



Date: August 1, 2022

To: Personnel Officers
Payroll and Personnel Representatives

From: Steven Ponder, Classification and Compensation Director

CC: Carol Isen, Human Resources Director
Anna Dunning, Acting Mayor's Budget Director
Ben Rosenfield, Controller
Raquel Silva, Municipal Executives' Association

Subject: MCCP Post-Appointment Compensation Adjustments (FY22-23)

In Fiscal Year 2022-23, department heads will again propose wage adjustments for their managers, one-time payments and/or ongoing wage increases. Eligibility for these adjustments is based on criteria in MEA's MOU, and subject to funding limitations. Employees will continue to be able to nominate themselves for adjustments.

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

I. Deadlines to Submit Requests for MCCP Compensation Adjustments

A. Self-Submissions: Employees may make submissions on their own behalf by e-mail sent directly to each department's personnel officer, using the [Employee Submission Form](#) between **Monday, August 15th** and **Friday, August 19th** with a copy to MEA as well (staff@sfmea.com). Departments must consider these employee self-nominations for adjustments during their departmental review process. Do not submit employee submission forms to DHR.

B. Department Submissions: The deadline for departmental submissions is the close of business, **Friday, September 23rd**.

Submit [Department Submission Forms](#) via e-mail to Emily.Lee@sfgov.org with a copy to MEA as well (staff@sfmea.com).

II. Departmental Budgets for Increases and Bonuses

The MEA MOU funds each department with 0.25% of its MEA payroll for ongoing wage increases (retroactive to July 1, 2022) and 1.00% of its MEA payroll for one-time, lump sum bonuses. Please note, unused funds do not roll over into subsequent years; rather, unused funds will be reallocated by the Committee for expenditure during the fiscal year in a manner consistent with the terms of the MOU.

- **Ongoing Wage Increases (in Ranges B & C or Steps for Non-MCCP):** One-quarter-of-one percent (0.25%) may be used for ongoing wage increases (e.g., an ongoing base wage increase from \$160,000 to \$162,000 retroactive to July 1, 2022).
- **One-Time, Lump Sum Bonuses:** One percent (1.00%) may be used for one-time, lump sum bonuses (e.g., a one-time, lump sum bonus of \$2,500).

Based on the FY22-23 budget, a chart showing each department’s allocations for MCCP compensation adjustments follows. Medium and large departments (i.e., those departments with an ongoing allocation over \$5,000) are listed individually.

MEA and the City have agreed to pool the funds for the remaining smaller departments in order to provide additional flexibility and equity. Departmental budget allocations for these departments will be used as a general guide by the MCCP Adjustment Committee, but will not be considered definitively regulating. Departments not specifically listed below are in the Smaller Department pool.

Department	Ongoing (0.25%)	One-Time (1.00%)
Public Health	\$112,000	\$449,000
Public Utilities Commission	\$92,000	\$370,000
General Services Agency	\$78,000	\$313,000
Airport Commission	\$64,000	\$259,000
Human Services	\$48,000	\$193,000
Retirement System	\$23,000	\$95,000
Recreation and Park Commission	\$20,000	\$81,000
Port	\$17,000	\$70,000
Department of Emergency Management	\$17,000	\$69,000
Controller	\$13,000	\$55,000
Homeless Services	\$13,000	\$55,000
Treasurer / Tax Collector	\$13,000	\$54,000
Human Resources	\$13,000	\$52,000
Police	\$11,000	\$46,000
Economic and Workforce Development	\$9,000	\$37,000
Public Library	\$8,000	\$32,000
Sheriff	\$8,000	\$32,000
Assessor / Recorder	\$7,000	\$29,000
District Attorney	\$6,000	\$27,000
City Planning	\$6,000	\$26,000
Adult Probation	\$5,000	\$21,000
Smaller Departments	\$46,000	\$187,000

Please note the following:

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

- Retirees (Prop. F) and As-Needed employees are not eligible for post-appointment adjustments;
- Employees must still be actively employed with the City at the point of distribution in order to receive payment (e.g., an employee retiring in October would not be eligible for a post-appointment adjustment paid out in the following December).

III. Increase and Bonus Considerations

When seeking approval, Appointing Officers will note which of the following criteria is the basis for the requested adjustment:

- (i) to move towards internal equity (which may include issues of compaction),
- (ii) to address demonstrated recruitment or retention issues,
- (iii) to compensate an employee exercising special skill,
- (iv) to compensate an employee assigned to a special assignment of limited duration,
- (v) to recognize exemplary performance, or
- (vi) to address issues of compaction as to reporting relationships. This criteria will constitute the only circumstance in which an adjustment may result in a rate of pay in excess of Range C.

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

- Employees must have been at or above the top of range A as of July 1, 2022 to be eligible (as employees below the top of A may still be advanced within Range A at the discretion of the department); further, those who have advanced to the top of A within the preceding fiscal year already received a step increase in addition to any general wage increase, so should be given less consideration than those that have been at the top of A for the entire, preceding fiscal year;
- Employees must have been in their current position since at least January 1, 2022; employees that meet this initial criteria, but promote into a new position in the same department on or after July 1, 2022 remain eligible for a lump sum adjustment;
- Those who have not already received ongoing wage increases should receive first consideration;
- Proposed increases and/or bonuses must be between \$2,000 and \$9,000 per employee (e.g., \$4,000 ongoing and \$5,000 one-time; \$1,000 ongoing and \$1,000 one-time);
- An employee may not receive a lump sum bonus that when added to the employee's base salary would have that employee's compensation exceed Range C (e.g., an 0922 earning \$185,000 receiving a \$5,000 one-time, lump sum bonus would exceed the top of C which is \$189,664);
- An employee in an eligible non-MCCP classification may not receive a lump sum bonus that when added to the employee's base salary would have that employee's compensation exceed the top salary step;

- Post-appointment funds should be distributed among all managerial levels in a department;
- Between 30% and 50% of the department’s eligible managers should receive increases and/or bonuses;
- Proposed increases and/or bonuses should vary among managers, to reflect variations in performance;
- Proposed increases and/or bonuses should have proportionality to the employee’s rate of pay;
- One-time, lump sum bonuses are best reserved for performance or special projects; and
- Ongoing wage increases are best reserved for structural issues.

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

Departments shall inform managers who self-submitted and were not approved for an adjustment the reason their submission was not approved. Further, for managers who did not self-submit and were not approved for an adjustment, departments shall inform such employees the reason one was not approved upon the request of the employee.

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

IV. Non-MCCP Classifications

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

Classifications	Compensation Linkage
8148/8556 Chief District Attorney's Investigator	0941 Manager VI
8150/8558 Principal District Attorney's Investigator	0931 Manager III
8315/8516 Assistant Sheriff	0954 Deputy Director IV
8317/8517 Chief Deputy Sheriff	0954 Deputy Director IV
8330/8576 Director, Log Cabin Ranch	0922 Manager I
8344/8580 Director, Juvenile Hall	0923 Manager II
8348/8518 Undersheriff	0954 Deputy Director IV
8413/8582 Assistant Chief Probation Officer	0953 Deputy Director III
8416/8584 Director, Probation Services	0922 Manager I
8418/8586 Chief Probation Officer, Juvenile Court	0963 Department Head III
8435/8588 Division Director, Adult Probation	0922 Manager I
8436/8590 Chief Adult Probation Officer	0962 Department Head II
8438/8592 Chief Deputy Adult Probation Officer	0952 Deputy Director II

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

Steps 6, 7, 8 and 9 (i.e., four 2.5% steps) as ongoing allocations. Ongoing allocations for employees in these classifications must be made in step increments.

Classifications
1110 Executive Assistant to the Executive Director, Retirement System
1164 Administrator, SFGH Medical Center
1839 Water Conservation Administrator
1843 Executive Director, Southeast Community Facility Commission
2620 Food Service Manager Administrator
2785 Assistant General Services Manager
3233 Marina Associate Manager
3426 Forester
3486 Watershed Forester
4310 Commercial Division Assistant Supervisor
7263 Maintenance Manager
8229 Manager, Museum Security Services
8326/8574 Asst. Dir., Log Cabin Ranch
8340/8578 Asst. Dir., Juvenile Hall
8415/8540 Sr. Sup. Prob. Off., Juvenile Hall Probation
9247 Airport Emergency Planning Coordinator
9251 Public Relations Manager
9252 Communications Specialist
9254 Airport Communications Officer
9382 Government and Public Affairs Manager

The following classifications have alternative performance-based compensation structures and are ineligible for post-appointment adjustments through this annual process.

Classifications
0971 Transitional Department Head
1114 Senior Portfolio Manager, Investments
1115 Director, Investments
1116 Managing Director, Investments
1117 Deputy Director, Investments
1119 Chief Investment Officer
1165 Manager, DPH
1166 Administrator, DPH
1167 Physician Administrator, DPH
2584 Chief Medical Examiner
9978 Technology Expert II

V. Department Heads

A proportional pool of funds totaling \$29,000 for ongoing wage increases and \$117,000 for one-time, lump sum bonuses has been reserved for Department Heads. Proposed increases and/or bonuses for Department Heads must be between \$3,000 and \$15,000 per employee (e.g., \$7,500 ongoing and \$7,500 one-time; e.g., \$1,500 ongoing and \$1,500 one-time). Department Head requests must be submitted via email to Emily.Lee@sfgov.org using the [Department Submission Form](#) by the close of business, **Friday, September 23rd**.

These submissions may be made by the appointing authority (Mayor or Commission) and/or as a self-submission by the Department Head. Self-nominated Department Head submissions are covered by the department submission deadline of **Friday, September 23rd**.

VI. Committee Responses and Disbursements

Responses by the Committee including payroll instructions from the Office of the Controller's Payroll Division for your payroll to administer will be provided to departments no later than **Friday, November 18th**.

Departments shall provide notification to managers advising to whom, the amount of allocation, and whether it was a lump sum and/or ongoing allocation that was disbursed to their direct reports.

Disbursements will be included on the pay issued on **Tuesday, December 20th** (PPE 12/9/22) as follows:

- New Rates of Pay (for those that received ongoing wage increases) effective Saturday, November 26th.
- Retro Payments (for those that received ongoing wage increases) for the difference in earnings between Friday, July 1st through Friday, November 25th.
- Lump Sum Bonuses (for those that received one-time, lump sum bonuses).

See next page for salary ranges for FY22-23

MCCP Salary Ranges*Fiscal Year 2022-2023***Effective July 1, 2022**

Class	Range A		Range B		Range C	
	Low	High	Low	High	Low	High
0922 Manager I	\$122,200	\$156,026	\$156,052	\$180,622	\$180,648	\$189,644
0923 Manager II	\$131,248	\$167,492	\$167,518	\$193,856	\$193,882	\$203,580
0931 Manager III	\$141,492	\$180,622	\$180,648	\$209,118	\$209,144	\$219,570
0932 Manager IV	\$151,918	\$193,856	\$193,882	\$224,484	\$224,510	\$235,690
0933 Manager V	\$163,800	\$209,118	\$209,144	\$242,034	\$242,060	\$254,176
0941 Manager VI	\$175,864	\$224,484	\$224,510	\$259,870	\$259,896	\$272,792
0942 Manager VII	\$188,448	\$240,448	\$240,474	\$278,356	\$278,382	\$292,266
0943 Manager VIII	\$213,200	\$272,038	\$272,064	\$314,912	\$314,938	\$330,668
0951 Deputy Director I	\$122,200	\$156,026	\$156,052	\$180,622	\$180,648	\$189,644
0952 Deputy Director II	\$141,492	\$180,622	\$180,648	\$209,118	\$209,144	\$219,570
0953 Deputy Director III	\$175,864	\$224,484	\$224,510	\$259,870	\$259,896	\$272,792
0954 Deputy Director IV	\$200,226	\$255,476	\$255,502	\$295,828	\$295,854	\$310,622
0955 Deputy Director V	\$213,200	\$272,038	\$272,064	\$314,912	\$314,938	\$330,668
0961 Department Head I	\$151,918	\$193,856	\$193,882	\$224,484	\$224,510	\$235,690
0962 Department Head II	\$188,448	\$240,448	\$240,474	\$278,356	\$278,382	\$292,266
0963 Department Head III	\$200,226	\$255,476	\$255,502	\$295,828	\$295,854	\$310,622
0964 Department Head IV	\$229,996	\$293,488	\$293,514	\$339,820	\$339,846	\$356,824
0965 Department Head V	\$285,662	\$364,546	\$364,572	\$422,006	\$422,032	\$443,118