMN	7336	Electr Instrmntn Tech Wtr Poll	021	7
SFMTA	7336	Electr Instrumtn Tech Wtr Poll	021	7
COMMN	7457	Sign Worker	021	7
SFMTA	7457	Sign Worker	021	7
COMMN	8116	Legislative Calendar Clerk	022	8
SFMTA	8116	Legislative Calendar Clerk	022	8
COMMN	8118	Legislation Clerk	022	8
SFMTA	8118	Legislation Clerk	022	8
	8132	District Atty's Investigative Asst	021	7
COMMN	8151	Claims Investigator, CA	022	8
SFMTA	8151	Claims Investigator, CA	022	8
COMMN	8152	SrClaimsInvstgtor,Cty Atty Ofc	022	8
SFMTA	8152	SrClaimsInvstgtor,Cty Atty Ofc	022	8
COMMN	8167	Parking Hearing Examiner	021	7
SFMTA	8167	Parking Hearing Examiner	021	7
COMMN	8169	Legislative Asst City Atty Ofc	022	8
SFMTA	8169	Legislative Asst City Atty Ofc	022	8
COMMN	8173	Legal Assistant	021	7
SFMTA	8173	Legal Assistant	021	7
COMMN	8219	Parking Enforcement Admin	021	7
SFMTA	8219	Parking Enforcement Admin	021	7
COMMN	8240	Pub Safety Communication Coord	021	7
SFMTA	8240	Pub Safety Communication Coord	021	7
COMMN	8259	Criminalist I	021	7
COMMN	8260	Criminalist II	021	7
SFMTA	8260	Criminalist II	021	7
COMMN	8262	Criminalist III	021	7
SFMTA	8262	Criminalist III	021	7
COMMN	8264	Forensic Document Examiner	021	7
SFMTA	8264	Forensic Document Examiner	021	7
SFMTA	9151	Real Estate Development Manager, SFMTA		
COMMN	9206	Airport Property Specialist 1	021	7
COMMN	9255	Airport Economic Planner	021	7
COMMN	9376	Market Research Spec, Port	021	7
COMMN	9377	Feasibility Analyst, Port	021	7
COMMN	9386	Senior Property Manager, Port	021	7
COMMN	9393	Maritime Marketing Repr	021	7
COMMN	9395	Property Manager, Port	021	7

APPENDIX B

APPENDIX B: SCHEDULES OF COMPENSATION

Effective Date	Job Code	Title	SetID	Sal Plan	PS GR	Grade	Ext Step	Stop 1	Stop 2	Stop 2	Stop 4	Stop F	Stop 6	Stop 7	Stop 9	Stop 0	Stop 10	Stop 11	Stop 12	Step 13
7/1/2014	1002	IS Operator-Journey	COMMN	0001	39H	06195	Ext Step	23.4500	Step 2 24.6250	Step 3 25.8625	Step 4 27.1500	Step 5 28.5125	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 15
	1003	IS Operator-Senior	SFMTA COMMN	0001	4CR 39J	06195 06475		23.4500 26.8875	24.6250 28.2250	25.8625 29.6375	27.1500 31.1250	28.5125 32.6750								<u> </u>
	1005	is operator-senior	SFMTA	0001	4CS	06475		26.8875	28.2250	29.6375	31.1250	32.6750								
	1004	IS Operator-Analyst	COMMN SFMTA	0001	39K 4CT	06665 06665		29.5000 29.5000	30.9750 30.9750	32.5250 32.5250	34.1500 34.1500	35.8500 35.8500								<u> </u>
	1005	IS Operator-Supervisor	COMMN	0001	39L	06885		32.8375	34.4750	36.2000	38.0125	39.9125								
	1011	IS Technician Assistant	SFMTA COMMN	0001	4CU 39M	06885 05945		32.8375 20.7750	34.4750	36.2000	38.0125 24.0375	39.9125 25.2375								<u> </u>
	1011	13 Technician Assistant	SFMTA	0001	4CV	05945		20.7750	21.8000	22.8875 22.8875	24.0375	25.2375								
	1012	IS Technical-Journey	COMMN SEMTA	0001	39N 4CW	06515 06515		27.4250 27.4250	28.7875 28.7875	30.2250 30.2250	31.7375 31.7375	33.3250 33.3250								
	1013	IS Technician-Senior	COMMN	0001	39P	06815		31.7375	33.3250	35.0000	36.7500	38.5875								
	1014	IC Tochnician Supervisor	SFMTA	0001	4CX	06815		31.7375	33.3250	35.0000	36.7500	38.5875								—
	1014	IS Technician-Supervisor	COMMN SFMTA	0001	39Q 4CY	07065 07065		35.8500 35.8500	37.6500	39.5250 39.5250	41.5000 41.5000	43.5750 43.5750								
	1021	IS Administrator 1	COMMN	0001	39R	06525		27.5500	28.9250	30.3750	31.8875	33.4875								<u> </u>
	1022	IS Administrator 2	SFMTA COMMN	0001	4CZ 39S	06525 06925		27.5500 33.4875	28.9250 35.1625	30.3750 36.9125	31.8875 38.7625	33.4875 40.7000								
	1022	IC Administration 2	SFMTA COMMN	0001	4D0	06925		33.4875 40.7000	35.1625	36.9125	38.7625	40.7000								——————————————————————————————————————
	1023	IS Administrator 3	SFMTA	0001	39T 4D1	07325 07325		40.7000	42.7250	44.8625 44.8625	47.1125 47.1125	49.4625 49.4625								
	1024	IS Administrator-Supervisor	COMMN	0001	39U	07475		43.7875	45.9875	48.2750	50.7000	53.2250								
	1031	IS Trainer-Assistant	SFMTA COMMN	0001	4D2 39V	07475 06525		43.7875 27.5500	45.9875 28.9250	48.2750 30.3750	50.7000 31.8875	53.2250 33.4875								
	1032	IC Table as laws as	SFMTA COMMN	0001	4D3 39W	06525 06925		27.5500 33.4875	28.9250 35.1625	30.3750 36.9125	31.8875 38.7625	33.4875 40.7000								
	1032	IS Trainer-Journey	SFMTA	0001	4D4	06925		33.4875	35.1625	36.9125	38.7625	40.7000								
	1033	IS Trainer-Senior	COMMN SEMTA	0001	39X 4D5	07325		40.7000 40.7000	42.7250	44.8625	47.1125	49.4625								
	1041	IS Engineer-Assistant	COMMN	0001	405 1VU	1041C		40.7000	42.7250 40.9875	44.8625 41.9750	43.4500	49.4625 44.5375	45.6375	46.7625	47.9125	49.1000	50.2875			
	1042	IS Engineer-Journow	SFMTA COMMN	0003	328 1VV	1041C 1042C		40.0000 44.2875	40.9875	41.9750 46.5000	43.4500 48.1250	44.5375 49.3625	45.6375 50.5500	46.7625 51.7875	47.9125 53.0500	49.1000 54.4000	50.2875 55.7125		_	
	1042	IS Engineer-Journey	SFMTA	0003	329	1042C 1042C		44.2875	45.4000	46.5000	48.1250	49.3625	50.5500	51.7875	53.0500	54.4000	55.7125			
	1043	IS Engineer-Senior	COMMN SFMTA	0003	1VW 32A	1043C 1043C		49.1000 49.1000	50.2875 50.2875	51.5375 51.5375	53.3125 53.3125	54.6000 54.6000	55.9625 55.9625	57.3750 57.3750	58.7875 58.7875	60.2500 60.2500	61.7375 61.7375			
	1044	IS Engineer-Principal	COMMN	0003	32A 1VX	1043C 1044C	11	49.1000 52.8125	50.2875 54.1250	51.5375 55.4875	53.3125 57.3750	54.6000 58.7875	55.9625 60.2500	57.3750 61.7375	58.7875 63.2500	60.2500 64.8250	61.7375 66.4250	68.0750	69.7750	71.5250
	1051	IS Business Analyst-Assistant	SFMTA COMMN	0003	32B 1VY	1044C 1051C	11	52.8125 30.8625	54.1250 31.6625	55.4875 32.4125	57.3750 33.5375	58.7875 34.3875	60.2500 35.2375	61.7375 36.1125	63.2500 36.9750	64.8250 37.9125	66.4250 38.8250	68.0750	69.7750	71.5250
	1021	io pusiness Analyst-Assistant	SFMTA	0003	1VY 32C	1051C 1051C		30.8625	31.6625	32.4125	33.5375	34.3875	35.2375	36.1125	36.9750	37.9125	38.8250			
	1052	IS Business Analyst	COMMN SFMTA	0003	1VZ 32D	1052C 1052C		35.7375 35.7375	36.6250 36.6250	37.4875 37.4875	38.8250 38.8250	39.7875 39.7875	40.7875 40.7875	41.7750 41.7750	42.8125 42.8125	43.8750 43.8750	44.9625 44.9625			
	1053	IS Business Analyst-Senior	COMMN	0003	1W0	1052C		41.3750	42.4250	43.4500	44.9625	46.0625	40.7875	41.7750 48.3750	42.8125	43.8750	52.0500			
	1054	IC Duala and Applications	SFMTA COMMN	0003	32E 1W1	1053C 1054C		41.3750 47.9125	42.4250	43.4500 50.2875	44.9625 52.0500	46.0625 53.3125	47.2125 54.6000	48.3750 55.9625	49.5625 57.3750	50.8000 58.7875	52.0500 60.2500			<u> </u>
	1054	IS Business Analyst-Principal	SFMTA	0003	32F	1054C		47.9125	49.1000	50.2875	52.0500	53.3125	54.6000	55.9625	57.3750	58.7875	60.2500			
	1061	IS Program Analyst-Assistant	COMMN	0003	1W2	1061C		28.5625	29.2750	30.0000	31.0125	31.8125	32.5750	33.3875	34.1875	35.0750	35.8875			——————————————————————————————————————
	1062	IS Programmer Analyst	SFMTA COMMN	0003	32G 1W3	1061C 1062C		28.5625 30.8625	29.2750 31.6625	30.0000 32.4125	31.0125 33.5375	31.8125 34.3875	32.5750 35.2375	33.3875 36.1125	34.1875 36.9750	35.0750 37.9125	35.8875 38.8250			
	1000		SFMTA	0003	32H	1062C		30.8625	31.6625	32.4125	33.5375	34.3875	35.2375	36.1125	36.9750	37.9125	38.8250			
	1063	IS Programmer Analyst-Senior	COMMN SFMTA	0003	1W4 32J	1063C 1063C		37.4875 37.4875	38.4750 38.4750	39.4375 39.4375	40.7875 40.7875	41.7750 41.7750	42.8125 42.8125	43.8750 43.8750	44.9625 44.9625	46.0625 46.0625	47.2125 47.2125			
	1064	IS Prg Analyst-Principal	COMMN	0003	1W5	1064C		43.6500	44.7625	45.8250	47.4625	48.5875	49.8000	51.0625	52.3000	53.6000	54.9250			
	1070	IS Project Director	SFMTA COMMN	0003	32K 1W6	1064C 1070C	11	43.6500 52.8125	44.7625 54.1250	45.8250 55.4875	47.4625 57.3750	48.5875 58.7875	49.8000 60.2500	51.0625 61.7375	52.3000 63.2500	53.6000 64.8250	54.9250 66.4250	68.0750	69.7750	71.5250
			SFMTA	0003	32L	1070C	11	52.8125	54.1250	55.4875	57.3750	58.7875	60.2500	61.7375	63.2500	64.8250	66.4250	68.0750	69.7750	71.5250
	1091	IT Operations Support Admin I	COMMN SFMTA	0001	578 57Q	06195 06195		23.4500 23.4500	24.6250 24.6250	25.8625 25.8625	27.1500 27.1500	28.5125 28.5125								
	1092	IT Operations Support Admin II	COMMN	0001	579	06525		27.5500	28.9250	30.3750	31.8875	33.4875								
	1093	IT Operations Support Admn III	SFMTA COMMN	0001	57R 57A	06525 06925		27.5500 33.4875	28.9250 35.1625	30.3750 36.9125	31.8875 38.7625	33.4875 40.7000								
			SFMTA	0001	575	06925		33.4875	35.1625	36.9125	38.7625	40.7000								
	1094	IT Operations Support Admin IV	COMMN SFMTA	0001	57B 57T	07325 07325		40.7000 40.7000	42.7250 42.7250	44.8625 44.8625	47.1125 47.1125	49.4625 49.4625								
	1095	IT Operations Support Admin V	COMMN	0001	57C	07475		43.7875	45.9875	48.2750	50.7000	53.2250								
	1130	Youth Comm Advisor	SFMTA COMMN	0001	57U 3AH	07475 06360		43.7875 25.4125	45.9875	48.2750 28.0250	50.7000 29.4250	53.2250 30.9000								
	1203	Personnel Technician	COMMN	0001	3AY	06550		27.8750	29.2750	30.7375	32.2750	33.8875								
	1230	Instructional Designer	SFMTA COMMN	0001	4E5 5CT	06550 07225		27.8750 38.7625	29.2750 40.7000	30.7375 42.7250	32.2750 44.8625	33.8875 47.1125								
	1231	EEO Senior Specialist	COMMN	0001	3B9	07445		43.1625	45.3250	47.5875	49.9750	52.4625								
	1232	Training Officer	SFMTA COMMN	0001	4EF 3BA	07445 07025		43.1625 35.1625	45.3250 36.9125	47.5875 38.7625	49.9750 40.7000	52.4625 42.7250								<u> </u>
			SFMTA	0001	4EG	07025		35.1625	36.9125	38.7625	40.7000	42.7250								
	1233	EEO Programs Specialist	COMMN SFMTA	0001	3BB 4EH	06960 06960		34.0750 34.0750	35.7750	37.5625 37.5625	39.4375 39.4375	41.4125 41.4125								
	1241	Personnel Analyst	COMMN	0003	1WF	1241C		28.7875	30.1750	31.6750	33.2000	34.8375	36.6000	38.4500	40.3500	42.3625				
	1244	Senior Personnel Analyst	SFMTA COMMN	0003	32R 3BH	1241C 07325		28.7875 40.7000	30.1750 42.7250	31.6750 44.8625	33.2000 47.1125	34.8375 49.4625	36.6000	38.4500	40.3500	42.3625				
	1246	Principal Personnel Analyst	SFMTA COMMN	0001 0003	4EP 278	07325 1246C	6	40.7000 48.2750	42.7250	44.8625 53.2250	47.1125 55.8875	49.4625 58.6875	60.1250	61.6125	63.1375					
	1240		SFMTA	0003	278 31F	1246C 1246C	6	48.2750	50.7000	53.2250	55.8875	58.6875	60.1250		63.1375					
	1249*	Personnel Trainee	COMMN	0003	5DD 5DE	1249C		27.4125	28.7875											
	1312	Public Information Officer	SFMTA COMMN	0003	3BR	1249C 06755		27.4125 30.8250	28.7875 32.3625	33.9875	35.6875	37.4625								
	1314	Public Relations Officer	SFMTA COMMN	0001	4EX 3BS	06755 07115		30.8250 36.7500	32.3625 38.5875	33.9875 40.5125	35.6875 42.5375	37.4625 44.6750				_				
			SFMTA	0001	4EY	07115		36.7500	38.5875	40.5125	42.5375	44.6750								
	1360	Special Assistant 1	COMMN SFMTA	0001	3BX 4F0	05745 05745		18.8750 18.8750	19.8000 19.8000	20.7750 20.7750	21.8000 21.8000	22.8875 22.8875]]		I
	1361	Special Assistant 2	COMMN	0001	3BY	05895		20.2750	21.2750	22.3375	23.4500	24.6250								
	1362	Special Assistant 3	SFMTA COMMN	0001	4F1 3BZ	05895 06045		20.2750 21.8000	21.2750 22.8875	22.3375 24.0375	23.4500 25.2375	24.6250 26.5000					\vdash			
			SFMTA	0001	4F2	06045		21.8000	22.8875	24.0375	25.2375	26.5000								
	1363	Special Assistant 4	COMMN SFMTA	0001	3C0 4F3	06195 06195		23.4500 23.4500	24.6250 24.6250	25.8625 25.8625	27.1500 27.1500	28.5125 28.5125								<u> </u>
	1364	Special Assistant 5	COMMN	0001	3C1	06345		25.2375	26.5000	27.8250	29.2125	30.6750								
			SFMTA	0001	4F4	06345		25.2375	26.5000	27.8250	29.2125	30.6750				_			-	
	1365	Special Assistant 6	COMMN SFMTA	0001	3C2 4F5	06485 06485		27.0125 27.0125	28.3625 28.3625	29.7875 29.7875	31.2750 31.2750	32.8375 32.8375								
	1366	Special Assistant 7	COMMN SEMTA	0001	3C3 4F6	06635 06635		29.0750 29.0750	30.5250	32.0500 32.0500	33.6625 33.6625	35.3375								
	1367	Special Assistant 8	COMMN	0001	4F6 3C4	06635 06785		29.0750 31.2750	30.5250		33.6625	35.3375 38.0125								
	1200		SFMTA	0001	4F7	06785		31.2750	32.8375	34.4750	36.2000	38.0125	-	-		-			-	
	1368	Special Assistant 9	COMMN SFMTA	0001	3C5 4F8	06935 06935		33.6625 33.6625	35.3375	37.1125 37.1125	38.9625 38.9625	40.9125 40.9125								
	1369	Special Assistant 10	COMMN	0001	3C6	07095		36.3750	38.2000	40.1000	42.1125	44.2125								
	1370	Special Assistant 11	SFMTA COMMN	0001	4F9 3C7	07095 07245		36.3750 39.1500	38.2000	40.1000 43.1625	42.1125 45.3250	44.2125 47.5875								
1			SFMTA	0001	4FA	07245		39.1500	41.1125	43.1625	45.3250	47.5875				-				

1371	Title Special Assistant 12	SetID COMMN	Sal Plan 0001	PS GR 3C8	Grade 07395	Ext Step	Step 1 42.1125	Step 2 44.2125	Step 3 46.4250	Step 4 48.7375	Step 5 51.1750	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Ste
	Special Assistant 12	SFMTA	0001	3C8 4FB	07395		42.1125	44.2125	46.4250	48.7375	51.1750								
1452	Executive Secretary 2	COMMN SFMTA	0001	3D4 4G6	06775		31.1250	32.6750	34.3125	36.0250	37.8375								
1454	Executive Secretary 3	COMMN	0001	4G6 3D6	06775 06945		31.1250 33.8250	32.6750 35.5125	34.3125 37.2875	36.0250 39.1500	37.8375 41.1125								
		SFMTA	0001	4G8	06945		33.8250	35.5125	37.2875	39.1500	41.1125								
1492	Asst Clk, Board of Supervisors	COMMN SFMTA	0001	3DK 4GL	07225	-	38.7625 38.7625	40.7000	42.7250 42.7250	44.8625 44.8625	47.1125								-
1512	Cfdntal Sctry&Ex Asst PublDfdr	COMMN	0001	3DP	07085		36.2000	38.0125	39.9125	41.9125	44.0000								
1520	Cfdntal Sctry to Distric Atty	COMMN	0001	3DS	07085		36.2000	38.0125	39.9125	41.9125	44.0000								
1522 1543	Cfdntal Sctry to City Atty Secretary, Comm on the Environ	COMMN	0001	3DT 3DV	07085 07235		36.2000 38.9625	38.0125 40.9125	39.9125 42.9500	41.9125 45.1000	44.0000 47.3500								
1544	Secretary, Library Commission	COMMN	0001	3DW	07135		37.1125	38.9625	40.9125	42.9500	45.1000								
1548 1549	Sctry, Human Svcs. Commission Sctry, Juv Probation Comm	COMMN	0001	3DY 3DZ	07115 06735		36.7500 30.5250	38.5875 32.0500	40.5125 33.6625	42.5375 35.3375	44.6750 37.1125								
1545	Secretary, Health Commission	COMMN	0001	3E0	07575		45.9875	48.2750	50.7000	53.2250	55.8875								
1555	Sctry, Bldg Inspection Comm	COMMN	0001	3E2	07115		36.7500	38.5875	40.5125	42.5375	44.6750								
1574 1649	Ex Asst to the Controller Accountant Intern	COMMN	0001	3E5 1WM	07135 1649C		37.1125 26.9500	38.9625 28.2875	40.9125	42.9500	45.1000								
		SFMTA	0003	32T	1649C		26.9500	28.2875											
1650	Accountant I	COMMN SFMTA	0001	3EF 4HF	06555		27.9500 27.9500	29.3500 29.3500	30.8250 30.8250	32.3625 32.3625	33.9875 33.9875								
1652	Accountant II	COMMN	0001	3EG	06765		30.9750	32.5250	34.1500	35.8500	37.6500								
		SFMTA	0001	4HF	06765		30.9750	32.5250	34.1500	35.8500	37.6500								
1654	Accountant III	COMMN SFMTA	0001	3EH 4HG	07155		37.4625 37.4625	39.3375 39.3375	41.3000 41.3000	43.3750 43.3750	45.5375								
1657	Accountant IV	COMMN	0003	271	1657C	6	43.3750	45.5375	47.8250	50.2125	52.7250	54.0375	55.3500	56.7375					
1670	Financial Systems Supervisor	SFMTA	0003	352 27J	1657C 1670C	6	43.3750 50.4500	45.5375 52.9750	47.8250 55.6125	50.2125 58.4000	52.7250 61.3125	54.0375 62.8625	55.3500 64.3875	56.7375 66.0000					
10/0	Thancial Systems Supervisor	SFMTA	0003	353	1670C	6	50.4500	52.9750	55.6125	58.4000	61.3125	62.8625	64.3875	66.0000					
1684	Auditor II	COMMN	0001	3F0	07265		39.5250	41.5000	43.5750	45.7625	48.0500								
1686	Auditor III	SFMTA COMMN	0001	4HX 27K	07265 1686C	6	39.5250 44.4625	41.5000 46.6750	43.5750 49.0125	45.7625 51.4625	48.0500 54.0375	55.3500	56.7375	58.1250			-		-
		SFMTA	0003	354	1686C	6	44.4625	46.6750	49.0125	51.4625	54.0375	55.3500	56.7375	58.1250					
	Performance Analyst I Statistician	COMMN	0001	3FZ 3G0	06555 06755		27.9500 30.8250	29.3500 32.3625	30.8250 33.9875	32.3625 35.6875	33.9875 37.4625	<u> </u>]				<u> </u>		\vdash
1804	Scausticidii	SFMTA	0001	3G0 4JM	06755		30.8250	32.3625	33.9875	35.6875	37.4625								\vdash
1805	Performance Analyst II	COMMN	0001	3G1	07265		39.5250	41.5000	43.5750	45.7625	48.0500								
1806	Senior Statistician	SFMTA	0001	4JN 27L	07265 1806C	6	39.5250 39.3375	41.5000 41.3000	43.5750 43.3750	45.7625 45.5375	48.0500 47.8250	49.0125	50.2125	51.4625					\vdash
		SFMTA	0003	355	1806C	6	39.3375	41.3000	43.3750	45.5375	47.8250	49.0125	50.2125	51.4625					
1823	Senior Administrative Analyst	COMMN SFMTA	0001	3GF	07235	$ - \top$	38.9625	40.9125	42.9500	45.1000	47.3500								-
1824	Pr Administrative Analyst	COMMN	0001	4JY 3GG	07235 07535		38.9625 45.1000	40.9125 47.3500	42.9500 49.7250	45.1000 52.2000	47.3500 54.8125						-		\vdash
		SFMTA	0001	4JZ	07535		45.1000	47.3500	49.7250	52.2000	54.8125								
1825	Prnpl Admin Analyst II	COMMN SFMTA	0001	3GH 4K0	07720		49.3500 49.3500	51.8125 51.8125	54.4000 54.4000	57.1250 57.1250	59.9875 59.9875								
1827	Administrative Services Mgr	COMMN	0001	3GK	07255		39.3375	41.3000	43.3750	45.5375	47.8250								
1830	Deef Arealist III Deale at Mare	SFMTA	0001	4K2 30J	07255 1830C	6	39.3375	41.3000	43.3750	45.5375	47.8250	60.7375	(2.2000	C2 7C25					
1830	Perf Analyst III Project Mgr Legislative Assistant	COMMN	0003	583	07215	0	48.7375 38.5875	40.5125	53.7375 42.5375	56.4250 44.6750	46.9000	60.7375	62.2000	63.7625					
		SFMTA	0001	585	07215		38.5875	40.5125	42.5375	44.6750	46.9000								
1867 1944	Auditor I Materials Coordinator	COMMN	0001	3H0 3HS	06555 07535		27.9500 45.1000	29.3500 47.3500	30.8250 49.7250	32.3625 52.2000	33.9875 54.8125								
1344		SFMTA	0001	4KW	07535		45.1000	47.3500	49.7250	52.2000	54.8125								
1950	Assistant Purchaser	COMMN SFMTA	0001	3HU 4KY	06425 06425		26.2375 26.2375	27.5500 27.5500	28.9250 28.9250	30.3750 30.3750	31.8875 31.8875								
1952	Purchaser	COMMN	0001	3HV	06425		32.8375	34.4750	36.2000	30.3750	31.8875								
		SFMTA	0001	4KZ	06885		32.8375	34.4750	36.2000	38.0125	39.9125								
1956	Senior Purchaser	COMMN SFMTA	0001	3HW 4L0	07285 07285		39.9250 39.9250	41.9125 41.9125	44.0000 44.0000	46.2125 46.2125	48.5125 48.5125								
1958	Supervising Purchaser	COMMN	0003	27M	1958C	6	48.5125	50.9375	53.4750	56.1500	58.9625	60.4375	61.9000	63.4500					
2107	Med Staff Svcs Dept Anl	SFMTA COMMN	0003	356 3HZ	1958C 06940	6	48.5125 33.7500	50.9375 35.4375	53.4750 37.2125	56.1500 39.0750	58.9625 41.0250	60.4375	61.9000	63.4500					
2107	Health Care Analyst	COMMN	0001	3J7	06955		33.9875	35.6875	37.4625	39.3375	41.3000								
2218	Physician Assistant	COMMN	0003	1X2	2218C	11	64.0375	67.2875	70.6125	74.1625	77.8750	80.2250	82.7250	85.2875	87.9375	90.6625	92.9250	95.2500	9
2403 2456	Forensic Laboratory Technician Asst Forensic Toxicologist 1	COMMN	0001	3K0 3KJ	06805		31.5875 42.1125	33.1750 44.2125	34.8250 46.4250	36.5750 48.7375	38.4000 51.1750								
2450	Forensic Toxicologist Supervis	COMMN	0001	3KK	07895		53.7375	56.4250	59.2375	62.2000	65.3125								
2458	Chief Forensic Toxicologist	COMMN	0003	286	2458C	6	74.3750	78.0875	82.0000	86.1000	90.4000	92.6750	94.9250	97.3125					
2481 2482	Water Quality Technician Water Quality Tech III	COMMN	0003	1XZ 3KW	2481C 06955		27.2875	28.6500 35.6875	30.0875 37.4625	31.5875 39.3375	33.1750 41.3000	34.8250	36.5750	38.4000					
2483	Biologist	COMMN	0003	1Y0	2483C		32.3625	33.9875	35.6875	37.4625	39.3375	41.3000	43.3750	45.5375					
2484 2485	Biologist III Supy Biologist	COMMN	0001	3KX 3KY	07555		45.5375	47.8250	50.2125	52.7250 52.7250	55.3500						<u> </u>		-
2485	Chemist	COMMN	0001	3KY 1Y1	07555 2486C		45.5375	47.8250 33.9875	35.6875	37.4625	39.3375	41.3000	43.3750	45.5375					L
2487	Chemist III	COMMN	0001	3KZ	07555		45.5375	47.8250	50.2125	52.7250	55.3500		-			-			
	Supv Chemist Lab Svcs Mgr	COMMN	0001	3L0 28B	07555 2489C	6	45.5375 53.2250	47.8250 55.8875	50.2125 58.6875	52.7250 61.6125	55.3500 64.7000	66.2875	67.9375	69.6125					\vdash
	Audiometrist	COMMN	0003	1Y3	2538C		37.8375	39.7250	41.7125	43.7875	45.9875	48.2750							
	Audiologist	SEMTA	0003	332 1Y4	2538C 2540C	-	37.8375 40.9125	39.7250 42.9500	41.7125 45.1000	43.7875 47.3500	45.9875 49.7250	48.2750 52.2000					<u> </u>		-
2540		COMMAN	0003		2,400	<u>⊢ </u>	-10.2123				49.7250	52.2000					L		L
2540	Audiologist	COMMN SFMTA	0003	333	2540C		40.9125	42.9500	45.1000	47.3500	49.7230	52.2000			-	1	1		
2540 2542	Speech Pathologist	SFMTA COMMN	0003 0003	1Y5	2542C		40.7000	42.9500 42.7250	45.1000 44.8625	47.1125	49.4625	51.9375	54.5250						
	Speech Pathologist	SFMTA	0003					42.9500	45.1000				54.5250 54.5250 49.4625	51.9375					
2542 2548	Speech Pathologist Occupational Therapist	SFMTA COMMN SFMTA COMMN SFMTA	0003 0003 0003 0003 0003	1Y5 334 1Y6 335	2542C 2542C 2548C 2548C		40.7000 40.7000 36.9125 36.9125	42.9500 42.7250 42.7250 38.7625 38.7625	45.1000 44.8625 44.8625 40.7000 40.7000	47.1125 47.1125 42.7250 42.7250	49.4625 49.4625 44.8625 44.8625	51.9375 51.9375 47.1125 47.1125	54.5250 49.4625 49.4625	51.9375					
2542 2548	Speech Pathologist	SFMTA COMMN SFMTA COMMN SFMTA COMMN	0003 0003 0003 0003 0003 0003	1Y5 334 1Y6 335 1Y7	2542C 2542C 2548C 2548C 2550C		40.7000 40.7000 36.9125 36.9125 41.7125	42.9500 42.7250 42.7250 38.7625 38.7625 43.7875	45.1000 44.8625 44.8625 40.7000 40.7000 45.9875	47.1125 47.1125 42.7250 42.7250 48.2750	49.4625 49.4625 44.8625 44.8625 50.7000	51.9375 51.9375 47.1125 47.1125 53.2250	54.5250 49.4625 49.4625 55.8875	51.9375 58.6875					
2542 2548 2550	Speech Pathologist Occupational Therapist	SFMTA COMMN SFMTA COMMN SFMTA COMMN SFMTA	0003 0003 0003 0003 0003 0003 0003 000	1Y5 334 1Y6 335 1Y7 336 3LL	2542C 2542C 2548C 2548C 2550C 2550C 07110		40.7000 40.7000 36.9125 36.9125 41.7125 41.7125 36.6625	42.9500 42.7250 42.7250 38.7625 38.7625 43.7875 43.7875 38.5000	45.1000 44.8625 44.8625 40.7000 40.7000 45.9875 45.9875 40.4250	47.1125 47.1125 42.7250 42.7250 48.2750 48.2750 48.2750 42.4500	49.4625 49.4625 44.8625 44.8625 50.7000 50.7000 44.5750	51.9375 51.9375 47.1125 47.1125	54.5250 49.4625 49.4625	51.9375					
2542 2548 2550 2551	Speech Pathologist Occupational Therapist Senior Occupational Therapist Mental Hith Treatment Spec	SFMTA COMMN SFMTA COMMN SFMTA COMMN SFMTA COMMN SFMTA	0003 0003 0003 0003 0003 0003 0003 000	1Y5 334 1Y6 335 1Y7 336 3LL 4LD	2542C 2542C 2548C 2548C 2550C 2550C 07110 07110		40.7000 40.7000 36.9125 41.7125 41.7125 36.6625 36.6625	42.9500 42.7250 42.7250 38.7625 38.7625 43.7875 43.7875 38.5000 38.5000	45.1000 44.8625 44.8625 40.7000 40.7000 45.9875 45.9875 40.4250 40.4250	47.1125 47.1125 42.7250 42.7250 48.2750 48.2750 42.4500 42.4500	49.4625 49.4625 44.8625 50.7000 50.7000 44.5750 44.5750	51.9375 51.9375 47.1125 47.1125 53.2250 53.2250	54.5250 49.4625 49.4625 55.8875 55.8875	51.9375 58.6875					
2542 2548 2550	Speech Pathologist Occupational Therapist Senior Occupational Therapist	SFMTA COMMN SFMTA COMMN SFMTA COMMN SFMTA	0003 0003 0003 0003 0003 0003 0003 000	1Y5 334 1Y6 335 1Y7 336 3LL	2542C 2542C 2548C 2548C 2550C 2550C 07110		40.7000 40.7000 36.9125 36.9125 41.7125 41.7125 36.6625	42.9500 42.7250 42.7250 38.7625 38.7625 43.7875 43.7875 38.5000	45.1000 44.8625 44.8625 40.7000 40.7000 45.9875 45.9875 40.4250	47.1125 47.1125 42.7250 42.7250 48.2750 48.2750 48.2750 42.4500	49.4625 49.4625 44.8625 44.8625 50.7000 50.7000 44.5750	51.9375 51.9375 47.1125 47.1125 53.2250	54.5250 49.4625 49.4625 55.8875	51.9375 58.6875					
2542 2548 2550 2551	Speech Pathologist Occupational Therapist Senior Occupational Therapist Mental Hith Treatment Spec	SFMTA COMMN SFMTA COMMN SFMTA COMMN SFMTA COMMN SFMTA COMMN	0003 0003 0003 0003 0003 0003 0003 000	1Y5 334 1Y6 335 1Y7 336 3LL 4LD 1Y8 337 1Y9	2542C 2542C 2548C 2550C 2550C 07110 07110 2555C 2555C 2556C		40.7000 40.7000 36.9125 41.7125 41.7125 36.6625 36.6625 31.0375 31.0375 36.9125	42.9500 42.7250 38.7625 38.7625 43.7875 43.7875 38.5000 38.5000 32.5875 32.5875 38.7625	45.1000 44.8625 44.8625 40.7000 40.7000 45.9875 40.4250 40.4250 34.2125 34.2125 40.7000	47.1125 47.1125 42.7250 42.7250 48.2750 48.2750 42.4500 42.4500 35.9250 35.9250 42.7250	49.4625 49.4625 44.8625 50.7000 50.7000 44.5750 44.5750 37.7250 37.7250 44.8625	51.9375 51.9375 47.1125 53.2250 53.2250 39.6125 39.6125 47.1125	54.5250 49.4625 55.8875 55.8875 41.5875 41.5875 49.4625	51.9375 58.6875 58.6875 51.9375					
2542 2548 2550 2551 2555 2556	Speech Pathologist Occupational Therapist Senior Occupational Therapist Mental Hith Treatment Spec Physical Therapist Assistant Physical Therapist	SFMTA COMMN SFMTA COMMN SFMTA COMMN SFMTA COMMN SFMTA COMMN SFMTA	0003 0003 0003 0003 0003 0003 0003 000	1Y5 334 1Y6 335 1Y7 336 3LL 4LD 1Y8 337 1Y9 338	2542C 2542C 2548C 2550C 2550C 07110 07110 2555C 2555C 2556C		40.7000 40.7000 36.9125 41.7125 41.7125 36.6625 36.6625 31.0375 31.0375 36.9125	42.9500 42.7250 38.7625 38.7625 43.7875 43.7875 38.5000 38.5000 32.5875 32.5875 38.7625 38.7625	45.1000 44.8625 44.8625 40.7000 40.7000 45.9875 45.9875 40.4250 40.4250 34.2125 34.2125 40.7000	47.1125 47.1125 42.7250 42.7250 48.2750 48.2750 42.4500 42.4500 35.9250 35.9250 42.7250	49.4625 49.4625 44.8625 50.7000 50.7000 44.5750 44.5750 37.7250 37.7250 44.8625 44.8625	51.9375 51.9375 47.1125 53.2250 53.2250 39.6125 39.6125 47.1125 47.1125	54.5250 49.4625 55.8875 55.8875 41.5875 41.5875 49.4625 49.4625	51.9375 58.6875 58.6875 58.6875 51.9375 51.9375					
2542 2548 2550 2551 2555 2556	Speech Pathologist Occupational Therapist Senior Occupational Therapist Mental Hith Treatment Spec Physical Therapist Assistant	SFMTA COMMN SFMTA COMMN SFMTA COMMN SFMTA COMMN SFMTA COMMN SFMTA	0003 0003 0003 0003 0003 0003 0003 000	1Y5 334 1Y6 335 1Y7 336 3LL 4LD 1Y8 337 1Y9	2542C 2542C 2548C 2550C 2550C 07110 07110 2555C 2555C 2556C		40.7000 40.7000 36.9125 41.7125 41.7125 36.6625 36.6625 31.0375 31.0375 36.9125	42.9500 42.7250 38.7625 38.7625 43.7875 43.7875 38.5000 38.5000 32.5875 32.5875 38.7625	45.1000 44.8625 44.8625 40.7000 40.7000 45.9875 40.4250 40.4250 34.2125 34.2125 40.7000	47.1125 47.1125 42.7250 42.7250 48.2750 48.2750 42.4500 42.4500 35.9250 35.9250 42.7250	49.4625 49.4625 44.8625 50.7000 50.7000 44.5750 44.5750 37.7250 37.7250 44.8625	51.9375 51.9375 47.1125 53.2250 53.2250 39.6125 39.6125 47.1125	54.5250 49.4625 55.8875 55.8875 41.5875 41.5875 49.4625	51.9375 58.6875 58.6875 51.9375					
2542 2548 2550 2551 2555 2556	Speech Pathologist Occupational Therapist Senior Occupational Therapist Mental Hith Treatment Spec Physical Therapist Assistant Physical Therapist	SFMTA COMMN SFMTA COMMN SFMTA COMMN SFMTA COMMN SFMTA COMMN SFMTA COMMN SFMTA COMMN	0003 0003 0003 0003 0003 0003 0003 000	1Y5 334 1Y6 335 1Y7 336 3LL 4LD 1Y8 337 1Y9 338 1YA 339 3LT	2542C 2542C 2548C 2548C 2550C 2550C 2550C 2555C 2555C 2556C 2556C 2558C 2558C 2558C 2558C		40.7000 40.7000 36.9125 36.9125 41.7125 41.7125 36.6625 31.0375 36.9125 36.9125 41.7125 29.6375	42.9500 42.7250 42.7250 38.7625 38.7625 43.7875 38.5000 32.5875 32.5875 38.7625 38.7625 38.7625 43.7875 43.7875 31.1250	45.1000 44.8625 44.8625 40.7000 45.9875 45.9875 40.4250 40.4250 40.4250 34.2125 34.2125 40.7000 45.9875 32.6750	47.1125 47.1125 42.7250 42.7250 48.2750 48.2750 42.4500 42.4500 35.9250 35.9250 42.7250 42.7250 42.7250 48.2750 48.2750 34.3125	49.4625 49.4625 44.8625 50.7000 50.7000 44.5750 44.5750 37.7250 37.75500 37.75500 37.75500 37.	51.9375 51.9375 47.1125 53.2250 53.2250 39.6125 39.6125 47.1125 53.2250	54.5250 49.4625 55.8875 55.8875 41.5875 41.5875 49.4625 55.8875	51.9375 58.6875 58.6875 58.6875 51.9375 51.9375 58.6875					
2542 2548 2550 2551 2555 2556 2558 2566	Speech Pathologist Occupational Therapist Senior Occupational Therapist Mental Hith Treatment Spec Physical Therapist Assistant Physical Therapist Senior Physical Therapist Rehabilitation Counselor	SFMTA COMMN SFMTA COMMN SFMTA COMMN SFMTA COMMN SFMTA COMMN SFMTA COMMN SFMTA	0003 0003 0003 0003 0003 0003 0003 000	1Y5 334 1Y6 335 1Y7 336 3LL 4LD 1Y8 337 1Y9 338 1YA 339 3LT 4LL	2542C 2542C 2548C 2548C 2550C 2550C 2550C 2555C 2555C 2555C 2555C 2556C 2558C 2558C 2558C 2558C 2558C 2558C		40.7000 40.7000 36.9125 36.9125 41.7125 36.6625 31.0375 36.9125 36.9125 41.7125 41.7125 41.7125 29.6375 29.6375	42.9500 42.7250 42.7250 38.7625 38.7625 38.7625 38.5000 32.5875 32.5875 32.5875 38.7625 38.7625 43.7875 43.7875 43.7875 43.7875 43.7875	45.1000 44.8625 44.8625 40.7000 40.7000 40.59875 45.9875 40.4250 34.2125 34.2125 34.2125 40.7000 40.7000 45.9875 32.6750 32.6750	47.1125 47.1125 42.7250 42.7250 48.2750 48.2750 42.4500 42.4500 35.9250 42.7250 42.7250 42.7250 48.2750 34.3125 34.3125	49.4625 49.4625 44.8625 50.7000 50.7000 44.5750 44.5750 37.7250 37.7250 37.7250 44.8625 50.7000 50.7000 36.0250 36.0250	51.9375 51.9375 47.1125 53.2250 53.2250 39.6125 39.6125 47.1125 53.2250	54.5250 49.4625 55.8875 55.8875 41.5875 41.5875 49.4625 55.8875	51.9375 58.6875 58.6875 58.6875 51.9375 51.9375 58.6875					
2542 2548 2550 2551 2555 2556 2558 2566 2589	Speech Pathologist Occupational Therapist Senior Occupational Therapist Mental Hith Treatment Spec Physical Therapist Assistant Physical Therapist Senior Physical Therapist Rehabilitation Counselor Health Program Coordinator 1	SFMTA COMMN SFMTA COMMN SFMTA COMMN SFMTA COMMN SFMTA COMMN SFMTA COMMN SFMTA	0003 0003 0003 0003 0003 0003 0003 000	1Y5 334 1Y6 335 1Y7 336 3LL 4LD 1Y8 337 1Y9 338 1YA 339 3LT 4LL 3M8 4LY	2542C 2542C 2548C 2548C 2550C 2550C 2550C 2555C 2555C 2555C 2555C 2556C 2558C 2558C 2558C 2558C 06675 06675 06730		40.7000 40.7000 36.9125 36.9125 41.7125 36.6625 36.6625 31.0375 31.0375 36.9125 41.7125 29.6375 29.6375 30.4375 30.4375	42.9500 42.7250 42.7250 38.7625 43.7875 43.7875 38.5000 32.5875 32.5875 38.7625 38.7625 38.7625 43.7875 43.7875 31.1250 31.1250 31.9625	45.1000 44.8625 44.8625 40.7000 40.7000 40.7875 45.9875 40.4250 34.2125 34.2125 40.7000 40.7000 45.9875 32.6750 32.6750 33.5625	47.1125 47.1125 42.7250 42.7250 48.2750 48.2750 48.2750 42.4500 35.9250 35.9250 42.7250 42.7250 48.2750 48.2750 34.3125 34.3125 35.2375	49.4625 49.4625 44.8625 50.7000 50.7000 44.5750 44.5750 37.7250 37.7250 37.7250 44.8625 50.7000 50.7000 50.7000 36.0250 36.0250 37.0000 37.0000	51.9375 51.9375 47.1125 53.2250 53.2250 39.6125 39.6125 47.1125 53.2250	54.5250 49.4625 55.8875 55.8875 41.5875 41.5875 49.4625 55.8875	51.9375 58.6875 58.6875 58.6875 51.9375 51.9375 58.6875					
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2542 2548 2550 2551 2555 2556 2558 2566 2589	Speech Pathologist Occupational Therapist Senior Occupational Therapist Mental Hith Treatment Spec Physical Therapist Assistant Physical Therapist Senior Physical Therapist Rehabilitation Counselor Health Program Coordinator 1 Health Program Coordinator 2	SFMTA COMMN SFMTA COMMN SFMTA COMMN SFMTA COMMN SFMTA COMMN SFMTA COMMN SFMTA	0003 0003 0003 0003 0003 0003 0003 000	1Y5 334 1Y6 335 1Y7 336 3LL 4LD 1Y8 337 1Y9 338 1YA 339 3LT 4LL 3M8 4LY	2542C 2542C 2548C 2548C 2550C 2550C 2550C 2555C 2555C 2555C 2555C 2556C 2558C 2558C 2558C 2558C 06675 06675 06730	6	40.7000 40.7000 36.9125 36.9125 41.7125 36.6625 36.6625 31.0375 31.0375 36.9125 41.7125 29.6375 29.6375 30.4375 30.4375	42.9500 42.7250 42.7250 38.7625 43.7875 43.7875 38.5000 32.5875 32.5875 38.7625 38.7625 38.7625 43.7875 43.7875 31.1250 31.1250 31.9625	45.1000 44.8625 44.8625 40.7000 40.7000 45.9875 40.4250 40.4250 34.2125 34.2125 34.2125 34.2125 32.6750 33.5625 33.5625 38.2000	47.1125 47.1125 42.7250 42.7250 48.2750 48.2750 48.2750 42.4500 35.9250 35.9250 42.7250 42.7250 48.2750 48.2750 34.3125 34.3125 35.2375	49.4625 49.4625 44.8625 50.7000 50.7000 44.5750 44.5750 37.7250 37.7250 37.7250 37.7250 37.7250 37.7250 37.7250 37.7000 50.7000 36.0250 36.0250 37.0000 37.0000 42.1125 42.1125	51.9375 51.9375 47.1125 53.2250 53.2250 39.6125 39.6125 47.1125 53.2250	54.5250 49.4625 55.8875 55.8875 41.5875 41.5875 49.4625 55.8875	51.9375 58.6875 58.6875 58.6875 51.9375 51.9375 58.6875					
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State Sprut, Taffic & Street Signs Sprut, Taffic & Street Signs OU01 4TR 06575 22.8250 29.6375 31.1250 32.6375 34.3125 Image: Constant Signs Image: Constant Signs Image: Constant Signs Sprut, Taffic & Street Signs Sprut Signs	5302	Traffic Survey Technician										1							
Sada Sprv, Traffic & Street Signs COMMN 0001 3Y2 07135 37.1125 38.9625 40.9125 42.5000 45.000 Cold		·····	SFMTA							32.6750									
S304 Materials Testing Aide COMMN 0001 373 06445 26.5000 27.8250 29.2125 30.6750 32.2125 <	5303	Sprv, Traffic & Street Signs					37.11	25 38.962				2				L			
SFMTA 0001 4TT 06445 26.5000 27.8250 29.2125 30.6750 32.2125 S305 Materials Testing Technician 0001 3Y4 06585 28.3625 29.7875 31.2750 32.8375 34.4750 0 0 0 0	5204	Materials Testing Aide								42.9500									
5305 Materials Technician COMMN 0001 3Y4 06585 28.3625 29.7875 31.2750 32.8375 34.4750 Image: Common Section Secting Secting Secting Section Secting Section Section Section Secting	5504												-			<u> </u>			
SFMTA 0001 4TU 06585 28.3625 29.7875 31.2750 32.8375 34.4750	5305	Materials Testing Technician	COMMN	0001	3Y4	06585	28.36	25 29.787	5 31.2750	32.8375	34.4750)							
	L		SFMTA	0001	4TU	06585	28.36	25 29.787	5 31.2750	32.8375	34.4750			I	I				

Effective Date Job Cod	ie Title	SetID	Sal Plan	PS GR	Grade	Ext Step	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13
5306	Traffic Sign Manager	SFMTA	0003	31J	5306C	6	43.9125	46.1125	48.4125	50.8375	53.3750	54.6500	56.0500	57.3875	Step 5	5100 10	5100 11	Step 12	5100 15
5310	Survey Assistant I	COMMN SFMTA	0001	3Y5 4TV	06615 06615		28.7875 28.7875	30.2250 30.2250	31.7375 31.7375	33.3250 33.3250	35.0000 35.0000								
5312	Survey Assistant II	COMMN	0001	3Y6	06855		32.3625	33.9875	35.6875	37.4625	39.3375								
5314	Survey Associate	SFMTA COMMN	0001	4TW 3Y7	06855 07145		32.3625 37.2875	33.9875 39.1500	35.6875 41.1125	37.4625 43.1625	39.3375 45.3250								
		SFMTA	0001	4TX	07145		37.2875	39.1500	41.1125	43.1625	45.3250								
5320	Illustrator and Art Designer	COMMN SFMTA	0001	3Y8 4TY	06815 06815		31.7375 31.7375	33.3250 33.3250	35.0000 35.0000	36.7500 36.7500	38.5875 38.5875								
5330	Graphics Supervisor	COMMN	0001	3YB	06915		33.3250	35.0000	36.7500	38.5875	40.5125								
5362	Engineering Assistant	SFMTA COMMN	0001	4U0 3YK	06915 06605		33.3250 28.6500	35.0000 30.0875	36.7500 31.5875	38.5875 33.1750	40.5125 34.8250								
		SFMTA	0001	4U7	06605		28.6500	30.0875	31.5875	33.1750	34.8250								
5364	Engineering Associate 1	COMMN SFMTA	0001	3YL 4U8	06815 06815		31.7375 31.7375	33.3250 33.3250	35.0000 35.0000	36.7500 36.7500	38.5875 38.5875								
5366	Engineering Associate 2	COMMN	0001	3YM	07115		36.7500	38.5875	40.5125	42.5375	44.6750								
5380	StdatDcgaTrain1 Arch/Eng/Ding	SFMTA COMMN	0001	4U9 1Z9	07115 5380C		36.7500 24.3625	38.5875	40.5125	42.5375	44.6750								
5580	StdntDsgnTrain1, Arch/Eng/Plng	SFMTA	0003	33G	5380C		24.3625												
5381	StdntDsgn Train2/Arch/Eng/Plng	COMMN SFMTA	0003	1ZA 33H	5381C 5381C		26.1500 26.1500												
5382	StdntDsgnTrain3, Arch/Eng/Plng	COMMN	0003	33H 1ZB	5381C		26.1500												
		SFMTA	0003	33J	5382C		27.4000		17.0105	40 5350	50.0500								
5408	Coord of Citizen Involvement	COMMN SFMTA	0001	3YP 4UB	07430 07430		42.8250 42.8250	44.9625 44.9625	47.2125 47.2125	49.5750 49.5750	52.0500 52.0500								
5502	Project Manager 1	COMMN	0003	1ZD	5502C	2	58.2000	59.6500	61.1250	62.6750									
5504	Project Manager 2	SFMTA COMMN	0003	33L 1ZE	5502C 5504C	2	58.2000 67.3500	59.6500 69.0500	61.1250 70.7500	62.6750 72.5125									
		SFMTA	0003	33M	5504C	2	67.3500	69.0500	70.7500	72.5125									
5506	Project Manager 3	COMMN SFMTA	0003	1ZF 33N	5506C 5506C	2	81.7625 81.7625	83.8000 83.8000	85.9000 85.9000	88.0625 88.0625									
5508	Project Manager 4	COMMN	0003	1ZG	5508C	2	91.1875	93.4500	95.8000	98.2000									
5601	Utility Analyst	SFMTA COMMN	0003	33P 1ZH	5508C 5601C	2	91.1875 26.3875	93.4500 27.7000	95.8000 29.0750	98.2000 30.5250	32.0500	33.6500	35.3750	37.1375	38.9875	40.9750			
5602	Utility Specialist	COMMN	0003	1ZJ	5602C		39.8500	41.8375	43.9375	46.1375	48.4375	50.8875	53.4250	56.0625	58.9125				
5620	Regulatory Specialist	COMMN SFMTA	0001	3YU 4UG	07315 07315		40.5125 40.5125	42.5375 42.5375	44.6750 44.6750	46.9000 46.9000	49.2500 49.2500								
5638	Environmental Assistant	COMMN	0001	3YZ	06535		27.6875	29.0750	30.5250	32.0500	33.6625								
5640 5642	Environmental Spec Sr. Environmental Spec	COMMN	0001	3Z0 3Z1	06935 07245	<u> </u>	33.6625 39.1500	35.3375 41.1125	37.1125 43.1625	38.9625 45.3250	40.9125 47.5875								
5644	Principal Environ Specialist	COMMN	0001	3Z2	07515		44.6750	46.9000	49.2500	51.7125	54.2875								
6115	Wastewater Control Inspector	COMMN SFMTA	0001	3Z8 4UQ	07115 07115	<u> </u>	36.7500 36.7500	38.5875 38.5875	40.5125 40.5125	42.5375 42.5375	44.6750 44.6750								
6116	Sprv Wastewater Cont Inspector	COMMN	0001	3Z9	07505		44.4625	46.6750	49.0125	51.4625	54.0375								
6130	Safety Analyst	SFMTA COMMN	0001	4UR 3ZF	07505		44.4625 45.3250	46.6750 47.5875	49.0125 49.9750	51.4625 52.4625	54.0375 55.0875								
		SFMTA	0001	4UX	07545		45.3250	47.5875	49.9750	52.4625	55.0875								
6137	Assistant Industrial Hygienist	COMMN SFMTA	0001	3ZG 4UY	06965 06965		34.1500 34.1500	35.8500 35.8500	37.6500 37.6500	39.5250 39.5250	41.5000 41.5000								
6138	Industrial Hygienist	COMMN	0001	3ZH	07545		45.3250	47.5875	49.9750	52.4625	55.0875								
6222	Depty Sealer of Weights & Meas	SFMTA COMMN	0001	4UZ 3ZN	07545		45.3250 34.0750	47.5875	49.9750 37.5625	52.4625 39.4375	55.0875 41.4125								
6230	Street Inspector	COMMN	0001	3ZP	06735		30.5250	32.0500	33.6625	35.3375	37.1125								
6231	Senior Street Inspector	SFMTA COMMN	0001	4V4 3ZQ	06735 07035		30.5250 35.3375	32.0500 37.1125	33.6625 38.9625	35.3375 40.9125	37.1125 42.9500								
0251	Senior Street inspector	SFMTA	0001	4V5	07035		35.3375	37.1125	38.9625	40.9125	42.9500								
6232	Street Inspection Supervisor	COMMN SFMTA	0001	3ZR 4V6	07335		40.9125 40.9125	42.9500 42.9500	45.1000 45.1000	47.3500 47.3500	49.7250 49.7250								
6262	Plan Checker	COMMN	0001	400	07155		37.4625	39.3375	41.3000	43.3750	45.5375								
6266	Senior Plan Checker	SFMTA COMMN	0001	4VF 401	07155		37.4625 45.9875	39.3375 48.2750	41.3000 50.7000	43.3750 53.2250	45.5375 55.8875								
6200	Senior Plan Checker	SFMTA	0001	401 4VG	07575		45.9875	48.2750	50.7000	53.2250	55.8875								
6270	Housing Inspector	COMMN SEMTA	0001	402 4VH	07440		43.0750 43.0750	45.2250	47.4875 47.4875	49.8625	52.3500 52.3500								
6272	Senior Housing Inspector	COMMN	0001	403	07640		47.4875	49.8625	52.3500	54.9625	57.7125								
6274	Chief Housing Inspector	SFMTA COMMN	0001	4VJ 293	07640 6274C	6	47.4875 52.3500	49.8625 54.9625	52.3500 57.7125	54.9625 60.6000	57.7125 63.6250	65.1125	66.8125	68.3625					
0274	chier housing inspector	SFMTA	0003	31K	6274C	6	52.3500	54.9625	57.7125	60.6000	63.6250	65.1125	66.8125	68.3625					
6281	Fire Safety Inspector 2	COMMN	0003	1ZL	6281C		64.6500												
6317	Assistant Const Inspector	SFMTA COMMN	0003	33Q 404	6281C 06825		64.6500 31.8875	33.4875	35.1625	36.9125	38.7625								
6318	Construction Inspector	SFMTA COMMN	0001 0001	4VK 405	06825 07225		31.8875 38.7625	33.4875 40.7000	35.1625 42.7250	36.9125 44.8625	38.7625 47.1125								
		SFMTA	0001	4VL	07225		38.7625	40.7000	42.7250	44.8625	47.1125								
6319	Senior Const Inspector	COMMN SFMTA	0001	406 4VM	07425 07425	<u> </u>	42.7250 42.7250	44.8625 44.8625	47.1125 47.1125	49.4625 49.4625	51.9375 51.9375]
6335	Disability Access Coordinator	COMMN	0001	40A	08085		58.9625	61.9000	65.0000	68.2500	71.6625								
7132	Telecommunication Supervisor	SFMTA COMMN	0001	4VR 40H	08085		58.9625 48.5125	61.9000 50.9375	65.0000 53.4750	68.2500 56.1500	71.6625 58.9625								
		SFMTA	0001	4VY	07685		48.5125	50.9375	53.4750	56.1500	58.9625								
7336	Electr Instrmntn Tech Wtr Poll	COMMN SFMTA	0001	42M 4Y1	07385 07385	<u> </u>	41.9125 41.9125	44.0000 44.0000	46.2000	48.5125 48.5125	50.9375 50.9375								
7457	Sign Worker	COMMN	0001	44A	06395		25.8625	27.1500	28.5125	29.9375	31.4250								
8116	Legislative Calendar Clerk	SFMTA COMMN	0001	4ZH 44W	06395 06405	<u> </u>	25.8625 25.9875	27.1500 27.2875	28.5125 28.6500	29.9375 30.0875	31.4250 31.5875							<u>⊢</u>]]
		SFMTA	0001	500	06405		25.9875	27.2875	28.6500	30.0875	31.5875								
8118	Legislative Clerk	COMMN SFMTA	0001	44Y 501	06785 06785	<u> </u>	31.2750 31.2750	32.8375 32.8375	34.4750 34.4750	36.2000	38.0125 38.0125								
8132	DA Investigative Assist	COMMN	0003	297	8132C		28.0250	29.4250	30.9000	32.4500	34.0750	35.7750							
8151	Claims Investigator, CA	SFMTA COMMN	0003	31M 45F	8132C 07295		28.0250 40.1000	29.4250 42.1125	30.9000 44.2125	32.4500 46.4250	34.0750 48.7375	35.7750	_				_		
6151	ciams investigator, CA	SFMTA	0001	45F 50J	07295		40.1000	42.1125	44.2125	46.4250	48.7375								
8152	SrClaimsInvstgtor,Cty Atty Ofc		0001	45G	07495	<u> </u>	44.2125	46.4250	48.7375	51.1750	53.7375				-				
8167	Admin Hearing Examiner	SFMTA SFMTA	0001	50K 50W	07495 07095	L	44.2125 36.3750	46.4250 38.2000	48.7375 40.1000	51.1750 42.1125	53.7375 44.2125	L_							
8169	Legislative Asst City Atty Ofc	COMMN	0001	45V	06725		30.3750	31.8875	33.4875	35.1625	36.9125								
8173	Legal Assistant	SFMTA COMMN	0001	50Y 45Y	06725 06825	-	30.3750 31.8875	31.8875 33.4875	33.4875 35.1625	35.1625 36.9125	36.9125 38.7625								
		SFMTA	0001	511	06825		31.8875	33.4875	35.1625	36.9125	38.7625								
8219	Parking Enforcement Admin	COMMN SFMTA	0001	46M 51P	07095		36.3750 36.3750	38.2000 38.2000	40.1000 40.1000	42.1125 42.1125	44.2125 44.2125								
8240	Pub Safety Communication Coord	COMMN	0001	46Z	07275		39.7375	41.7125	43.7875	45.9875	48.2750								
8259	Criminalist I	SFMTA COMMN	0001	51Y 475	07275 06845	<u> </u>	39.7375 32.2125	41.7125 33.8250	43.7875 35.5125	45.9875 37.2875	48.2750 39.1500								
8260	Criminalist II	COMMN	0001	476	07455		43.3750	45.5375	47.8250	50.2125	52.7250								
8262	Criminalist III	SFMTA COMMN	0001	524 477	07455 07955		43.3750 55.3500	45.5375 58.1250	47.8250 61.0250	50.2125 64.0750	52.7250 67.2875								
		SFMTA	0001	525	07955		55.3500	58.1250	61.0250	64.0750	67.2875								
8264	Forensic Document Examiner	COMMN SFMTA	0001	479 526	07395 07395		42.1125 42.1125	44.2125 44.2125	46.4250 46.4250	48.7375 48.7375	51.1750 51.1750								
		2	2001													1			

Effective Date	Job Code	Title	SetID	Sal Plan	PS GR	Grade	Ext Step	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13
	8600	Emergency Services Assistant	COMMN	0001	57Y	06280		24.4375	25.6625	26.9500	28.3000	29.7125								
	8601	Emergency Services Coord I	COMMN	0001	57Z	06565		28.0875	29.5000	30.9750	32.5250	34.1500								
	8602	Emergency Services Coord II	COMMN	0001	580	06965		34.1500	35.8500	37.6500	39.5250	41.5000								
			SFMTA	0001	5DH	06965		34.1500	35.8500	37.6500	39.5250	41.5000								
	8603	Emergency Services Coord III	COMMN	0001	581	07315		40.5125	42.5375	44.6750	46.9000	49.2500								
	8604	Emergency Services Coord IV	COMMN	0001	582	07665		48.0500	50.4500	52.9750	55.6125	58.4000								
	9151	Real Estate Devt. Mgr, SFMTA	SFMTA	0001	52W	07665		48.0500	50.4500	52.9750	55.6125	58.4000								
	9195	Light Rail Vehicle Equip Eng	SFMTA	0001	534	07815		51.7125	54.2875	57.0125	59.8625	62.8625								
	9196	Sr Light Rail Veh Equip Eng	SFMTA	0001	535	08115		59.8625	62.8625	66.0000	69.3000	72.7750								
	9197	Signal and Systems Engineer	SFMTA	0003	31A	9197C	2	70.7250	72.4875	74.3000	76.1625									
	9206	Airport Property Specialist 1	COMMN	0001	494	07300		40.2125	42.2250	44.3375	46.5500	48.8750								
	9255	Airport Economic Planner	COMMN	0001	49M	07655		47.8250	50.2125	52.7250	55.3500	58.1250								
	9376	Market Research Spec, Port	COMMN	0001	4AD	07115		36.7500	38.5875	40.5125	42.5375	44.6750								
	9377	Feasibility Analyst, Port	COMMN	0003	59A	9377C	6	38.2000	40.1000	42.1125	44.2125	46.4250	47.5875	48.7375	49.9750					
	9386	Senior Property Manager, Port	COMMN	0003	599	9386C	6	46.6750	49.0125	51.4625	54.0375	56.7375	58.1250	59.5750	61.0250					
	9393	Maritime Marketing Repr	COMMN	0001	4AP	07525		44.8625	47.1125	49.4625	51.9375	54.5250								
	9395	Property Manager, Port	COMMN	0001	4AQ	07300		40.2125	42.2250	44.3375	46.5500	48.8750								

Effective Date	Job Code	Title	SetID	Sal Plan	PS GR	Grade	Ext Step	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13
10/11/2014	1002	IS Operator-Journey	COMMN SEMTA	0001	39H 4CR	06255		24.1500 24.1500	25.3500	26.6250	27.9500	29.3500 29.3500								<u> </u>
	1003	IS Operator-Senior	COMMN	0001	39J	06535		27.6875	29.0750	30.5250	32.0500	33.6625								
	1004	IS Operator-Analyst	SFMTA COMMN	0001	4CS 39K	06535 06725		27.6875 30.3750	29.0750 31.8875	30.5250 33.4875	32.0500 35.1625	33.6625 36.9125								
	1005	IS Operator-Supervisor	SFMTA COMMN	0001	4CT 39L	06725 06945		30.3750 33.8250	31.8875 35.5125	33.4875 37.2875	35.1625 39.1500	36.9125 41.1125								<u> </u>
	1011	IS Technician Assistant	SFMTA COMMN	0001	4CU 39M	06945 06005		33.8250 21.3750	35.5125 22.4500	37.2875 23.5750	39.1500 24.7500	41.1125 25.9875								
			SFMTA	0001	4CV	06005		21.3750	22.4500	23.5750	24.7500	25.9875								
	1012	IS Technical-Journey	COMMN SFMTA	0001	39N 4CW	06575 06575		28.2250 28.2250	29.6375 29.6375	31.1250 31.1250	32.6750 32.6750	34.3125 34.3125								
	1013	IS Technician-Senior	COMMN SFMTA	0001	39P 4CX	06875 06875		32.6750 32.6750	34.3125 34.3125	36.0250 36.0250	37.8375 37.8375	39.7250 39.7250								—
	1014	IS Technician-Supervisor	COMMN SFMTA	0001	39Q 4CY	07125		36.9125 36.9125	38.7625 38.7625	40.7000 40.7000	42.7250 42.7250	44.8625 44.8625								
	1021	IS Administrator 1	COMMN	0001	39R	06585		28.3625	29.7875	31.2750	32.8375	34.4750								
	1022	IS Administrator 2	SFMTA COMMN	0001	4CZ 39S	06585 06985		28.3625 34.4750	29.7875 36.2000	31.2750 38.0125	32.8375 39.9125	34.4750 41.9125								
	1023	IS Administrator 3	SFMTA COMMN	0001	4D0 39T	06985 07385		34.4750 41.9125	36.2000 44.0000	38.0125 46.2000	39.9125 48.5125	41.9125 50.9375								
			SFMTA	0001	4D1	07385		41.9125	44.0000	46.2000	48.5125	50.9375								
	1024	IS Administrator-Supervisor	COMMN SFMTA	0001	39U 4D2	07535 07535		45.1000 45.1000	47.3500 47.3500	49.7250 49.7250	52.2000 52.2000	54.8125 54.8125								
	1031	IS Trainer-Assistant	COMMN SFMTA	0001	39V 4D3	06585 06585		28.3625 28.3625	29.7875 29.7875	31.2750 31.2750	32.8375 32.8375	34.4750 34.4750								<u> </u>
	1032	IS Trainer-Journey	COMMN SFMTA	0001	39W 4D4	06985		34.4750	36.2000	38.0125 38.0125	39.9125 39.9125	41.9125								
	1033	IS Trainer-Senior	COMMN	0001	39X	07385		41.9125	44.0000	46.2000	48.5125	50.9375								
	1041	IS Engineer-Assistant	SFMTA COMMN	0001	4D5 1VU	07385 1041D		41.9125 41.2000	44.0000	46.2000 43.2375	48.5125 44.7500	50.9375 45.8750	47.0125	48.1625	49.3500	50.5750	51.8000			<u> </u>
	1042	IS Engineer-Journey	SFMTA COMMN	0003	328 1VV	1041D 1042D		41.2000	42.2125	43.2375 47.9000	44.7500 49.5750	45.8750 50.8375	47.0125	48.1625 53.3375	49.3500 54.6375	50.5750 56.0375	51.8000 57.3875			
			SFMTA	0003	329	1042D		45.6125	46.7625	47.9000	49.5750	50.8375	52.0625	53.3375	54.6375	56.0375	57.3875			
	1043	IS Engineer-Senior	COMMN SFMTA	0003	1VW 32A	1043D 1043D		50.5750 50.5750	51.8000 51.8000	53.0875 53.0875	54.9125 54.9125	56.2375 56.2375	57.6375 57.6375	59.1000 59.1000	60.5500 60.5500	62.0625 62.0625	63.5875			
	1044	IS Engineer-Principal	COMMN SFMTA	0003	1VX 32B	1044D 1044D	11 11	54.4000 54.4000	55.7500 55.7500	57.1500 57.1500	59.1000 59.1000	60.5500 60.5500	62.0625 62.0625	63.5875 63.5875	65.1500 65.1500	66.7750 66.7750	68.4125 68.4125	70.1125	71.8625 71.8625	73.6750 73.6750
	1051	IS Business Analyst-Assistant	COMMN	0003	1VY 32C	1051D 1051D		31.7875	32.6125	33.3875	34.5375	35.4250	36.3000	37.2000	38.0875	39.0500				
	1052	IS Business Analyst	COMMN	0003	1VZ	1052D		31.7875 36.8125	37.7250	33.3875 38.6125	39.9875	35.4250 40.9750	42.0125	37.2000 43.0250	44.1000	39.0500 45.1875	46.3125			
	1053	IS Business Analyst-Senior	SFMTA COMMN	0003	32D 1W0	1052D 1053D		36.8125 42.6125	37.7250 43.7000	38.6125 44.7500	39.9875 46.3125	40.9750 47.4500	42.0125 48.6250	43.0250 49.8250	44.1000 51.0500	45.1875 52.3250	46.3125 53.6125			
	1054	IS Business Analyst-Principal	SFMTA COMMN	0003	32E 1W1	1053D 1054D	-	42.6125 49.3500	43.7000 50.5750	44.7500 51.8000	46.3125 53.6125	47.4500 54.9125	48.6250 56.2375	49.8250 57.6375	51.0500 59.1000	52.3250 60.5500	53.6125 62.0625			
			SFMTA	0003	32F	1054D		49.3500	50.5750	51.8000	53.6125	54.9125	56.2375	57.6375	59.1000	60.5500	62.0625			
	1061	IS Program Analyst-Assistant	COMMN SFMTA	0003	1W2 32G	1061D 1061D		29.4250 29.4250	30.1500 30.1500	30.9000 30.9000	31.9375 31.9375	32.7625 32.7625	33.5500 33.5500	34.3875 34.3875	35.2125 35.2125	36.1250 36.1250	36.9625 36.9625			
	1062	IS Programmer Analyst	COMMN SFMTA	0003	1W3 32H	1062D 1062D		31.7875 31.7875	32.6125 32.6125	33.3875 33.3875	34.5375 34.5375	35.4250 35.4250	36.3000	37.2000	38.0875 38.0875	39.0500 39.0500	39.9875 39.9875			
	1063	IS Programmer Analyst-Senior	COMMN SFMTA	0003	1W4 32J	1063D 1063D		38.6125 38.6125	39.6250 39.6250	40.6250 40.6250	42.0125 42.0125	43.0250 43.0250	44.1000 44.1000	45.1875 45.1875	46.3125 46.3125	47.4500	48.6250 48.6250			
	1064	IS Prg Analyst-Principal	COMMN	0003	1W5	1064D		44.9625	46.1000	47.2000	48.8875	50.0500	51.3000	52.6000	53.8750	55.2125	56.5750			
	1070	IS Project Director	SFMTA COMMN	0003	32K 1W6	1064D 1070D	11	44.9625 54.4000	46.1000 55.7500	47.2000 57.1500	48.8875 59.1000	50.0500 60.5500	51.3000 62.0625	52.6000 63.5875	53.8750 65.1500	55.2125 66.7750	56.5750 68.4125	70.1125	71.8625	73.6750
	1091	IT Operations Support Admin I	SFMTA COMMN	0003	32L 578	1070D 06255	11	54.4000 24.1500	55.7500 25.3500	57.1500 26.6250	59.1000 27.9500	60.5500 29.3500	62.0625	63.5875	65.1500	66.7750	68.4125	70.1125	71.8625	73.6750
			SFMTA	0001	57Q	06255		24.1500	25.3500	26.6250	27.9500	29.3500								
	1092	IT Operations Support Admin II	COMMN SFMTA	0001	579 57R	06585 06585		28.3625 28.3625	29.7875 29.7875	31.2750 31.2750	32.8375 32.8375	34.4750 34.4750								
	1093	IT Operations Support Admn III	COMMN SFMTA	0001	57A 57S	06985 06985		34.4750 34.4750	36.2000	38.0125 38.0125	39.9125 39.9125	41.9125 41.9125								<u> </u>
	1094	IT Operations Support Admin IV	COMMN SFMTA	0001	57B 57T	07385		41.9125	44.0000	46.2000	48.5125 48.5125	50.9375 50.9375								
	1095	IT Operations Support Admin V	COMMN	0001	57C	07535		45.1000	47.3500	49.7250	52.2000	54.8125								
	1130	Youth Comm Advisor	SFMTA COMMN	0001	57U 3AH	07535 06420		45.1000 26.1750	47.3500 27.4875	49.7250 28.8625	52.2000 30.3000	54.8125 31.8125								
	1203	Personnel Technician	COMMN SFMTA	0001	3AY 4E5	06610 06610		28.7125 28.7125	30.1500 30.1500	31.6625 31.6625	33.2500 33.2500	34.9125 34.9125								
	1230	Instructional Designer	COMMN	0001	5CT	07285		39.9250	41.9125	44.0000	46.2125	48.5125								
	1231	EEO Senior Specialist	COMMN SFMTA	0001	3B9 4EF	07505 07505		44.4625 44.4625	46.6750 46.6750	49.0125 49.0125	51.4625 51.4625	54.0375 54.0375								
	1232	Training Officer	COMMN SFMTA	0001	3BA 4EG	07085 07085		36.2000 36.2000	38.0125 38.0125	39.9125 39.9125	41.9125 41.9125	44.0000 44.0000								<u> </u>
	1233	EEO Programs Specialist	COMMN	0001	3BB 4EH	07020		35.0750	36.8250 36.8250	38.6625	40.6000	42.6250								
	1241	Personnel Analyst	COMMN	0003	1WF	1241D		29.6500	31.0750	32.6250	34.2000	35.8875	37.7000		41.5625	43.6375				
	1244	Senior Personnel Analyst	SFMTA COMMN	0003	32R 3BH	1241D 07385		29.6500 41.9125	31.0750 44.0000	32.6250 46.2000	34.2000 48.5125	35.8875 50.9375	37.7000	39.6000	41.5625	43.6375				
	1246	Principal Personnel Analyst	SFMTA COMMN	0001	4EP 278	07385 1246D	6	41.9125 49.7250	44.0000 52.2000	46.2000 54.8125	48.5125 57.5500	50.9375 60.4375	61.9000	63.4500	65.0000					
	1249	Personnel Trainee	SFMTA COMMN	0003	31F 5DD	1246D 1249D	6	49.7250	52.2000 29.6500	54.8125	57.5500	60.4375	61.9000	63.4500	65.0000					
			SFMTA	0003	5DE	1249D		28.2375	29.6500			0.7.7								
	1312	Public Information Officer	COMMN SFMTA	0001	3BR 4EX	06815 06815		31.7375 31.7375	33.3250 33.3250	35.0000 35.0000	36.7500 36.7500	38.5875 38.5875								
	1314	Public Relations Officer	COMMN SFMTA	0001	3BS 4EY	07175 07175		37.8375 37.8375	39.7250 39.7250	41.7125 41.7125	43.7875 43.7875	45.9875 45.9875								\square
	1360	Special Assistant 1	COMMN	0001	3BX	05805		19.4250	20.3750	21.3750	22.4500	23.5750								
	1361	Special Assistant 2	SFMTA COMMN	0001	4F0 3BY	05805 05955		19.4250 20.8750	20.3750 21.9000	21.3750 23.0000	22.4500 24.1500	23.5750 25.3500								
	1362	Special Assistant 3	SFMTA COMMN	0001	4F1 3BZ	05955 06105		20.8750 22.4500	21.9000 23.5750	23.0000 24.7500	24.1500 25.9875	25.3500 27.2875								\square
	1363	Special Assistant 4	SFMTA	0001	4F2 3C0	06105 06255		22.4500 24.1500	23.5750 25.3500	24.7500	25.9875 27.9500	27.2875								
			SFMTA	0001	4F3	06255		24.1500	25.3500	26.6250	27.9500	29.3500								
	1364	Special Assistant 5	COMMN SFMTA	0001	3C1 4F4	06405 06405		25.9875 25.9875	27.2875	28.6500 28.6500	30.0875 30.0875	31.5875 31.5875								
	1365	Special Assistant 6	COMMN SFMTA	0001	3C2 4F5	06545 06545		27.8250 27.8250	29.2125	30.6750 30.6750	32.2125 32.2125	33.8250 33.8250				-				\vdash
	1366	Special Assistant 7	COMMN	0001	3C3	06695		29.9375	31.4250	33.0000	34.6500	36.3750								
	1367	Special Assistant 8	SFMTA COMMN	0001	4F6 3C4	06695 06845		29.9375 32.2125	31.4250 33.8250	33.0000 35.5125	34.6500 37.2875	36.3750 39.1500								
	1368	Special Assistant 9	SFMTA COMMN	0001	4F7 3C5	06845 06995		32.2125 34.6500	33.8250 36.3750	35.5125 38.2000	37.2875 40.1000	39.1500 42.1125								
	1369		SFMTA COMMN	0001	4F8	06995 07155		34.6500 37.4625	36.3750 39.3375	38.2000	40.1000	42.1125 45.5375								
		Special Assistant 10	SFMTA	0001	3C6 4F9	07155		37.4625	39.3375	41.3000	43.3750 43.3750	45.5375								
	1370	Special Assistant 11	COMMN SFMTA	0001	3C7 4FA	07305 07305		40.3250 40.3250	42.3375 42.3375	44.4625 44.4625	46.6750 46.6750	49.0125 49.0125								
	1371	Special Assistant 12	COMMN SFMTA	0001	3C8 4FB	07455 07455		43.3750 43.3750	45.5375 45.5375	47.8250 47.8250	50.2125 50.2125	52.7250 52.7250								\square
	1452	Executive Secretary 2	COMMN	0001	3D4	06835		32.0500	33.6625	35.3375	37.1125	38.9625								
L			SFMTA	0001	4G6	06835	1	32.0500	33.6625	35.3375	37.1125	38.9625	1	1	1		1		I	

1454	e Title Executive Secretary 3	SetID COMMN	Sal Plan 0001	PS GR 3D6	Grade 07005	Ext Step	Step 1 34.8250	Step 2 36,5750	Step 3 38.4000	Step 4 40.3250	Step 5 42.3375	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Ste
		SFMTA	0001	4G8	07005		34.8250	36.5750	38.4000	40.3250	42.3375								
1492	Asst Clk, Board of Supervisors	COMMN SFMTA	0001	3DK 4GL	07285 07285		39.9250 39.9250	41.9125 41.9125	44.0000 44.0000	46.2125 46.2125	48.5125 48.5125								
1512 1520	Cfdntal Sctry&Ex Asst PublDfdr Cfdntal Sctry to Distric Atty	COMMN	0001	3DP 3DS	07145 07145		37.2875 37.2875	39.1500 39.1500	41.1125 41.1125	43.1625 43.1625	45.3250								
1522	Cfdntal Sctry to City Atty	COMMN	0001	3DT	07145		37.2875	39.1500	41.1125	43.1625	45.3250								
1543 1544	Secretary, Comm on the Environ Secretary, Library Commission	COMMN	0001	3DV 3DW	07295		40.1000 38.2000	42.1125 40.1000	44.2125 42.1125	46.4250	48.7375 46.4250								
1548	Sctry, Human Svcs. Commission	COMMN	0001	3DY	07175		37.8375	39.7250	41.7125	43.7875	45.9875								
1549 1551	Sctry, Juv Probation Comm Secretary, Health Commission	COMMN	0001	3DZ 3E0	06795 07635		31.4250 47.3500	33.0000 49.7250	34.6500 52.2000	36.3750 54.8125	38.2000 57.5500								
1555	Sctry, Bldg Inspection Comm	COMMN	0001	3E2	07175		37.8375	39.7250	41.7125	43.7875	45.9875								
1574 1649	Ex Asst to the Controller Accountant Intern	COMMN	0001	3E5 1WM	07195 1649D		38.2000 27.7625	40.1000 29.1375	42.1125	44.2125	46.4250								
		SFMTA	0003	32T	1649D		27.7625	29.1375											
1650	Accountant I	COMMN SEMTA	0001	3EF 4HE	06615 06615		28.7875 28.7875	30.2250 30.2250	31.7375 31.7375	33.3250 33.3250	35.0000								
1652	Accountant II	COMMN	0001	3EG	06825		31.8875	33.4875	35.1625	36.9125	38.7625								
1654	Accountant III	SFMTA COMMN	0001	4HF 3EH	06825 07215		31.8875 38.5875	33.4875 40.5125	35.1625 42.5375	36.9125 44.6750	38.7625 46.9000								
		SFMTA	0001	4HG	07215	_	38.5875	40.5125	42.5375	44.6750	46.9000								
1657	Accountant IV	COMMN SFMTA	0003	27I 352	1657D 1657D	6	44.6750 44.6750	46.9000	49.2500 49.2500	51.7125 51.7125	54.2875 54.2875	55.6125 55.6125	57.0125 57.0125	58.4000 58.4000					
1670	Financial Systems Supervisor	COMMN	0003	27J	1670D	6	51.9375	54.5250	57.2625	60.1250	63.1375	64.7000	66.2875	67.9375					
1684	Auditor II	SFMTA COMMN	0003	353 3F0	1670D 07325	6	51.9375 40.7000	54.5250 42.7250	57.2625 44.8625	60.1250 47.1125	63.1375 49.4625	64.7000	66.2875	67.9375					
		SFMTA	0001	4HX	07325		40.7000	42.7250	44.8625	47.1125	49.4625	57.0105	50 1000						
1686	Auditor III	COMMN SFMTA	0003	27K 354	1686D 1686D	6	45.7625 45.7625	48.0500 48.0500	50.4500 50.4500	52.9750 52.9750	55.6125 55.6125	57.0125 57.0125	58.4000 58.4000	59.8625 59.8625					
1803	Performance Analyst I	COMMN	0001	3FZ	06615		28.7875	30.2250	31.7375	33.3250	35.0000								
1804	Statistician	COMMN SFMTA	0001	3G0 4JM	06815 06815		31.7375 31.7375	33.3250 33.3250	35.0000 35.0000	36.7500 36.7500	38.5875 38.5875								\vdash
1805	Performance Analyst II	COMMN	0001	3G1	07325		40.7000	42.7250	44.8625	47.1125	49.4625								F
1806	Senior Statistician	SFMTA COMMN	0001	4JN 27L	07325 1806D	6	40.7000 40.5125	42.7250 42.5375	44.8625 44.6750	47.1125 46.9000	49.4625 49.2500	50.4500	51.7125	52.9750			-		\vdash
		SFMTA	0003	355	1806D	6	40.5125	42.5375	44.6750	46.9000	49.2500	50.4500	51.7125	52.9750					
1823	Senior Administrative Analyst	COMMN SFMTA	0001	3GF 4JY	07295 07295		40.1000 40.1000	42.1125 42.1125	44.2125 44.2125	46.4250 46.4250	48.7375 48.7375								+
1824	Pr Administrative Analyst	COMMN SEMTA	0001	3GG 4JZ	07595		46.4250	48.7375	51.1750 51.1750	53.7375 53.7375	56.4250			-					F
1825	Prnpl Admin Analyst II	COMMN	0001	4JZ 3GH	07595 07780		46.4250 50.8375	48.7375 53.3750	51.1750 56.0500	53.7375 58.8500	56.4250 61.7875								L
1827	Administrative Services Mgr	SFMTA COMMN	0001	4K0 3GK	07780 07315		50.8375 40.5125	53.3750 42.5375	56.0500 44.6750	58.8500 46.9000	61.7875 49.2500								
1827	Administrative Services Mgr	SFMTA	0001	3GK 4K2	07315		40.5125	42.5375	44.6750	46.9000	49.2500								
1830	Perf Analyst III Project Mgr	COMMN	0003	30J	1830D	6	50.2125	52.7250	55.3500	58.1250	61.0250	62.5625	64.0750	65.6875					
1835	Legislative Assistant	COMMN SFMTA	0001	583 585	07275		39.7375 39.7375	41.7125 41.7125	43.7875 43.7875	45.9875 45.9875	48.2750 48.2750								
1867 1944	Auditor I Materials Coordinator	COMMN	0001	3H0 3HS	06615 07595		28.7875	30.2250	31.7375 51.1750	33.3250	35.0000								_
1944	Materials Coordinator	COMMN SFMTA	0001	4KW	07595		46.4250 46.4250	48.7375 48.7375	51.1750	53.7375 53.7375	56.4250								
1950	Assistant Purchaser	COMMN	0001	3HU 4KY	06485		27.0125	28.3625	29.7875	31.2750	32.8375								
1952	Purchaser	SFMTA COMMN	0001	3HV	06485 06945		27.0125 33.8250	28.3625 35.5125	29.7875 37.2875	31.2750 39.1500	32.8375 41.1125								
1956	Senior Purchaser	SFMTA COMMN	0001	4KZ 3HW	06945 07345		33.8250 41.1125	35.5125	37.2875 45.3250	39.1500 47.5875	41.1125 49.9750								
1550	Senior Furchaser	SFMTA	0001	4L0	07345		41.1125	43.1625	45.3250	47.5875	49.9750								
1958	Supervising Purchaser	COMMN SFMTA	0003	27M 356	1958D 1958D	6	49.9750 49.9750	52.4625 52.4625	55.0875 55.0875	57.8375 57.8375	60.7375 60.7375	62.2000 62.2000	63.7625 63.7625	65.3125 65.3125					
2107	Med Staff Svcs Dept Anl	COMMN	0003	3HZ	07000	0	34.7375	36.4750	38.3000	40.2125	42.2250	02.2000	03.7023	03.3123					
		commit	0001								42.5375								
2119	Health Care Analyst	COMMN	0001	3J7	07015 2218D	11	35.0000	36.7500	38.5875	40.5125		84 1500	86 7750	80 4625	92 2500	95 1000	97 4750	00.0125	10
2218 2403	Health Care Analyst Physician Assistant Forensic Laboratory Technician	COMMN COMMN COMMN	0001 0003 0001	3J7 1X2 3K0	2218D 06865	11	67.1750 32.5250	70.5875 34.1500	74.0750 35.8500	77.8000 37.6500	81.6875 39.5250	84.1500	86.7750	89.4625	92.2500	95.1000	97.4750	99.9125	10
2218 2403 2456	Physician Assistant Forensic Laboratory Technician Asst Forensic Toxicologist 1	COMMN COMMN COMMN COMMN	0001 0003 0001 0001	3J7 1X2 3K0 3KJ	2218D 06865 07455	11	67.1750 32.5250 43.3750	70.5875 34.1500 45.5375	74.0750 35.8500 47.8250	77.8000 37.6500 50.2125	81.6875 39.5250 52.7250	84.1500	86.7750	89.4625	92.2500	95.1000	97.4750	99.9125	10
2218 2403 2456 2457 2458	Physician Assistant Forensic Laboratory Technician Asst Forensic Toxicologist 1 Forensic Toxicologist Supervis Chief Forensic Toxicologist	COMMN COMMN COMMN COMMN COMMN	0001 0003 0001 0001 0001 0003	3J7 1X2 3K0 3KJ 3KK 286	2218D 06865 07455 07955 2458D	11	67.1750 32.5250 43.3750 55.3500 76.5625	70.5875 34.1500 45.5375 58.1250 80.3875	74.0750 35.8500 47.8250 61.0250 84.4125	77.8000 37.6500 50.2125 64.0750 88.6250	81.6875 39.5250 52.7250 67.2875 93.0625	95.3125	97.7125	100.0750	92.2500	95.1000	97.4750	99.9125	10
2218 2403 2456 2457 2458 2458 2481	Physician Assistant Forensic Laboratory Technician Asst Forensic Toxicologist 1 Forensic Toxicologist Supervis Chief Forensic Toxicologist Water Quality Technician	COMMN COMMN COMMN COMMN COMMN COMMN	0001 0003 0001 0001 0001 0003 0003	3J7 1X2 3K0 3KJ 3KK 286 1XZ	2218D 06865 07455 07955 2458D 2481D		67.1750 32.5250 43.3750 55.3500 76.5625 28.0875	70.5875 34.1500 45.5375 58.1250 80.3875 29.5000	74.0750 35.8500 47.8250 61.0250 84.4125 30.9750	77.8000 37.6500 50.2125 64.0750 88.6250 32.5250	81.6875 39.5250 52.7250 67.2875 93.0625 34.1500				92.2500	95.1000	97.4750	99.9125	10
2218 2403 2456 2457 2458	Physician Assistant Forensic Laboratory Technician Asst Forensic Toxicologist 1 Forensic Toxicologist Supervis Chief Forensic Toxicologist	COMMN COMMN COMMN COMMN COMMN	0001 0003 0001 0001 0001 0003	3J7 1X2 3K0 3KJ 3KK 286	2218D 06865 07455 07955 2458D		67.1750 32.5250 43.3750 55.3500 76.5625	70.5875 34.1500 45.5375 58.1250 80.3875	74.0750 35.8500 47.8250 61.0250 84.4125	77.8000 37.6500 50.2125 64.0750 88.6250	81.6875 39.5250 52.7250 67.2875 93.0625	95.3125	97.7125	100.0750	92.2500	95.1000	97.4750	99.9125	10
2218 2403 2456 2457 2458 2481 2482 2482 2483 2484	Physician Assistant Forensic Laboratory Technician Asst Forensic Toxicologist 1 Forensic Toxicologist Supervis Chief Forensic Toxicologist Water Quality Technician Water Quality Tech III Biologist Biologist III	COMMN COMMN COMMN COMMN COMMN COMMN COMMN COMMN	0001 0003 0001 0001 0003 0003 0003 0001 0003	3J7 1X2 3K0 3KJ 286 1XZ 3KW 1Y0 3KX	2218D 06865 07455 2458D 2481D 07015 2483D 07615		67.1750 32.5250 43.3750 55.3500 76.5625 28.0875 35.0000 33.3250 46.9000	70.5875 34.1500 45.5375 58.1250 80.3875 29.5000 36.7500 35.0000 49.2500	74.0750 35.8500 47.8250 61.0250 84.4125 30.9750 38.5875 36.7500 51.7125	77.8000 37.6500 50.2125 64.0750 88.6250 32.5250 40.5125 38.5875 54.2875	81.6875 39.5250 52.7250 67.2875 93.0625 34.1500 42.5375 40.5125 57.0125	95.3125 35.8500	97.7125 37.6500	100.0750 39.5250	92.2500	95.1000	97.4750	99.9125	10
2218 2403 2456 2457 2458 2481 2482 2482 2483 2484 2485 2485 2485	Physician Assistant Forensic Laboratory Technician Asst Forensic Toxicologist 1 Forensic Toxicologist Supervis Chief Forensic Toxicologist Water Quality Technician Water Quality Tech III Biologist	COMMN COMMN COMMN COMMN COMMN COMMN COMMN COMMN COMMN COMMN	0001 0003 0001 0001 0003 0003 0003 0001 0003 0001 0001 0003	3J7 1X2 3K0 3KJ 3KK 286 1XZ 3KW 1Y0 3KX 3KY 1Y1	2218D 06865 07455 2458D 2481D 07015 2483D 07615 07615 2486D		67.1750 32.5250 43.3750 55.3500 76.5625 28.0875 35.0000 33.3250 46.9000 46.9000 33.3250	70.5875 34.1500 45.5375 58.1250 80.3875 29.5000 36.7500 35.0000 49.2500 35.0000	74.0750 35.8500 47.8250 61.0250 84.4125 30.9750 38.5875 36.7500 51.7125 51.7125 36.7500	77.8000 37.6500 50.2125 64.0750 88.6250 32.5250 40.5125 38.5875 54.2875 54.2875 38.5875	81.6875 39.5250 52.7250 67.2875 93.0625 34.1500 42.5375 40.5125 57.0125 57.0125 40.5125	95.3125 35.8500	97.7125 37.6500	100.0750 39.5250	92.2500	95.1000	97.4750	99.9125	10
2218 2403 2456 2457 2458 2481 2482 2482 2483 2484 2485 2486 2486 2487	Physician Assistant Forensic Laboratory Technician Asst Forensic Toxicologist 1 Forensic Toxicologist 20upervis Chief Forensic Toxicologist Water Quality Technila Biologist Biologist III Biologist III Supv Biologist Chemist III	COMMN COMMN COMMN COMMN COMMN COMMN COMMN COMMN COMMN COMMN COMMN	0001 0003 0001 0001 0003 0003 0003 0001 0003 0001 0003 0001	3J7 1X2 3K0 3KJ 286 1XZ 3KW 1Y0 3KX 3KY 1Y1 3KZ	2218D 06865 07455 2458D 2481D 07015 2483D 07615 2483D 07615 2486D 07615		67.1750 32.5250 43.3750 55.3500 76.5625 28.0875 35.0000 33.3250 46.9000 33.3250 46.9000	70.5875 34.1500 45.5375 58.1250 80.3875 29.5000 36.7500 35.0000 49.2500 49.2500 49.2500	74.0750 35.8500 47.8250 61.0250 84.4125 30.9750 38.5875 36.7500 51.7125 51.7125 36.7500 51.7125	77.8000 37.6500 50.2125 64.0750 88.6250 32.5250 40.5125 38.5875 54.2875 54.2875 38.5875 54.2875	81.6875 39.5250 52.7250 67.2875 93.0625 34.1500 42.5375 40.5125 57.0125 57.0125 57.0125 57.0125	95.3125 35.8500 42.5375	97.7125 37.6500 44.6750	100.0750 39.5250 46.9000	92.2500	95.1000	97.4750	99.9125	10
2218 2403 2456 2457 2458 2481 2482 2483 2483 2484 2485 2486 2487 2488 2489	Physician Assistant Forensic Laboratory Technician Asst Forensic Toxicologist 1 Forensic Toxicologist 2000 Chief Forensic Toxicologist Water Quality Technician Water Quality Technil Biologist Biologist Biologist 11 Supy Biologist Chemist 11 Chemist 11 Supy Chemist Lab Sves Mgr	COMMN COMMN COMMN COMMN COMMN COMMN COMMN COMMN COMMN COMMN COMMN COMMN	0001 0003 0001 0001 0003 0003 0001 0003 0001 0003 0001 0003	3J7 1X2 3K0 3KJ 286 1XZ 3KW 1Y0 3KX 3KY 1Y1 3KZ 3L0 28B	2218D 06865 07455 2458D 2481D 07015 2483D 07615 07615 07615 07615 07615 2489D		67.1750 32.5250 43.3750 55.3500 76.5625 28.0875 35.0000 33.3250 46.9000 33.3250 46.9000 33.3250 46.9000 54.8125	70.5875 34.1500 45.5375 58.1250 80.3875 29.5000 36.7500 35.0000 49.2500 35.0000 49.2500 49.2500 57.5500	74.0750 35.8500 47.8250 61.0250 84.4125 30.9750 38.5875 36.7500 51.7125 51.7125 36.7500 51.7125 51.7125 51.7125 51.7125	77.8000 37.6500 50.2125 64.0750 88.6250 32.5250 40.5125 38.5875 54.2875 54.2875 54.2875 54.2875 54.2875 54.2875 54.2875	81.6875 39.5250 52.7250 67.2875 93.0625 34.1500 42.5375 40.5125 57.0125 57.0125 57.0125 57.0125 57.0125 57.0125	95.3125 35.8500 42.5375 42.5375 68.2500	97.7125 37.6500 44.6750	100.0750 39.5250 46.9000	92.2500	95.1000	97.4750	99.9125	
2218 2403 2456 2457 2458 2481 2481 2482 2483 2484 2485 2486 2486 2487 2488	Physician Assistant Forensic Laboratory Technician Ass Forensic Toxicologist 1 Forensic Toxicologist Supervis Chief Forensic Toxicologist Water Quality Technician Water Quality Tech III Biologist Biologist III Supv Biologist Chemist Chemist III Supv Chemist	COMMN COMMN COMMN COMMN COMMN COMMN COMMN COMMN COMMN COMMN COMMN COMMN COMMN	0001 0003 0001 0001 0003 0003 0003 0001 0003 0001 0003 0001 0003 0001	3J7 1X2 3K0 3KJ 286 1XZ 3KW 1Y0 3KX 3KY 1Y1 3KZ 3L0 28B 1Y3	2218D 06865 07455 2458D 2458D 2481D 07015 2483D 07615 2484D 07615 2486D 07615 2486D 07615 2489D 2538D		67.1750 32.5250 43.3750 55.3500 76.5625 28.0875 28.0875 28.0875 35.0000 33.3250 46.9000 46.9000 54.8125 38.9625	70.5875 34.1500 45.5375 58.1250 80.3875 29.5000 36.7500 35.0000 49.2500 49.2500 35.0000 49.2500 57.5500 40.9125	74.0750 35.8500 47.8250 61.0250 84.4125 30.9750 38.5875 36.7500 51.7125 51.7125 51.7125 51.7125 51.7125 51.755 51.7555 51.7555 51.7555 51.7555 51.75555 51.75555555555	77.8000 37.6500 50.2125 64.0750 88.6250 32.5250 40.5125 54.2875 54.2875 54.2875 54.2875 54.2875 54.2875 54.2875 63.4500	81.6875 39.5250 52.7250 67.2875 93.0625 33.4.1500 42.5375 40.5125 57.0125 57.0125 57.0125 57.0125 57.0125 57.0125 66.6250 47.3500	95.3125 35.8500 42.5375 42.5375 68.2500 49.7250	97.7125 37.6500 44.6750 44.6750	100.0750 39.5250 46.9000 46.9000	92.2500	95.1000	97.4750	99.9125	
2218 2403 2456 2457 2458 2481 2482 2483 2483 2484 2485 2486 2487 2488 2488	Physician Assistant Forensic Laboratory Technician Asst Forensic Toxicologist 1 Forensic Toxicologist 2000 Chief Forensic Toxicologist Water Quality Technician Water Quality Technil Biologist Biologist Biologist 11 Supy Biologist Chemist 11 Chemist 11 Supy Chemist Lab Sves Mgr	COMMN COMMN COMMN COMMN COMMN COMMN COMMN COMMN COMMN COMMN COMMN COMMN COMMN COMMN COMMN	0001 0003 0001 0001 0003 0003 0001 0003 0001 0001 0001 0001 0003 0001 0003 0003 0003	3J7 1X2 3K0 3KJ 286 1XZ 3KW 1Y0 3KW 1Y0 3KX 1Y1 3KZ 3L0 28B 1Y3 332 1Y4	2218D 06865 07455 07955 2458D 2458D 07015 2483D 07615 07615 2486D 07615 07615 2486D 07615 2489D 2538D 2538D		67.1750 32.5250 43.3750 55.3500 76.5625 28.0875 35.0000 33.3250 46.9000 33.3250 46.9000 33.3250 46.9000 54.8125 38.9625 42.1125	70.5875 34.1500 45.5375 58.1250 80.3875 29.5000 36.7500 35.0000 49.2500 35.0000 49.2500 49.2500 57.5500 40.9125 40.9125 44.2125	74.0750 35.8500 47.8250 61.0250 84.4125 30.9750 38.5875 36.7500 51.7125 51.7125 51.7125 51.7125 51.7125 60.4375 42.9500 42.9500	77.8000 37.6500 50.2125 64.0750 88.6250 32.5250 40.5125 38.5875 54.287	81.6875 39.5250 52.7250 67.2875 93.0625 34.1500 42.5375 40.5125 57.0125 57.0125 57.0125 57.0125 57.0125 57.0125 66.6250 47.3500 47.3500 51.1750	95.3125 35.8500 42.5375 42.5375 68.2500 49.7250 49.7250 53.7375	97.7125 37.6500 44.6750 44.6750	100.0750 39.5250 46.9000 46.9000	92.2500	95.1000	97.4750	99.9125	
2218 2403 2456 2457 2458 2481 2482 2483 2484 2485 2486 2487 2488 2489 2489 2538	Physician Assistant Forensic Laboratory Technician Asst Forensic Toxicologist 1 Forensic Toxicologist Supervis Chief Forensic Toxicologist Water Quality Technician Water Quality Technician Biologist Biologist Biologist Chemist Lab Svcs Mgr Audiometrist Audiologist	COMMN COMMN COMMN COMMN COMMN COMMN COMMN COMMN COMMN COMMN COMMN COMMN COMMN COMMN SFMTA	0001 0003 0001 0001 0003 0003 0003 0001 0001 0001 0001 0001 0003 0003 0003	3J7 1X2 3K0 3KJ 286 1XZ 3KW 1Y0 3KW 1Y0 3KX 3KY 1Y1 3KZ 3L0 28B 1Y3 332	2218D 06865 07455 2458D 2458D 2458D 07615 2483D 07615 2483D 07615 2484D 07615 2489D 2538D 2538D 2538D 2540D		67.1750 32.5250 43.3750 55.3500 76.5625 28.0875 35.0000 33.3250 46.9000 46.9000 33.3250 46.9000 54.8125 38.9625 38.9625 42.1125	70.5875 34.1500 45.5375 58.1250 80.3875 29.5000 36.7500 35.0000 49.2500 49.2500 49.2500 57.5500 49.2500 57.5500 40.9125 40.9125 44.2125	74.0750 35.8500 47.8250 61.0250 84.4125 30.9750 38.5875 36.7500 51.7125 51.7125 51.7125 60.4375 42.9500 42.9500 46.4250	77.8000 37.6500 50.2125 64.0750 32.5250 40.5125 38.5875 54.2875 54.2875 54.2875 54.2875 54.2875 63.45000 45.1000	81.6875 39.5250 52.7250 67.2875 93.0625 34.1500 42.5375 40.5125 57.0125 57.0125 57.0125 57.0125 57.0125 66.6250 47.3500 51.1750 51.1750	95.3125 35.8500 42.5375 42.5375 68.2500 49.7250 49.7250 53.7375 53.7375	97.7125 37.6500 44.6750 44.6750	100.0750 39.5250 46.9000 46.9000	92.2500	95.1000	97.4750	99.9125	
2218 2403 2456 2457 2458 2481 2482 2483 2484 2485 2486 2485 2486 2487 2488 2487 2530 2540	Physician Assistant Forensic Laboratory Technician Ass Forensic Toxicologist 1 Forensic Toxicologist Supervis Chief Forensic Toxicologist Water Quality Technician Water Quality Tech III Biologist Biologist III Supv Biologist Chemist Chemist Lab Sves Mgr Audionetrist Audiologist Speech Pathologist	COMMIN COMMIN COMMIN COMMIN COMMIN COMMIN COMMIN COMMIN COMMIN COMMIN COMMIN COMMIN COMMIN COMMIN SPINTA COMMIN SFINTA COMMIN SFINTA	0001 0003 0001 0001 0003 0003 0003 0001 0001 0001 0001 0003 0001 0003 0003 0003 0003 0003 0003 0003	3J7 1X2 3K0 3KJ 286 1XZ 3KW 1Y0 3KX 3KV 1Y1 3KZ 3L0 28B 1Y3 332 1Y4 333 1Y5 334	2218D 06865 07455 2458D 248D 07015 2483D 07615 2483D 07615 2483D 07615 2486D 07615 2486D 07615 2486D 2538D 2538D 2538D 2540D 2542D		67.1750 32.5250 43.3750 55.3500 76.5625 28.0875 35.0000 33.3250 46.9000 33.3250 46.9000 40.90000 40.90000 40.90000 40.90000 40.90000000000	70.5875 34.1500 45.5375 58.1250 80.3875 29.5000 36.7500 49.2500 49.2500 49.2500 49.2500 49.2500 49.2500 49.2500 49.2550 40.9125 44.2125 44.2125 44.2000	74.0750 35.8500 47.8250 61.0250 84.4125 30.9750 38.5875 36.7500 51.7125 51.7125 51.7125 51.7125 51.7125 51.7125 51.7125 60.4375 42.9500 42.9500 44.4250 46.4250	77.8000 37.6500 50.2125 64.0750 88.6250 32.5250 40.5125 54.2875 54.2875 54.2875 54.2875 54.2875 54.2875 63.4500 45.1000 48.7375 48.7375 48.5125	81.6875 39.5250 52.7250 67.2875 93.0625 34.1500 42.5375 40.5125 57.012	95.3125 35.8500 42.5375 42.5375 68.2500 49.7250 49.7250 53.7375 53.7375 53.4750	97.7125 37.6500 44.6750 44.6750 69.9625 56.1500 56.1500	100.0750 39.5250 46.9000 46.9000 71.6625	92.2500	95.1000	97.4750	99.9125	
2218 2403 2456 2457 2458 2481 2482 2483 2484 2485 2486 2485 2486 2487 2488 2489 2538	Physician Assistant Forensic Laboratory Technician Asst Forensic Toxicologist 1 Forensic Toxicologist Supervis Chief Forensic Toxicologist Water Quality Technician Water Quality Technician Biologist Biologist Biologist Chemist Lab Svcs Mgr Audiometrist Audiologist	COMMIN COMMIN COMMIN COMMIN COMMIN COMMIN COMMIN COMMIN COMMIN COMMIN COMMIN COMMIN COMMIN COMMIN COMMIN COMMIN SPITTA COMMIN	0001 0003 0001 0001 0003 0003 0003 0001 0003 0001 0001 0003 0003 0003 0003 0003 0003	317 1X2 3K0 3K1 3KK 1X2 3KW 1Y0 3KX 3KV 1Y1 3KX 3KV 1Y1 3KZ 3L0 28B 1Y3 332 1Y4 1Y5 334	2218D 06865 07455 2458D 2481D 07015 2483D 07615 2483D 07615 2483D 07615 2486D 07615 2486D 07615 2486D 2538D 2538D 2538D 25340D 2540D		67.1750 32.5250 43.3750 55.3500 76.5625 28.0875 35.0000 33.3250 46.9000 33.3250 46.9000 33.3250 46.9000 33.3250 38.9625 38.9625 42.1125 42.1125 42.1125 41.9125 41.9125	70.5875 34.1500 45.5375 58.1250 80.3875 29.5000 35.0000 49.2500 49.2500 49.2500 49.2500 40.9125 40.9125 44.2125 44.2125 44.0000 44.0000	74.0750 35.8500 47.8250 61.0250 84.4125 30.9750 38.5875 36.7500 51.7125 51.7125 51.7125 51.7125 51.7125 51.7125 60.4375 42.9500 42.9500 46.4250 46.4250 46.4250	77.8000 37.6500 50.2125 64.0750 88.6250 32.5250 40.5125 38.5875 54.287	81.6875 39.5250 52.7250 67.2875 93.0625 34.1500 42.5375 40.5125 57.0125 50.0127 50.0127 50.0127 50.0127 50.027	95.3125 35.8500 42.5375 42.5375 68.2500 49.7250 49.7250 53.7375 53.4750	97.7125 37.6500 44.6750 44.6750 69.9625 56.1500 56.1500 50.9375	100.0750 39.5250 46.9000 46.9000	92.2500	95.1000	97.4750	99.9125	
2218 2403 2456 2457 2458 2481 2482 2483 2484 2485 2486 2485 2486 2487 2488 2487 2530 2540	Physician Assistant Forensic Laboratory Technician Ass Forensic Toxicologist 1 Forensic Toxicologist Supervis Chief Forensic Toxicologist Water Quality Technician Water Quality Tech III Biologist Biologist III Supv Biologist Chemist Chemist Lab Sves Mgr Audionetrist Audiologist Speech Pathologist	COMMIN COMMIN COMMIN COMMIN COMMIN COMMIN COMMIN COMMIN COMMIN COMMIN COMMIN COMMIN COMMIN COMMIN COMMIN COMMIN SPITTA COMMIN SPITTA COMMIN	0001 0003 0001 0001 0003 0003 0001 0001	3J7 1X2 3K0 3K1 3K1 286 1XZ 3KW 3KX 3KV 1Y1 3KZ 3KX 3KY 1Y1 3KZ 3L0 288 1Y3 3L0 288 1Y3 3L1 248 1Y5 334 1Y5 335 1Y7	22180 06865 07455 2458D 2481D 07015 2483D 07615 2483D 07615 2486D 07615 2485D 2538D 2538D 2538D 2542D 2542D 2542D 2548D 2548D 2548D		67.1750 32.5250 43.3750 55.3500 76.5625 28.0875 35.0000 33.3250 46.9000 46.9000 33.3250 46.9000 54.8125 38.9625 38.9625 42.1125 42.1125 41.9125 38.0125 38.0125	70.5875 34.1500 45.5375 58.1250 80.3875 29.5000 35.0000 49.2500 49.2500 49.2500 49.2500 57.5500 57.5500 40.9125 44.2125 44.2125 44.2125 44.0000 39.9125 39.9125	74.0750 35.8500 47.8250 61.0250 84.4125 30.9750 31.7125 36.7500 51.7125 51.7125 51.7125 60.4375 42.9500 46.4250 46.4250 46.4250 46.2000 41.9125 41.9125	77.8000 37.6500 50.2125 64.0750 88.6250 32.5250 40.5125 38.5875 54.2875 54.2875 54.2875 54.2875 63.4500 45.1000 45.1000 45.1000 48.7375 48.5125 48.5125 44.0000 44.0000	81.6875 39.5250 52.7250 67.2875 93.0625 34.1500 42.5375 40.5125 57.012	95.3125 35.8500 42.5375 42.5375 68.2500 49.7250 53.7375 53.4750 53.4750 53.4750 48.5125 48.5125	97.7125 37.6500 44.6750 44.6750 69.9625 56.1500 56.1500 50.9375 50.9375 57.5500	100.0750 39.5250 46.9000 71.6625 53.4750 53.4750 60.4375	92.2500	95.1000	97.4750	99.9125	
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2218 2483 2456 2457 2458 2484 2484 2485 2484 2485 2489 2538 2540 2542 2550 2555 2556 2555 2556 2558 2556 2558 2556 2558 2556 2559 2559 2591 2593 2594 2595 2802 2803	Physical Assistant Forensic Laboratory Technician Asst Forensic Toxicologist 1 Forensic Toxicologist 1 Kolef Forensic Toxicologist Biologist 1 Biologist 1 Biologist 1 Biologist 1 Supv Biologist Chemist 11 Supv Chemist Lab Svs Mgr Audionetrist Audionetrist Audionetrist Sepech Pathologist Sepech Pathologist Senior Occupational Therapist Senior Occupational Therapist Senior Occupational Therapist Rehabilitation Counselor Health Program Coordinator 1 Health Program Coordinator 1 Health Program Coordinator 3 Employee Asst Counselor Sr Employee Asst Counselor Sr Employee Asst Counselor Sr Employee Asst Counselor Epidemiologist 1 Epidemiologist 2 Assistant Health Educator	COMMIN COMMIN COMMIN COMMIN COMMIN COMMIN COMMIN COMMIN COMMIN COMMIN COMMIN COMMIN COMMIN COMMIN COMMIN SFMTA SFMTA COMMIN SFMTA SFMT	0001 0003 0003 0003 0003 0003 0001 0003 0033 00404 0405	3J7 3J7 3K0 3K1 286 3K2 286 3K2 3K2 286 3K2 3K2 3K2 3K2 3K2 3K2 3K2 3G2 3G2 3G2 3G2 3G2 3G2 3G2 3G2 3G2 3G	22180 06865 07455 27450 07455 24580 07455 24580 07615 24580 07615 24580 07615 24880 07615 24880 07615 25480 25480 25480 25480 25480 25480 25480 25480 25480 25480 25480 25480 25480 25480 25480 25480 25480 25480 25480 2550 2550 07170 07170 25550 25560 25	6 6 6 6 6 6 6 6	67.1750 43.3750 55.3500 75.5625 57.5625 58.3500 76.5625 28.0757 46.9000 40.90000 40.90000 40.90000 40.90000 40.90000 40.90000 40.900	70.8875 34.1500 45.5375 58.1250 58.1250 58.1250 58.1250 58.1250 58.1250 58.1250 58.1250 58.1250 58.1250 58.1250 58.1250 59.000 49.2500 49.2500 49.2501 49.2502 40.9125 57.550 39.9125 39.9125 33.625 39.9125 33.5625 39.9125 33.5625 33.5625 33.625 33.625 33.625 33.625 33.625 33.20500 33.20500 33.20500 33.20500 33.3250 33.3250 33.3250 33.3250 33.3250 33.3250 33.3250 33.	74.0750.0 74.0750.0 75.8500.0 74.2820.0 74.2820.0 74.2820.0 74.2820.0 74.2820.0 74.2820.0 74.2820.0 75.17125 76.7500.0 75.17125 76.7500.0 75.17125 75.1715 75.	77.8000 (3) 77.6500 (3) 77.6500 (3) 77.6500 (3) 88.6250 (3) 88.575 (3) 88.575 (3) 88.575 (3) 88.575 (3) 88.575 (3) 88.575 (3) 88.575 (3) 88.575 (3) 88.575 (3) 89.750 (3) 89.750 (3) 89.750 (3) 89.750 (3) 80.750 (3)	81.68752 93.5250 93.5250 93.5250 93.6252 93.71252 93.8500 93.8500 93.8500 93.711252 93.8502 93.8502 93.8502 93.8502 93.8502 94.5500 93.71125 93.8502 94.5500 93.8502 94.5500 94.5500 93.8762 94.5200 94.5200 94.5200	95.3125 35.8500 42.5375 42.5375 68.2500 49.7250 49.7250 33.7375 54.8125 54.815	97.7125 37.6500 44.6750 44.6750 69.9625 56.1500 56.1500 50.9375 57.5500 42.8250 42.8250 42.8250 57.5500 57.5500 57.5500 57.5500 57.5500 57.5500	100.0750 39.5250 46.9000 71.6625 53.4750 53.4750 53.4750 53.4750 53.4750 53.4750 53.4750 53.4750 53.4750 53.4750 53.4750 53.4750 53.4750 53.4750 53.2000 52.2000 50.0750	92.2500		97.4750	99.9125	
2218 2483 2456 2457 2458 2484 2483 2484 2485 2486 2580 2542 2550 2551 2555 2556 2556 2556 2556 2558 2556 2559 2591 2591 2591 2593 2594	Physical Assistant Forensic Laboratory Technician Asst Forensic Toxicologist 1 Forensic Toxicologist 1 Chief Forensic Toxicologist Biologist Biologist Biologist Biologist Biologist Chemist Chemist Supv Chemist Lab Sves Mgr Audiometrist Audiometrist Audiometrist Sepech Pathologist Sepech Pathologist Cocupational Therapist Senior Occupational Therapist Rehabilitation Counselor Health Program Coordinator 1 Health Program Coordinator 2 Health Program Coordinator 3 Employee Assistance Counselor Sr Employee Asst Counselor Epidemiologist 1 Epidemiologist 2	COMMIN COMMIN COMMIN COMMIN COMMIN COMMIN COMMIN COMMIN COMMIN COMMIN COMMIN COMMIN COMMIN SPITTA SPITTA COMMIN SPITTA SPITTA COMMIN SPITTA SPITTA COMMIN SPITTA SPITTA COMMIN SPITTA SPITTA COMMIN SPITTA SPITTA COMMIN SPITTA SPITTA COMMIN SPITTA SPITTA COMMIN SPITTA SPITTA COMMIN SPITTA SPITTA COMMIN SPITTA SPITTA COMMIN SPITTA SPITTA COMMIN SPITTA CO	0001 0003 0003 0003 0003 0003 0003 0003	317 1X2 3K0 3K1 3K2 3K2 3K2 3K2 3K2 3K2 3K2 3K2	22180 06865 07455 07455 07455 07455 07455 24580 07015 07615 07615 07615 07615 07615 07615 07615 07615 07615 07615 24680 25400 25400 25400 25400 25400 25400 07170 0755 07489 07490 07490 07499 07490 07499 07490 0	6 6 6 6 6 6 6 6	67.1250. 32.5290 32.5290 55.3500 75.6525 58.3500 33.2290 33.2290 46.9000 40.90000 40.90000 40.90000 40.90000 40.90000 40.90000 40.90	70.8572 34.1500 45.5175 58.1250 58.2250 58.2250 35.0000 49.2500 49.2500 49.2501 49.2501 49.2501 49.2501 49.2501 49.2501 49.2501 49.2501 49.2502 49.2503 49.2504 49.2504 49.2503 40.0122 44.2125 44.2125 51.000 39.9125 39.9125 39.9125 31.5625 39.9125 31.5625 31.5625 31.5625 31.5625 31.2520 32.5000 32.5001 32.5001 33.2502 33.2502 33.32502 33.32502 33.32502 33.32502 33.32502	74 (3750) 74 (3750) 75 (350) 75 (77.8000 5 77.6500 5 50.2125 5 64.0750 5 50.2125 5 64.0750 5 51.2520 5 51.252	81.68752 93.52502 93.52502 93.52502 93.6252 93.6272 93.88500 93.88500 93.88500 93.88500 93.88500 93.88500 93.88500 93.88500 93.88500 93.88500 93.88500 93.88500 93.88500	95.3125 35.8500 42.5375 42.5375 68.2500 49.7250 49.7250 33.7375 54.8125 54.815	97.7125 37.6500 44.6750 44.6750 69.9625 56.1500 56.1500 50.9375 57.5500 42.8250 42.8250 42.8250 57.5500 57.5500 57.5500 57.5500 57.5500 57.5500	100.0750 39.5250 46.9000 71.6625 53.4750 53.4750 53.4750 53.4750 53.4750 53.4750 53.4750 53.4750 53.4750 53.4750 53.4750 53.4750 53.4750 53.4750 53.2000 52.2000 50.0750	92.2500	95.1000	97.4750	99.9125	

Effective Date J	lob Code 2846	Title Nutritionist	SetID COMMN	Sal Plan 0001	PS GR 3NR	Grade 07125	Ext Step	Step 1 36.9125	Step 2 38.7625	Step 3 40.7000	Step 4 42.7250	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13
			SFMTA	0001	4MW	07125		36.9125	38.7625	40.7000	42.7250	44.8625								
	2924	Medical Social Work Supervisor	COMMN SFMTA	0001	3PD 4NH	07340 07340		41.0250 41.0250	43.0750 43.0750	45.2250 45.2250	47.4875 47.4875	49.8625 49.8625								
	2978	Contract Compliance Officer 2	COMMN	0001	3Q0	07790		51.0250	53.5750	56.2500	59.0625	62.0125								
	2982	Rent Board Supervisor	SFMTA COMMN	0001	4P2 3Q1	07790 07215		51.0250 38.5875	53.5750 40.5125	56.2500 42.5375	59.0625 44.6750	62.0125 46.9000								
			SFMTA	0001	4P3	07215		38.5875	40.5125	42.5375	44.6750	46.9000								
	2992	Contract Compliance Officer 1	COMMN SFMTA	0001	3Q6 4P8	07235		38.9625 38.9625	40.9125 40.9125	42.9500 42.9500	45.1000 45.1000	47.3500 47.3500								
	3374	Volunteer/Outreach Coord	COMMN	0003	28R	3374D	6	30.2250	31.7375	33.3250	35.0000	36.7500	37.6500	38.5875	39.5250					
	4140 4142	Real Property Manager Senior Real Property Officer	COMMN	0001	3TL 3TM	07360 07660		41.4125 47.9500	43.4875 50.3500	45.6625 52.8625	47.9500 55.5000	50.3500 58.2750								
	4142	Principal Real Property Offc	COMMN	0001	285	4143D	6	55.5000	58.2750	61.1875	64.2500	67.4625	69.1500	70.8375	72.6125					
	4220 4222	Personal Property Auditor	COMMN	0001	3TV 3TW	06965 07265		34.1500 39.5250	35.8500 41.5000	37.6500 43.5750	39.5250 45.7625	41.5000 48.0500								
	4222	Sr Personal Property Auditor Pr Personal Property Auditor	COMMN	0001	28T	4224D	6	45.7625	41.5000	43.5750	45.7625	48.0500	57.0125	58.4000	59.8625					
	4230	Estate Investigator	COMMN	0001	3TY	06915		33.3250	35.0000	36.7500	38.5875	40.5125								
	4231 4260	Senior Estate Investigator Real Prop Appraiser Trainee	COMMN	0001	3TZ 3U1	07065 06385		35.8500 25.7250	37.6500 27.0125	39.5250 28.3625	41.5000 29.7875	43.5750 31.2750								
	4261	Real Property Appraiser	COMMN	0001	3U2	06965		34.1500	35.8500	37.6500	39.5250	41.5000								
	4265 4267	Senior Real Property Appraiser	COMMN	0001	3U3 28U	07265 4267D	6	39.5250 45.7625	41.5000 48.0500	43.5750 50.4500	45.7625 52.9750	48.0500 55.6125	57.0125	58,4000	59.8625					
	5120	Pr Real Property Appraiser Architectural Administrator	COMMN	0001	3V1	07615	0	46.9000	49.2500	51.7125	54.2875	57.0125	57.0125	50.4000	33.0023					
			SFMTA	0001	4R8	07615	6	46.9000	49.2500	51.7125	54.2875	57.0125	C7 0075		-					
	5130	Sewage Treatment Plant Supt	COMMN SFMTA	0003	28Y 35D	5130D 5130D	6	54.0375 54.0375	56.7375 56.7375	59.5750 59.5750	62.5625 62.5625	65.6875 65.6875	67.2875 67.2875	68.9750 68.9750	70.6500					
	5174	Administrative Engineer	COMMN	0001	3VM	08025		57.2625	60.1250	63.1375	66.2875	69.6125								
	5177	Safety Officer	SFMTA COMMN	0001	4RM 28Z	08025 5177D	6	57.2625 51.4625	60.1250 54.1000	63.1375 56.7375	66.2875 59.5750	69.6125 62.5625	64.0750	65.6875	67.2875					
			SFMTA	0003	35E	5177D	6	51.4625	54.1000	56.7375	59.5750	62.5625	64.0750	65.6875	67.2875					
	5201	Junior Engineer	COMMN SFMTA	0001	3VZ 4RZ	07015	-	35.0000 35.0000	36.7500 36.7500	38.5875 38.5875	40.5125	42.5375								
	5203	Asst Engr	COMMN	0001	3W1	07265		39.5250	41.5000	43.5750	45.7625	48.0500								
	5207	Arros Engineer	SFMTA	0001	4S0	07265	$\vdash \neg$	39.5250	41.5000	43.5750	45.7625	48.0500								
	5207	Assoc Engineer	COMMN SFMTA	0001	3W5 4S4	07575 07575		45.9875 45.9875	48.2750 48.2750	50.7000 50.7000	53.2250 53.2250	55.8875 55.8875								
	5209	Industrial Engineer	COMMN	0001	3W7	07575		45.9875	48.2750	50.7000	53.2250	55.8875								
	5211	Eng/Arch/Landscape Arch Sr	SFMTA COMMN	0001	4S6 3W9	07575 08175		45.9875 61.6125	48.2750 64.7000	50.7000 67.9375	53.2250 71.3250	55.8875 74.8875								
			SFMTA	0001	4S8	08175		61.6125	64.7000	67.9375	71.3250	74.8875								
	5212	Engineer/Architect Principal	COMMN SFMTA	0003	290 31G	5212D 5212D	6	71.5250	75.1000 75.1000	78.8625 78.8625	82.8000 82.8000	86.9375 86.9375	89.0375 89.0375	91.2875 91.2875	93.4875 93.4875					
	5214	Building Plans Engineer	COMMN	0001	3WA	08075		58.6875	61.6125	64.7000	67.9375	71.3375	03.0375	-1.20/3	-3.40/3					
	5216	Chief Surveyor	SFMTA COMMN	0001	4S9 3WC	08075 07735]	58.6875 49.7250	61.6125 52.2000	64.7000 54.8125	67.9375 57.5500	71.3375								
	3210	Criter Surveyor	SFMTA	0001	4SB	07735		49.7250	52.2000	54.8125	57.5500	60.4375								
	5218	Structural Engineer	COMMN	0001	3WE	08075		58.6875	61.6125	64.7000	67.9375	71.3375								-
	5219	Senior Strucutral Engineer	SFMTA COMMN	0001	4SD 3WF	08075 08375		58.6875 67.9375	61.6125 71.3250	64.7000 74.8875	67.9375 78.6375	71.3375 82.5750								
			SFMTA	0001	4SE	08375		67.9375	71.3250	74.8875	78.6375	82.5750								
	5241	Engineer	COMMN SFMTA	0001	3WU 4SQ	07875 07875		53.2250 53.2250	55.8875 55.8875	58.6875 58.6875	61.6125 61.6125	64.7000 64.7000								
	5260	Architectural Assistant 1	COMMN	0001	3X5	06785		31.2750	32.8375	34.4750	36.2000	38.0125								
	5261	Architectural Assistant 2	SFMTA COMMN	0001	4T0 3X6	06785 06985		31.2750 34.4750	32.8375 36.2000	34.4750 38.0125	36.2000 39.9125	38.0125 41.9125								
			SFMTA	0001	4T1	06985		34.4750	36.2000	38.0125	39.9125	41.9125								
	5262	Landscape Architect Assoc 1	COMMN SFMTA	0001	3X7 4T2	07265 07265	$\vdash \neg$	39.5250 39.5250	41.5000 41.5000	43.5750 43.5750	45.7625 45.7625	48.0500 48.0500								
	5265	Architectural Associate 1	COMMN	0001	4T2 3XA	07265		39.5250 39.5250	41.5000 41.5000	43.5750	45.7625 45.7625	48.0500								
			SFMTA	0001	4T4	07265		39.5250	41.5000	43.5750	45.7625	48.0500								
	5266	Architectural Associate 2	COMMN SFMTA	0001	3XB 4T5	07575 07575		45.9875 45.9875	48.2750 48.2750	50.7000 50.7000	53.2250 53.2250	55.8875 55.8875								
	5268	Architect	COMMN	0001	3XD	07875		53.2250	55.8875	58.6875	61.6125	64.7000								
	5272	Landscape Architect Assoc 2	SFMTA COMMN	0001	4T7 3XG	07875		53.2250 45.9875	55.8875 48.2750	58.6875 50.7000	61.6125 53.2250	64.7000 55.8875								
			SFMTA	0001	4T9	07575		45.9875	48.2750	50.7000	53.2250	55.8875								
	5274	Landscape Architect	COMMN	0001	3XH	07875		53.2250	55.8875	58.6875	61.6125	64.7000		-						
	5275	Planner Technician	SFMTA COMMN	0001	4TA 3XJ	07875 06340		53.2250 25.1750	55.8875 26.4375	58.6875 27.7625	61.6125 29.1500	64.7000 30.6125							-	
	5276	City Planning Intern	COMMN	0001	ЗХК	06235		23.9250	25.1125	26.3750	27.6875	29.0750								
	5277	Planner 1	COMMN SFMTA	0001	3XL 4TD	06625		28.9250 28.9250	30.3750 30.3750	31.8875 31.8875	33.4875 33.4875	35.1625 35.1625								
	5278	Planner 2	COMMN	0001	3XM	07025		35.1625	36.9125	38.7625	40.7000	42.7250								
	5283	Planner 5	SFMTA COMMN	0001	4TE 291	07025 5283D	6	35.1625 58.6875	36.9125 61.6125	38.7625	40.7000 67.9375	42.7250	73.0875	74.8875	76.7375					
			SFMTA	0003	31H	5283D	6	58.6875	61.6125	64.7000	67.9375	71.3375		74.8875						
	5288	Transportation Planner II	COMMN SFMTA	0001	3XR 4TH	07025		35.1625 35.1625	36.9125 36.9125	38.7625 38.7625	40.7000 40.7000	42.7250 42.7250								
	5289	Transportation Planner III	COMMN	0001	3XS	07025		41.7125	43.7875	45.9875	48.2750	42.7250								
	5300		SFMTA	0001	4TJ	07375		41.7125	43.7875	45.9875	48.2750	50.7000		-						
	5290	Transportation Planner IV	COMMN SFMTA	0001	3XT 4TK	07725 07725		49.4625 49.4625	51.9375 51.9375	54.5250 54.5250	57.2625 57.2625	60.1250 60.1250								
	5291	Planner 3	COMMN	0001	3XU	07375		41.7125	43.7875	45.9875	48.2750	50.7000								
	5293	Planner 4	SFMTA COMMN	0001	4TL 3XV	07375		41.7125 49.4625	43.7875 51.9375	45.9875 54.5250	48.2750 57.2625	50.7000 60.1250								
			SFMTA	0001	4TM	07725		49.4625	51.9375	54.5250	57.2625	60.1250								
	5298	Planner 3-Environmental Review	COMMN SFMTA	0001	3XY 4TN	07375		41.7125 41.7125	43.7875 43.7875	45.9875	48.2750 48.2750	50.7000 50.7000								
	5299	Planner 4-Environmental Review	COMMN	0001	3XZ	07725		49.4625	51.9375	54.5250	57.2625	60.1250						L		
	5204	Manager Troffic Dainting Door	SFMTA COMMN	0001	4TP 3Y0	07725		49.4625 40.5125	51.9375 42.5375	54.5250 44.6750	57.2625 46.9000	60.1250 49.2500		-						
	5301	Manager, Traffic Painting Prog	SFMTA	0001	3Y0 4TQ	07315		40.5125	42.5375	44.6750	46.9000	49.2500								
	5302	Traffic Survey Technician	COMMN	0001	3Y1	06635		29.0750	30.5250	32.0500	33.6625	35.3375								
	5303	Sprv, Traffic & Street Signs	SFMTA COMMN	0001	4TR 3Y2	06635 07195		29.0750 38.2000	30.5250 40.1000	32.0500 42.1125	33.6625 44.2125	35.3375 46.4250								
			SFMTA	0001	4TS	07195		38.2000	40.1000	42.1125	44.2125	46.4250								
	5304	Materials Testing Aide	COMMN SFMTA	0001	3Y3 4TT	06505 06505		27.2875 27.2875	28.6500 28.6500	30.0875 30.0875	31.5875 31.5875	33.1750 33.1750								
	5305	Materials Testing Technician	COMMN	0001	3Y4	06645		29.2125	30.6750	32.2125	33.8250	35.5125						L		
	5306	Traffic Sign Manager	SFMTA SFMTA	0001	4TU 31J	06645 5306D	6	29.2125 45.2250	30.6750 47.4875	32.2125 49.8625	33.8250 52.3500	35.5125 54.9625	56.2500	57.7125	59.0625					
	5306 5310	Survey Assistant I	COMMN	0003	31J 3Y5	06675	0	45.2250 29.6375	47.4875 31.1250	49.8625	34.3125	36.0250	30.2500	57./125	39.0025					
			SFMTA	0001	4TV	06675		29.6375	31.1250	32.6750	34.3125	36.0250								

 Sal Plan
 PS-GR
 Grade
 Ext Step
 Step 1
 Step 2
 Step 3
 Step 4
 Step 5
 Step 6
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 0001
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Effective Date Job Code 5312 Survey Assistant

5364

5381

5408

5502

5508

5601

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5638

5640 5642

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6115

6116

6222

6262

6270

6272

6319

7132

8116

8169

8219

8259 8260

8262

8264

8600

8601

8602

8603

8604 9151

9195

9197

9206

7457 Sign Worker

8118 Legislative Clerk

8173 Legal Assistant

Criminalist I Criminalist II

Criminalist III

8132 DA Investigative Assist

8151 Claims Investigator, CA

8152 SrClaimsInvstgtor, Cty Atty Ofc

Admin Hearing Examine Legislative Asst City Atty Ofc

Parking Enforcement Admin

Forensic Document Examiner

Emergency Services Assistant

Emergency Services Coord I

Emergency Services Coord II

Emergency Services Coord III

Emergency Services Coord IV

Real Estate Devt. Mgr. SFMTA

Light Rail Vehicle Equip Eng Sr Light Rail Veh Equip Eng

Signal and Systems Enginee

Airport Property Specialist 1

8240 Pub Safety Communication Coord

6230

6130 Safety Analyst

5314 Survey Associate

5330 Graphics Supervisor

5362 Engineering Assistant

5320 Illustrator and Art Designer

Engineering Associate 1 5366 Engineering Associate 2

5380 StdntDsgnTrain1, Arch/Eng/Plng

5382 StdntDsgnTrain3, Arch/Eng/Plng

Project Manager 1

Project Manager 4

Utility Analyst

Utility Specialist

Regulatory Specialist

Environmental Assistant

Environmental Spec Sr. Environmental Spec

6137 Assistant Industrial Hygienist 6138 Industrial Hygienist

6231 Senior Street Inspector

Plan Checker

6266 Senior Plan Checker

Housing Inspector

6274 Chief Housing Inspector

6317 Assistant Const Inspector

6318 Construction Inspector

Senior Const Inspector

Telecommunication Supervisor

6335 Disability Access Coordinator

7336 Electr Instrmntn Tech Wtr Poll

Legislative Calendar Clerk

Senior Housing Inspector

6232 Street Inspection Supervisor

Principal Environ Specialist

Wastewater Control Inspector

Sprv Wastewater Cont Inspector

Depty Sealer of Weights & Meas

5504 Project Manager 2

5506 Project Manager 3

Coord of Citizen Involvement

StdntDsgn Train2/Arch/Eng/Plng

Title

SetID COMMN SFMTA

COMMN

SFMTA

COMMN

SFMTA COMMN SFMTA

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	9255	Airport Economic Planner	COMMN	0001	49M	07715		49.2500	51.7125	54.2875	57.0125	59.8625								
	9376	Market Research Spec, Port	COMMN	0001	4AD	07175		37.8375	39.7250	41.7125	43.7875	45.9875								
	9377	Feasibility Analyst, Port	COMMN	0003	59A	9377D	6	39.3375	41.3000	43.3750	45.5375	47.8250	49.0125	50.2125	51.4625					
	9386	Senior Property Manager, Port	COMMN	0003	599	9386D	6	48.0500	50.4500	52.9750	55.6125	58.4000	59.8625	61.3125	62.8625					
	9393	Maritime Marketing Repr	COMMN	0001	4AP	07585		46.2000	48.5125	50.9375	53.4750	56.1500								
	9395	Property Manager, Port	COMMN	0001	4AQ	07360		41.4125	43.4875	45.6625	47.9500	50.3500								

* Established 7/24/14

APPENDIX C

APPENDIX C: CIP ADDENDUM

CAPITAL IMPROVEMENT PLAN PROJECTS MOU ADDENDUM TO THE 2012-2014 MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY AND COUNTY OF SAN FRANCISCO AND THE INTERNATIONAL FEDERATION OF PROFESSIONAL AND TECHNICAL ENGINEERS, LOCAL 21, AFL-CIO

Introduction

San Francisco faces an unprecedented challenge: to restore its aging water system to ensure a reliable Bay Area water supply and avoid system outages which could be caused by natural disasters. The City faces similar challenges in maintaining, restoring, and improving other essential City infrastructure components.

The parties recognize that achievement of this goal requires an extraordinary level of labormanagement cooperation, and that disagreements regarding contracting out, terms and conditions of employment, hiring and promotion methods, and other matters have the potential to interfere with implementation of the City's capital projects. The parties further recognize that the success of the City's capital projects will require new and innovative approaches in many employment-related areas including recruitment, hiring, promotion, training, work rules, compensation, evaluation, and management.

The purpose of this Agreement is to promote the efficiency of design, construction management and project management operations for the City's capital projects and provide for efficient resolution of labor disputes and grievances, thereby promoting the public interest in assuring the timely and economical completion of capital projects.

Findings

WHEREAS, the City is or will be engaged in a number of significant capital projects in the coming years which will require that work proceed in an efficient manner without delay or disruption because of disagreements between the City and the Union; and

WHEREAS, the largest capital project the City faces is the modernization and repair of the Hetch Hetchy water supply system;

WHEREAS, the voters passed Propositions A and E, ensuring that funding is available to complete this ambitious program in a timely manner; and

WHEREAS, the voters have found that "the protection, maintenance and repair of the [Hetch Hetchy water supply] system are among their highest priorities"; and

WHEREAS, the PUC CIP consists of approximately 38 infrastructure improvement projects for regional water and approximately 39 infrastructure improvement projects for local water and may in the future also consists of a Clean Water Improvement Program and a Repair and Replacement Program; and

WHEREAS, successful completion of the PUC CIP is of the utmost importance to the general public in the San Francisco Bay Area and the state; and

WHEREAS, the Public Utilities Commission (PUC), the Department of Public Works (DPW) and the Department of Human Resources are strategic partners on the PUC CIP and have entered into MOUs memorializing their agreements to share responsibility for completion of the PUC CIP; and

WHEREAS, successful completion of City capital projects is of the utmost importance to the general public; and

WHEREAS, the interests of the general public, the City and County of San Francisco and IFPTE, Local 21 are best served if the work on all capital projects proceeds in an efficient manner without delay or disruption because of disagreements between the City and the Union; and

WHEREAS, the City and the Union desire to establish specific and unique terms and conditions of employment to ensure the City's capital projects are completed with utmost quality, with in-house staff to the greatest extent practicable and on-time and on-budget; and

WHEREAS, through this Agreement, the City and the Union desire to encourage close cooperation which ensures that a satisfactory and harmonious relationship will exist among the parties; and

WHEREAS, the current collective bargaining agreement between Local 21 and the City shall be amended by the Board of Supervisors to incorporate this Agreement; and

WHEREAS, this Agreement shall not replace, interfere, abrogate, diminish or modify the terms and conditions of the parties' existing collective bargaining agreement except as specifically amended; and

WHEREAS, the parties signatory to this Agreement pledge their full good faith and trust to work towards a mutually satisfactory completion of the City's capital projects.

NOW, THEREFORE, IT IS AGREED BETWEEN AND AMONG THE PARTIES HERETO, AS FOLLOWS:

ARTICLE I - DEFINITIONS

- 1.1 "Agreement" means "Capital Improvement Plan Projects MOU Addendum" between the City and Local 21 covering the City's capital projects.
- 1.2 "Capital Improvement Program" or "CIP" means the Capital Improvement Program of the San Francisco Public Utilities Commission which consists of approximately 38 infrastructure improvement projects for regional water and approximately 39 infrastructure improvement projects for local water, all of which will be bond funded. The CIP may also in the future include a bond-funded Clean Water Improvement Program and a Repair and Replacement Program in which annual water revenues will be utilized for ongoing maintenance of these regional and water projects.
- 1.3 "Major Capital Projects" as used herein mean those capital projects with budgets for construction, professional /personal services, purchase, or installation that continue over a multi-year period and that provide facilities, systems or equipment with a useful life of three years or more or extend the useful life of a facility, system or equipment for three years or more and that: 1) exceed five (5) million dollars (\$5,000,000.00); or 2) exceed one million dollars (\$1,000,000.00) and which are certified by the Appointing Officer and the City Administrator's Office as so significantly complex as to merit additional compensation for those employees working on such projects. Significantly complex projects are those projects that involve three or more engineering disciplines and that:
 - i. carry a high degree of consequence of error that could result in potentially significant bond penalties or potential loss of significant grant or bond funding; and or,
 - ii. require significant involvement in negotiation and consensus building among a variety of stakeholders, including regulatory agencies; involve complex, unusual or unique construction or fabrication methods; and that are generally highly visible.
- 1.4 The decision of the Appointing Officer and/or City Administrator's Office regarding the complexity of a capital project as provided in paragraph 1.3 above shall not be subject to the grievance procedures under this Agreement or to interest arbitration.
- 1.5 "City" means City and County of San Francisco.
- 1.6 "CSC" means the Civil Service Commission of the City and County of San Francisco.
- 1.7 "Day" means calendar days, unless otherwise expressly provided.
- 1.8 "DHR" means Department of Human Resources, a department of the City.
- 1.9 "DPW" means Department of Public Works, a department of the City.

APPENDIX C

- 1.10 "MTA" means Municipal Transportation Agency.
- 1.11 "Emergency" means unanticipated event or delay that impacts the functionality of the water system.
- 1.12 "JUCC" means Joint Union-City Committee, a joint labor management committee between the City and Local 21.
- 1.13 "Local 21" means "Union" or "International Federation of Professional and Technical Engineers (IFPTE), Local 21."
- 1.14 "MMBA" means the Meyers-Milias-Brown Act, Government Code section 3500 et seq.
- 1.15 "MOU" means the memorandum of understanding between the City and Local 21.
- 1.16 "Parties" means the City and County of San Francisco and the International Federation of Professional and Technical Engineers (IFPTE), Local 21.
- 1.17 "Planning" means the activities of employees in the classes covered by this Agreement during the pre-design and/or planning phase of the City's capital projects.
- 1.18 "PUC" means Public Utilities Commission, a department of the City.
- 1.19 "RFP" or "RFQ" means Request for Proposal or Request for Qualifications.
- 1.20 "UCRC" means Union/City Relations Committee.

ARTICLE II – SCOPE OF AGREEMENT

- 2.1 Parties. Subject to approval by the Board of Supervisors and ratification by the Union, the Agreement shall apply to the City and County of San Francisco and IFPTE, Local 21.
- 2.2 Covered Classifications. This Agreement shall govern the following Local 21 represented design, construction management and project management classifications.
 - 5120 Architectural Administrator
 - 5174 Administrative Engineer
 - 5201 Junior Engineer
 - 5203 Assistant Engineer
 - 5205 Associate Materials Engineer
 - 5207 Associate Engineer
 - 5211 Senior Engineer
 - 5212 Principal Engineer

- 5218 Structural Engineer
- 5219 Senior Structural Engineer
- 5241 Engineer
- 5260 Architectural Assistant I
- 5261 Architectural Assistant II
- 5262 Landscape Architect Associate I
- 5265 Architectural Associate I
- 5266 Architectural Associate II
- 5268 Architect
- 5270 Senior Architect
- 5272 Landscape Architect Associate II
- 5273 Principal Architect
- 5274 Landscape Architect
- 5275 Senior Landscape Architect
- 5304 Materials Testing Aide
- 5305 Materials Testing Technician
- 5310 Survey Assistant I
- 5312 Survey Assistant II
- 5314 Survey Associate
- 5216 Chief Surveyor
- 5342 Mechanical Engineering Assistant I
- 5350 Electrical Engineering Assistant I
- 5362 Civil Engineering Assistant
- 5364 Civil Engineering Associate I
- 5366 Civil Engineering Associate II
- 5502 Project Manager I
- 5504 Project Manager II
- 5506 Project Manager III
- 5508 Project Manager IV
- 5601 Utility Analyst
- 5602 Utility Specialist
- 5620 Regulatory Specialist
- 6318 Construction Inspector
- 6319 Senior Construction Inspector
- 6335 Disability Access Coordinator
- 9195 Light Rail Vehicle Equipment Engineer
- 9196 Senior Light Rail Vehicle Engineer
- 9197 Signal & Systems Engineer

This Agreement may also cover other classes for which 50% or more of assigned duties of the incumbents are devoted to major capital projects. Such classes shall be recommended by the JUCC, the Assistant General Manager for Infrastructure and the Deputy Director for Engineering to the Human Resources Director for approval after appropriate consultation with affected Departments.

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- 2.3 Covered Departments. Subject to the limitations of Charter Section 8A.104, this Agreement shall govern all City departments engaging in major capital projects; except for Article IV (Contracting) and Article VI (JUCC), which shall govern only the PUC and DPW. The San Francisco Unified School District and the Community College District are not covered by the Agreement.
- 2.4 <u>Exclusions</u>
 - 2.4.1 Except as set forth herein, the Agreement is not intended to, and shall not affect Local 21 represented classes not covered in Section 2.2.
 - 2.4.2 This Agreement shall not abrogate, diminish or modify the jurisdiction and requirements of the State Constitution, State Codes, Charter, the Administrative Code and the Civil Service Commission and Civil Service Commission Rules. Matters within the jurisdiction of the Civil Service Commission as set forth in Charter Section A8.409-3 are not subject to any interest or grievance arbitration procedure.
 - 2.4.3 This agreement shall not apply where acceptance of funding from a state or federal agency precludes its application.

ARTICLE III – STAFFING

3.1 <u>Principles</u>

- 3.1.1 The parties agree that in order to maximize City employment opportunities, it is necessary to hire and promote highly qualified employees quickly and efficiently. The parties acknowledge that many employees involved in capital projects possess state licenses in engineering, architecture and other specialties; such licenses often establish a candidate's minimum qualifications for employment; and, with respect to licensed professionals, employment and promotional decisions are best addressed at the departmental level.
- 3.1.2 The parties agree that the hiring methods employed on the CIP and other capital projects throughout the City should be fair, should honor the merit system, should command public confidence, and should be focused on creating a talented city workforce.
- 3.1.3 The parties agree that this Article covers matters within the jurisdiction of the Civil Service Commission and shall be administered subject to Civil Service Commission Rules and procedures.

APPENDIX C

3.2 <u>Hiring</u>

- 3.2.1 Continuous Testing. As permitted under Civil Service Rule III, the Union agrees to the use of continuous testing for all classes covered by this agreement.
- 3.2.2 Certification Rules. In accordance with Civil Service Rule 113, the parties agree to the following certification rules for covered classes:
 - a. Rule of the List. Classes 5211 (Senior Engineer), 5212 (Principal Engineer), 5270 (Senior Architect), 5273 (Principal Architect) and 5275 (Senior Landscape Architect) shall utilize the Rule of the List.
 - b. Rule of Seven scores. Classes 5174 (Administrative Engineer), 5241 (Engineer), 5268 (Architect) and 5274 (Landscape Architect) shall utilize a ranked list and the Rule of Seven scores.
 - c. Rule of Five scores. Classes 5266 (Architectural Assistant II) and 5272 (Landscape Architect Associate II) shall utilize a ranked list and the same certification rule (Rule of Five scores) currently used by Class 5207 (Associate Engineer).
 - d. Rule of Three scores. Classes 5260 (Architectural Assistant I), 5261 (Architectural Assistant II), 5262 (Landscape Architectural Associate I) and 5265 (Architectural Associate I) shall utilize a ranked list and the same certification rule (Rule of Three scores) currently used for Class 5201 (Junior Engineer) and Class 5203 (Assistant Engineer).
 - e. Other Covered Classes. Consistent with Civil Service Rules, the basic certification will be Rule of Three scores unless the parties mutually agree to a broader certification rule. All other covered classes shall continue to utilize existing certification rules. All certification rules may be modified by mutual agreement.
- 3.2.3 Selection by Appointing Authority. In accordance with Civil Service Rule 113, the Departments shall apply merit-based criteria in considering all qualified candidates for a position including procedures similar to those utilized for provisional hiring. Such procedures shall be developed, promulgated and distributed by the Department of Human Resources.
- 3.2.4 MTA. In accordance with Charter Section 8A.104, MTA's human resources director assumes the powers and duties of the City's Director of Human Resources, including those related to testing, certification and selection, for service critical classes at MTA.
- 3.2.5 Appeals. Nothing herein shall waive an employee's right to pursue available remedies before the Civil Service Commission in accordance with Civil Service Commission Rules. The Union agrees not to appeal to the Civil Service Commission the utilization of continuous lists or the application of the certification rules set forth in this

Agreement. Neither hiring decisions nor any other provision of this Section shall be grievable under either the provisions of this Agreement or the parties' MOU.

- 3.3 <u>Technical Engineers</u>
 - 3.3.1 The parties agree that employees in technical engineering classifications are necessary and critical to the successful completion of the CIP. The City and the Union conducted a utilization study of the technical engineering classifications and have agreed to implement some of the recommendations.

ARTICLE IV – CONTRACTING

4.1 <u>Principles</u>

- 4.1.1 The parties commit to delivering the CIP and related projects with the highest quality and on-time and on-budget.
- 4.1.2 The parties commit to use in-house staff to perform engineering, planning, architectural, construction management, program management and project management work where feasible and practicable given the needs and schedule of the CIP and related projects.
- 4.1.3 The parties agree that contracting-out may be necessary in some circumstances and that disagreements over decisions to contract-out shall be fact-based and shall utilize the criteria set forth herein.
- 4.1.4 The parties acknowledge that the process set forth herein is intended as a pilot designed to improve communication and decision making with regard to contracting issues at PUC and DPW.
- 4.1.5 The parties acknowledge that this is a pilot process limited to contracting decisions at PUC and DPW, but mutually desire that successful outcomes will motivate other City departments to utilize this pilot process or related processes for contracting decisions.
- 4.2 <u>Standards for Contracting-Out</u>. The parties recognize that under Civil Service Commission guidelines contracting-out work may be necessary for the following reasons:
 - 4.2.1 Specialized Expertise. The City may contract-out specialized services for which City staff do not possess the necessary specialized skills or experience.
 - 4.2.2 Peak Workloads. The City may contract-out to address temporary peak workloads. Temporary peak workloads are situations where City staff are capable of providing needed services, but sufficient staff are not available to meet project deadlines and the

work is not forecasted to be sufficient to sustain the hiring of additional, qualified permanent employees without risk of layoff or displacement.

- 4.2.3 Emergencies and/or Unanticipated Events or Delays. The City may contract-out work necessary to address emergencies, unanticipated events or delays.
- 4.3 <u>Process for Contracting-Out</u>. The City commits to engage in the following process with the Union before issuing an RFP/RFQ for outside engineering, planning, architectural, construction management, program management and project management or related services:
 - 4.3.1 Specialized Expertise. Before determining the RFP/RFQ is necessary because the City lacks specialized expertise to handle specialized work or projects the PUC and DPW will:
 - a. Poll other City departments to see if such specialized expertise exists;
 - b. Engage in forecasting with other City departments to assess whether an in-house position with the specialized expertise can be supported;
 - c. Post the need for specialized skills on email or other systems to enable in-house employees to apply for specialized positions;
 - d. Determine the extent to which on-going training by City-staff and existing contractors to employees seeking new skills or job opportunities can mitigate the need to rely upon additional contractors for such specialized expertise;
 - e. To the extent applicable, use information contained in the PUC-developed Skills Bank to determine staff availability and training needs.
 - 4.3.2 Peak Workload. Before determining the RFP/RFQ is necessary to address a peak workload, the PUC and DPW will engage in forecasting with other City departments to determine whether the City can sustain the hiring of additional permanent employees without risk of layoff or displacement.
 - 4.3.3 Emergencies, Unanticipated Events or Delays. Before determining the RFP/RFQ is necessary to address emergencies, unanticipated events or delays, the PUC and DPW will articulate to the union, in writing, the nature of the emergency or unanticipated delay and explain how the RFP/RFQ is designed to cure that emergency or unanticipated delay. For emergencies that imminently threaten health and safety, the procedures set forth in this Article shall be followed at the earliest practicable time after imminent health and safety concerns have been addressed.
 - 4.3.4 The PUC and DPW will endeavor to regularly present its contracting needs to the JUCC Staffing and Contracting Subcommittee with as much advance notice as practicable. At a minimum, the PUC and DPW will notify the Subcommittee, by providing a draft

RFP/RFQ, at least 11 working days prior to publicly advertising or requesting Civil Service Commission approval (whichever is earlier) for an RFP/RFQ for engineering, planning, architectural, project management, program management, construction management or related services, unless such minimum period is waived by Local 21. In the notice, the PUC and DPW will identify the need for such contracting consistent with the criteria in Sections 4.2 and 4.3. The Subcommittee will meet to discuss the rationale for contracting-out within five working days of notice being provided. The Subcommittee may recommend modifications or alternatives to such contracting, provided that such recommendations or alternatives be forwarded to the Assistant General Manager for Infrastructure at PUC or the Deputy Director of Engineering at DPW within 11 working days of notice, except by mutual agreement.

- 4.4 <u>Prop. J Contracts</u>. Nothing herein is intended to alter or diminish the City's rights or obligations with respect to contracting under Charter Section 10.104 (15).
- 4.5 <u>Appeals</u>. If the Union disagrees with the decision to contract out, it may pursue available remedies before the Civil Service Commission or the Board of Supervisors with respect to Prop J. contracts desired under Charter Section 10.104 (15). The decision to contract out shall not be grievable.

ARTICLE V – COMPENSATION

5.1 <u>Principles</u>

- 5.1.1 Recognizing the challenging goals of the CIP and other major capital projects, the parties agree that a flexible compensation structure is necessary. In particular, incentives may be appropriate to encourage and recognize employees who assume additional responsibilities, develop and utilize specialized skills through classroom and on-the-job training, and exhibit leadership, initiative and creativity in their field.
- 5.1.2 The parties further acknowledge that although basic compensation levels are established through their existing MOU, the needs and resources of the CIP and related major capital projects are unique.
- 5.2 Leadership Pay
 - 5.2.1 Eligibility
 - a. Subject to the conditions herein, employees directed to perform any of the assignments referenced and defined in sub-section 5.2.2 shall receive a premium equal to 5% of base salary for hours that such duties are actually performed. Such incentives are intended to recognize additional responsibilities and/or special skills on the CIP and other major capital projects. Leadership pay shall be considered as

part of an employee's salary for the purpose of computing retirement benefits and retirement contributions.

- b. An Employee is not eligible to receive Leadership Pay if:
 - i. The employee is receiving acting assignment pay pursuant to MOU section III.B.2 (Acting Assignment Pay) or a supervisory differential pursuant to MOU section III.B.4 (Supervisory Differential Adjustment).
 - ii. The employee is receiving Lead Person Pay under MOU Section III.B.5 (Lead Person Pay) on the same day.
- iii. The employee is assigned or appointed to a project manager classification.
- c. All assignments eligible for Leadership Pay must be made in writing and approved by the Appointing Officer or designee. Such assignments are at the sole discretion of the Appointing Officer or designee.
- d. It is understood that additional compensation is intended for the hours that such additional duties are performed. An employee who believes he or she qualifies for such a premium, and the premium has not been paid, shall address the issue in accordance with Article III.B.3 (Acting Assignment Exceptions) of the parties' MOU.
- e. Employees shall have no expectation of continued payment once such additional responsibilities have been completed. The termination or removal of such responsibilities shall not be subject to the grievance procedure.
- f. Leadership pay shall be calculated on base pay.
- 5.2.2 Leadership Assignments
 - a. Project Engineer/Architect/Landscape Architect. Employees assigned to function as the Project Engineer/Architect/Landscape Architect of a major capital project shall receive a premium equal to 5% of base salary while actually engaged in such assignments. The Project Engineer/Architect/Landscape Architect (PE) is supervised by the Functional Manager and reports to a Project Manager for project budget, and schedule issues. The PE is responsible for ensuring that Design Lead Engineers/Architects/Landscape Architects and other support groups, including consultants and other City engineering groups produce integrated work products that meet project goals. The PE ensures the integrity and timely completion of the critical engineering calculations, QA, presentations, and progress reporting.
 - b. Resident Engineer. Employees assigned to function as a resident engineer/architect/landscape architect (RE) of a major capital project shall receive a premium equal to 5% of base salary while actually engaged in such functions. The

Resident Engineer (RE) shall be responsible for overall construction management oversight and completion of the construction project. The function includes construction team coordination, negotiations, reporting, enforcement of codes and regulations, monitoring of construction quality, budget and schedule, and construction close-out; however, inspection duties are not considered a part of the function. The RE reports to the Construction Manager (CM) for construction issues and the Project Manager (PM) for financial issues. The RE is the primary point of contact for the Field Contractor.

- c. CAD Manager. Employees in technical engineering classifications shall receive a premium equal to 5% of base salary when assigned to direct the work of one or more employees in the same or a higher class, or has lead responsibility for continuous improvement and enforcement of departmental CAD standards, while actually engaged in such assignments on major capital projects.
- d. Flexible Lead. Employees covered by this Agreement shall receive a premium equal to 5% of base salary when assigned to direct the work of three or more employees in the same or a higher class, while actually engaged in such assignments on major capital projects.

5.3 Special Skills Pay

- 5.3.1 Eligibility
 - a. Employees directed to substantially perform any of the assignments referenced and defined in sub-section 5.3.2 shall receive a premium equal to 5% of base salary for the duration of the assignment. Such incentives are intended to recognize additional responsibilities and/or special skills on the CIP and other capital projects. Special skills pay shall be considered as part of an employee's salary for the purpose of computing retirement benefits and retirement contributions.
 - b. An employee is not eligible to receive Special Skills Pay if:
 - i. The employee is receiving acting assignment pay pursuant to MOU section III.B.2 (Acting Assignment Pay) or a supervisory differential pursuant to MOU section III.B.4 (Supervisory Differential Adjustment).
 - ii. The employee is assigned or appointed to a project manager classification.
 - c. All Special Skills Pay assignments must be made in writing and approved by the Appointing Officer or designee. Such assignments are at the sole discretion of the Appointing Officer or designee.

- d. An employee who believes he or she qualifies for such a premium, and the premium has not been paid, shall address the issue in accordance with Article III.B.3 (Acting Assignment Exceptions) of the parties' MOU.
- f. Employees shall have no expectation of continued payment once such additional responsibilities have been completed. The termination or removal of such responsibilities shall not be subject to the grievance procedure.
- g. Special skills pay shall be calculated on base pay.
- 5.3.2 Special Skills Assignments. All of the following special skills assignments shall receive a premium of 5% above base wage for the duration of the assignment on a major capital project.
 - a. Scheduler. The Scheduler is responsible for preparing detailed and complex project or construction schedules using Primavera or similar computer software, or is responsible for detailed analysis and evaluation of such schedules prepared by others. The Scheduler performs analysis and evaluation of the impacts of construction activities at the site and their impact on normal operations at the site. The Scheduler performs analysis and evaluation of change orders, claims, and other project events and reports on their impacts on the construction quality and schedule.
 - b. Cost Estimator. The Cost Estimator prepares detailed cost estimates of major capital projects during all phases of projects, from conceptual design estimates through change order estimates during construction. Such cost estimates shall be based on industry standard cost estimating databases, supplemented by local cost data and experience, using formats and methodologies consistent with current industry practices.
 - c. Geotechnical Engineer. The Geotechnical Engineer performs geotechnical engineering services including subsurface investigations, geotechnical analysis and report preparation, manages personal services contracts and provides oversight and direction to geotechnical consultants, and performs field inspections of landslide and rock-fall events. The Geotechnical Engineer shall have a Geotechnical Engineer License issued by the State of California.
 - d. Other Specialty. The parties recognize that additional special skills requiring a 5% incentive may be identified by the City or the JUCC. Such additional special skills shall be entitled to receive the above premium upon approval of the City's Human Resources Director after appropriate consultation with affected Departments.

ARTICLE VI – JOINT UNION-CITY COMMITTEE

6.1 <u>Principles</u>

- 6.1.1 The parties agree that a Joint Union-City Committee (JUCC) shall be a forum for communication and cooperation to support the joint mission to deliver high quality, cost effective services to PUC and DPW major capital projects.
- 6.1.2 The parties agree that both parties bring value, talent and the resources necessary to provide excellent public service in furtherance of the CIP's primary objectives.
- 6.1.3 The parties agree that the JUCC will help further the parties' following mutual interests:
 - a. To improve our relationship;
 - b. To provide a supportive, productive, challenging, high-quality work environment in which all employees are treated with dignity and respect and are valued for their individual and team contributions;
 - c. To ensure gains in efficiency, effectiveness and accountability thereby helping to ensure that the PUC CIP and other capital projects are delivered with the highest quality, on-time and on-budget;
- 6.1.4 The parties agree that the JUCC is vital to the success of this Agreement and that the primary mission of the JUCC shall be to ensure that this Agreement functions effectively and that disputes are resolved expeditiously in support of the PUC CIP's primary objectives.
- 6.1.5 The parties incorporate by reference the Agreement between the PUC and the Union dated November 16, 2001 which describes the participants in and scope of the JUCC. The parties further agree to incorporate by reference the Memorandum of Understanding between the PUC and DPW, dated October 9, 2002 which also addresses the JUCC. To the extent inconsistencies exist between either the November 16, 2001 Agreement or the October 9, 2002 MOU and this Agreement, this Agreement shall supercede.
- 6.2 JUCC Steering Committee
 - 6.2.1 The JUCC shall consist of a steering committee consisting of five representatives selected by the City and five representatives selected by Local 21. Each side may select one alternate.
 - 6.2.2 The JUCC shall be co-chaired by the Assistant General Manager for Infrastructure or designee and the Executive Director of IFPTE, Local 21 or designee.

6.2.3 The JUCC may appoint additional City and Local 21 representatives to staff subcommittees or to participate in JUCC matters as necessary.

6.3 <u>Scope of Issues</u>.

- 6.3.1 The parties agree that the JUCC shall be an advisory body charged with the following responsibilities:
 - a. review of CIP and other major capital projects' core labor issues including staffing, contracting, recognition, working conditions and organizational process improvements;
 - b. advice and recommendations regarding the meaning, interpretation, or application of this Agreement;
 - c. advice and recommendations regarding issues which both the City and the Union agree to submit to the JUCC;
 - d. advice and recommendations regarding necessary specialty assignments as described in Section 5.3.2(d);
 - e. review of DPW and PUC RFP's and/or RFQ's for Personal Service Contracts for services pertaining to the delivery of major capital projects.
 - f. advice and recommendations regarding the City's forecasts of capital project workloads and staffing availability.
 - g. creation, deletion or modification of necessary sub-committees.
- 6.3.2 The parties acknowledge that the JUCC does not in any way displace the City's UCRC or grievance procedures described in the collective bargaining agreement between the parties.

6.4 <u>Sub-Committees</u>.

- 6.4.1 The JUCC shall initially include the following sub-committees, subject to change as set forth in Section 6.3.1 (f). The composition and membership of each sub-committee shall be subject to the discretion of the steering committee.
 - a. Staffing and Contracting
 - b. Performance Recognition and Incentive Programs
 - c. Working Conditions

- d. Organization and Process Improvement
- 6.4.2 The "Quality Initiatives Council" (QIC) shall be incorporated into the JUCC. The "Process Improvement Teams" (PIT's) of the QIC shall be reconstituted as subcommittees of the JUCC subject to the provisions of 6.3.1(f) and 6.4.1.
- 6.5 <u>Meetings</u>. The JUCC Steering Committee and all subcommittees shall meet as required but not less than quarterly except by mutual agreement.

ARTICLE VII – EXPEDITED GRIEVANCE PROCEDURE

- 7.1 Except where specifically excluded, all disputes between Local 21 and the PUC or DPW covered by this Agreement which cannot be addressed through the JUCC may be submitted by mutual agreement to expedited arbitration as set forth in Article I.E.(10) of the MOU.
- 7.2 All other disputes involving the application or interpretation of the parties' MOU shall be resolved pursuant to the grievance procedures set forth in Article I.E. of the MOU.

ARTICLE XIII – SAVINGS CLAUSE

- 8.1 The parties agree that in the event any article, provision, clause sentence or word of the Agreement is determined to be illegal or void as being in contravention of any applicable law, by a court of competent jurisdiction, the remainder of the Agreement shall remain in full force and effect. The parties further agree that if any article, provision, clause, sentence or word of the Agreement is determined to be illegal or void, by a court of competent jurisdiction, the parties shall substitute, by mutual agreement, in its place and stead, an article, provision, clause, sentence or word which will meet the objections to its validity and which will be in accordance with the intent and purpose of the article, provision, clause, sentence or word in question.
- 8.2 The parties further agree that in the event that a decision of a court of competent jurisdiction materially alters the terms of the Agreement such that the intent of the parties is defeated, then the entire Agreement shall be null and void.

ARTICLE IX – TERM

9.1 This Agreement shall continue in full force and effect through June 30, 2014.

APPENDIX D: PSC ADDENDUM

WHEREAS, the City and the Union acknowledge the need to reduce the cost of Personal Service Contracts in the City budget, and desire to preserve the employment of City employees;

NOW, THEREFORE, IT IS AGREED BETWEEN AND AMONG THE PARTIES HERETO, AS FOLLOWS:

- 1. In any budget proposal for FY 2009-2010, the Mayor will reflect a reduction of the aggregate dollar value of Professional and Specialized Services (including Personal Service Contracts (PSCs)) paid through the General Fund by not less than \$25 million and, if practicable, by as much as \$30 million relative to the value of such services in FY 2008-2009.
- 2. The City has recommended to the Board the elimination of the CPI for contracts, materials, and supplies for FY 09-10. (Est. \$13.5 million)
- 3. Through FY 2009-2010, the City agrees to use its best efforts to establish opportunities for individuals on the holdover list for Local 21 classifications to obtain employment in the City's enterprise departments.
- 4. During FY 2009-2010, the City will subject departmental requests for requisition approval by general fund departments to increased scrutiny. The process, involving the Mayor's Office and the Department of Human Resources, requires submissions of organizational charts and additional justification to obtain approvals. Approvals will be based on criteria including: (i) whether the positions are revenue-generating; (ii) whether they are needed to meet safety-related, legal or contractual requirements; (iii) the extent to which the position affects a core City function; and (iv) the impact of filling the positions on the general fund.
- 5. The City will meet quarterly with the Union to provide information on its efforts pursuant to paragraph 3, and on all departmental requests and approvals under paragraph 4.
- 6. The Mayor's Chief of Staff will conduct a review by July 1, 2009 to determine whether the design and construction management work proposed by the Recreation and Park Department at Palega Playground should be performed by the Department of Public Works and to explore possible ways to resolve any future disputes involving the MOU between DPW and Rec and Park. As part of this review, the Chief of Staff shall chair a meeting of representatives of Local 21, DPW and Rec and Park. The Chief of Staff will prepare a document memorializing his determinations. Nothing in this paragraph shall prejudice the Union's right to pursue legal action against the Civil Service Commission with respect to its decision to permit a PSC contract covering the Palega Playground work.

APPENDIX D

- 7. The City and Local 21 agree to establish a special joint citywide Labor-Management subcommittee to the PEC joint labor management committee created in section 7a. of this appendix:
 - a. Review areas of General Fund and Enterprise PSCs and other city contracts affecting Local 21 members with the goal of ensuring appropriate use of Local 21 represented Civil Service classifications in construction management, inspection, and other work performed by Local 21 represented classifications.
 - b. Explore establishing workload forecasting by city departments.
 - c. Review PSC processes, form(s) and tracking of PSCs, and RFP notice requirements.

The Committee will be formed with three representatives from the Union and three from management. Release time is to be provided for work of this Committee.

- 7a. The City and the PEC shall form a joint labor management committee on personal service and construction/maintenance contracts to do the following:
- 7b. a. Review areas of General Fund and Enterprise PSCs and other city contracts, including construction/maintenance contracts, affecting members with the goal of ensuring appropriate use of Civil Service classifications.
- 7c. b. Explore establishing workload forecasting by city departments.
- 7d. c. Review PSC processes, form(s) and tracking of PSCs, and RFP notice requirements and recommend improvements.
- 7e. d. Existing committees set out in individual union MOUs shall continue as sub-committees under this provision but shall take on specific areas of concern so as to avoid redundant efforts. Parties agree to set meeting agendas in advance to increase efficiency.
- 7f. e. The Committee will be comprised of eight (8) members of the Public Employee Committee and eight (8) City representatives. Release time is to be provided for work of this Committee. The Committee will complete its work by June 30, 2012.

Update as of July 1, 2012

The joint Labor-Management committee on personal services contracts as described above in paragraph 7 met as agreed and successfully concluded their work early, establishing the attached non-grievable letter of understanding executed on March 28, 2012. Said letter of understanding is attached for informational purposes only and is not subject to the grievance procedures under this Agreement or to interest arbitration. Further, the parties agree that the letter of understanding is not intended to and shall not be interpreted to impinge on matters within the jurisdiction of the Civil Service Commission as specified in Charter Section A8.409-3.

<u>APPENDIX E:</u> SUBSTANCE ABUSE PREVENTION POLICY

1. MISSION STATEMENT

- a. Employees are the most valuable resource in the City's effective and efficient delivery of services to the public. The parties have a commitment to prevent drug or alcohol impairment in the workplace and to foster and maintain a drug and alcohol free work environment. The parties also have a mutual interest in preventing accidents and injuries on the job and, by doing so, protecting the health and safety of employees, co-workers, and the public.
- b. In agreeing to implement this Substance Abuse Prevention Policy (SAPP), the parties affirm their belief that substance abuse is a treatable condition. The City is committed to identifying needed resources, both in and outside of the City, for employees who voluntarily seek assistance in getting well. Those employees who voluntarily seek treatment prior to any testing shall not be subject to any repercussions or any potential adverse action for doing so. However, seeking treatment will not excuse prior conduct for which an investigation or disciplinary proceedings have been initiated.
- c. The City is committed to preventing drug or alcohol impairment in the workplace, and to fostering and maintaining a safe work environment free from alcohol and prohibited drugs at all of its work sites and facilities. In addition, the City maintains a drug and alcohol free workplace policy in its Employee Handbook.

2. POLICY

- a. To ensure the safety of the City's employees, co-workers and the public, no employee may sell, purchase, transfer, possess, furnish, manufacture, use or be under the influence of alcohol or illegal drugs at any City jobsite, while on City business, or in City facilities.
- b. Any employee, regardless of how his/her position is funded, who has been convicted of any drug/alcohol-related crime that occurred while on City business or in City facilities, must notify his/her department head or designee within five (5) days after such conviction. Failure to report within the time limitation shall subject the employee to disciplinary action, up to and including termination.

3. DEFINITIONS

a. "Accident" (or "post-Accident") means an occurrence associated with the Covered Employee's operation of Equipment or the operation of a vehicle (including, but not limited to, City-owned or personal vehicles) used during the course of the Covered Employee's work day where the City concludes that the occurrence may have resulted from human error by the Covered

Employee, or could have been avoided by reasonably alert action by the Covered Employee, and:

- (1) There is a fatality, loss of consciousness, medical treatment required beyond first aid, medical transport, or other significant injury or illness diagnosed, or treated by, a physician, paramedic or other licensed health care professional; or
- (2) With respect to an occurrence involving a vehicle, there is disabling damage to a vehicle as a result of the occurrence and the vehicle needs to be transported away from the scene by a tow truck or driven to a garage for repair before being returned to service; or
- (3) With respect to an occurrence involving Equipment, there is damage to the Equipment exceeding three thousand dollars (\$3,000); or
- (4) With respect to an occurrence involving structures or property, there are damages exceeding ten thousand dollars (\$10,000) to the structures or property.
- b. "Adulterated Specimen" means a specimen that contains a substance that is not expected to be present in oral fluid, or contains a substance expected to be present but is at a concentration so high that it is not consistent with oral fluid.
- c. "Alcohol" means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weights alcohol including methyl or isopropyl alcohol. (The concentration of alcohol is expressed in terms of grams of alcohol per 210 liters of breath as measured by an evidential breath testing device.)
- d. "Cancelled Test" means a drug or alcohol test that has a problem identified that cannot be or has not been corrected or which 49 C.F.R. Part 40 otherwise requires to be cancelled. A cancelled test is neither a positive nor a negative test.
- e. "City" or "employer" means the City and County of San Francisco.
- f. "Collector" means an on-site employee trained to collect a drug or alcohol specimen, or the staff of the collection facility under contract with the City and County of San Francisco's drug testing contractor.
- g. "Covered Employee" means an employee in a represented covered classification as stated in Section 4.
- h. "CSC" means the Civil Service Commission of the City and County of San Francisco.
- i. "Day" means working day, unless otherwise expressly provided.
- j. "DHR" means the Department of Human Resources of the City and County of San Francisco.

- k. "Diluted Specimen" means a specimen with creatinine and specific gravity values that are lower than expected for oral fluid.
- 1. "EAP" means the Employee Assistance Program offered through the City and County of San Francisco.
- m. "Equipment" includes any vehicle (including, but not limited to any City-owned vehicle or personal vehicle used during the course of the employee's paid work time); firearms when a firearm is required, and approved by the Appointing Officer, to be carried and used by the Covered Employee; banding tools; band-it; power tools; bucket truck; or equipment that is used to change the elevation of the Covered Employee more than five (5) feet.
- n. "Illegal Drugs" or "drugs" refer to those drugs listed in Section 5.0. Section 8.a. lists the drugs and alcohol and the threshold levels for which a Covered Employee will be tested. Threshold levels of categories of drugs and alcohol constituting positive test results will be determined using the applicable Substance Abuse and Mental Health Services Administration ("SAMHSA") (formerly the National Institute of Drug Abuse, or "NIDA") threshold levels, or U.S. government required threshold levels where required, in effect at the time of testing, if applicable. Section 8.a. will be updated periodically to reflect the SAMHSA or U.S. government threshold changes, subject to mutual agreement of the parties.
- o. "Invalid Drug Test" means the result of a drug test for an oral fluid specimen that contains an unidentified adulterant, or an unidentified substance, that has abnormal physical characteristics, or that has an endogenous substance at an abnormal concentration -preventing the laboratory from completing or obtaining a valid drug test result.
- p. "MRO" means Medical Review Officer who is a licensed physician certified by the Medical Review Officers Certification Council or U.S. Department of Transportation responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating medical explanations for certain drug test results.
- q. "Non-Negative Test" or "positive test" means a test result found to be Adulterated, Substituted, Invalid, or positive for alcohol or drug metabolites.
- r. "Oral Fluid" means saliva or any other bodily fluid generated by the oral mucosa of an individual.
- s. "Parties" means the City and County of San Francisco and the International Federation of Professional and Technical Engineers, Local 21, AFL-CIO.
- t. "Policy" means "Substance Abuse Prevention Policy" or "Agreement" between the City and County of San Francisco and the Union and attached to the parties' Memorandum of Understanding ("MOU").

- u. "Prescription Drug" means a drug or medication currently prescribed by a duly licensed healthcare provider for immediate use by the person possessing it that is lawfully available for retail purchase only with a prescription.
- v. "Refusal to Submit," "Refusing to Submit," "Refuse to Test," or "Refusal to Test" means a refusal to take a drug and/or alcohol test and includes, but is not limited to, the following conduct:
 - i. Failure to appear for any test within a reasonable time.
 - ii. Failure to remain at the testing site until the test has been completed.
 - iii. Failure or refusal to take a test that the Collector has directed the employee to take.
 - iv. Providing false information.
 - v. Failure to cooperate with any part of the testing process, including obstructive or abusive behavior or refusal to drink water when directed.
 - vi. Failure to provide adequate oral fluid or breath samples, and subsequent failure to undergo a medical examination as required for inadequate breath or oral fluid samples, or failure to provide adequate breath or oral fluid samples and subsequent failure to obtain a valid medical explanation.
 - vii. Adulterating, substituting or otherwise contaminating or tampering with an oral fluids specimen.
 - viii. Leaving the scene of an Accident without just cause prior to submitting to a test.
 - ix. Admitting to the Collector that an employee has Adulterated or Substituted an oral fluid specimen.
 - x. Possessing or wearing a prosthetic or other device that could be used to interfere with the collection process.
 - xi. Leaving work, after being directed to remain on the scene by the first employer representative, while waiting for verification by the second employer representative under section 6.I.b.
- w. "Safety-Sensitive Function" means a job function or duty where a Covered Employee either:
 - (1) is operating a vehicle during paid work time on more than fifty-percent (50%) of the Covered Employee's work days on average over the prior three (3) months. Vacation, sick leave, administrative leave time and all other leave shall be excluded when determining whether a Covered Employee operates a vehicle on more than fifty-percent (50%) of his or her work days; or,
 - (2) is actually operating, ready to operate, or immediately available to operate Equipment other than a vehicle during the course of the Covered Employee's paid work time.
- x. "Substance Abuse Prevention Coordinator" (SAPC)_means a licensed physician, psychologist, social worker, certified employee assistance professional, or nationally certified addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol-related disorders. The SAPC will be chosen by the City.

- y. "Split Specimen" means a part of the oral fluid specimen in drug testing that is retained unopened for a confirmation test (if required) or in the event that the employee requests that it be tested following a verified positive test of the primary specimen or a verified Adulterated or Substituted Specimen test result.
- z. "Substituted Specimen" means a specimen with laboratory values that are so diminished that they are not consistent with oral fluid and which shall be deemed a violation of this policy, and shall be processed as if the test results were positive.

4. COVERED CLASSIFICATIONS

All employees shall be subject to post-Accident testing under this Agreement. All employees who perform Safety-Sensitive Functions, as defined in this Policy, shall be subject to reasonable suspicion testing.

5. SUBSTANCES TO BE TESTED

- a. The City shall test, at its own expense, for alcohol and/or the following drugs:
 - (1.) Amphetamines
 - (2.) Barbiturates
 - (3.) Benzodiazepines
 - (4.) Cocaine
 - (5.) Methadone
 - (6.) Opiates
 - (7.) PCP
 - (8.) THC (Cannabis)
- b. Prescribed Drugs or Medications.

The City recognizes that Covered Employees may at times have to ingest prescribed drugs or medications. If a Covered Employee takes any drug or medication that a treating physician, pharmacist, or health care professional has informed the employee (orally or on the medication bottle) will interfere with job performance, including driving restrictions or restrictions on the use of Equipment, the employee is required to immediately notify the designated Department representative of those restrictions before performing his/her job functions.

(1) Upon receipt of a signed release from the Covered Employee's licensed healthcare provider, the department representative may consult with Covered Employee's healthcare provider to confirm specific job duties that the employee can perform while on prescribed medication. If the employee's healthcare provider is not readily available, or none is given, the department representative may consult with any City-licensed

healthcare provider before making a final determination whether the employee may perform his/her job functions. However, if an employee, at the time of notification, brings in a medical note from the healthcare provider who prescribed the medication clearing the employee to work, then the City shall not restrict that employee from performing his or her job functions.

(2) If a Covered Employee is temporarily unable to perform his or her job because of any potential side effects caused by prescribed medication, the employee shall be reassigned to perform a temporary modified duty assignment consistent with the employee's medical restrictions without loss of pay until either the employee is off the prescribed medication or is cleared by a licensed healthcare provider. This temporary modified duty reassignment shall last for a period of no more than thirty (30) working days. If, after thirty (30) working days, the employee is still on said medication and/or has not been cleared by a licensed healthcare provider to return to work without restrictions, the City may extend the temporary modified duty assignment for a period not to exceed thirty (30) working days, provided that the healthcare provider certifies that the employee is reasonably anticipated to be able to be able to return to work without restrictions after that thirty (30) day period. Employees who are unable to return to work under this provision shall be referred to the Department's human resources representative designated to engage with employees regarding possible reasonable accommodation under state and federal disability laws.

6. TESTING

- I. Reasonable Suspicion Testing
- a. Reasonable suspicion to test a Covered Employee will exist when contemporaneous, articulable and specific observations concerning the symptoms or manifestations of impairment can be made. These observations shall be documented on the Reasonable Suspicion Report Form attached to this Appendix as Exhibit B. At least three (3) indicia of drug or alcohol impairment must exist, in two (2) separate categories, as listed on the Reasonable Suspicion Report Form. In the alternative, the employer representatives must confirm direct evidence of drug or alcohol impairment as listed on the Reasonable Suspicion Report Form.
- b. Any individual or employee may report another employee who may appear to that individual or employee to be under the influence of alcohol or drugs. Upon receiving a report of possible alcohol or drug use or impairment in the workplace, two (2) trained supervisory employer representatives will independently verify the basis for the suspicion and request testing in person. The first employer representative shall verify and document the employee's appearance and behavior and, if appropriate, recommend testing to the second employer representative. The second employer representative shall verify the contemporaneous basis for the suspicion. If reasonable suspicion to test a Covered Employee arises between 11:00 p.m. and 7:00 a.m., or at a location outside the geographic boundaries of the City and County of San Francisco

(excluding San Francisco International Airport), and where a second trained supervisory employer representative cannot reasonably get to the location within thirty (30) minutes, then the second employer representative shall not be required to verify the basis for the suspicion in person, but instead shall verify by telephone or email. After completing the verification, and consulting with the first employer representative, the second employer representative has final authority to require that the Covered Employee be tested.

- c. If the City requires an employee under reasonable suspicion to be tested, then the employee may ask for representation. Representation may include, but is not limited to, union representatives and shop stewards. If the employee requests representation, the City shall allow a reasonable amount of time from the time the employee is notified that he or she will be tested (up to a maximum of one hour) for the employee to obtain representation. Such request shall not delay the administration of the tests for more than one hour from the time the employee is notified that he or she will be tested.
- d. Department representative(s) shall document the incident. If a Covered Employee Refuses to Submit to testing, then the City shall treat the refusal as a positive test, and shall take appropriate disciplinary action pursuant to the attached discipline matrix.
- II. Post-Accident Testing
- a. The City may require a Covered Employee who caused, or may have caused, an Accident, based on information known at the time of the Accident, to submit to drug and/or alcohol testing.
- b. Following an Accident, all Covered Employees subject to testing shall remain readily available for testing. A Covered Employee may be deemed to have refused to submit to substance abuse testing if he or she fails to remain readily available, including failing to notify a supervisor (or designee) of the Accident location, or leaving the scene of the Accident prior to submitting to testing.
- c. Nothing in this section shall delay medical attention for the injured following an Accident or prohibit an employee from leaving the scene of an Accident for the period necessary to obtain assistance in responding to the Accident or to obtain necessary emergency medical care.
- d. If the City requires a Covered Employee to be tested post-Accident, then the employee may ask for representation. Representation may include, but is not limited to, union representatives and shop stewards. If the employee requests representation, the City shall allow a reasonable amount of time from the time the employee is notified that he or she will be tested (a maximum of one hour) for the employee to obtain representation provided that the union representative meet the employee at the Accident site, work location or testing center as determined by the City. Such request shall not delay the administration of the tests for more than one hour from the time the employee is notified that he or she will be tested.

e. As soon as reasonably possible after the occurrence of an Accident, the supervisor or other City representative at the Accident scene shall make best efforts to contact the Department of Human Resources (DHR) or designee, and DHR or designee shall then make best efforts to telephone the union(s) first designated representative on file with DHR representing the Covered Employee(s) involved in the Accident. If the first designated representative does not answer, DHR or designee shall leave a voice mail message notifying the union of the Accident and telephone the union(s) second designated representative on file with DHR. For purposes of this paragraph, a designated representative shall be any union officer or employee whose telephone number is on file with DHR for the purpose of Accident review. The union may change the designated representative, in writing, as necessary from time to time, but it is the sole responsibility of the union to ensure that a current telephone number (with voice mail capability) for two designated representatives are on file with DHR.

7. TESTING PROCEDURES

- I. Collection Site
 - a. If there is a trained Collector available on site, the City may conduct "on-site" tests (alcohol breathalyzer testing and oral fluid testing). If any of those tests are "Non-Negative," a confirmation test will be performed. The on-site tests may enable the Covered Employee and the City to know immediately whether that employee has been cleared for work.
 - b. If a trained Collector is not available on-site, the staff of a collection facility under contract to the City, or the City's drug testing contractor shall collect oral fluid samples from Covered Employees to test for prohibited drugs.
 - (1.) A Covered Employee presenting herself/himself at the approved drug collection site must have a minimum of one piece of government-issued photo identification and may not leave the collection site for any reason unless authorized by the collection agency until (s)he has fully completed all collection procedures. Failure to follow all collection procedures will result in the employee classified as a "Refusal to Submit."
 - c. Covered Employees who Refuse to Test may be subject to disciplinary action, up to and including termination, pursuant to Exhibit A.
 - d. Alcohol and drug testing procedures.
 - Alcohol Testing Procedure. Tests for alcohol concentration on Covered Employees will be conducted with a National Highway Traffic Safety Administration (NHTSA)-approved evidential breath testing device (EBT) operated by a trained

breath alcohol technician (BAT). Alcohol tests shall be by breathalyzer using the handheld Alco-Sensor IV Portable Breath Alcohol Analyzer device, or any other U.S. Department of Transportation (DOT) approved breath analyzer device.

- (2.) Drug Testing Procedure. Tests for drugs shall be by oral fluid collection. The oral fluid specimens shall be collected under direct visual supervision of a Collector and in accordance with the testing device manufacturer's recommended procedures for collection. Screening results may be provided by the Collector or by a laboratory. Confirmation tests shall be conducted at a laboratory.
- (3.) The Covered Employee being tested must cooperate fully with the testing procedures.
- (4.) A chain of possession form must be completed by the Collector, hospital, laboratory and/or clinic personnel during the specimen collection and attached to and mailed with the specimens.
- e. After being tested for drugs, the Covered Employee may be barred from returning to work until the department is advised of the final testing result by the MRO. During that period, the Covered Employee will be assigned to work that is not safety-sensitive or placed on paid administrative leave for so long as the Covered Employee is eligible for such leave under the terms of the applicable provision of the City's Administrative Code. The test shall be deemed a negative test if the MRO has not advised of the final testing result by the time the Covered Employee's paid leave has expired under the terms of the applicable provision of the City's Administrative Code.
- II. Laboratory
- a. Drug tests shall be conducted by laboratories licensed and approved by SAMSHA which comply with the American Occupational Medical Association (AOMA) ethical standards. Upon advance notice, the parties retain the right to inspect the laboratory to determine conformity with the standards described in this policy. The laboratory will only test for drugs identified in this policy. The City shall bear the cost of all required testing unless otherwise specified herein.
- b. Tests for all controlled substances, except alcohol, shall be by oral fluid testing and shall consist of two procedures, a screen test and, if that is positive, a confirmation test.
- c. To be considered positive for reporting by the laboratory to the City, both samples must be tested separately in separate batches and must also show positive results on the confirmatory test.
- d. In the event of a positive test, the testing laboratory will perform an automatic confirmation test on the original specimen at no cost to the Covered Employee. In addition, the testing laboratory

shall preserve a sufficient specimen to permit an independent re-testing at the Covered Employee's request and expense. The same, or any other, approved laboratory may conduct re-tests. The laboratory shall endeavor to notify the designated MRO of positive drug, alcohol, or adulterant tests results within five (5) working days after receipt of the specimen.

- III. Medical Review Officer (MRO)
- a. All positive drug, or Substituted, Adulterated, positive-Diluted Specimen, or Invalid Drug Test, as defined herein, will be reported to a Medical Review Officer (MRO). The MRO shall review the test results, and any disclosure made by the Covered Employee, and shall attempt to interview the individual to determine if there is any physiological or medical reason why the result should not be deemed positive. If no extenuating reasons exist, the MRO shall designate the test positive.
- b. When the laboratory reports a confirmed positive, Adulterated, Substituted, positive-Diluted, or Invalid test, it is the responsibility of the MRO to: (a) make good faith efforts to contact the employee and inform him or her of the positive, Adulterated, Substituted, positive-Diluted, or Invalid test result; (b) afford the employee an opportunity to discuss the test results with the MRO; (c) review the employee's medical history, including any medical records and biomedical information provided by the Covered Employee, or his treating physician, to the MRO; and (d) determine whether there is a legitimate medical explanation for the result, including legally prescribed medication. Employee shall identify all prescribed medication(s) that they have taken. If the Covered Employee fails to respond to the MRO within three (3) days, the MRO may deem the Covered Employee's result as a positive result.
- c. The MRO has the authority to verify a positive or Refusal To Test without interviewing the employee in cases where the employee refuses to cooperate, including but not limited to: (a) the employee refused to discuss the test result; or (b) the City directed the employee to contact the MRO, and the employee did not make contact with the MRO within seventy-two (72) hours. In all cases, previously planned leaves may extend this time. The MRO's review of the test results will normally take no more than three (3) to five (5) days from the time the Covered Employee is tested.
- d. If the testing procedures confirm a positive result, as described above, the Covered Employee and the Substance Abuse Prevention Coordinator (SAPC) for the City and departmental HR staff or designee will be notified of the results in writing by the MRO, including the specific quantities. The results of a positive drug test shall not be released until the results are confirmed by the MRO. The Covered Employee may contact the SAPC, or the MRO, to request a drug or adulterant retest within seventy-two (72) hours from notice of a positive test result by the MRO. The requesting party will pay costs of re-tests in advance.
- e. A drug test result that is positive and is a Diluted Specimen will be treated as positive. All drug test results that are determined to be negative and are Diluted Specimens will require that the

employee take an immediate retest. If the retest yields a second negative Diluted Specimens result, the test will be treated as a normal negative test, except in the case of subsection (f).

- f. If the final test is confirmed negative, then the Employee shall be made whole, including the cost of the actual laboratory re-testing, if any. Any employee who is subsequently determined to be subject of a false positive shall be made whole for any lost wages and benefits, and shall have their record expunged.
- g. The City shall assure that all specimens confirmed positive will be retained and placed in properly secured long-term frozen storage for a minimum of one (1) year, and be made available for retest as part of any administrative proceedings.
- h. All information from a covered employee's drug and/or alcohol test is confidential for purposes other than determining whether this policy has been violated or pursuing disciplinary action based upon a violation of this policy. Disclosure of test results to any other person, agency, or organization is prohibited unless written authorization is obtained from the Covered Employee or as required by law.

8. RESULTS

a. Substance Abuse Prevention and Detection Threshold Levels.

For post-Accident or reasonable suspicion testing where the Covered Employee was operating a commercial motor vehicle, any test revealing a blood/alcohol level equal to or greater than 0.04 percent, or the established California State standard for commercial motor vehicle operations, shall be deemed positive. For all other post-Accident or reasonable suspicion testing, any test revealing a blood/alcohol level equal to, or greater than, 0.08 percent, or the established California State standard for non-commercial motor vehicle operations, shall be deemed positive. Any test revealing controlled substance confirmation level as shown in the chart below shall be deemed a positive test.

CONTROLLED	SCREENING	CONFIRMATION	
SUBSTANCE *	LEVEL	LEVEL	
Amphetamines	25 ng/ml **	5 ng/ml**	
Barbiturates	50 ng/ml***	20 ng/ml***	
Benzodiazepines	20 ng/ml***	0.5 ng/ml***	
Cocaine	12 ng/ml **	8 ng/ml**	
Methadone	50 ng/ml***	10 ng/ml***	
Opiates	20 ng/ml**	10 ng/ml **	
PCP	10 ng/ml **	5 ng/ml**	
(Phencyclidine)			
THC (Cannabis)	25 ng/ml and 2	10 ng/ml and 2	
	ng/ml***	ng/ml***	
* All controlled substances including their metabolite components.			
** SF Fire Department standards			

***Industry standards

b. The City reserves the right to discipline in accordance with the chart set forth in Exhibit A for abuse of prescribed and over-the-counter drugs or medications, pursuant to the testing procedures described above, as determined by the MRO.

9. CONSEQUENCES OF POSITIVE TEST RESULTS

For post-Accident or reasonable suspicion, a Covered Employee shall be immediately removed from performing his or her job or, in the alternative, may be temporarily reassigned to work that is not safety-sensitive if such work is available. The Covered Employee shall be subject to disciplinary action, and shall meet with the SAPC, as set forth in Exhibit A, and section 10 below, if the Covered Employee:

- 1. Is confirmed to have tested positive for alcohol or drugs;
- 2. Refuses to Submit to testing; or
- 3. Has submitted a specimen that the testing laboratory report is an Adulterated or Substituted Specimen.
- a. If the Union disagrees with the proposed disciplinary action, it may use the grievance procedure as set forth in the parties' MOU, provided, however, that such a grievance must be initiated at the Employee Relations Director step, unless the parties otherwise mutually agree.
- b. All proposed disciplinary actions imposed because of a positive drug/alcohol test(s) shall be administered pursuant to the disciplinary matrix set forth in Exhibit A. Subject to good cause, the City may impose discipline for conduct in addition to the discipline for a positive drug/alcohol test. The positive test may be a factor in determining good cause for such additional discipline.
- c. In the event the City proposes disciplinary action, the notice of the proposed discipline shall contain copies of all laboratory reports and any other supporting documentation upon which the City is relying to support the proposed discipline.

10. RETURN TO DUTY

The SAPC will meet with a Covered Employee who has tested positive for alcohol and/or drugs. The SAPC will discuss what course of action may be appropriate, if any, and assistance from which the employee may benefit, if any, and will communicate a proposed return-to-work plan, if necessary, to the employee and department. The SAPC may recommend that the Covered Employee voluntarily enter into an appropriate rehabilitation program administered by the Covered Employee's health insurance carrier prior to returning to work. The Covered Employee may not return to work until the SAPC certifies that he or she has a negative test prior to returning to work. In the event that the SAPC does not schedule a return-to-work test before the Covered Employee's return-to-work date, the SAPC shall arrange for the Covered Employee to take a return-to-work test within three (3) working days of the Covered Employee notifying the SAPC in writing of a request to take a return-to-work test. If a Covered Employee fails a return-to-work test, he or she shall be placed on unpaid leave until testing negative but shall not be subject to any additional discipline due to a non-negative return-to-work test. The SAPC will provide a written release to the appropriate department or division certifying the employee's right to return to work.

11. TRAINING

The City or its designated vendor shall provide training on this policy to first-line, working supervisors and up to the Deputy Director level as needed. In addition, all Covered Employees shall be provided with a summary description of the SAPP notifying them of their right to union representation in the event that they are required to be tested.

12. ADOPTION PERIOD

This Policy shall go into effect on June 30, 2014.

13. JOINT CITY/UNION COMMITTEE

The parties agree to work cooperatively to ensure the success of this policy. As such, a Joint City/Union Committee shall be established with two (2) members from the City and two (2) members from each Union, except that no Union shall be required to participate. The Committee shall meet on an annual_basis and, in addition, on an as-needed basis to address any implementation issues and review available data concerning the implementation of this policy.

14. SAVINGS CLAUSE

Notwithstanding any existing substance abuse prevention programs, if any provision of an existing department policy, rule, regulation, or resolution is inconsistent with or in conflict with any provision of this policy, this policy shall take precedence. Should any part of this policy be determined contrary to law, such invalidation of that part of this policy will not invalidate the remaining parts. If operational barriers arise that make implementation of any part of this policy impossible or impracticable, such operational barriers will not invalidate the remaining parts of the event of a determination that a part of the policy is contrary to law or if operational barriers arise, the parties agree, with the intent of the parties hereto, to immediately meet and negotiate new provision(s) in conformity with the requirements of the applicable law, or which will remove the operational barrier. Should the parties fail to agree on a resolution, the matter will be submitted to binding arbitration using the factors set forth in Charter section A8.409-4(d), and, as appropriate, Charter section 8A.104(n). Otherwise, this policy may only be modified by mutual consent of the parties. Such amendment(s) shall be reduced to writing.

EXHIBIT A

CONSEQUENCES OF A POSITIVE TEST/OCCURRENCE

Testing Types/Issues	First Positive/Occurrence	Second Positive/Occurrence within Three (3) Years
Post-Accident and Reasonable Suspicion	Suspension of no more than ten (10) working days; Referred to Substance Abuse Prevention Coordinator (SAPC); SAPC may Recommend Treatment; ¹ Return to Duty Test.	Will be subject to disciplinary action greater than a ten (10) working- day suspension, up to and including termination except where substantial mitigating circumstances exist.
Refusal to Test or Alteration of Specimen ("Substituted," "Adulterated" or "Diluted")	Suspension of no more than ten (10) working days; Referred to Substance Abuse Prevention Coordinator (SAPC); SAPC may Recommend Treatment; ¹ Return to Duty Test.	Will be subject to disciplinary action greater than a ten (10) working- day suspension up to and including termination except where substantial mitigating circumstances exist.

^{1.} Employee may use accrued but unused leave balances to attend a rehabilitation program.

EXHIBIT B

REASONABLE SUSPICION REPORT FORM

This checklist is intended to assist a supervisor in referring a person for reasonable suspicion/cause drug and alcohol testing. The supervisor must identify at least three (3) contemporaneous indicia of impairment in two separate categories (e.g., Speech and Balance) in Section II, and fill out the Section III narrative. In the alternative, the supervisor must identify one of the direct evidence categories in Section I, and fill out the Section III narrative. ~Please print information~

Employee Name: _____

Department: _____; Division and Work Location: _____

Date and Time of Occurrence: _____; Incident Location: _____

Section I – Direct Evidence of Drug or Alcohol Impairment at Work

- ____ Smells of Alcohol
- ____ Smells of Marijuana
- ____ Observed Consuming/Ingesting Alcohol or Drugs at work.

Section II Contemporaneous Event Indicating Possible Drug or Alcohol Impairment at Work: (Check all that apply)

1. SPEECH:

- ____ Incoherent/Confused
- Slurred

2. BALANCE:

- ____ Swaying
- ____ Staggering

- ____ Reaching for support ____ Falling
- ____ Stumbling
- Arms raised for balance

3. AWARENESS:

- ____ Confused
- ____ Lack of Coordination Cannot Control Machinery/Equipment

____ Paranoid

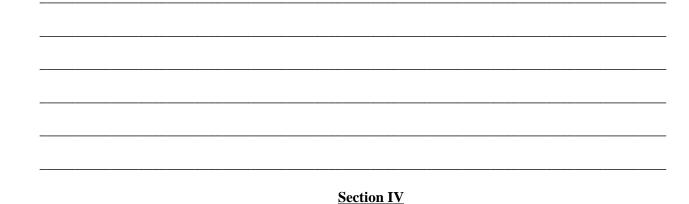
- ____ Sleepy/Stupor/ Excessive Yawning or Fatigue
- ____ An observable contemporaneous change in the Covered Employee's behavior that strongly suggests drug or alcohol impairment at work. [Such observable change(s) must be described in Section III below.]

4. APPEARANCE:

____ Red Eyes ____ Constricted (small) Pupils ____ Dilated (large) Pupils Frequent Sniffing

<u>Section III – NARRATIVE DESCRIPTION</u> (<u>MUST</u> be completed in conjunction with Section I and/or Section II) ~*Please print information*~

Describe contemporaneous and specific observations regarding the Covered Employee's symptoms or manifestations of impairment which may include: (a) any observable contemporaneous change in behavior suggesting drug or alcohol impairment; (b) any comments made by the employee; (c) specific signs of drug or alcohol use; (d) recent changes in behavior that have led up to your contemporaneous observations; and (e) the name and title of witnesses who have reported observations of drug or alcohol use. [Attach documentation, if any, supporting your reasonable suspicion determination]



In addition to completing the narrative in Section III above:

- For Section I, you will need to identify at least one (1) contemporaneous observations (direct evident/sign(s) that occurs that causes you to test today) regarding the manifestations of impairment to initiate a test; or
- For Section II, you will need to identify at least three (3) contemporaneous observations, (signs that occur that causes you to test <u>today</u>), in two (2) separate categories, regarding the manifestations of impairment to initiate a test.

Make note of date and time of the incident. Obtain concurrence of second supervisor and record their signature as noted.

Conduct a <u>brief</u> meeting with the employee to explain why he or she must undergo reasonable suspicion drug and alcohol tests. Escort the employee to the collection site. DO NOT LET THEM DRIVE.

SIDELETTER

Health at Home Productivity

The National Association for Home Care and Hospice and the California Association for Health Services at Home provide best practices and guidelines for health at home programs and recommend basing patient visits per day on factors like geography and patient acuity. To better ensure the financial sustainability of the Health at Home program and to be consistent with best practices for providing high-quality care to patients, the Department of Public Health (DPH) and the Union are committed to moving towards such an acuity-based and geography-based model to determine patient visits per day for employees who work in the Health at Home program.

Until a new model is implemented, productivity standards shall continue as follows:

The Productivity Standard for Health at Home is the following (or its equivalent):

Four (4) case manager revisits per day, or Five (5) non-case manager revisits per day (Carry-calls)

It is understood, reflecting the Oasis paperwork required on these visits that, in calculating the above standard:

- 1. A new referral or new admission is equal to two (2.0) revisits.
- 2. A re-certification visit is equal to 1.5 revisits.
- 3. A resumption of care visit is equal to 1.5 revisits.

These standards will expire and will no longer be applicable effective October 1, 2014 or as soon as practicable thereafter should more time be needed to implement a new model and complete impasse procedures, if any. DPH will meet with affected staff to review methods for determining acuity and to solicit recommendations for a new model. Prior to implementation, DPH will provide to Local 21 notice and the opportunity to meet and confer regarding proposed changes to workload and/or impacts that fall within the scope of bargaining. This meet-and-confer shall be subject to the impasse resolution procedures of Charter Section A.8409-4 et seq., and neutral chairperson Katherine Thomson, or another mutually agreed upon arbitrator, will retain jurisdiction of this matter.