

City and County of San Francisco

Edwin M. Lee
Mayor



Department of Human Resources

Micki Callahan
Human Resources Director

Date: August 14, 2012

To: Appointing Officers
Personnel Officers
Payroll and Personnel Representatives

From: Steven Ponder, Classification and Compensation Manager

CC: Micki Callahan, Human Resources Director
Ben Rosenfield, Controller
Rebecca Rhine, Municipal Executives' Association

Subject: MCCP Post-Appointment Committee (FY12-13)

Pursuant to the recently negotiated 2012-2014 MEA MOU, the Post-Appointment Committee will resume this fall for Fiscal Year 2012-2013. Base wage adjustments and lump sum payments may be requested to address retention, special skills or assignments, internal equity / compaction or exemplary performance.

The MEA MOU provides for an MCCP Adjustment Committee comprised of the Controller, the Human Resource Director and an MEA representative to administer the salary adjustment process. The Committee has developed policies and procedures which will be used to administer the program in accordance with Article III. Section H. (MCCP) of the parties' current MOU.

I. Deadlines to Submit Requests for MCCP Compensation Adjustments

The deadline to submit adjustment requests shall be **Friday, October 5th** by close of business. Adjustments to base wage may be retroactive to July 1, 2012. Responses by the Adjustment Committee will be provided by Friday, November 2nd.

II. Departmental Budgets for Adjustment Requests

The MEA MOU provides each department with 0.5% of its MEA represented payroll in 2012-2013 to be used for MCCP adjustments. Unlike in previous years, unused funds do not roll over into subsequent years; rather, funds that are not used will be reallocated by the Committee for expenditure during the fiscal year in a manner consistent with the terms of the MOU. Please note that departments will receive a new 0.5% allocation each fiscal year through the term of this MOU.

Base Wage Adjustments In Ranges B & C

Half of the allocation (0.25%) may be used for on-going adjustments (e.g., an on-going base wage increase from \$120,000 to \$122,000 effective July 1, 2012).

Lump Sum Payments

Half of the allocation (0.25%) may be used for lump sum payments (e.g., a one-time \$1,500 bonus).

Based on the FY12-13 budget, a chart showing each department's 0.5% allocation for MCCP compensation adjustments follows. Medium and large departments (i.e., those departments with an allocation over \$10,000) are listed individually. The parties have agreed to pool the remaining departments with an allocation under \$10,000 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.

Public Health	\$110,000
Public Utilities Commission	\$104,000
General Services Agency	\$82,000
Airport Commission	\$78,000
Human Services	\$41,000
Recreation and Park Commission	\$18,000
Port	\$18,000
Emergency Communications	\$14,000
Retirement Services	\$14,000
Treasurer/Tax Collector	\$13,000
Economic, Workforce Development	\$12,000
Controller	\$12,000
Human Resources	\$10,000
All Other Departments	\$77,000

Please note that following classifications are linked to MCCP classifications, but have unique classification numbers in order to recognize their safety retirement.

- The 8148/8556 (SFERS) – Chief District Attorney's Investigator pay plan shall be the same as the 0941 – Manager VI classification.
- The 8150/8558 (SFERS) – Principal District Attorney's Investigator, Special Unit pay plan shall be the same as the 0931 – Manager III classification.
- The 8315/8516 (SFERS) – Assistant Sheriff pay plan shall be the same as the 0954 – Deputy Director IV classification.
- The 8330/8576 (SFERS) – Director, Log Cabin Ranch pay plan shall be the same as the 0922 – Manager I classification.
- The 8344/8580 (SFERS) – Director, Juvenile Hall pay plan shall be the same as the 0923 – Manager II classification.
- The 8348/8518 (SFERS) – Undersheriff pay plan shall be the same as the 0954 – Deputy Director IV classification.

- The 8413/(8582 (SFERS) – Assistant Chief Probation Officer pay plan shall be the same as the 0953 – Deputy Director III classification.
- The 8416/8584 (SFERS) – Director, Probation Services pay plan shall be the same as the 0922 – Manager I classification.
- The 8418/8586 (SFERS) – Chief Probation Officer, Juvenile Court pay plan shall be the same as the 0963 – Department Head III classification.
- The 8435/8588 (SFERS) – Division Director, Adult Probation pay plan shall be the same as the 0922 – Manager I classification.
- The 8436/8590 (SFERS) – Chief Adult Probation Officer pay plan shall be the same as the 0962 – Department Head II classification.
- The 8438/8592 (SFERS) – Chief Deputy Adult Probation Officer pay plan shall be the same as the 0952 – Deputy Director II classification.
- The 8470 – Executive Director, County Parole Commission pay plan shall be the same as the 0932 Manager IV classification.

Please note that MEA Non-MCCP classifications are also eligible for post-appointment adjustments in the form of lump sum bonuses and access to Steps 6 and 7.

1110 Executive Assistant to the Executive Director, Retirement System
1161 Executive Assistant to the Administrator, S.F.G.H.
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
9247 Airport Emergency Planning Coordinator
9254 Assistant to the Director, Public Affairs
9382 Government and Public Affairs Manager

In addition, a proportional pool of MCCP B & C funds totaling \$35,000 has been segregated for Department Head allocations. Requests for adjustments to Department Head compensation should be submitted by the appointing authority (Mayor or Commission).

Attached, please find: (1) DHR's Updated MCCP Policies and Procedures and (2) Article III Section C.C. (MCCP) of the parties' current MOU.

MCCP Policies and Procedures

These procedures have been established in accordance with the 2012-2014 Memorandum of Understanding between the City and County of San Francisco and the Municipal Executives' Association (MEA).

I. New/Vacant Appointments

For all appointments to new or vacant positions, the Department of Human Resources requires that departments complete and submit by e-mail the MCCP Salary Assignment Form 1 providing:

- employee name and social security number
- MCCP classification number and title
- position working title (e.g., Airport Facilities Maintenance Manager)
- start date of appointment/adjustment
- position requisition number
- proposed base hourly rate of pay (corresponding to an existing salary grade)
- proposed base annual rate of pay (i.e., the above hourly rate multiplied by 2080)
- proposed salary range: range A, B or C
- department title and number
- for appointments into ranges B & C, the reasons for the request and related supporting rationale.

Additionally, departments will continue to utilize and submit the Personnel Action Request (PAR) form for MCCP hires. The purpose and routing of the PAR remains unchanged.

Range A. Appointments to range A are at the discretion of the Appointing Officer and may be set at any salary rate (on a salary grade) within this range.

Ranges B & C. Appointing Officers may request approval to appoint an employee new to a position at an annual salary rate (or salary grade) in range B or C. In order to be approved, the request must satisfy one or more of the following criteria:

1. demonstrated recruitment or retention issues;
2. unusual or extraordinary time-limited assignments;
3. exceptional or special skills or qualifications essential for job performance; or
4. internal equity considerations (which may include issues of compaction).

Process

Step 1. The Appointing Officer must note in the Salary Assignment Form submitted to the Department of Human Resources that one or more of the listed criteria have been satisfied. Further, sufficient explanation should be provided to demonstrate that the selected criteria have in fact been met. [See MCCP Ranges B & C Guidelines, pages 9-10]

Step 2. DHR will review the Salary Assignment Form to determine whether it satisfies one or more of the criteria listed above.

Step 3. If these criteria are satisfied, DHR/ERD will consult with the Mayor and Controller and advise the requesting department of the final decision.

Step 4. The final decision is not subject to grievance or appeal.

II. Incumbents

Salary Progression in Range A. Full-time employees placed at the minimum salary of range A will normally advance 5% upon completion of six (6) months continuous service, and at successive 5% intervals upon completion of each additional year of required continuous service up to the maximum salary in range A.

Full-time employees placed at any other salary within Range A will normally advance at 5% intervals following completion of one year required continuous service not to exceed the maximum salary in range A.

Part-time regularly scheduled employees placed at the lowest salary in rate in range A will normally advance 5% following completion of 1040 continuous hours of paid service, and to successive 5% intervals following completion of each 2080 hours of required continuous service, up to the maximum salary in range A.

Part-time regularly scheduled employees placed at any other salary rate within Range A will advance 5% intervals following completion of 2080 continuous hours of paid service to the maximum salary in range A.

Range A Adjustments. The Appointing Officers may seek to place incumbent employees (post-appointment) at a rate of pay in ranges A based on consideration of whether the adjustment would serve one or more of the following purposes: 1) to retain an employee; 2) to move towards internal equity (which may include issues of compaction); 3) to compensate an employee exercising special skill; and/or 4) to compensate an employee assigned to a special assignment of limited duration or to recognize exemplary performance.

Denial of Salary Progression. An employee's scheduled salary progression may be denied if the employee's performance has been unsatisfactory to the City. The denial of the increase is subject to the grievance procedure, provided, however, that nothing in this section is intended to or shall make performance evaluations subject to the grievance procedure.

Example: Appointing Officer appoints an employee to Class 0941 Manager VI during FY 2012-2013 in range A at an annual pay rate of \$155,000. The maximum of Range A is \$156,494 at the time of placement. With satisfactory service, this full-time employee would be eligible to advance 5% following completion of the required continuous 2080 hours of service. However, 5% would provide a pay rate that would exceed the maximum salary of range A for Manager VI, exclusive of scheduled wage increases. As a result, the employee will receive an interval increase of less than 5%. The exact percentage increase will be that remaining percentage that does not exceed the maximum of range A.

Salary Progression in Ranges B and C. Employees assigned to ranges B and C are not eligible for annual anniversary salary increases. Once an appointment to ranges B and C is approved, the MCCP

employees' rate of pay will only increase by scheduled wage increases provided in the collective bargaining agreement for Municipal Executives' Association (MEA) FY 2012-2014 or pursuant to the Incumbent Employee (Post-Appointment) Salary Adjustment Section provided below.

Promotive Appointment in a Higher Class. While the Promotive Appointment in a Higher Class section of the MOU (paragraphs 146-148) applies to appointments to M CCP classifications, the 7.5% adjustment cannot effectuate a rate of pay above the top of range A.

III. Post-Appointment Salary Adjustments

The Department of Human Resources requires that departments complete and submit by e-mail the M CCP Salary Assignment Form 2 providing:

- employee name and social security number
- M CCP classification number and title
- start date of appointment/adjustment
- position requisition number
- current and proposed base hourly rate of pay (corresponding to an existing salary grade)
- current and proposed base annual rate of pay (i.e., the above hourly rate multiplied by 2080)
- current and proposed salary range: range A, B or C
- department title and number
- which of the two biannual Adjustment Committee meetings form being submitted
- reason for adjustment and related justifying information

Ranges B and C Adjustments. On an annual basis, Appointing Officers may seek approval to place incumbent employees (post-appointment) at a rate of pay in ranges B & C based on consideration of whether the adjustment would serve one or more of the following purposes: 1) to retain an employee; 2) to move towards internal equity (which may include issues of compaction); 3) to compensate an employee exercising special skill; and/or 4) to compensate an employee assigned to a special assignment of limited duration or to recognize exemplary performance.

Non-M CCP Eligible Employees. MEA-represented employees appointed to classifications that are not eligible for placement into M CCP, who have already been at step 5 for at least 12 months, may be eligible to advance to salary step 6 and, after 12 months at step 6, to salary step 7 for their assigned classification. Salary steps 6 and 7 will be set at 5% increments. Appointing Officers may seek approval to place employees at step 6 or step 7 based on consideration of whether the placement would serve one or more of the following purposes: 1) to retain an employee; 2) to move towards internal or external equity (which may include issues of compaction); 3) to compensation an employee exercising special skill; and/or to compensation an employee assigned to a special assignment of limited duration: 4) to recognize exemplary performance or to address issues of compaction as to reporting relationships.

Financial Limitations. The aggregate, annualized value of ranges B & C adjustments and placement of non-M CCP eligible employees into step 6 and 7 shall not exceed three-quarters percent (0.50%) of MEA covered payroll (as defined by the Controller) for fiscal year 2012-2013. Said monies shall be allocated proportionally among departments.

Unused annual MCCP B & C funds shall not roll over; however, it is the intent of the parties that allocated funding shall be exhausted each year. Not later than May 15 of each year, the Adjustment Committee will meet and discuss how to distribute any remaining funds. In the absence of an agreement on an alternative, such remaining funds will be distributed equally to employees across the respective departmental pool(s) to which the funds were allocated, excluding Proposition F appointees.

Adjustment Committee. A committee consisting of the Controller (or designee), the Human Resource Director (or designee), and a designated representative of MEA will consider the application made by the appointing Officer for placement of incumbent employees at a rate of pay in ranges B & C or, for non-MCCP eligible employees, to steps 6 or 7. Subject to the applicable financial limitations and criteria, the Adjustment Committee will decide in its sole discretion whether to approve such applications in whole or in part. Decisions of the committee are final and not subject to the grievance procedure. Any confidential personnel information made available to committee members for purposes of participating in decisions of the committee will be maintained in confidence.

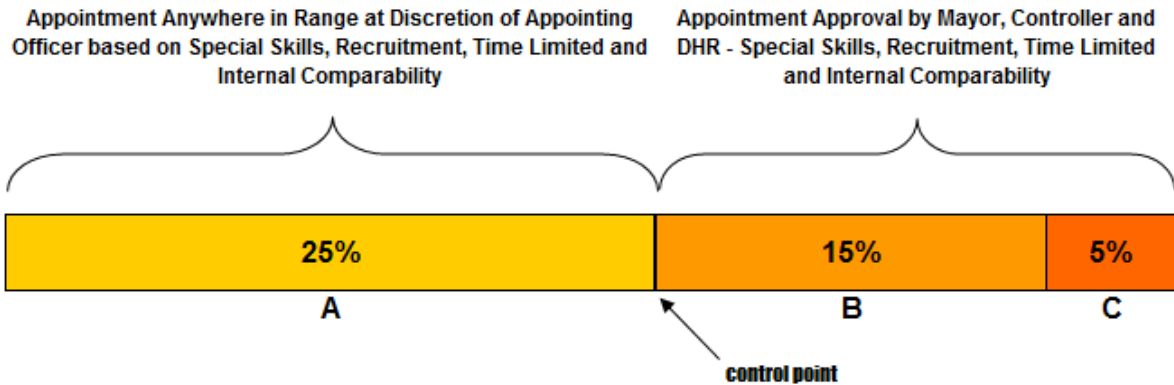
Should you have questions regarding these instructions, please contact Steven Ponder, Classification and Compensation Manager, at 557-4917.

Establishing the Rate of Pay and Salary Progression

	Salary Range	New / Vacant Positions	Post-Appointment Salary Adjustments
Establishing the Rate of Pay	Range A	AO may appoint anywhere within Range A	AO may adjust rate of pay within Range A based on recruitment/retention, time limited, special skills or internal equity
	Ranges B & C	AO may appoint within Ranges B & C with approval of Mayor, Controller and DHR based on recruitment/retention, time limited, special skills or internal equity	AO may adjust rate of pay within Ranges B & C pursuant to approval of biannual meeting Adjustment Committee subject to financial limitations and based on recruitment/retention, time limited, special skills or internal equity
Salary Progression	Range A	5% annual increments up to the top of Range A based upon satisfactory performance	NA
	Ranges B & C	No progression within Ranges B & C	NA

MCCP Salary Ranges

MCCP Pay Plan Rates - FY12-13							
Class		Range A		Range B		Range C	
		Low	High	Low	High	Low	High
0922	Manager I	\$86,996	\$111,020	\$111,046	\$128,518	\$128,544	\$134,940
0923	Manager II	\$93,314	\$119,106	\$119,132	\$137,878	\$137,904	\$144,794
0931	Manager III	\$100,698	\$128,518	\$128,544	\$148,798	\$148,824	\$156,208
0932	Manager IV	\$108,030	\$137,878	\$137,904	\$159,614	\$159,640	\$167,596
0933	Manager V	\$116,584	\$148,798	\$148,824	\$172,224	\$172,250	\$180,830
0941	Manager VI	\$125,060	\$159,614	\$159,640	\$184,782	\$184,808	\$194,012
0942	Manager VII	\$133,926	\$170,924	\$170,950	\$197,860	\$197,886	\$207,740
0943	Manager VIII	\$151,658	\$193,570	\$193,596	\$224,068	\$224,094	\$235,274
0951	Deputy Director I	\$86,996	\$111,020	\$111,046	\$128,518	\$128,544	\$134,940
0952	Deputy Director II	\$100,698	\$128,518	\$128,544	\$148,798	\$148,824	\$156,208
0953	Deputy Director III	\$125,060	\$159,614	\$159,640	\$184,782	\$184,808	\$194,012
0954	Deputy Director IV	\$142,194	\$181,506	\$181,532	\$210,106	\$210,132	\$220,610
0955	Deputy Director V	\$151,658	\$193,570	\$193,596	\$224,068	\$224,094	\$235,274
0961	Department Head I	\$108,030	\$137,878	\$137,904	\$159,614	\$159,640	\$167,596
0962	Department Head II	\$133,926	\$170,924	\$170,950	\$197,860	\$197,886	\$207,740
0963	Department Head III	\$142,194	\$181,506	\$181,532	\$210,106	\$210,132	\$220,610
0964	Department Head IV	\$163,566	\$208,754	\$208,780	\$241,670	\$241,696	\$253,734
0965	Department Head V	\$203,242	\$259,402	\$259,428	\$300,300	\$300,326	\$315,328



MCCP Ranges B and C Guidelines

When submitting a request for a range B or C appointment, it is the department's responsibility to provide DHR with a detailed, objective analysis that provides the rationale for the request. The request's contents should be unique to the individual and the position. The specific factors that DHR considers will differ based on the reason for the request. The interests of the Mayor's Office and the Controller's Office center on the need for the position and available funding.

I. For proposed placement based upon recruitment or retention, the following information should be included:

- Length of time the position has been vacant, if applicable
- Position turnover rate and history of efforts to fill the position.
- Description of recruitment strategies employed: types of media used (internet sites, ads, etc.), recruitment area (national, state, local, etc), resources used (headhunter, staff, etc.), focused outreach (job fairs, personal contacts, etc.)
- Number of qualified applicants and general profiles.
- Qualifications of proposed appointee.
- Number of job offers tendered and rejected.
- Regional compensation comparison.
- Specific job offers made to existing staff.

II. For proposed placement based upon unusual or extraordinary time-limited assignments, the following information should be included:

- Description of the assignment.
- Circumstances giving rise to the need for the unusual assignment.
- Discussion of why the assignment is unusual in comparison to similar positions in the department, unit, etc.
- Explanation of why the proposed appointee is uniquely qualified to perform the assignment, in comparison to other individuals in similar positions.
- Timeline of the proposed assignment.

Please note, time-limited assignments without a defined end date may only be approved through the end of the fiscal year and must be renewed annually.

III. For proposed placement based upon exceptional or special skills or qualifications essential for job performance, the following information should be included:

- Principal assignments of the position.
- Comparison of the announcement's minimum qualifications to the proposed appointee's educational qualifications. The unique qualifications should be tied to the principal assignments (e.g., although not required, the analytical skills acquired with a JD degree would measurably facilitate the department's ability to quickly develop policies and procedures to implement new, complex federal and state legislation.)

- Comparison of the announcement's minimum qualifications to the proposed appointee's work experience. The unique work experience should be tied to the principal assignments; e.g. demonstrated expertise in workforce planning where the principal assignment is to prepare a strategic staffing plan.

IV. For proposed placement based upon internal equity/compaction, the following information should be included:

- Historical compensation relationship.
- Similarity of work performed.
- Skills and performance.
- Working relationship.

V. For proposed placement based upon exemplary performance, the following information should be included:

- Most recent performance evaluation.
- Level of progress toward current goals and measurable objectives.
- Standards used to measure the performance.

CITY – MEA MOU Article III.H. (MCCP)

1. Employees in Management Classification/Compensation Plan Classifications

121. Effective July 1, 2001, there was established a new series of classifications created under the Management Classification/Compensation Plan (“MCCP”).
122. Voluntary Participation. All permanent employees received an Opt-In form with their Notice of Allocation into the MCCP.
123. An employee who initially chose to be excused from the plan may request to be moved into the MCCP after the time for electing voluntary participation has passed. Late requests that can be implemented with no additional administrative work will take precedence. Late requests that require additional evaluation or other administrative work will proceed as feasible.
124. Exempt employees, provisional employees, new hires and promotive hires shall not have the option to be excused from the MCCP.
125. Placement of current employees. All current employees will be placed into the MCCP at the exact base rate of pay that they presently earn in their current classification. In no event, however, shall any employee be placed at a rate of pay that exceeds the top of Range C of the class to which he or she is allocated, unless such placement has been agreed to by the City, the Controller, and the Association.
 - A. MCCP Salary Plan
126. The plan consists of three pay ranges, A, B, and C. Range A was established as a 25% open range. Range B was established as a 15% open range. Range C was established as a 5% open range. Adjustment of compensation for individual employees is addressed below.
127. Scheduled Salary Progression in Range A. Subject to the other provisions of this section B, employees placed in MCCP in Range A will receive a 5% increase in pay on their anniversary date (anniversary date for their pre-MCCP class, if applicable, or else their employment anniversary date). Salary progression under this paragraph is not available for employees placed in Ranges B or C.
128. No progression above top of Range A. No employee can be increased to a level above the top salary available in Range A for the applicable classification, except through the MCCP B & C Adjustment process described herein.
129. Denial of Salary Progression. An employee’s scheduled salary progression may be denied if the employee’s performance has been unsatisfactory to the City. The denial of the increase is subject to the grievance procedure, provided, however, that nothing in this section is intended to or shall make performance evaluations subject to the grievance procedure.
130. Range B and C Adjustments. On a semiannual basis or more often if requested by a member of the Adjustment Committee, Appointing Officers or Adjustment Committee members may seek

approval to place incumbent employees (post-appointment) at a rate of pay in ranges B & C based on consideration of whether the adjustment would serve one or more of the following purposes: (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. Criteria (vi) will constitute the only circumstance in which an adjustment may result in a rate of pay in excess of Range C.

131. Financial Limitations. The aggregate value of Range B & C adjustments and placement of non-MCCP eligible employees into step 6 and 7 shall not exceed one-half percent (0.5%) of MEA covered payroll (as defined by the Controller) each year for fiscal years 2012-2013 and 2013-2014. Each year, one-half of the allocation for that year shall be available for ongoing wage increases and the remaining one-half of the allocation shall be available for one-time payments.
132. A proportional pool of MCCP B & C funds will be calculated and segregated for Department Head allocations.
133. Adjustment Committee. A Committee consisting of the Controller (or designee), the Human Resource Director (or designee), and a designated representative of MEA will consider the application made by the Appointing Officer for placement of incumbent employees at a rate of pay in or above Ranges B & C, as described herein, or, for non-MCCP eligible employees, to steps 6 or 7, and committee members may submit such applications themselves. Subject to the applicable financial limitations and criteria, the Adjustment Committee will decide in its sole discretion whether to approve such applications in whole or in part. Decisions of the committee are final and not subject to the grievance procedure. Any confidential personnel information made available to committee members for purposes of participating in decisions of the committee will be maintained in confidence.
134. Unused annual MCCP B & C funds shall not roll over; however, it is the intent of the parties that allocated funding shall be exhausted each year. Not later than May 15 of each year, the Adjustment Committee will meet and discuss how to distribute any remaining funds. In the absence of an agreement on an alternative, such remaining funds will be distributed equally to employees across the respective departmental pool(s) to which the funds were allocated, excluding Proposition F appointees.
135. Compensation Adjustments. All compensation adjustments made pursuant to this MOU shall be rounded to the nearest salary grade and shall commence at the start of the payroll period closest to the specified date.

B. Placement in new and vacant positions.

136. All new and vacant MEA-represented positions eligible for inclusion shall be classified into the MCCP. Appointments shall be to range A, except as described below.
137. Range A. An appointing officer may make an appointment at any rate in range A based on consideration of whether the placement would serve one or more of the following purposes: to

move towards internal equity (which may include issues of compaction), to address demonstrated recruitment issues, to compensate an employee exercising special skill or compensate an employee assigned to a special assignment of limited duration.

138. Ranges B & C. Subject to approval from the Human Resource Director, Controller and Mayor's Budget Director, appointing officers may request that new employees (to the position) be placed at a rate of pay in range B or C. The City will provide notice to MEA of such approvals. Placement in range B and C shall be based on objectively verifiable criteria in one or more of the following areas:
- demonstrated recruitment or retention issues,
 - unusual or extraordinary time-limited assignment,
 - exceptional or special skills or qualifications which are essential for job performance or
 - internal equity considerations (which may include issues of compaction).
139. Where appropriate, approval shall be time-limited. Once approved, the employee's rate of pay shall not be increased, except according to the scheduled salary increases specified in Article III.A. Wages.
140. Placement into ranges B and C is not grievable or appealable.
- C. Rules applicable to all employees in the MCCP.
141. Supervisory differential, night duty, POST premium and acting assignment pay shall be administered according to traditional practices, except that EM employees and employees who are placed in range B or C shall not receive acting assignment pay.
142. For employees who supervise an employee in a lower classification, supervisory differential shall be measured from the supervisee's actual rate of pay or the top of Range A for the supervisee, whichever is higher.
143. Where an employee in an MCCP class supervises at least one other employee in the same MCCP class, and satisfies the other contractual requirements for supervisory differential, and the supervisor's base rate of pay is less than 5% above the base rate of pay of the highest paid supervisee, the supervisor shall receive up to an additional 5% as necessary to ensure that the supervisor is paid 5% more than the employee s/he supervises.
144. Compensation for MCCP classes shall not exceed the top of range C, except as authorized by the Adjustment Committee under Section 130(vi), or upon approval of the Director of Human Resources for classes in which exceeding the top of Range C is necessary to ensure a 5% differential in pay between a supervisor and the employee(s) s/he supervises, in which case all other contractual requirements for supervisory differential must be satisfied.

2. Employees in Non-MCCP Classifications

A. Appointments

145. Appointments to positions in the City and County service shall be at the entrance rate established for the position except as otherwise provided herein.

a. Promotive Appointment in a Higher Class

146. An employee or officer who is a permanent appointee following completion of the appropriate probationary period or equivalent hours and who is appointed to a position in a higher job code, either permanent or temporary, deemed to be promotive shall have his/her salary adjusted to that step in the promotive class as follows:

147. 1. The employee shall receive a salary step in the promotive class which is closest to an adjustment of seven and one-half percent (7.5%) 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.

148. 2. For purposes of this Section, appointment of an employee to a position in any class with a higher salary grade shall be deemed promotive.

b. Non-promotive Appointment

149. When an employee accepts a non-promotive appointment in a job code 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. If the salary steps do not match, then the employee shall receive 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.

c. Appointment Above Entrance Rate

150. Appointments may be made by an appointing officer at any step in the compensation schedule.

d. Flat Rate Converted to Salary Range

151. An employee serving in a class in the prior fiscal year at a flat rate which flat rate is changed to a compensation schedule number during the current fiscal year shall be paid on the effective date of such change the step in the current salary

schedule closest to, but not below, the prior flat rate and shall retain the original anniversary date for future increments, when applicable.

e. Continuation of Salary Step Earned Under Temporary Appointment

152. When an employee is promoted under temporary appointment to a higher job code during a prior fiscal year and is continued in the same job code without a break in service in the current fiscal year, or is appointed to a permanent position in the same job code, 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 employment.

B. Step Increases

Advancement Through Salary Steps

153. Full-time employees shall advance to the second step upon completion of six (6) months continuous service and to each successive step upon completion of the one (1) year required continuous service. Part-time regularly scheduled employees shall advance to the second step upon completion of 1040 continuous hours of paid service, and to each successive step upon completion of 2080 continuous hours of paid service.

Salary Anniversary Date Adjustment

154. Salary step changes for permanent and permanent exempt employees employed in the Office of the Mayor, City Attorney, District Attorney, Public Defender, Sheriff, Assessor or Treasurer shall continue to take place at the discretion of the respective appointing officer, not to exceed the maximum salary of the current schedule of compensation for the class. There shall be no reductions in salary steps. This provision shall apply only to employees in those departments where the current appointing officer is an elected official, and excluding former CAO units.
155. Permanent employees working under provisional, exempt or temporary appointments in other job codes shall have their salary adjusted in such other job codes when such employees reach their salary anniversary date in their permanent class.

156. Non-MCCP Eligible Employees. Those MEA-represented employees appointed to classifications that are not eligible for placement into MCCP, who have already been at step 5 for at least 12 months, may be eligible to advance to salary step 6 and, after 12 months at step 6, to salary step 7 for their assigned classification. Salary steps 6 and 7 will be set at 5% increments. Appointing Officers or Adjustment Committee members may seek approval to place employees at step 6 or step 7 based on consideration of whether the placement would serve one or more of the following purposes: to move towards internal equity (which may include issues of compaction), to address demonstrated recruitment or retention issues, to compensate an employee exercising special skill, to compensate an employee assigned to a special assignment of limited

duration or to recognize exemplary performance. Such requests shall be solicited as part of the semiannual Range B & C Adjustment process described at paragraph 130. This paragraph shall apply to the following classifications:

- 1110 Executive Assistant to the Executive Director, Retirement System
- 1161 Executive Assistant to the Administrator, S.F.G.H.
- 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
- 8315 Assistant Sheriff
- 8348 Undersheriff
- 8416 Director, Probation Services
- 9247 Airport Emergency Planning Coordinator
- 9254 Assistant to the Director, Public Affairs
- 9382 Government and Public Affairs Manager

C. Compensation Upon Transfer or Reemployment

a. Transfer

157. An employee transferred from one department to another, but in the same job code, 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 Job Code Following Layoff

158. 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.

D. MCCP

159. The provisions of this Section III.H.2. for Appointments, Step Increases, and Compensation Upon Transfer or Reemployment do not apply to employees allocated to the Management Classification/Compensation Plan (MCCP), or to employees whose designated pay plan is based on the pay plan of an MCCP-allocated position, except that Section III.H.2.A.a.1. shall apply to employees who are promoted into an MCCP class. Initial allocation to an MCCP class is not a promotion for purposes of this paragraph.