



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

April 18, 2016

NOTICE OF CIVIL SERVICE COMMISSION MEETING

DOUGLAS S. CHAN
PRESIDENT

GINA M. ROCCANOVA
VICE PRESIDENT

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

MICHAEL L. BROWN
EXECUTIVE OFFICER

- SUBJECT:1) ANNUAL ADJUSTMENT (3rd) YEAR OF 5-YEAR CYCLE OF SALARY OF MEMBER, BOARD OF SUPERVISORS IN ACCORDANCE WITH CIVIL SERVICE COMMISSION ACTION OF MAY 19, 2014; AND, SALARIES (5th) YEAR OF 5-YEAR CYCLE OF ELECTED OFFICIALS (MAYOR, CITY ATTORNEY, DISTRICT ATTORNEY, PUBLIC DEFENDER, ASSESSOR-RECORDER, TREASURER, AND SHERIFF) IN ACCORDANCE WITH CHARTER SECTION A8.409-1 FOR FISCAL YEAR 2016-17.
- 2) ANNUAL CERTIFICATION OF BENEFITS OF ELECTED OFFICIALS (INCLUDING MEMBERS OF THE BOARD OF SUPERVISORS) FOR FISCAL YEAR 2016-17 OF THE CITY AND COUNTY OF SAN FRANCISCO IN ACCORDANCE WITH CHARTER SECTION A8.409-1.

The above matters will be considered by the Civil Service Commission at a meeting to be held on **April 18, 2016 at 2:00 p.m. in Room 400**, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

These items will appear on the regular agenda. Please refer to the attached Notice for procedural and other information about Commission hearings. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance.

All materials being considered by the Civil Service Commission for these items are available for public inspection and copying at the Civil Service Commission office Monday through Friday from 8:00 a.m. to 5:00 p.m.

CIVIL SERVICE COMMISSION

A handwritten signature in blue ink, reading "Michael L. Brown".

Michael L. Brown
Executive Officer

Attachment

Cc: The Honorable Edwin Lee, Mayor
The Honorable London Breed, President, Board of Supervisors
The Honorable John Avalos, Member, Board of Supervisors
The Honorable David Campos, Member, Board of Supervisors
The Honorable Aaron Peskin, Member, Board of Supervisors
The Honorable Katy Tang, Member, Board of Supervisors
The Honorable Malia Cohen, Member, Board of Supervisors
The Honorable Mark Farrell, Member, Board of Supervisors
The Honorable Jane Kim, Member, Board of Supervisors
The Honorable Eric Mar, Member, Board of Supervisors
The Honorable Norman Yee, Member, Board of Supervisors
The Honorable Scott Wiener, Member, Board of Supervisors
The Honorable Jeff Adachi, Public Defender
The Honorable Jose Cisneros, Treasurer
The Honorable George Gascón, District Attorney
The Honorable Vicki Hennessey, Sheriff
The Honorable Dennis Herrera, City Attorney
The Honorable Carmen Chu, Assessor-Recorder
Jay Huish, Executive Director, Employees' Retirement System
Micki Callahan, Human Resources Director
Angela Calvillo, Clerk, Board of Supervisors
Catherine Dodd, Health Service System
Theresa Kao, Budget and Revenue Manager, Controller's Office
Steve Ponder, Manager, Compensation Unit, DHR
Ben Rosenfield, Controller
Debra Nebreda, Director, PPSD
Kate Howard, Mayor's Budget Director



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Date: April 18, 2016

To: Civil Service Commission

Through: Michael L. Brown *MAB*
Executive Officer

From: Luz Morganti *LM*
Senior Personnel Analyst

Subject: **Annual Certification of Benefits for Elected Officials (Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff) and Members of the Board of Supervisors for Fiscal Year 2016-17 in accordance with Charter Section A8.409-1**

DOUGLAS S. CHAN
PRESIDENT

GINA M. ROCCANOVA
VICE PRESIDENT

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

MICHAEL L. BROWN
EXECUTIVE OFFICER

Introduction

This is the annual certification of benefits by the Civil Service Commission for elected officials (Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer-Tax Collector and Sheriff) including the Members of the Board of Supervisors.

Civil Service Commission Authority – Charter Section A8.409-1

Charter Section A8.409-1 requires the Civil Service Commission to annually set the benefits of elected officials, to take effect July 1 of each year. Benefits of elected officials may equal but may not exceed those benefits provided to any classification of miscellaneous officers and employees as of July 1 of each year. Benefits-setting by the Commission affects all elected officials, including Members of the Board of Supervisors.

Background of Benefits

Fiscal Years 2006-07 to 2010-11

At the meeting of May 15, 2006, the Civil Service Commission acted to certify the benefits package for elected officials at the same level as provided to Management employees in the Unrepresented Employees Ordinance. Certification of benefits for elected officials remained at the same level as provided to Management employees in the Unrepresented Employees Ordinance through Fiscal Year 2010-11.

Fiscal Year 2011-12

A comparison between the Unrepresented Management and Municipal Executives' Association (MEA) benefit packages was presented to the Commission to consider returning benefits of elected officials, including Member, Board of Supervisors to the same level of benefits as those of MEA covered employees.

In accordance with Charter Section A8.409-1, at its meeting of May 16, 2011, the Civil Service Commission acted to certify the benefits of elected officials (including Members of the Board of Supervisors) for Fiscal Year 2011-12 at the same level of benefits as those provided to MEA covered employees in effect on July 1, 2011.

Fiscal Years 2012-13, 2013-14, 2014-15 & 2015-16

In accordance with Charter Section A8.409-1, the Civil Service Commission acted to certify the benefits of elected officials (including Members of the Board of Supervisors) for Fiscal Years 2012-13, 2013-14, 2014-15 and 2015-16 at the same level of benefits as those provided to MEA covered employees.

Certification of Benefits for Fiscal Year 2016-17

The Commission has the consideration to continue to set the benefits for elected officials including Members of the Board of Supervisors at the same level of benefits as those covered by MEA in effect on July 1, 2016. **(Elected officials are excluded from earning vacation, sick leave with pay credits, and compensatory time. – benefit chart attached)**

Recommendation: **Accept the report; certify the benefits of elected officials (including Members of the Board of Supervisors) for Fiscal Year 2016-17 in accordance with Charter Section A8.409-1 at the same level of benefits as those provided to covered employees of the Municipal Executives' Association (MEA) in effect on July 1, 2016.**

Attachment: Charter Section A8.409-1
Benefit Chart

- c: The Honorable Edwin Lee, Mayor
The Honorable London Breed, President, Board of Supervisors
The Honorable John Avalos, Member, Board of Supervisors
The Honorable David Campos, Member, Board of Supervisors
The Honorable Aaron Peskin, Member, Board of Supervisors
The Honorable Katy Tang, Member, Board of Supervisors
The Honorable Malia Cohen, Member, Board of Supervisors
The Honorable Mark Farrell, Member, Board of Supervisors
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A8.409-1 EMPLOYEES COVERED

These Sections A8.409 through A8.409-6, inclusive, shall apply to all miscellaneous officers and employees except as set forth in Section A8.590-1 et seq. and including employees of San Francisco Unified School District and San Francisco Community College District to the extent authorized by state law. The provisions of Charter sections 8.400(h), 8.401-1, and 8.407 are hereby repealed and shall be of no further force and effect. Employee organizations representing employees in classifications covered by section A8.403 and A8.404 of this Charter may elect to include those classifications within the coverage of this part as a separate bargaining unit, provided however, that the election shall not become effective without the written approval of the Mayor and Board of Supervisors. The election shall be irrevocable and such employees shall not thereafter be subject to the provisions of section A8.403 and A8.404.

Employees in classifications not represented by a recognized employee organization shall be entitled to represent themselves with the City and County over wages, hours and other terms and conditions of employment to the extent required by state law and shall not be subject to the arbitration provisions of Section A8.409-4 of this Charter. The Mayor annually shall propose all forms of compensation for unrepresented employees including salaries, hours, benefits, and other terms and conditions of employment subject to approval or disapproval of the Board of Supervisors. Consistent with other provisions of this Charter, the civil service commission may adopt rules and procedures relating to said unrepresented employees.

Except as otherwise provided by this Charter the Civil Service Commission shall set the wages and benefits of all elected officials of the City and County of San Francisco as follows: The Commission shall conduct a salary survey of the offices of chief executive officer, county counsel, district attorney, public defender, assessor-recorder, treasurer, and sheriff, in the counties of Alameda, Contra Costa, Marin, San Mateo, and Santa Clara. The Commission shall then average the salaries for each of those offices to determine respectively the base five-year salaries for the Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff.

If any of the aforementioned counties do not have an office of public defender, that county shall be omitted from the salary survey for purposes of determining the base five-year salary of the Public Defender. Among the aforementioned counties, any freestanding county assessor's office or any county office in which the assessor's function is combined with other county functions, shall be deemed comparable to the office of Assessor-Recorder for purposes of determining the base five-year salary of the Assessor-Recorder. If any of the aforementioned counties do not have a comparable county office of treasurer, the county office whose functions most closely resemble the Treasurer's functions in San Francisco shall be deemed comparable to the office of Treasurer for purposes of determining the base five-year salary of the Treasurer.

The initial base five-year salary determination for the respective salaries of the Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff shall apply to the period from July 1, 2007 through June 30, 2012. Subsequent base five-year salary determinations for those offices shall apply to subsequent five-year periods, for example, July 1, 2012 through June 30, 2017.

A8.409-1 EMPLOYEES COVERED (continued)

For the second, third, fourth, and fifth years of the period for which any base five-year salary has been set, the Commission shall annually adjust the respective salaries of the Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff, to account for upward annual movement in the Consumer Price Index during the prior calendar year; provided, that whenever the upward movement in the Consumer Price Index during the prior calendar year exceeds 5%, the cost-of-living adjustment shall not be the actual increase in the Consumer Price Index for the prior calendar year but instead shall be 5%. The annual cost-of-living adjustment shall take effect July 1 of the second, third, fourth, and fifth years of the period for which the base five-year salary has been set.

Except as noted below, in setting the initial and subsequent base five-year salary determinations for the offices of Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff, the Commission may not reduce the respective salaries of any of those offices. If implementation of the process for setting the base five-year salary would otherwise result in a salary reduction for any of those offices, the base five-year salary for the affected office or offices shall be the existing salary for the office.

If the City and County of San Francisco and employee organizations agree to amend the compensation provisions of existing memoranda of understanding to reduce costs, the Commission shall review and amend the respective salaries of the Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff as necessary to achieve comparable cost savings in the affected fiscal year or years.

The Commission shall annually set the benefits of elected officials, to take effect July 1 of each year. Benefits of elected officials may equal but may not exceed those benefits provided to any classification of miscellaneous officers and employees as of July 1 of each year.

In addition, subject to the approval or disapproval of the Board of Supervisors, the Mayor may create, for employees designated as management, a management compensation package that recognizes and provides incentives for outstanding managerial performance contributing to increased productivity and efficiency in the work force. In formulating such a package, the Mayor shall take into account data developed in conjunction with the civil service commission regarding the terms of executive compensation in other public and private jurisdictions. (Amended March 2004; Amended by Proposition C, Approved 11/7/2006)

Fiscal Year 2016-17**(7/1/16-6/30/17)****Benefits for Covered Employees Represented by MEA**

Retirement	<p>Contributions</p> <p>As a member in the Miscellaneous New Plan, contributions are set at 7.5% of covered salary (excluding overtime), and for members in the Miscellaneous Old Plan contributions are set at 8% of covered salary (including overtime).</p> <p>As a result of new contribution cost-sharing provisions established under Proposition C of November 2011, the member contribution rate will be adjusted once a year effective each July 1 based on:</p> <ul style="list-style-type: none">• The City's required contribution amount each fiscal year• The member's hourly base rate of pay at each June 30 each year <p>Member of Public Employees Retirement System (PERS) pay their own employee retirement contribution in an amount equal to 8% of covered gross salary.</p> <p>Refer to San Francisco Employees' Retirement System Summary of Key Provisions – Summary Plan Provisions.</p>
Health Services	<p>City and County contributes to the Management Cafeteria Plan for the employee which corresponds with the benefit plan year for all other Health Service System members.</p> <p>Benefits of the Management Cafeteria Plan include but are not limited to: dependent health care, DCAP, disability insurance, term life insurance and other life insurance, accident insurance, and other authorized mutually agreed benefits. Specific plan design shall be subject to administrative feasibility and shall be determined in consultation with the Association. The benefits plan shall conform to provisions of IRS Code Section 125.</p> <p>The MOU outlines details.</p>
Dental Plan	<p>Bi-weekly employee premium contributions required for employee and/or employee + dependent(s) that are enrolled in the Delta Dental plan. No employee contributions required for either the Delta Care USA or Pacific Union Dental plans.</p>
Social Security	<p>Employee contributes percentage of salary for Social Security Medicare with the City and County matching contributions.</p>
SDI	<p>Employee contributes percentage of salary for State Disability Insurance.</p>
Life Insurance	<p>City and County provides \$50,000 in basic life insurance.</p>
Deferred Compensation	<p>No City and County contribution.</p>
Other Benefits	<p>No change. Elected officials are excluded from earning vacation, sick leave with pay credits, and compensatory time.</p>
Miscellaneous Provision	<p>Any City pickup of an employee's contributions shall not be considered as a part of an employee's compensation for the purpose of computing straight time earnings 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.</p>