City and County of San Francisco

Department of Human Resources

Overview Presentation on

Step Advancement

Step 1 ⇨ Step 2

- In most MOUs, advancement to the second step is upon completion of six (6) months of service.
  - A full-time employee and a part-time employee that works 20 hours a week will both advance after <u>six months</u>.
- However, under the SEIU Misc. MOU, advancement is after one thousand forty (1,040) hours worked (<u>*including legal holidays*</u>).
  - A full-time employee will advance after <u>six months</u>, but a part-time employee that works 20 hours a week will advance after <u>one year</u> (when 1040 hours will have been worked).

Step 2 ⇨ Steps 3, 4 and 5

- Advancement for subsequent steps is upon completion of one (1) year required service at the prior step.
- *Examples*:
  - a full-time employee will advance upon 2080 hours.
  - a part-time employee that works 20 hours a week will advance upon 1040 hours.

Exceptions: 1/6th Rule

- 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.

Exceptions: Unsatisfactory Service

- Per most of the City's MOUs, an employee's scheduled step increase may be denied if the Appointing Officer or designee determines that the employee's performance has been unsatisfactory. This typically will be through the performance appraisal process.

Exceptions: Ineligibles

- *Temporary, As-Neededs* – Do not receive until work at least 1040 hours (e.g., SEIU 1021 Misc.), but generally will not advance pass step 2 unless take on a regularly scheduled, 20+ hour week position.
- *9910s* – Never receive step adjustments unless affirmative action taken by Appointing Officer to provide something that is of the equivalent.

Exceptions: Performance Steps

- *Examples*:
  - MCCP – Ranges B & C
  - Local 21 – Extended Ranges
- *Placement* and *advancement* only upon the discretion of the Appointing Officer and other authorizing parties.

Exceptions: Appointment Above Entrance

- While the City's Appointment Above Entrance provisions are typically applied upon initial appointment, they generally may be used post-appointment if the applicable criteria can be applied.
- *Examples*:
  - Retention: An employee earning step 3 receives a validated offer of employment that would be equivalent to step 5 could have his/her compensation adjusted to step 5 to retain employee.
  - Special Skills: An employee who obtained training/licensing of value to the organization could have his/her compensation increased to reflect higher skill level.