




CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION REPORT TRANSMITTAL (FORM 22)

Refer to Civil Service Commission Procedure for Staff - Submission of Written Reports for Instructions on Completing and Processing this Form

1. Civil Service Commission Register Number: _____ - _____ -
2. For Civil Service Commission Meeting of: September 15, 2014
3. Check One: Ratification Agenda
 Consent Agenda
 Regular Agenda
 Human Resources Directors Report X
4. Subject: Report on Exempt Positions Under Charter Sections 10.104-16 and 10.104-18 for San Francisco Unified School District Class 2615 Student Nutrition Worker.
5. Recommendation: Adopt the Report
6. Report prepared by: Glenys Rogers Telephone number: 415.241.6101
7. Notifications: **(Attach a list of the person(s) to be notified in the format described in IV. Commission Report Format -A).**
8. Reviewed and approved for Civil Service Commission Agenda:

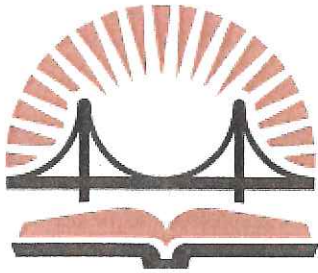
Human Resources Director: 
Date: 9/3/14
9. Submit the original time-stamped copy of this form and person(s) to be notified (see Item 7 above) along with the required copies of the report to:

**Executive Officer
Civil Service Commission
25 Van Ness Avenue, Suite 720
San Francisco, CA 94102**

10. Receipt-stamp this form in the ACSC RECEIPT STAMP box to the right using the time-stamp in the CSC Office.

Attachment

<u>CSC RECEIPT STAMP</u>

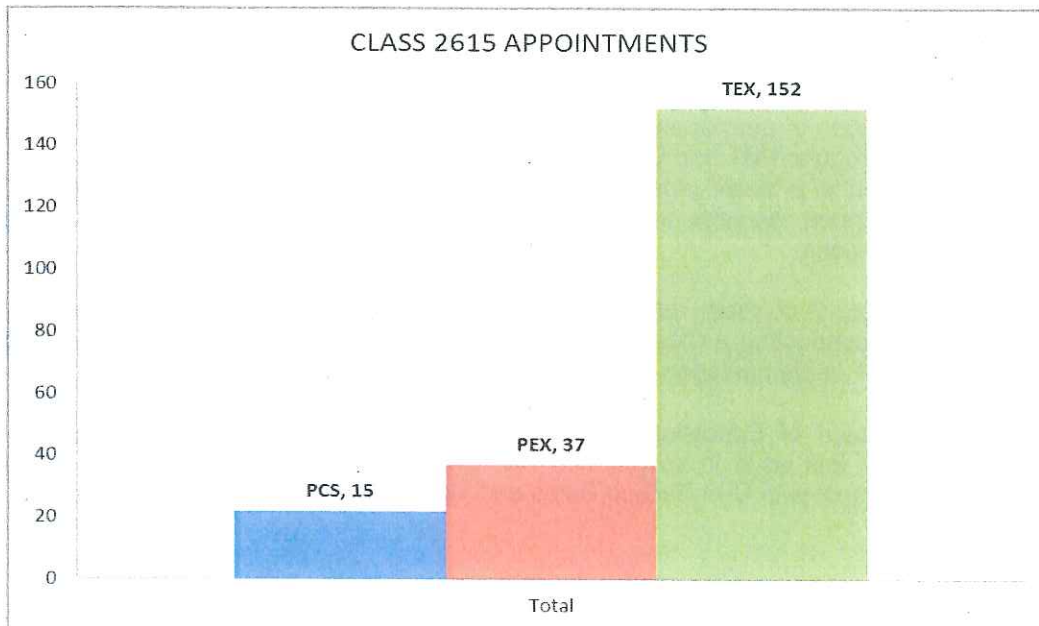


SFUSD SAN FRANCISCO PUBLIC SCHOOLS

DATE: September 15, 2014
TO: Honorable Civil Service Commission
THROUGH: Monica Vasquez, Chief Human Resources Officer *Monica Vasquez*
FROM: Glenys Rogers, Director, Special Projects *Glenys Rogers*
SUBJECT: Report on Exempt Positions Under Charter Sections 10.104-16 and 10.104-18 for San Francisco Unified School District Class 2615 Student Nutrition Worker.

The San Francisco Unified School District respectfully submits the attached summary report on class 2615 Student Nutrition Worker in relation to Civil Service Charter Sections 10.104-16 and 10.104-18 as requested by the Civil Service Commission.

Currently the District employs two hundred four (204) class 2615 Student Nutrition Workers. A graphic depiction of the Category 16 (TEX) and Category 18 (PEX) and permanent civil service (PCS) counts in this classification is shown below.



The majority of employees in class 2615 work 3.5 hours a day. Consequently the majority of employees in this class historically were appointed under Civil Service Charter Section 10.104-16, as their hours did not often exceed the equivalent of half-time in any fiscal year. However, many Class 2615 employees in the District have remained in "on-going" Category 16 and Category 18 appointments over multiple years, and in some cases over decades. The District recognizes this as a serious and unsustainable issue that both the District and SEIU Local 1021 are resolved to address.

In 2010 the District negotiated an agreement with SEIU Local 1021 to create the new classification 2616 Lead Student Nutrition Worker. This classification was created to differentiate 2615 Student Nutrition Workers who perform lead and supervisory duties, and to provide an opportunity for lead workers to achieve permanent civil service status. On December 3, 2012 the new 2616 classification description, as well as revisions to the 2615 classification description, received final DHR approval. Please see attached "Notice of Final Action".

In 2013 the District negotiated a side letter agreement with SEIU Local 1021 which stated "the District and the Union shall jointly seek Civil Service Commission approval for the City to conduct separate *closed* examinations to establish District-only eligible lists for SEIU-represented classifications 2615 Student Nutrition Worker, and 2616, Lead Student Nutrition Worker", and was based on similar language used by the City DHR in its "Side Letters to the July 1, 2012-June 30, 2014 CBA Between City and County of San Francisco and SEIU Local 1021". Please see attached District "Side Letter Agreement".

While negotiating the Side Letter Agreement with SEIU Local 1021, the District bargaining team was unaware of the arbitration agreement between the City DHR and SEIU Local 1021 that allowed for this language, but not for its use by other City and County entities. As a result, the District is now aware that it entered into an agreement with SEIU Local 1021 which included proposed actions that could not be supported by Civil Service Rules and Merit System provisions.

The San Francisco Unified School District Superintendent and Board of Education recently requested assistance from Mayor Edwin M. Lee to resolve this issue in a memo dated June 11, 2014. The District is of the current understanding that the requests presented in this memo cannot be granted under Civil Service Rules and Merit System provisions. Please see the attached copy of the District's "Memo to the Mayor".

The District is taking immediate action to pursue a remedy in accordance with Civil Service and Merit System provisions of the City and County of San Francisco.

In December 2013 newly appointed Chief Human Resources Officer Monica Vasquez proposed the creation of a Class 1244 Exam Analyst position. In the spring of 2014 the funding for this position was granted. On August 4, 2014, San Francisco Unified School District filled this position with a highly qualified candidate.

This newly developed District role is responsible for the following:

- Implementation of permanent systems, procedures, trainings, and materials to enable the District to conduct regular PBT and CBT testing for eligible Civil Service classes
- Development of a "bank" of tests for commonly used District Civil Service classifications.
- A demonstrated increase in the movement of eligible district employees into permanent civil service positions

SFUSD Human Resources is currently refining its CBT implementation plan for the 2615 Classification, with the goal of developing and conducting a Class 2615 CBT within the next 12-14 months. Please see the attached SFUSD "Class 2615 CBT Implementation Plan".

The Superintendent, Board of Education and District Human Resources Department is committed to the expeditious resolution of this issue in cooperation with SEIU Local 1021 and the City Department of Human Resources, and in alignment with Civil Service Rules and Merit System provisions.

City and County of San Francisco



Department of Human Resources

Edwin Lee
Mayor

Micki Callahan
Human Resources Director

**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

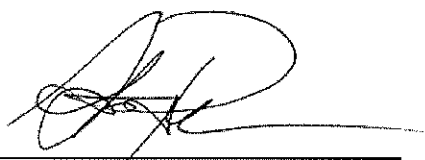
Date: December 3, 2012

Re: **Notice of Proposed Classification Actions –Final Notice No. 4 FY 12/13 (copy attached).**

Pursuant to completion of discussion with SEIU, Local 1021 regarding this classification action, the classification action contained in the above referenced notice became effective December 3, 2012.

Micki Callahan
Human Resources Director

by: _____


Steve Ponder
Classification and Compensation Manager
Human Resources

cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Employee Relations Unit
DHR – Class and Comp Unit
DHR – Recruitment and Assessment Unit
DHR – Support Services
Jennifer Johnston, CSC
Linda Cosico, DHR
Maria Newport, SFERS
E-File

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 4
Fiscal Year: 2012/2013
Posted Date: 08/17/2012
Reposted Date: 11/26/2012

AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached.)

Item #	Job Code	Title
1	2615	Student Nutrition Worker

ESTABLISH THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached.)

Item #	Job Code	Title
2	2616	Lead Student Nutrition Worker

For additional information regarding this proposed classification action, please contact Christina Penland, Senior Classification and Compensation Analyst, at (415) 557-4848 or by email at Christina.Penland@sfgov.org.

Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the effected parties.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: <http://www.sfgov3.org/index.aspx?page=328>.

- cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Employee Relations Unit
DHR – Class and Comp Unit
DHR – Recruitment and Assessment Unit
DHR – Support Services
Jennifer Johnston, CSC
Linda Cosico, DHR
Maria Newport, SFERS
E-File

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Student Nutrition Worker
Job Code: 2615**

INTRODUCTION

Under general supervision, assists in the preparation of a variety of foods served in a school lunchroom; performs routine duties in the cleaning of kitchen areas and serving utensils; and performs related duties as required.

Requires responsibility for: Following established methods and procedures relating to the preparation and serving of food in school lunchrooms; preparing simple records relative to purchase and sale of food in lunchrooms; maintaining cleanliness of kitchen areas and serving utensils; following simple oral or written instructions; making frequent contacts with students, faculty and other employees on routine matters. Nature of work requires considerable physical and manual effort with some exposure to accident and injury hazards and somewhat disagreeable elements.

DISTINGUISHING FEATURES

The Student Nutrition Worker classification is the entry-level class of the series performing routine duties in preparation and serving of food; maintaining point of sales; maintaining cleanliness of kitchen areas and serving utensils. This class is distinguished from 2616 Lead Student Nutrition Worker classification in that the latter classification performs duties of a more difficult and complex nature, including supervision.

SUPERVISION RECEIVED/EXERCISED:

This class does not supervise.

This class receives guidance and oversight from the 2616 Lead Student Nutrition Worker or a higher level classification.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Assists in the preparation and/or heat up of a variety of foods, such as salad bars, sandwiches, soups, grain and noodle dishes; washes, and prepares foods and vegetables; assembles bag lunches.
2. Maintains Student Nutrition Program compliance with all federal, state, and local guidelines. Follows the collection and recording procedures approved for Point of Sale at the school. Identifies reimbursable meal on the serving line. Maintains confidentiality of students receiving free or reduced price meals.
3. Serves food to students and faculty members.
4. Provides food preparation and customer service needs for reimbursable meal menus, milk sales and all assigned site functions. Follows prescribed menus and recipes.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: Student Nutrition Worker

Job Code: 2615

5. Maintains high quality food standards with emphasis on the goal that foods are appetizing, appealing, and high in nutritive value for assigned site.
6. Maintains high customer service and communication standards, including written and oral.
7. Maintains high food safety and sanitation standards. Must utilize first-in-first-out (FIFO) inventory management system.
8. Washes, scrubs and otherwise cleans, pots, pans, trays and other items as directed.
9. Sweeps floor, sanitizes equipment, stoves, work tables, and performs other duties relative to keeping the kitchen and storage rooms sanitized and orderly; sanitizes tabletops.
10. Closely monitors computer at meal times to ensure accuracy of all transactions. Performs all software procedures, including: powering on the computer; turning on computer/restarting as requested by technical support; opening foodservice software program and logging in; opening till for meal service; ensuring accuracy of all transactions; posting payments to student accounts; enter cash totals into computer; logging out and closing computer programs.
11. Maintains and completes required forms and records accurately, as assigned by supervisor.
12. Attends and participates in meetings as required.
13. Performs related duties as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Approved food handling practices, food preparation and use of cafeteria equipment; and food and supply ordering, receiving and inventory control.

Skills to operate: Basic office equipment including computer, peripherals, telephone

Ability to: Do the various tasks of a kitchen; meet work schedules and time lines, and work under pressure of deadlines and interruptions; keep records as required; add, subtract, multiply, and divide accurately; work cooperatively with others; understand and carry out oral and written directions; operate a Point of Sale system independently.

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:

Requires possession of high school diploma or equivalent

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: Student Nutrition Worker

Job Code: 2615

Experience:

Requires six (6) months of routine kitchen work experience including use of a computer and point of sale software.

LICENSE AND CERTIFICATION

Requires possession and maintenance of a current Food Safety certification

SUPPLEMENTAL INFORMATION

Must be able to lift 50 pounds.

This classification requires neatness, cleanliness and reliability.

Consolidates and abolishes classes 2614 School Lunchroom Helper, Female 2616 School Lunchroom Helper, Male.

PROMOTIVE LINES

To: 2616 Lead Student Nutrition Worker

From: Original entrance examination

ORIGINATION DATE: 05/06/74

AMENDED DATE: 12/03/2012

REASON FOR AMENDMENT To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.

Business unit(s): SFCCD, SFUSD

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Lead Student Nutrition Worker
Job Code: 2616**

INTRODUCTION

Under general direction, is responsible for coordinating Elementary or Secondary school lunchroom; leads and participates in meal preparation activities, including heating fully prepackaged meals, assembling and heating menu items not fully prepackaged and performing other phases of quantity food preparation according to approved menus; oversees maintenance of lunchroom and equipment; and performs related duties as required.

DISTINGUISHING FEATURES

The Lead Student Nutrition Worker classification is responsible for coordinating Elementary or Secondary school lunchrooms, leading the work of 2615 Student Nutrition Workers and performing a variety of culinary activities in the areas of food preparation, lunchroom and equipment maintenance and providing services to staff, students and faculty. This class is distinguished from the lower class of 2615 Student Nutrition Worker in that this class has lead worker responsibilities in coordinating, delegating and assigning school lunchroom work activities.

SUPERVISION EXERCISED:

Provides lead direction, guidance and oversight to 2615 Student Nutrition Worker.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Assigns, instructs, and participates in the work of 2615 Student Nutrition Workers, in following prescribed menus to meet nutritional needs of children with modifications in allowable food quantities; assists in training regarding equipment use, food preparation, and point of sale computers as appropriate.
2. Maintains Student Nutrition Program compliance with all federal, state, and local guidelines. Follows the collection and recording procedures approved for point of service at the school. Identifies reimbursable meals on the serving line. Maintains confidentiality of students receiving free or reduced price meals.
3. Communicates with site staff, parents, students, and food services at assigned site; including distribution of student account information and written policies and procedures.
4. Provides food preparation and customer service needs for reimbursable meal menus, milk sales and all assigned site functions. Follows prescribed menus and recipes.
5. Maintains high quality food standards with emphasis on the goal that foods are appetizing, appealing, and high in nutritive value for assigned site.
6. Maintains high customer service and communication standards, including written, oral, and

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: Lead Student Nutrition Worker

Job Code: 2616

electronic communication via e-mail.

7. Maintains high food safety and sanitation standards. Must utilize first-in-first-out (FIFO) inventory management system.
8. Closely monitors computer at meal times to ensure accuracy of all transactions. Operates Point of Sale system, including: turning on computer/restarting as requested by technical support; opening foodservice software program and logging in; opening till for meal service; ensuring accuracy of all transactions; posting payments to student accounts; enter cash totals into computer; prepare cash for bank deposit and record in computer; enter items received into computer; run automated reports to tabulate meal totals; verify all computers have sent data to manager machine by running appropriate automated reports. Secondary School assignments also maintain production and receiving records and accurate inventory in Point of Sale Terminal; including entering daily updates and results of monthly physical inventories.
9. Maintains accurate records in compliance with federal, state, and local regulations. Maintains and completes required forms and records accurately, as assigned by supervisor.
10. Attends and participates in meetings as required.
11. Monitors staffing needs at site and coordinates with central Student Nutrition Services.
12. Requisitions and monitors food and supplies for assigned site within the established guides for meeting district menu compliance and projected food costs.
13. Calls for substitutes when needed.
14. Performs related duties as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Approved food handling practices, food preparation and use of cafeteria equipment; food and supply ordering, receiving and inventory control.

Skills to operate: Basic office equipment including computer, peripherals, telephone

Ability to: Do the various tasks of a kitchen as well as be able to oversee and train 2615 Student Nutrition Workers in doing required food service tasks; keep records as required; meet work schedules and time lines, and to work under pressure of deadlines and interruptions; work cooperatively with others; and understand and carry out oral and written directions.

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Lead Student Nutrition Worker
Job Code: 2616**

Education:

Requires possession of high school diploma or equivalent.

Experience:

One (1) year of routine kitchen work experience including use of a computer and point of sales software.

LICENSE AND CERTIFICATION

Requires possession and maintenance of a current Food Safety certification.

SUPPLEMENTAL INFORMATION

Must be able to lift 50 pounds.

PROMOTIVE LINES

From: 2615 Student Nutrition Worker

ORIGINATION DATE: 12/03/2012

AMENDED DATE:

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

BUSINESS UNIT(S): SFUSD



Labor Relations

Carmelo Sgarlato, Executive Director
555 Franklin Street, Rm. 306
San Francisco, CA 94102-5299
(415) 241-6230 ext. 3036 – Fax (415) 241-6779

SIDE LETTER AGREEMENT

This side letter establishes the SFUSD’s commitment to resolve the present status of Student Nutrition (SNS) Workers from exempt appointments to permanent civil service and related issues raised by SEIU during 2013-2014 negotiations. To achieve said result, the District and Union will work together in furtherance of the following:

1. The District and the Union shall jointly seek Civil Service Commission approval for the City to conduct separate *closed* examinations to establish District-only eligible lists for SEIU-represented classifications 2615, SNS Worker and 2616, Lead SNS Worker.
2. If such examinations are approved:
 - a. All members currently appointed as PEX or TEX in the 2615 classification will be eligible to take that examination;
 - b. Length of service in the District as PEX or TEX in the 2615 classification shall be counted as a factor among the total points achievable in such examination, subject to DHR approval.
 - c. All members who hold the National Restaurant Association “ServeSafe Certification” will be eligible to take the 2616 examination; and
 - d. The District and the Union shall recommend an examination schedule to the City, including the earliest possible examination date which shall not be later than June 30, 2014.
3. The District and the Union shall jointly seek Civil Service Commission approval for the establishment of a “priority eligible list” resulting from the above-referenced examination. Such a priority eligible list must be used prior to use of lists resulting from standard, open and competitive examinations, provided, however, that any holdover lists in such classes must first be exhausted.
4. The District shall advise the Union as to the processes by which the examinations are developed, and will consider any concern raised by the Union. The District will conduct examination preparation classes to which employees eligible to participate in the examination will be invited. The District shall allow at least one (1) Union Representative (Chapter leadership) to observe and participate during examination classes.

For the District

For the Union

Carmelo Sgarlato 7/24/13

[Signature] 7/24/2013

Carrie Slagter 7/24/13

[Signature] 7/24/2013 7:35 PM



Date: June 11, 2014
To: Mayor Edwin M. Lee
From: Superintendent Carranza
Subject: SFUSD Student Nutrition Workers

The San Francisco Unified School District is committed to ensuring that Student Nutrition (SNS) Workers in exempt (temporary) appointments are provided the opportunity to seek and obtain permanent civil service status. To that end, SFUSD and SEIU Local 1021 are jointly seeking Civil Service Commission approval to grant permanent civil service status to all eligible active Student Nutrition Workers by one of the following methods:

1. A joint appeal to the Civil Service Commission for Student Nutrition Workers, who have worked 10 years or more with the District, to be granted a one-time exemption from the Civil Service examination process (City Based Test and Position Based Test), and for such eligible SNS Workers to be "grandfathered" into permanent civil service (PCS) status.
2. The City to conduct a one-time separate closed examination to establish District-only eligible lists for SNS Workers and Lead SNS Workers as described in the July 24, 2013 side letter between SFUSD and SEIU 1021 (attached).

There are currently **208** 2615 Student Nutrition Workers at the School District. The table below provides an analysis of SNS Workers by Appointment Type and Years of Service.

Appointment Type	20-36 Years	15-19 Years	10-14 Years	5-9 Years	0-4 Years	Total	% of Active 2615s
PCS	7	0	9	0	0	16	7.7%
PEX	27	5	8	1	0	41	19.7%
TEX	0	3	47	64	37	151	72.6%
Total	34	8	64	62	40	208	100%

We respectfully ask your assistance in our joint appeal to the Civil Service Commission in the matters described above. Thank you for your consideration of our request.

CLASS 2615 CBT IMPLEMENTATION PLAN

Task Name	Duration	Start*	Finish*	Resource Names
Recruitment Planning		Ongoing	Ongoing	HR, SEIU, DHR
1 Investigation of preparatory workshops for upcoming Performance Test				G. Rogers
2 Look into putting together Online Application training				
Requisition	1 month	September	September	P. Yettou/DHR
3 Request for 150 positions				P. Yettou
4 Submit City Requisition and other required req forms				P. Yettou
5 Request CBT by submitting Request to Hire forms				P. Yettou
6 Receive CBT List ID# from DHR				P. Yettou
Job Analysis(WRIPAC Long or Short Method)	2 months	September	November	Z. Reicker/Classified Team
7 Contact Z. Reicker for introductions and job analysis planning				P. Yettou
8 Secure additional SMEs				Z. Reicker
9 Administer Job Analysis to additional SMEs using edited tasks				P. Yettou
10 Ask Z. Reicker to rate edited tasks				P. Yettou
11 On-site job observations at pertinent cafeterias				P. Yettou/Z. Reicker
12 Job Analysis Qualifications Form				SMEs/P. Yettou
13 Job Analysis Task Rating Form				SMEs/P. Yettou
14 Job Analysis KSA Form				SMEs/P. Yettou
15 Task and KSA Linkup Worksheet				SMEs/P. Yettou
16 Review DHR job analysis and work simulations for custodial/porter staff on developmental and administrative ideas for Performance-Based Test				P. Yettou
Exam Development	3 months	November	February 2015	P. Yettou/DHR/SNW
Task-Based T&E				
Review KSA-Task linkages from JA				Classified Team
Develop test plan				Classified Team
Identify potential exam items				Classified Team
Check with SME on test items				Classified Team/SNW
Develop instructions for T&E				Classified Team/DHR
Submit task-based T&E to DHR for review				Classified Team/DHR
Incorporate changes, revisions if needed				Classified Team/DHR
Performance-Based Test (PT)				

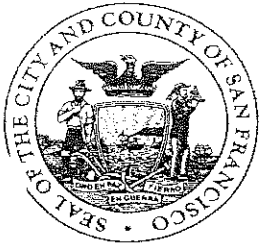
CLASS 2615 CBT IM /VENTATION PLAN

17	Review KSA-Task linkages from JA				P. Yettou	
18	Review notes from on-site job observations and DHR custodial/porter work simulation				P. Yettou	
19	Determine tasks to measure and verify with SMEs				P. Yettou/SNW	
20	Determine if pictures or visual aids will be used as part of PT				P. Yettou/SNW	
21	Determine PT evaluation method and scoring system, e.g. (process, checklists, etc.) and light feedback from SMEs				Classified Team/SNW	
22	Draft potential scenarios and corresponding checklists				Classified Team	
23	Have SMEs review scenarios and checklists				Classified Team/SNW	
24	Revise scenarios and corresponding checklists based on SME feedback				Classified Team	
25	Determine scenario(s) to administer				Classified Team	
26	Develop instructions for Raters, Candidates and Administrators				P. Yettou	
27	Submit PT to DHR for review/approval?				Classified Team/DHR	
28	Incorporate changes, revisions if needed				Classified Team	
	Pilot test		2-3 weeks	February 2015	February 2015	Classified Team/SNW
29	Pilot Performance Test					Classified Team/SMEs/Permanent SNWs?
30	Note if instructions and administration times of PT need to be adjusted based on pilot and feedback					Classified Team
31	Incorporate changes, revise if needed					Classified Team/DHR
32	Submit finalized versions of scenarios to DHR for review					P. Yettou
33	Develop/create the Candidate Worksheets/Final Rating letter					P. Yettou/DHR
	Exam Workshops		1 month	January 2015	February 2015	Classified Team
33	Online Application Workshops					
34	Logistics: Venue, Trainer, Equipment, Schedule					Classified Team
35	Training materials					Classified Team
36	Sample application/Jobaps link					Classified Team
37	Dry Run					
38	Actual Training					
	English preparatory workshops					
39	Logistics: Venue, Trainer, Equipment, Schedule					
40	Training materials					
41	Sample Instructions					
42	Workshops					
	Job announcement		3 months	March 2015	June 2015	Classified Team

CLASS 2615 CBT IMPLEMENTATION PLAN

43	Determine length of eligibility list				Classified Team/DHR
44	Posting dates				Classified Team
45	Screening process				Classified Team
46	Screen for MQs, special conditions or desirables				Classified Team
47	Letters/notices due to applicants not meeting MQ				Classified Team
48	Appeal response timeframe				Classified Team/DHR
49	Waiting period prior to actual exam (per CS rule)				Classified Team
Administer & Score Exam		3 months	June 2015	September 2015	Classified Team/DHR
50	Administer Performance Test				
51	Exam scoring				Classified Team/DHR
52	Notify candidates of passing/not passing exam				Classified Team
53	Review Period per CS rules				Classified Team/DHR
54	Send final rater review email to passing candidates				Classified Team
55	Eligibility List				Classified Team/DHR
56	Create list according to City format				Classified Team/DHR
57	Check with CSC & DHR of any appeals				Classified Team
58	Waiting period for appeals				Classified Team/DHR
59	Send authorization to Adopt List of Eligibles to DHR				Classified Team
60	Once list is adopted, canvass candidates for continued interest				Classified Team
Interviews & Hiring		2 months	September 2015	November 2015	Classified Team/SNS

* All timeframes are impacted by challenges/appeals, possible resource restrictions and therefore should be considered tentative



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

E. DENNIS NORMANDY
PRESIDENT

DOUGLAS S. CHAN
VICE PRESIDENT

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

Sent via Electronic Mail

September 4, 2014

NOTICE OF CIVIL SERVICE COMMISSION MEETING

SUBJECT: THE DEPARTMENT OF HUMAN RESOURCES' REPORT ON EXEMPT POSITIONS UNDER CHARTER SECTIONS 10.104-16 THROUGH 10.104-18.

The above matter will be considered by the Civil Service Commission at a meeting to be held on **September 15, 2014** at 2:00 p.m. in Room 400, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

This item will appear on the Consent Agenda. Please refer to the attached Notice for procedural and other information about Commission hearings. The meeting agenda and all meeting materials will be posted on the Civil Service Commission's website at www.sfgov.org/Civil_Service under "Meetings" no later than end of day on Wednesday, September 10, 2014. If you would like a copy of the Department of Human Resources' staff report on the above-captioned matter emailed to you in advance of September 10th, please contact the Civil Service Commission's Office at CivilService@sfgov.org or (415) 252-3247.

Attendance by you or an authorized representative is welcome. Should you or your representative not attend, the Commission will rule on the information previously submitted and testimony provided at its meeting.

All non-privileged materials being considered by the Civil Service Commission for this item will be 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

JENNIFER JOHNSTON
Executive Officer

Attachment

Cc: Susan Gard, Department of Human Resources
Justice Israel, Department of Human Resources
Commission File
Commissioners' Binder
Chron

THIS DOCUMENT SUPPORTS
CALENDAR 10



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION REPORT TRANSMITTAL (FORM 22)

Refer to Civil Service Commission Procedure for Staff - Submission of
Written Reports for Instructions on Completing and Processing this Form

1. Civil Service Commission Register Number: ____ - ____ - ____
2. For Civil Service Commission Meeting of: September 15, 2014
3. Check One:
 - Ratification Agenda
 - Consent Agenda _____ X
 - Regular Agenda
 - Human Resources Director's Report
4. Subject: Report of Exempt Positions Under Charter Sections 10.104-16 Through 10.104-18
5. Recommendation: Adopt the report.
6. Report prepared by: Justice Israel Telephone number: 415 557-4908
7. Notifications: **(Attach a list of the person(s) to be notified in the format described in IV. Commission Report Format -A).**
8. Reviewed and approved for Civil Service Commission Agenda:
Human Resources Director: [Signature]
Date: 9/3/14
9. Submit the original time-stamped copy of this form and person(s) to be notified (see Item 7 above) along with the required copies of the report to:

Executive Officer
Civil Service Commission
25 Van Ness Avenue, Suite 720
San Francisco, CA 94102

10. Receipt-stamp this form in the ACSC RECEIPT STAMP box to the right using the time-stamp in the CSC Office.

Attachment

<p align="center"><u>CSC RECEIPT STAMP</u></p> <p align="center">THIS DOCUMENT SUPPORTS CALENDAR ITEM <u>10</u></p>

Notification List

Future Employment Restrictions Report

Justice Israel
Client Services Consultant
Department of Human Resources
One South Van Ness Avenue, 4th Floor
San Francisco, CA 94103

Susan Gard
Chief of Policy
Department of Human Resources
One South Van Ness Avenue, 4th Floor
San Francisco, CA 94103



MEMORANDUM

DATE: September 2, 2014

TO: Honorable Civil Service Commission

THROUGH: Micki Callahan, Human Resources Director

FROM: Justice Israel, Client Services Consultant

SUBJECT: Report of Exempt Positions Under Charter Sections
10.104-16 Through 10.104-18

Charter Sections 10.104-16, 10.104-17, and 10.104-18 provide that certain part-time, seasonal, temporary and substitute positions may be exempt from civil service selection, appointment, and removal procedures subject to approval of the Civil Service Commission. On June 3, 1996, the Civil Service Commission adopted procedures and guidelines for the processing and approval of such appointments. The Commission also authorized the Human Resources Director to act on written requests for exemptions, issue instructions to departments proposing exemptions, and provide the Commission with reports regarding these transactions.

This report covers position requests approved under Charter Sections 10.104-16, 10.104-17, and 10.104-18 from January 1st through June 30th of 2014 for all City departments, excluding the Municipal Transportation Agency, Community College District and Unified School District. The position requests are reported by department, exempt category and classification.

Enforcement of 1,040 Hour Limit for Temporary Exempt Category 16 Employees

Charter Section 10.104-16 dictates that temporary exempt ("TEX") appointees not exceed the equivalent of half-time (1,040 hours) during any fiscal year and any appointments that exceed the 1,040 hour limit within a fiscal year are considered invalid. As the central human resources department, the Department of Human Resources ("DHR") is responsible for ensuring that all City employees maintain valid appointments. In March of 2014, DHR launched a program designed to help departments manage their TEX appointments more effectively. The overall purpose of the program is to avoid Charter violations; provide benefits to those who are entitled to them; separate TEX employees who are either not working or whose hours are very limited; and convert positions held by TEX employees to permanent civil service ("PCS") positions where appropriate.

As a result of the program, the number of exempt category 18 position requests and appointments increased significantly during the second half of the 2013-2014 fiscal year as many departments addressed the TEX appointments. Many category 16 appointments were transitioned to category 18 positions pending PCS appointments or to category 18 project-based positions, which allowed the City to continue providing crucial services unimpeded. Further, many intern appointments, which have traditionally been approved as TEX 16, were approved as category 18 projects, which also contributed to the increase.

Notes

In August 2012, the City converted its Human Resources management system from PeopleSoft 7.5 to eMerge PeopleSoft 9.0. This conversion required a wholesale revision of most of the processes and operations involving the establishment, approval and filling of positions. One of the significant and necessary changes resulting from the conversion was the elimination of the use of Requisitions as they had been known in PeopleSoft 7.5. In their place, the eMerge PeopleSoft 9.0 Position Request has come to represent the authority for a department to fill a position. For the purposes of this report, the term "Position Request" has been substituted for Requisition.

Because this report pertains to Position Requests which were approved during the six-month period from January to June 2014, some of the appointments made to these positions at the beginning of this period may have since ended. Other requests approved during this period may still be in the process of being filled. Additionally, many Temporary Exempt position requests include a headcount of more than one. Therefore, the list should not be equated to the number of exempt appointments made in these categories during this period.

Summary of Position Requests in eMerge PeopleSoft

The number of Position Requests in exempt categories 16-18 approved from January 1 through June 30, 2014, was:

Category 16:	145
Category 17:	67
Category 18:	531
Total	743

Summary of Appointments

As of June 30, 2014, the number of appointments in each category, and their respective percentage of the City's total workforce of 30,000, was:

		% of Total Workforce (30,000)	Hours Worked (49,371,148)	
Category 16:	3,310	11.0%	2,401,436	4.86%
Category 17:	67	0.2%	188,288	0.38%
Category 18:	1,689	5.6%	2,307,816	4.67%
Total	5066	16.4%	4,897,540	9.92%

The exempt categories are described below:

- 16 - Temporary and seasonal appointments not to exceed the equivalent of half-time during any fiscal year, except that such positions may be filled through regular civil service procedures.
- 17 - Appointments, which shall not exceed two years and shall not be renewable, as substitutes for civil service employees on leave, except that such positions may be filled through regular Civil Service procedures.

- 18 - Appointments, which shall not exceed three years and shall not be renewable, for special projects and professional services with limited term funding, except that such positions may be filled through regular Civil Service Commission procedures.
-

Department	Exempt Category	Job Code	Title	Position #	Req'd Type	Work Schedule	Electoral	Fill Type	Head Count
Adult Probation	16 Special Proj - Limited Term	1053	IS Business Analyst-Senior	01122340	Vacancy	Full-Time		Temp Exempt	1
Adult Probation	16 Special Proj - Limited Term	1054	IS Business Analyst-Principal	01122305	Future	Full-Time		Perm Exempt	1
Adult Probation	18 Special Proj - Limited Term	1408	Principal Clerk	01098315	Vacancy	Full-Time		Perm Exempt	1
Adult Probation	18 Special Proj - Limited Term	2917	Program Support Analyst	01117771	Vacancy	Full-Time		Perm Exempt	1
Adult Probation	16 Special Proj - Limited Term	9774	Senior Community Devl. Spc 1	01115811	Vacancy	Full-Time		Temp Exempt	1
Airport	16 Temp & Seasonal	0933	Manager V	01127174	Vacancy	Full-Time		Temp Exempt	1
Airport	16 Temp & Seasonal	0941	Manager VI	01126491	Vacancy	Full-Time		Temp Exempt	1
Airport	16 Temp & Seasonal	0941	Manager VI	01126594	Vacancy	Full-Time		Temp Exempt	1
Airport	16 Temp & Seasonal	0955	Dep Dir V	01126595	Vacancy	Full-Time		Temp Exempt	1
Airport	16 Temp & Seasonal	0855	Dep Dir V	01126596	Vacancy	Full-Time		Temp Exempt	1
Airport	16 Temp & Seasonal	1823	Senior Administrative Analyst	01123791	Vacancy	Full-Time		Temp Exempt	1
Airport	16 Temp & Seasonal	1842	Management Assistant	01126643	Vacancy	As Needed		Temp Exempt	1
Airport	16 Temp & Seasonal	3541	Curator 1	01126493	Vacancy	Full-Time		Temp Exempt	1
Airport	16 Temp & Seasonal	7238	Electrician Supervisor 1	01128874	Vacancy	Full-Time		Temp Exempt	3
Airport	16 Temp & Seasonal	9240	Airport Electrician	01126535	Vacancy	As Needed		Temp Exempt	1
Airport	16 Temp & Seasonal	9702	Employment & Training Spec 1	01113399	Vacancy	Full-Time		Temp Exempt	2
Airport	16 Temp & Seasonal	9704	Employment & Training Spec 3	01128417	Vacancy	As Needed		Temp Exempt	1
Airport	16 Temp & Seasonal	9920	Publ Svc Aide-Ass't to Prof	01128516	Vacancy	As Needed		Temp Exempt	1
Airport	16 Temp & Seasonal	9920	Publ Svc Aide-Ass't to Prof	01010675	Vacancy	As Needed		Temp Exempt	1
Airport	16 Temp & Seasonal	1204	Senior Personnel Clerk	01031587	Backfill	Full-Time		Temp Exempt	1
Airport	17 Substitutes for EE On Leave	1426	Senior Clerk Typist	01016833	Backfill	Full-Time		Temp Exempt	1
Airport	17 Substitutes for EE On Leave	2708	Custodian	01028980	Backfill	Full-Time		Temp Exempt	1
Airport	17 Substitutes for EE On Leave	7313	Automotive Mechanic	01115027	Backfill	Full-Time		Temp Exempt	1
Airport	17 Substitutes for EE On Leave	9704	Employment & Training Spec 3	01117289	Backfill	Full-Time		Temp Exempt	1
Airport	17 Substitutes for EE On Leave	9706	Employment & Training Spec 5	01108145	Backfill	Full-Time		Temp Exempt	1
Airport	17 Substitutes for EE On Leave	9833	Manager V	01128827	Vacancy	Full-Time		Temp Exempt	1
Airport	18 Special Proj - Limited Term	1043	IS Engineer-Senior	01128713	Vacancy	Full-Time		Perm Exempt	1
Airport	18 Special Proj - Limited Term	1043	IS Engineer-Senior	01128714	Vacancy	Full-Time		Perm Exempt	1
Airport	18 Special Proj - Limited Term	1043	IS Engineer-Senior	01128716	Vacancy	Full-Time		Perm Exempt	1
Airport	18 Special Proj - Limited Term	1044	IS Engineer-Principal	01126698	Vacancy	Full-Time		Perm Exempt	1
Airport	18 Special Proj - Limited Term	1051	IS Business Analyst-Assistant	01124505	Mod	Full-Time		Perm Exempt	1
Airport	18 Special Proj - Limited Term	1760	Chief Machine Operator	01119540	Vacancy	Full-Time		Temp Exempt	1
Airport	18 Special Proj - Limited Term	1802	Research Assistant	01127199	Future	Full-Time		Temp Exempt	1
Airport	18 Special Proj - Limited Term	2481	Water Quality/Tech J/I	01124141	Vacancy	Full-Time		Temp Exempt	1
Airport	18 Special Proj - Limited Term	3417	Gardener	01128876	Vacancy	Full-Time		Perm Exempt	1
Airport	18 Special Proj - Limited Term	5268	Architectural Associate 2	01126337	Vacancy	Full-Time		Perm Exempt	5
Airport	18 Special Proj - Limited Term	5268	Architectural Associate 2	01126410	Vacancy	Full-Time		Perm Exempt	10
Airport	18 Special Proj - Limited Term	5380	StructDesgnTrain1, Arch/Eng/Png	01127111	Vacancy	As Needed		Temp Exempt	4
Airport	18 Special Proj - Limited Term	5380	StructDesgnTrain1, Arch/Eng/Png	01127228	Vacancy	As Needed		Temp Exempt	3
Airport	18 Special Proj - Limited Term	5381	SemiDesgn Train2/Arch/Eng/Png	01127229	Vacancy	As Needed		Temp Exempt	10
Airport	18 Special Proj - Limited Term	5382	SemiDesgn Train3, Arch/Eng/Png	01127110	Vacancy	As Needed		Temp Exempt	1
Airport	18 Special Proj - Limited Term	5382	SemiDesgn Train3, Arch/Eng/Png	01127230	Vacancy	As Needed		Temp Exempt	1
Airport	18 Special Proj - Limited Term	5502	Project Manager 1	01126451	Vacancy	As Needed		Temp Exempt	1
Airport	18 Special Proj - Limited Term	6115	Wastewater Control/Intol Inspector	01124200	Mod	Full-Time		Temp Exempt	1
Airport	18 Special Proj - Limited Term	7345	Electrician	01126673	Vacancy	Full-Time		Temp Exempt	1
Airport	18 Special Proj - Limited Term	7457	Sign Worker	01127044	Vacancy	Full-Time		Temp Exempt	1
Airport	18 Special Proj - Limited Term	9910	Public Service Trainee	01115516	Future	Full-Time		Temp Exempt	1
Airport	18 Special Proj - Limited Term	9910	Public Service Trainee	01124519	Future	Full-Time		Temp Exempt	1
Airport	18 Special Proj - Limited Term	9910	Public Service Trainee	01127333	Vacancy	Full-Time		Temp Exempt	1
Airport	18 Temp & Seasonal	3549	Arts Commissions Program Assistant	01124062	Future	P		Temp Exempt	1
Arts Commission	18 Special Proj - Limited Term	1842	Management Assistant	01121297	Future	Full-Time		Temp Exempt	1
Arts Commission	18 Special Proj - Limited Term	1842	Management Assistant	01127215	Future	Full-Time		Temp Exempt	1
Arts Commission	18 Special Proj - Limited Term	1844	Senior Management Assistant	01120867	Future	Full-Time		Temp Exempt	1
Arts Commission	18 Special Proj - Limited Term	3549	Arts Commissions Program Assistant	01127259	Vacancy	Full-Time		Temp Exempt	1
Arts Commission	18 Special Proj - Limited Term	3549	Arts Commissions Program Assistant	01115171	Future	Full-Time		Temp Exempt	4
Arts Commission	18 Special Proj - Limited Term	3302	Arts Commissions Program Assistant	01124247	Future	Full-Time		Temp Exempt	4
Asian Arts Commission	18 Temp & Seasonal	7205	Chief Stationary Engineer	01077142	Future	Full-Time		Temp Exempt	1
Asian Arts Commission	18 Temp & Seasonal	7205	Chief Stationary Engineer	01108304	Future	Full-Time		Temp Exempt	1

Assessor/Recorder	15 Temp & Seasonal	4215	Assessor/Recreation and Parkorder Senior Office	01127208	Vacancy	Full-Time	Temp Exempt	1
Assessor/Recorder	17 Substitutes for EE On Leave	4214	Assessor-Recreation and Parkorder Office Spec	01123440	Vacancy	Full-Time	Temp Exempt	1
Assessor/Recorder	18 Special Proj - Limited Term	4216	Assessor/Recreation and Parkorder Office	01094220	Backfill	Full-Time	Temp Exempt	1
Assessor/Recorder	18 Special Proj - Limited Term	0922	Manager I	01127049	Vacancy	Full-Time	Temp Exempt	1
Assessor/Recorder	18 Special Proj - Limited Term	4213	Assessor/Recreation and Parkorder-Office Assis	01121441	Vacancy	Full-Time	Perm Exempt	1
Assessor/Recorder	18 Special Proj - Limited Term	4281	Real Property Appraiser	01110574	Future	Full-Time	Perm Exempt	1
Board of Supervisors	18 Special Proj - Limited Term	4281	Real Property Appraiser	01127334	Vacancy	Full-Time	Perm Exempt	1
Building Inspection	18 Special Proj - Limited Term	0922	Manager I	01117878	Future	Full-Time	Temp Exempt	1
Building Inspection	16 Temp & Seasonal	5380	Stint/Dagn Train1, Arch/Eng/Ping	01000272	Vacancy	As Needed	Temp Exempt	3
Building Inspection	17 Substitutes for EE On Leave	6248	Electrical Inspector	01124323	Backfill	Full-Time	Temp Exempt	1
Building Inspection	18 Special Proj - Limited Term	0923	Manager II	01122846	Mod	Full-Time	Temp Exempt	1
Building Inspection	18 Special Proj - Limited Term	1053	IS Business Analyst-Senior	01114817	Future	Full-Time	Perm Exempt	1
Building Inspection	18 Special Proj - Limited Term	1053	IS Business Analyst-Senior	01124819	Mod	Full-Time	Perm Exempt	1
Building Inspection	18 Special Proj - Limited Term	1094	IT Operations Support Admin IV	01124389	Mod	Full-Time	Temp Exempt	1
Building Inspection	18 Special Proj - Limited Term	1404	Clerk	01124610	Mod	Full-Time	Temp Exempt	1
Building Inspection	18 Special Proj - Limited Term	1404	Clerk	01124611	Mod	Full-Time	Temp Exempt	1
Building Inspection	18 Special Proj - Limited Term	1404	Clerk	01124667	Vacancy	Full-Time	Temp Exempt	1
Building Inspection	18 Special Proj - Limited Term	1404	Clerk	01125057	Mod	Full-Time	Temp Exempt	1
Building Inspection	18 Special Proj - Limited Term	1404	Clerk	01125058	Mod	Full-Time	Temp Exempt	1
Building Inspection	18 Special Proj - Limited Term	1406	Senior Clerk	01110600	Mod	Full-Time	Temp Exempt	1
Building Inspection	18 Special Proj - Limited Term	1406	Senior Clerk	01110694	Mod	Full-Time	Temp Exempt	1
Building Inspection	18 Special Proj - Limited Term	6242	Plumbing Inspector	01124818	Mod	Full-Time	Temp Exempt	1
Child Support Services	16 Temp & Seasonal	1220	Payroll Clerk	01118000	Vacancy	Full-Time	Temp Exempt	1
Child Support Services	16 Temp & Seasonal	1404	Clerk	01110058	Vacancy	Full-Time	Temp Exempt	1
Child Support Services	16 Temp & Seasonal	1406	Senior Clerk	01124321	Vacancy	Full-Time	Temp Exempt	1
Child Support Services	17 Substitutes for EE On Leave	8158	Child Support Officer II	01057107	Backfill	Full-Time	Temp Exempt	1
Child Support Services	18 Special Proj - Limited Term	1244	Senior Personnel Analyst	01057218	Future	Full-Time	Temp Exempt	1
Children and Families Commissioner	16 Temp & Seasonal	9914	Public Service Aide-Admin	01123775	Vacancy	As Needed	Temp Exempt	1
Children, Youth and Their Families	18 Special Proj - Limited Term	0923	Director/Recreation and Parkorder of Grants	01112912	Vacancy	Full-Time	Temp Exempt	1
Children, Youth and Their Families	18 Special Proj - Limited Term	1822	Administrative Analyst	01118109	Vacancy	Full-Time	Perm Exempt	1
Children, Youth and Their Families	18 Special Proj - Limited Term	1823	Fiscal Analyst	01106324	Future	Full-Time	Perm Exempt	1
City Attorney	18 Special Proj - Limited Term	1458	Legal Sec/Retirement Systemary 1	01126878	Vacancy	Full-Time	Temp Exempt	1
City Attorney	18 Special Proj - Limited Term	1458	Legal Sec/Retirement Systemary 1	01126983	Mod	Full-Time	Temp Exempt	1
City Attorney	18 Special Proj - Limited Term	1832	Senior Account Clerk	01125847	Mod	Full-Time	Temp Exempt	1
City Attorney	18 Special Proj - Limited Term	8169	Legislative Asst City Atty Ofc	01119914	Mod	Full-Time	Perm Exempt	1
City Attorney	18 Special Proj - Limited Term	8169	Legislative Asst City Atty Ofc	01122386	Mod	Full-Time	Perm Exempt	1
City Attorney	18 Special Proj - Limited Term	8169	Legislative Asst City Atty Ofc	01122387	Mod	Full-Time	Perm Exempt	1
City Attorney	18 Special Proj - Limited Term	8169	Legislative Asst City Atty Ofc	01124513	Mod	Full-Time	Perm Exempt	1
City Attorney	18 Special Proj - Limited Term	8169	Legislative Asst City Atty Ofc	01125350	Mod	Full-Time	Perm Exempt	1
City Attorney	18 Special Proj - Limited Term	8169	Legislative Asst City Atty Ofc	01125351	Mod	Full-Time	Perm Exempt	1
City Attorney	18 Special Proj - Limited Term	8169	Legislative Asst City Atty Ofc	01126885	Vacancy	Full-Time	Perm Exempt	1
City Planning	16 Temp & Seasonal	5275	Legislative Asst City Atty Ofc	01126649	Vacancy	Full-Time	Perm Exempt	1
City Planning	16 Temp & Seasonal	5276	City Planning Intern	01124567	Vacancy	Full-Time	Temp Exempt	1
City Planning	16 Temp & Seasonal	5276	City Planning Intern	01124568	Vacancy	As Needed	Temp Exempt	1
City Planning	16 Temp & Seasonal	5276	City Planning Intern	01124569	Vacancy	As Needed	Temp Exempt	1
City Planning	16 Temp & Seasonal	5276	City Planning Intern	01124591	Vacancy	As Needed	Temp Exempt	1
City Planning	16 Temp & Seasonal	5276	City Planning Intern	01127085	Vacancy	As Needed	Temp Exempt	1
City Planning	16 Temp & Seasonal	5276	City Planning Intern	01127087	Vacancy	As Needed	Temp Exempt	1
City Planning	16 Temp & Seasonal	5276	City Planning Intern	01127088	Vacancy	As Needed	Temp Exempt	1
City Planning	16 Temp & Seasonal	5276	City Planning Intern	01127089	Vacancy	As Needed	Temp Exempt	1
City Planning	16 Temp & Seasonal	5276	City Planning Intern	01127090	Vacancy	As Needed	Temp Exempt	1
City Planning	16 Temp & Seasonal	5276	City Planning Intern	01127091	Vacancy	As Needed	Temp Exempt	1
City Planning	16 Temp & Seasonal	5276	City Planning Intern	01127092	Vacancy	As Needed	Temp Exempt	1
City Planning	16 Temp & Seasonal	5276	City Planning Intern	01127093	Vacancy	As Needed	Temp Exempt	1
City Planning	16 Temp & Seasonal	5276	City Planning Intern	01127094	Vacancy	As Needed	Temp Exempt	1
City Planning	16 Temp & Seasonal	5276	City Planning Intern	01127095	Vacancy	As Needed	Temp Exempt	1
City Planning	16 Temp & Seasonal	5278	City Planning Intern	01127125	Vacancy	As Needed	Temp Exempt	1
City Planning	16 Temp & Seasonal	5278	Planner 2	01096600	Vacancy	Full-Time	Temp Exempt	1
City Planning	16 Temp & Seasonal	5278	Planner 2	01114502	Vacancy	Full-Time	Temp Exempt	1

City Planning	16 Temp & Seasonal	5278	Planner 2	01123214	Future	Full-Time	Temp Exempt	1
City Planning	16 Temp & Seasonal	5278	Planner 2	01127308	Vacancy	Full-Time	Temp Exempt	1
City Planning	16 Temp & Seasonal	5293	Planner 4	01126735	Vacancy	Full-Time	Temp Exempt	1
City Planning	16 Temp & Seasonal	9910	Public Service Trainee	01120131	Vacancy	As Needed	Temp Exempt	1
City Planning	16 Temp & Seasonal	9910	Public Service Trainee	01124690	Vacancy	As Needed	Temp Exempt	1
City Planning	16 Temp & Seasonal	9910	Public Service Trainee	01127124	Vacancy	As Needed	Temp Exempt	1
City Planning	16 Temp & Seasonal	9910	Public Service Trainee	01127349	Vacancy	As Needed	Temp Exempt	1
City Planning	16 Temp & Seasonal	9910	Public Service Trainee	01127720	Vacancy	As Needed	Temp Exempt	1
City Planning	16 Temp & Seasonal	9910	Public Service Trainee	01127722	Vacancy	As Needed	Temp Exempt	1
City Planning	18 Special Proj - Limited Term	1052	IS Business Analyst	01121123	Mod	Full-Time	Temp Exempt	1
City Planning	18 Special Proj - Limited Term	1052	IS Business Analyst	01126856	Mod	Full-Time	Temp Exempt	1
City Planning	18 Special Proj - Limited Term	1402	Junior Clerk	01116244	Mod	Full-Time	Temp Exempt	1
City Planning	18 Special Proj - Limited Term	5277	Planner 1	01010979	Vacancy	Full-Time	Perm Exempt	1
City Planning	18 Special Proj - Limited Term	5277	Planner 1	01121370	Vacancy	Full-Time	Temp Exempt	1
City Planning	18 Special Proj - Limited Term	5277	Planner 2	01122980	Mod	Full-Time	Temp Exempt	1
City Planning	18 Special Proj - Limited Term	5278	Planner 2	01095707	Mod	Full-Time	Temp Exempt	1
City Planning	18 Special Proj - Limited Term	5278	Planner 2	01116251	Mod	Full-Time	Temp Exempt	1
City Planning	18 Special Proj - Limited Term	5278	Planner 2	01116275	Mod	Full-Time	Temp Exempt	1
City Planning	18 Special Proj - Limited Term	5278	Planner 2	01119371	Mod	Full-Time	Temp Exempt	1
City Planning	18 Special Proj - Limited Term	5278	Planner 2	01124681	Future	Full-Time	Perm Exempt	1
City Planning	18 Special Proj - Limited Term	5291	Planner 3	01124685	Mod	Full-Time	Temp Exempt	1
City Planning	18 Special Proj - Limited Term	5291	Planner 3	01122984	Mod	Full-Time	Temp Exempt	1
City Planning	18 Special Proj - Limited Term	5291	Planner 3	01124407	Vacancy	Full-Time	Temp Exempt	1
City Planning	18 Special Proj - Limited Term	5291	Planner 3	01124687	Vacancy	Full-Time	Temp Exempt	1
City Planning	18 Special Proj - Limited Term	5291	Planner 3	01126816	Mod	Full-Time	Temp Exempt	1
City Planning	18 Special Proj - Limited Term	5291	Planner 3	01126901	Mod	Full-Time	Temp Exempt	1
City Planning	18 Special Proj - Limited Term	5291	Planner 3	01128902	Mod	Full-Time	Temp Exempt	1
City Planning	18 Special Proj - Limited Term	5291	Planner 3	01128903	Mod	Full-Time	Temp Exempt	1
City Planning	18 Special Proj - Limited Term	5291	Planner 3	01127062	Mod	Full-Time	Temp Exempt	1
City Planning	18 Special Proj - Limited Term	5291	Planner 3	01124387	Mod	Full-Time	Temp Exempt	1
City Planning	18 Special Proj - Limited Term	5293	Planner 4	01030687	Mod	Full-Time	Temp Exempt	1
City Planning	18 Special Proj - Limited Term	5298	Planner 3 - Environmental Review	01123869	Mod	Full-Time	Temp Exempt	1
City Planning	18 Special Proj - Limited Term	5298	Planner 3 - Environmental Review	01126924	Mod	Full-Time	Temp Exempt	1
City Planning	18 Special Proj - Limited Term	5298	Planner 3 - Environmental Review	01126021	Future	Full-Time	Temp Exempt	1
City Planning	18 Special Proj - Limited Term	1825	Principal Administrative Analyst II	01108748	Vacancy	Full-Time	Temp Exempt	1
Controller	16 Temp & Seasonal	1840	Junior Management Assistant	01057451	Vacancy	Full-Time	Temp Exempt	1
Controller	16 Temp & Seasonal	9910	Public Service Trainee	01121017	Vacancy	Full-Time	Temp Exempt	1
Controller	16 Temp & Seasonal	9910	Public Service Trainee	01127783	Vacancy	Full-Time	Temp Exempt	1
Controller	16 Temp & Seasonal	9920	Publ Svc Aide-Asst to Prof	01115185	Vacancy	Full-Time	Temp Exempt	1
Controller	16 Temp & Seasonal	9920	Publ Svc Aide-Asst to Prof	01127705	Vacancy	As Needed	Temp Exempt	1
Controller	16 Temp & Seasonal	9920	Publ Svc Aide-Asst to Prof	01127762	Vacancy	As Needed	Temp Exempt	1
Controller	17 Substitutes for EE On Leave	1244	Senior Personnel Analyst	01087381	Vacancy	Full-Time	Perm Exempt	1
Controller	18 Special Proj - Limited Term	1649	Accountant Intern	00702075	Future	Full-Time	Perm Exempt	1
Controller	18 Special Proj - Limited Term	1849	Accountant Intern	01125013	Vacancy	Full-Time	Perm Exempt	1
Controller	18 Special Proj - Limited Term	8177	Attorney (Civil/Criminal)	01076334	Backfill	Full-Time	Temp Exempt	1
District Attorney	17 Substitutes for EE On Leave	9910	Public Service Trainee	01104851	Future	Full-Time	Temp Exempt	5
Economic and Workforce Develop	16 Temp & Seasonal	9910	Public Service Trainee	01124329	Future	Full-Time	Temp Exempt	1
Economic and Workforce Develop	16 Temp & Seasonal	1820	Junior Administrative Analyst	01126933	Vacancy	Full-Time	Perm Exempt	1
Economic and Workforce Develop	18 Special Proj - Limited Term	1823	Senior Administrative Analyst	01125329	Vacancy	Full-Time	Perm Exempt	1
Economic and Workforce Develop	18 Special Proj - Limited Term	2592	Contract/contract Compliance Officer 1	01114512	Vacancy	Full-Time	Perm Exempt	1
Economic and Workforce Develop	18 Special Proj - Limited Term	2592	Contract/contract Compliance Officer 1	01126633	Vacancy	Full-Time	Perm Exempt	1
Economic and Workforce Develop	18 Special Proj - Limited Term	9704	Employment & Training Spec 3	01126531	Vacancy	Full-Time	Perm Exempt	1
Economic and Workforce Develop	18 Special Proj - Limited Term	9910	Public Service Trainee	01126632	Vacancy	Full-Time	Perm Exempt	1
Economic and Workforce Develop	18 Special Proj - Limited Term	9910	Public Service Trainee	01127216	Vacancy	Full-Time	Perm Exempt	1
Economic and Workforce Develop	18 Special Proj - Limited Term	1402	Junior Clerk	01127217	Vacancy	P	Temp Exempt	1
Elections	16 Temp & Seasonal	1402	Junior Clerk	01125769	Vacancy	P	Temp Exempt	28
Elections	16 Temp & Seasonal	1402	Junior Clerk	01126770	Vacancy	P	Temp Exempt	1
Elections	16 Temp & Seasonal	1402	Junior Clerk	01126771	Vacancy	P	Temp Exempt	2
Elections	18 Special Proj - Limited Term	1052	IS Business Analyst	01084724	Mod	As Needed	Temp Exempt	1

18 Special Proj - Limited Term	1062	IS Programmer Analyst	01108790	Full-Time	Temp Exempt	1
18 Special Proj - Limited Term	1062	IT Operations Support Admin II	01124924	Full-Time	Temp Exempt	1
18 Special Proj - Limited Term	1471	Elections Worker	01115706	Full-Time	Temp Exempt	1
18 Special Proj - Limited Term	1471	Elections Worker	01115707	Full-Time	Temp Exempt	1
18 Special Proj - Limited Term	1471	Elections Worker	01115708	Full-Time	Temp Exempt	1
18 Special Proj - Limited Term	1471	Elections Worker	01121267	Full-Time	Temp Exempt	1
18 Special Proj - Limited Term	1842	Management Assistant	01096635	Full-Time	Temp Exempt	1
18 Special Proj - Limited Term	0923	Manager II	01109665	Full-Time	Temp Exempt	1
18 Temp & Seasonal	1844	Manager V	01124856	Future	Perm Exempt	1
18 Temp & Seasonal	5642	Senior Management Assistant	01127312	Full-Time	Perm Exempt	1
18 Temp & Seasonal	9920	Sr. Environmental/Intental Spec	01126663	Full-Time	Temp Exempt	1
18 Special Proj - Limited Term	5638	Publ Svc Aide-Asst to Prof	01120917	Full-Time	Temp Exempt	1
18 Special Proj - Limited Term	5638	Environmental/Intental Assistant	01120912	Full-Time	Temp Exempt	2
18 Special Proj - Limited Term	5640	Environmental/Intental Spec	01127315	Full-Time	Temp Exempt	1
18 Special Proj - Limited Term	5640	Environmental/Intental Spec	01121236	Full-Time	Temp Exempt	1
18 Special Proj - Limited Term	5640	Environmental/Intental Spec	01121327	Full-Time	Temp Exempt	1
18 Special Proj - Limited Term	5642	Environmental/Intental Spec	01126094	Full-Time	Temp Exempt	1
18 Special Proj - Limited Term	9920	Sr. Environmental/Intental Spec	01122665	Full-Time	Temp Exempt	1
18 Special Proj - Limited Term	9922	Publ Svc Aide-Asst to Prof	01126125	Full-Time	Temp Exempt	1
18 Special Proj - Limited Term	9922	PS Aide to Prof	01113723	Full-Time	Perm Exempt	1
18 Special Proj - Limited Term	9922	PS Aide to Prof	01120909	Full-Time	Perm Exempt	1
18 Special Proj - Limited Term	9922	PS Aide to Prof	01120930	Full-Time	Perm Exempt	1
18 Special Proj - Limited Term	9922	PS Aide to Prof	01120944	Full-Time	Perm Exempt	1
18 Special Proj - Limited Term	9922	PS Aide to Prof	01120945	Full-Time	Perm Exempt	1
18 Special Proj - Limited Term	9922	PS Aide to Prof	01124356	Full-Time	Perm Exempt	1
18 Temp & Seasonal	1404	Clerk	01100674	Full-Time	Temp Exempt	1
17 Substitutes for EE On Leave	1822	Administrative Analyst	01122158	As Needed	Temp Exempt	5
17 Substitutes for EE On Leave	1823	Senior Administrative Analyst	01068669	Full-Time	Temp Exempt	1
18 Temp & Seasonal	0922	Manager I	01118822	Full-Time	Temp Exempt	1
18 Temp & Seasonal	1202	Personnel Clerk	01126834	Full-Time	Temp Exempt	1
18 Temp & Seasonal	1232	Training Officer	01069306	As Needed	Temp Exempt	3
18 Temp & Seasonal	2992	Contract/Contact Compliance Officer 1	01116348	As Needed	Temp Exempt	2
18 Temp & Seasonal	7306	Automotive Body & Fender Wrk	01126705	Full-Time	Temp Exempt	1
18 Temp & Seasonal	7309	Car and Auto Painter	01127743	As Needed	Temp Exempt	1
18 Temp & Seasonal	7313	Automotive Machinist	01110468	As Needed	Temp Exempt	1
18 Temp & Seasonal	7334	Stationary Engineer	01075596	As Needed	Temp Exempt	6
18 Temp & Seasonal	7514	General Laborer	01075595	As Needed	Temp Exempt	8
17 Substitutes for EE On Leave	1202	Payroll Clerk	01095894	Full-Time	Temp Exempt	10
17 Substitutes for EE On Leave	1220	Personnel Analyst	01121713	Full-Time	Temp Exempt	1
17 Substitutes for EE On Leave	1241	Personnel Analyst	01094930	Full-Time	Temp Exempt	1
17 Substitutes for EE On Leave	1241	Personnel Analyst	01065895	Full-Time	Temp Exempt	1
17 Substitutes for EE On Leave	1241	Personnel Analyst	01076759	Full-Time	Temp Exempt	1
17 Substitutes for EE On Leave	1241	Personnel Analyst	01118892	Full-Time	Temp Exempt	1
17 Substitutes for EE On Leave	1404	Clerk	01120653	Full-Time	Temp Exempt	1
17 Substitutes for EE On Leave	1434	Shelter Service Rep	01120099	Full-Time	Temp Exempt	1
17 Substitutes for EE On Leave	1832	Senior Account Clerk	01096922	Full-Time	Temp Exempt	1
17 Substitutes for EE On Leave	1922	Administrative Analyst	01066303	Full-Time	Temp Exempt	1
17 Substitutes for EE On Leave	2578	Med Examiner's Investigator II	01090072	Full-Time	Temp Exempt	1
17 Substitutes for EE On Leave	2708	Custodian	01105420	Full-Time	Temp Exempt	1
17 Substitutes for EE On Leave	2708	Custodian	01105421	Full-Time	Temp Exempt	1
17 Substitutes for EE On Leave	2708	Custodian	01105439	Full-Time	Temp Exempt	1
17 Substitutes for EE On Leave	2708	Custodian	01105459	Full-Time	Temp Exempt	1
17 Substitutes for EE On Leave	7334	Stationary Engineer	01118010	Full-Time	Temp Exempt	1
17 Substitutes for EE On Leave	7346	Painter	01070960	Full-Time	Temp Exempt	1
18 Special Proj - Limited Term	0922	Manager I	01125064	Full-Time	Temp Exempt	1
18 Special Proj - Limited Term	0931	District General Manager	01105077	Full-Time	Temp Exempt	1
18 Special Proj - Limited Term	0933	Manager V	01127207	Full-Time	Temp Exempt	1
18 Special Proj - Limited Term	1054	IS Business Analyst-Principal	01118726	Full-Time	Temp Exempt	1
18 Special Proj - Limited Term	1202	Personnel Clerk	01126614	Full-Time	Temp Exempt	1
18 Special Proj - Limited Term	1241	Personnel Analyst	01126604	Full-Time	Temp Exempt	1

GSA - City Administrator	18 Special Proj - Limited Term	1241	Personnel Analyst	01127114	Vacancy	Full-Time	Temp Exempt	1
GSA - City Administrator	18 Special Proj - Limited Term	1241	Personnel Analyst	01127188	Vacancy	Full-Time	Temp Exempt	1
GSA - City Administrator	18 Special Proj - Limited Term	1402	Junior Clerk	01126864	Vacancy	Full-Time	Temp Exempt	1
GSA - City Administrator	18 Special Proj - Limited Term	1404	Clerk	01126867	Vacancy	Full-Time	Temp Exempt	1
GSA - City Administrator	18 Special Proj - Limited Term	1404	Clerk	01126957	Future	As Needed	Temp Exempt	1
GSA - City Administrator	18 Special Proj - Limited Term	1404	Clerk	01126959	Future	As Needed	Temp Exempt	1
GSA - City Administrator	18 Special Proj - Limited Term	1404	Clerk	01126960	Future	As Needed	Temp Exempt	1
GSA - City Administrator	18 Special Proj - Limited Term	1404	Clerk	01126961	Future	As Needed	Temp Exempt	1
GSA - City Administrator	18 Special Proj - Limited Term	1404	Clerk	01126862	Mod	As Needed	Temp Exempt	1
GSA - City Administrator	18 Special Proj - Limited Term	1434	Shelter Service Rep	01094053	Vacancy	As Needed	Temp Exempt	1
GSA - City Administrator	18 Special Proj - Limited Term	1434	Shelter Service Rep	01100237	Mod	As Needed	Temp Exempt	1
GSA - City Administrator	18 Special Proj - Limited Term	1822	Administrative Analyst	01127192	Vacancy	Full-Time	Temp Exempt	1
GSA - City Administrator	18 Special Proj - Limited Term	1823	Senior Administrative Analyst	01102658	Future	Full-Time	Perm Exempt	1
GSA - City Administrator	18 Special Proj - Limited Term	1823	Senior Administrative Analyst	01112033	Future	Full-Time	Perm Exempt	1
GSA - City Administrator	18 Special Proj - Limited Term	1823	Senior Administrative Analyst	01112213	Future	Full-Time	Perm Exempt	1
GSA - City Administrator	18 Special Proj - Limited Term	1823	Senior Administrative Analyst	01116918	Vacancy	Full-Time	Perm Exempt	1
GSA - City Administrator	18 Special Proj - Limited Term	1840	Senior Administrative Analyst	01125089	Vacancy	Full-Time	Perm Exempt	1
GSA - City Administrator	18 Special Proj - Limited Term	1842	Junior Management Assistant	01125070	Vacancy	Full-Time	Perm Exempt	1
GSA - City Administrator	18 Special Proj - Limited Term	1842	Management Assistant	01126871	Vacancy	Full-Time	Perm Exempt	1
GSA - City Administrator	18 Special Proj - Limited Term	1844	Senior Management Assistant	01114555	Mod	Full-Time	Temp Exempt	1
GSA - City Administrator	18 Special Proj - Limited Term	2282	Shelter Veterinarian	01127001	Future	As Needed	Temp Exempt	1
GSA - City Administrator	18 Special Proj - Limited Term	2577	Med Examiner's Investigator I	01126842	Mod	Full-Time	Temp Exempt	1
GSA - City Administrator	18 Special Proj - Limited Term	2577	Med Examiner's Investigator I	01127157	Future	As Needed	Temp Exempt	1
GSA - City Administrator	18 Special Proj - Limited Term	2708	Custodian	01127184	Future	As Needed	Temp Exempt	1
GSA - City Administrator	18 Special Proj - Limited Term	2708	Custodian	01127209	Future	As Needed	Temp Exempt	1
GSA - City Administrator	18 Special Proj - Limited Term	2708	Custodian	01127210	Future	As Needed	Temp Exempt	1
GSA - City Administrator	18 Special Proj - Limited Term	2708	Custodian	01127211	Future	As Needed	Temp Exempt	1
GSA - City Administrator	18 Special Proj - Limited Term	2708	Custodian	01127212	Future	As Needed	Temp Exempt	1
GSA - City Administrator	18 Special Proj - Limited Term	2708	Custodian	01127213	Future	As Needed	Temp Exempt	1
GSA - City Administrator	18 Special Proj - Limited Term	2708	Custodian	01127214	Future	As Needed	Temp Exempt	1
GSA - City Administrator	18 Special Proj - Limited Term	2708	Custodian	01127559	Vacancy	As Needed	Temp Exempt	1
GSA - City Administrator	18 Special Proj - Limited Term	2708	Custodian	01127557	Vacancy	As Needed	Temp Exempt	1
GSA - City Administrator	18 Special Proj - Limited Term	2708	Custodian	01127558	Vacancy	As Needed	Temp Exempt	1
GSA - City Administrator	18 Special Proj - Limited Term	2708	Custodian	01127559	Vacancy	As Needed	Temp Exempt	1
GSA - City Administrator	18 Special Proj - Limited Term	2708	Custodian	01127560	Vacancy	As Needed	Temp Exempt	1
GSA - City Administrator	18 Special Proj - Limited Term	2708	Custodian	01127561	Vacancy	As Needed	Temp Exempt	1
GSA - City Administrator	18 Special Proj - Limited Term	2708	Custodian	01127562	Vacancy	As Needed	Temp Exempt	1
GSA - City Administrator	18 Special Proj - Limited Term	2708	Custodian	01127563	Mod	Full-Time	Temp Exempt	1
GSA - City Administrator	18 Special Proj - Limited Term	3375	Animal Health Technician	01127168	Vacancy	Full-Time	Perm Exempt	1
GSA - City Administrator	18 Special Proj - Limited Term	4143	Principal Real Property Ofc	01105079	Vacancy	Full-Time	Perm Exempt	1
GSA - City Administrator	18 Special Proj - Limited Term	4143	Principal Real Property Ofc	01123421	Vacancy	Full-Time	Perm Exempt	1
GSA - City Administrator	18 Special Proj - Limited Term	5277	Planner 1	01125088	Vacancy	Full-Time	Perm Exempt	5
GSA - City Administrator	18 Special Proj - Limited Term	5322	Graphic Arts Commissionist	01115950	Future	As Needed	Temp Exempt	1
GSA - City Administrator	18 Special Proj - Limited Term	5322	Engineering Assistant	01126866	Vacancy	As Needed	Temp Exempt	1
GSA - City Administrator	18 Special Proj - Limited Term	7334	Stationary Engineer	01127117	Future	As Needed	Temp Exempt	1
GSA - City Administrator	18 Special Proj - Limited Term	7334	Stationary Engineer	01127141	Future	As Needed	Temp Exempt	1
GSA - City Administrator	18 Special Proj - Limited Term	7334	Stationary Engineer	01127142	Future	As Needed	Temp Exempt	1
GSA - City Administrator	18 Special Proj - Limited Term	7381	Automotive Mechanic	01127190	Vacancy	Full-Time	Temp Exempt	1
GSA - City Administrator	18 Special Proj - Limited Term	7514	General Laborer	01127119	Future	As Needed	Temp Exempt	1
GSA - City Administrator	18 Special Proj - Limited Term	7514	General Laborer	01127120	Future	As Needed	Temp Exempt	1
GSA - City Administrator	18 Special Proj - Limited Term	7514	General Laborer	01127121	Future	As Needed	Temp Exempt	1
GSA - City Administrator	18 Special Proj - Limited Term	7514	General Laborer	01127122	Mod	Full-Time	Temp Exempt	1
GSA - City Administrator	18 Special Proj - Limited Term	7514	General Laborer	01126963	Mod	Full-Time	Temp Exempt	1
GSA - City Administrator	18 Special Proj - Limited Term	8106	Legal Process Clerk	01126964	Mod	Full-Time	Temp Exempt	1
GSA - City Administrator	18 Special Proj - Limited Term	8106	Legal Process Clerk	01126967	Mod	Full-Time	Temp Exempt	1
GSA - City Administrator	18 Special Proj - Limited Term	8106	Legal Process Clerk	01126968	Mod	Full-Time	Temp Exempt	1
GSA - City Administrator	18 Special Proj - Limited Term	8106	Legal Process Clerk	01127554	Vacancy	As Needed	Temp Exempt	50
GSA - City Administrator	18 Special Proj - Limited Term	9920	Publ Svc Aide-Asst to Prof	01101087	Future	Full-Time	Temp Exempt	1
GSA - City Administrator	18 Special Proj - Limited Term	9922	PS Aide to Prof	01101087	Future	Full-Time	Temp Exempt	1
GSA - City Administrator	18 Special Proj - Limited Term	9922	PS Aide to Prof	01126993	Vacancy	Full-Time	Temp Exempt	1

GSA - City Administrator	18 Special Proj - Limited Term	9922	PS Aide to Prof	01127080	Future	Full-Time	Temp Exempt	1
GSA - City Administrator	18 Special Proj - Limited Term	9922	PS Aide to Prof	01127282	Vacancy	Full-Time	Temp Exempt	1
GSA - City Administrator	18 Special Proj - Limited Term	9922	PS Aide to Prof	01127283	Vacancy	Full-Time	Temp Exempt	1
GSA - City Administrator	18 Special Proj - Limited Term	9922	PS Aide to Prof	01127301	Vacancy	Full-Time	Temp Exempt	1
GSA - City Administrator	18 Special Proj - Limited Term	9922	PS Aide to Prof	01127517	Vacancy	Full-Time	Temp Exempt	1
GSA - Department of Technology	18 Special Proj - Limited Term	9922	PS Aide to Prof	01127542	Vacancy	Full-Time	Temp Exempt	1
GSA - Department of Technology	16 Temp & Seasonal	1824	Pr Administrative Analyst	01128054	Future	As Needed	Temp Exempt	1
GSA - Department of Technology	16 Temp & Seasonal	7308	Cable Splicer	01074815	Vacancy	Full-Time	Temp Exempt	1
GSA - Department of Technology	16 Temp & Seasonal	9922	PS Aide to Prof	0104731	Vacancy	As Needed	Temp Exempt	6
GSA - Department of Technology	17 Substitutes for EE On Leave	7273	Community Attorney/ons Line Wk Sprv	01046672	Vacancy	As Needed	Temp Exempt	3
GSA - Department of Technology	18 Special Proj - Limited Term	0931	Manager III	01127792	Backfill	Full-Time	Temp Exempt	1
GSA - Department of Technology	18 Special Proj - Limited Term	0933	Manager V	01113703	Vacancy	Full-Time	Temp Exempt	1
GSA - Department of Technology	18 Special Proj - Limited Term	1042	IS Engineer-Journey	01112095	Vacancy	Full-Time	Perm Exempt	1
GSA - Department of Technology	18 Special Proj - Limited Term	1043	IS Engineer-Senior	01127532	Vacancy	Full-Time	Perm Exempt	1
GSA - Department of Technology	18 Special Proj - Limited Term	1053	IS Business Analyst-Senior	01096020	Future	Full-Time	Temp Exempt	1
GSA - Department of Technology	18 Special Proj - Limited Term	1649	Accountant Intern	01118873	Vacancy	Full-Time	Temp Exempt	1
GSA - Department of Technology	18 Special Proj - Limited Term	1768	Media Production Tech	01090441	Future	Full-Time	Temp Exempt	2
GSA - Department of Technology	18 Special Proj - Limited Term	1766	Media Production Tech	01127186	Vacancy	Full-Time	Temp Exempt	1
GSA - Department of Technology	18 Special Proj - Limited Term	1768	Media Production Tech	01126083	Vacancy	Full-Time	Temp Exempt	1
GSA - Department of Technology	18 Special Proj - Limited Term	5504	Project Manager 2	01126084	Vacancy	Full-Time	Perm Exempt	1
GSA - Department of Technology	18 Special Proj - Limited Term	5504	Project Manager 2	01126318	Mod	Full-Time	Perm Exempt	1
GSA - Department of Technology	18 Special Proj - Limited Term	7308	Cable Splicer	01079140	Future	Full-Time	Temp Exempt	1
GSA - Department of Technology	18 Special Proj - Limited Term	7308	Cable Splicer	01121958	Future	Full-Time	Temp Exempt	1
GSA - Department of Technology	18 Special Proj - Limited Term	7308	Cable Splicer	01121959	Future	Full-Time	Temp Exempt	1
GSA - Department of Technology	18 Special Proj - Limited Term	7432	Electrical Line Helper	01127184	Vacancy	Full-Time	Temp Exempt	1
GSA - Department of Technology	18 Special Proj - Limited Term	8234	Fire Departments Alarm Dispatcher	01074925	Future	Full-Time	Temp Exempt	1
GSA - Department of Technology	18 Special Proj - Limited Term	8234	Fire Departments Alarm Dispatcher	01074933	Mod	As Needed	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	1622	Administrative Analyst	01101290	Mod	As Needed	Temp Exempt	1
GSA - Public Works	18 Temp & Seasonal	3417	Gardener	01075528	Mod	Full-Time	Temp Exempt	1
GSA - Public Works	18 Temp & Seasonal	7120	Bldg & Grounds Maint Supt	01127790	Vacancy	As Needed	Temp Exempt	8
GSA - Public Works	18 Temp & Seasonal	7342	Locksmith	01123780	Vacancy	Full-Time	Temp Exempt	3
GSA - Public Works	18 Temp & Seasonal	8207	Public Relations Mgr	01127231	Vacancy	As Needed	Temp Exempt	4
GSA - Public Works	17 Substitutes for EE On Leave	1444	Secretary I	01127170	Vacancy	As Needed	Temp Exempt	1
GSA - Public Works	17 Substitutes for EE On Leave	1532	Senior Account Clerk	01119284	Backfill	Full-Time	Temp Exempt	1
GSA - Public Works	17 Substitutes for EE On Leave	1704	Community Attorneys Dispatcher 1	01115183	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	17 Substitutes for EE On Leave	1704	Community Attorneys Dispatcher 1	01072434	Backfill	Full-Time	Temp Exempt	1
GSA - Public Works	17 Substitutes for EE On Leave	5203	Asst Engr	01076130	Backfill	Full-Time	Temp Exempt	1
GSA - Public Works	17 Substitutes for EE On Leave	7311	Cement Mason	01114256	Backfill	Full-Time	Temp Exempt	1
GSA - Public Works	17 Substitutes for EE On Leave	7326	Glazier	01079512	Backfill	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	7404	Asphalt Finisher	01098998	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	0922	Manager I	01079397	Backfill	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	1051	IS Business Analyst-Assistant	01126510	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	1051	IS Business Analyst-Assistant	01127030	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	1054	IS Business Analyst-Principal	01127039	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	1091	IT Operations Support Admin II	01127025	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	1092	Public Relations Assistant	01125917	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	1310	Public Relations Assistant	01122602	Mod	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	1452	Executive SecRetirement Systemary 2	01119543	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	1632	Senior Account Clerk	01096773	Mod	As Needed	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	1632	Senior Account Clerk	01127022	Mod	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	1632	Senior Account Clerk	01127027	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	1632	Senior Account Clerk	01127109	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	1649	Accountant Intern	01127536	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	1649	Accountant Intern	01119008	Future	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	1704	Community Attorneys Dispatcher 1	01127375	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	1704	Community Attorneys Dispatcher 1	01127341	Vacancy	Full-Time	Temp Exempt	1

GSA - Public Works	18 Special Proj - Limited Term	1704	Community Attorneys Dispatchers 1	01127342	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	1704	Community Attorneys Dispatchers 1	01127343	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	1820	Junior Administrative Analyst	01121946	Vacancy	Full-Time	Perm Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	1820	Junior Administrative Analyst	01125916	Mod	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	1820	Junior Administrative Analyst	01126551	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	1822	Junior Administrative Analyst	01126672	Vacancy	Full-Time	Perm Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	1822	Junior Administrative Analyst	01117445	Vacancy	Full-Time	Perm Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	1822	Administrative Analyst	01117900	Future	Full-Time	Perm Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	1822	Administrative Analyst	01126124	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	1822	Administrative Analyst	01126550	Vacancy	Full-Time	Perm Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	1822	Administrative Analyst	01127083	Vacancy	Full-Time	Perm Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	1822	Administrative Analyst	01127084	Vacancy	Full-Time	Perm Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	1823	Administrative Analyst	01118270	Future	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	1824	Administrative Analyst	01108869	Future	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	2917	Pr. Administrative Analyst	01122104	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	3434	Junior Management Assistant	01126936	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	3434	Program Support Analyst	01127016	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	3435	Arboreal Technician	01127017	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	3435	Arboreal Technician	01126428	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	3435	Urban Forestry Inspector	01127279	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	3435	Urban Forestry Inspector	01127634	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	5174	Urban Forestry Inspector	01126807	Vacancy	Full-Time	Perm Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	5174	Administrative Engineer	01126808	Vacancy	Full-Time	Perm Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	5174	Administrative Engineer	01127498	Vacancy	Full-Time	Perm Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	5203	Administrative Engineer	01909837	Vacancy	Full-Time	Perm Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	5203	Asst Engr	01107482	Vacancy	Full-Time	Perm Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	5203	Asst Engr	01116223	Vacancy	Full-Time	Perm Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	5203	Asst Engr	01122830	Vacancy	Full-Time	Perm Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	5203	Asst Engr	01122931	Vacancy	Full-Time	Perm Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	5211	Asst Engr	01126542	Vacancy	Full-Time	Perm Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	5212	Eng/Arch/Landscape Arch Sr	01126545	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	5216	Engineer/Architect Principal	01126548	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	5241	Chief Surveyor	01126549	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	5241	Chief Surveyor	01113987	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	5241	Engineer	01126548	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	5288	Engineer	01011207	Mod	Full-Time	Perm Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	5288	Architect	01110205	Future	Full-Time	Perm Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	5310	Architect	01126570	Vacancy	Full-Time	Perm Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	5310	Survey Assistant I	01126571	Vacancy	Full-Time	Perm Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	5310	Survey Assistant I	01126572	Vacancy	Full-Time	Perm Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	5362	Survey Assistant I	01122829	Vacancy	Full-Time	Perm Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	5362	Asst Engr	01126537	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	5362	Engineering Assistant	01126538	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	5362	Engineering Assistant	01126544	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	5362	Engineering Assistant	01127439	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	5366	Engineering Associate 2	01126547	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	5380	StdHdDsgnTrain1, Arch/Eng/Plng	01126698	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	5380	StdHdDsgnTrain1, Arch/Eng/Plng	01126899	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	5380	StdHdDsgnTrain1, Arch/Eng/Plng	01126900	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	5380	StdHdDsgnTrain1, Arch/Eng/Plng	01127020	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	5380	StdHdDsgnTrain1, Arch/Eng/Plng	01127021	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	5380	StdHdDsgnTrain1, Arch/Eng/Plng	01127032	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	5380	StdHdDsgnTrain1, Arch/Eng/Plng	01127034	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	5380	StdHdDsgnTrain1, Arch/Eng/Plng	01127035	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	5380	StdHdDsgnTrain1, Arch/Eng/Plng	01127127	Mod	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	5380	StdHdDsgnTrain1, Arch/Eng/Plng	01127268	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	5380	StdHdDsgnTrain1, Arch/Eng/Plng	01127549	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	5380	StdHdDsgnTrain1, Arch/Eng/Plng	01127573	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	5380	StdHdDsgnTrain1, Arch/Eng/Plng	01127575	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	5381	StdHdDsgn Train2/Arch/Eng/Plng	01126993	Vacancy	Full-Time	Temp Exempt	1

GSA - Public Works	18 Special Proj - Limited Term	5381	StructDesgn Train2/Arch/Eng/Plng	01126894	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	5381	StructDesgn Train2/Arch/Eng/Plng	01126895	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	5381	StructDesgn Train2/Arch/Eng/Plng	01127262	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	5381	StructDesgn Train2/Arch/Eng/Plng	01127263	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	5381	StructDesgn Train2/Arch/Eng/Plng	01127269	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	6230	Street Inspector	01126559	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	6230	Street Inspector	01126540	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	6230	Street Inspector	01126541	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	6317	Assistant Controller Inspector	01127116	Vacancy	Full-Time	Perm Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	6318	Assistant Controller Inspector	01127150	Vacancy	Full-Time	Perm Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	6318	Controller/Construction Inspector	00278599	Vacancy	Full-Time	Perm Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	6318	Controller/Construction Inspector	01027058	Vacancy	Full-Time	Perm Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	6318	Controller/Construction Inspector	01082115	Vacancy	Full-Time	Perm Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	6318	Controller/Construction Inspector	01092365	Vacancy	Full-Time	Perm Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	6318	Controller/Construction Inspector	01121385	Vacancy	Full-Time	Perm Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	6318	Controller/Construction Inspector	01127442	Vacancy	Full-Time	Perm Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	7307	Bricklayer	01079345	Mod	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	7311	Cement Mason	01188845	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	7311	Cement Mason	01127280	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	7344	Carpenter	01127281	Future	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	7345	Electrician	01127237	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	7346	Painter	01030618	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	7347	Plumber	01127014	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	7348	Steamfitter	01005041	Future	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	7355	Truck Driver	01127010	Mod	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	7355	Truck Driver	01127011	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	7355	Truck Driver	01127250	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	7355	Truck Driver	01127291	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	7355	Truck Driver	01127292	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	7355	Truck Driver	01127283	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	7355	Truck Driver	01127295	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	7355	Truck Driver	01127335	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	7355	Truck Driver	01127336	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	7355	Truck Driver	01127337	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	7355	Truck Driver	01127338	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	7355	Truck Driver	01127339	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	7355	Truck Driver	01127340	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	7355	Truck Driver	01127348	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	7378	Tile Setter	01127265	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	7383	Soft Floor Coverer	01122739	Future	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	7383	Apprentice Cement Mason II	01126500	Vacancy	Full-Time	Temp Exempt	3
GSA - Public Works	18 Special Proj - Limited Term	7404	Asphalt Finisher	01127246	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	7502	Asphalt Worker	01127302	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	7514	General Laborer	01127303	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	7514	General Laborer	01118702	Future	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	7514	General Laborer	01127112	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	9916	Public Svc Aide-Public Works	01127012	Mod	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	9922	PS Aide to Prof	01075529	Mod	As Needed	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	9922	PS Aide to Prof	01089215	Future	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	9922	PS Aide to Prof	01122111	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	9922	PS Aide to Prof	01126663	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	9922	PS Aide to Prof	01127013	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	9922	PS Aide to Prof	01127019	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	9922	PS Aide to Prof	01127023	Mod	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	9922	PS Aide to Prof	01127024	Mod	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	9922	PS Aide to Prof	01127028	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	9922	PS Aide to Prof	01127037	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	9922	PS Aide to Prof	01127038	Vacancy	Full-Time	Temp Exempt	1

GSA - Public Works	18 Special Proj - Limited Term	9922	PS Aide to Prof	01127137	Mod	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	9822	PS Aide to Prof	01127162	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	9922	PS Aide to Prof	01127247	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	9922	PS Aide to Prof	01127285	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	9922	PS Aide to Prof	01127286	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	9922	PS Aide to Prof	01127287	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	9822	PS Aide to Prof	01127270	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	9922	PS Aide to Prof	01127271	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	9922	PS Aide to Prof	01127272	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	9922	PS Aide to Prof	01127273	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	9922	PS Aide to Prof	01127274	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	9922	PS Aide to Prof	01127545	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	9922	PS Aide to Prof	01127546	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	9922	PS Aide to Prof	01127547	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	9922	PS Aide to Prof	01127548	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	9922	PS Aide to Prof	01127612	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	9922	PS Aide to Prof	01127630	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	9922	PS Aide to Prof	01127631	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	9922	PS Aide to Prof	01127712	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	9922	PS Aide to Prof	01127713	Vacancy	Full-Time	Temp Exempt	1
GSA - Public Works	18 Special Proj - Limited Term	1402	Junior Clerk	011277103	Vacancy	Full-Time	Temp Exempt	1
Human Resources	16 Temp & Seasonal	1241	Personnel Analyst	01126568	Vacancy	Full-Time	Temp Exempt	1
Human Resources	18 Special Proj - Limited Term	1241	Personnel Analyst	01126569	Vacancy	Full-Time	Temp Exempt	1
Human Resources	18 Special Proj - Limited Term	1244	Senior Personnel Analyst	01122994	Future	Full-Time	Temp Exempt	1
Human Resources	16 Temp & Seasonal	1210	Benefits Analyst	01089113	Future	Full-Time	Temp Exempt	1
Human Services System	16 Temp & Seasonal	1210	Benefits Analyst	01124958	Future	Full-Time	Temp Exempt	1
Human Services System	18 Special Proj - Limited Term	0931	Manager III	01125312	Vacancy	Full-Time	Temp Exempt	1
Human Services System	18 Special Proj - Limited Term	1842	Management Assistant	01125375	Vacancy	Full-Time	Temp Exempt	2
Human Services System	18 Special Proj - Limited Term	2593	Health Program Coordinator 3	01125574	Vacancy	Full-Time	Temp Exempt	3
Human Services System	18 Special Proj - Limited Term	1408	Principal Clerk	01126266	Vacancy	Full-Time	Temp Exempt	1
Human Services Agency	16 Temp & Seasonal	1830	Account Clerk	01074612	Vacancy	Full-Time	Temp Exempt	1
Human Services Agency	16 Temp & Seasonal	1820	Junior Administrative Analyst	01127058	Vacancy	Full-Time	Temp Exempt	3
Human Services Agency	16 Temp & Seasonal	1823	Senior Administrative Analyst	01128449	Vacancy	Full-Time	Temp Exempt	1
Human Services Agency	16 Temp & Seasonal	1824	Pr Administrative Analyst	01127653	Vacancy	Full-Time	Temp Exempt	3
Human Services Agency	16 Temp & Seasonal	2917	Program Support Analyst	01124486	Future	Full-Time	Temp Exempt	1
Human Services Agency	17 Substitutes for EE On Leave	0922	Manager I	01091130	Backfill	Full-Time	Temp Exempt	1
Human Services Agency	17 Substitutes for EE On Leave	1220	Payroll Clerk	00205457	Backfill	Full-Time	Temp Exempt	1
Human Services Agency	18 Special Proj - Limited Term	1052	IS Business Analyst	01127050	Vacancy	Full-Time	Temp Exempt	1
Human Services Agency	18 Special Proj - Limited Term	1404	Clerk	01127061	Vacancy	Full-Time	Temp Exempt	1
Human Services Agency	18 Special Proj - Limited Term	1406	Clerk	01119274	Vacancy	Full-Time	Temp Exempt	1
Human Services Agency	18 Special Proj - Limited Term	1820	Senior Clerk	01127058	Mod	Full-Time	Temp Exempt	1
Human Services Agency	18 Special Proj - Limited Term	1822	Junior Administrative Analyst	01124251	Mod	Full-Time	Temp Exempt	1
Human Services Agency	18 Special Proj - Limited Term	1823	Administrative Analyst	01124605	Mod	Full-Time	Temp Exempt	1
Human Services Agency	18 Special Proj - Limited Term	1823	Senior Administrative Analyst	01125463	Vacancy	Full-Time	Temp Exempt	1
Human Services Agency	18 Special Proj - Limited Term	2574	Senior Administrative Analyst	01127176	Mod	Full-Time	Temp Exempt	1
Human Services Agency	18 Special Proj - Limited Term	2574	Clinical Psychologist	01127177	Mod	Full-Time	Temp Exempt	1
Human Services Agency	18 Special Proj - Limited Term	2574	Clinical Psychologist	01127178	Mod	Full-Time	Temp Exempt	1
Human Services Agency	18 Special Proj - Limited Term	2574	Clinical Psychologist	01127179	Mod	Full-Time	Temp Exempt	1
Human Services Agency	18 Special Proj - Limited Term	2574	Clinical Psychologist	01127180	Mod	Full-Time	Temp Exempt	1
Human Services Agency	18 Special Proj - Limited Term	2574	Clinical Psychologist	01127181	Mod	Full-Time	Temp Exempt	1
Human Services Agency	18 Special Proj - Limited Term	2574	Clinical Psychologist	01123547	Mod	Full-Time	Temp Exempt	1
Human Services Agency	18 Special Proj - Limited Term	2576	Sprv Clinical Psychologist	01094033	Future	Full-Time	Temp Exempt	2
Human Services Agency	18 Special Proj - Limited Term	2846	Nutritionist	01127052	Future	Full-Time	Temp Exempt	1
Human Services Agency	18 Special Proj - Limited Term	2919	Child Care Specialist	01127053	Vacancy	Full-Time	Temp Exempt	1
Human Services Agency	18 Special Proj - Limited Term	2919	Child Care Specialist	01090584	Vacancy	Full-Time	Temp Exempt	6
Human Services Agency	18 Special Proj - Limited Term	7524	Institution Utility Worker	01090584	Future	Full-Time	Temp Exempt	1
Juvenile Probation	16 Temp & Seasonal	9910	Public Services Trainee	01127235	Vacancy	As Needed	Temp Exempt	1
Juvenile Probation	16 Temp & Seasonal	9920	Publ Svc Aide-Asst to Prof	01127235	Vacancy	Temp Exempt	Temp Exempt	1
Juvenile Probation	16 Temp & Seasonal	2604	Food Service Worker	01021462	Backfill	Full-Time	Temp Exempt	1
Juvenile Probation	17 Substitutes for EE On Leave	2604	Food Service Worker	01075379	Future	Full-Time	Temp Exempt	1

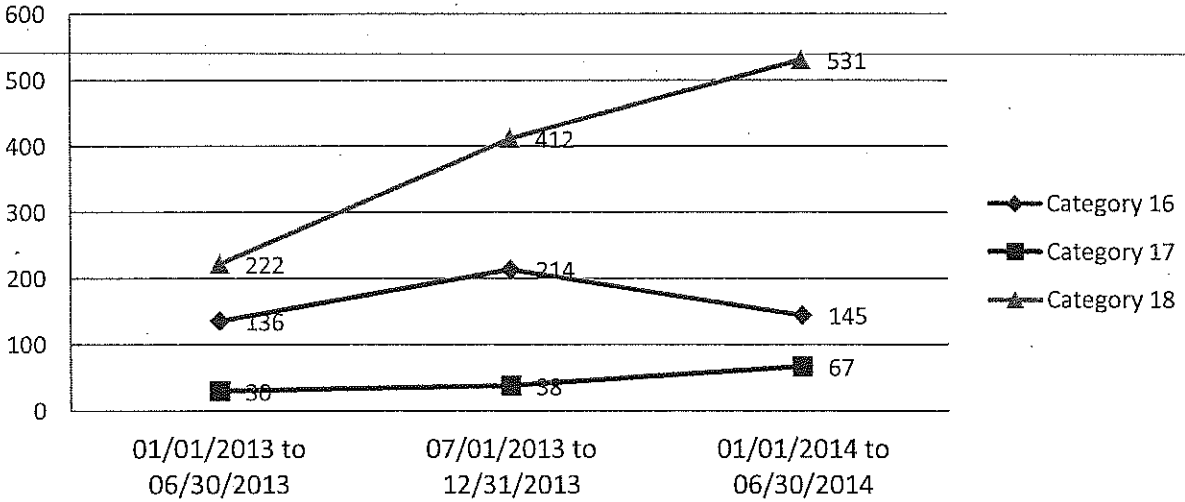
Mayor	16 Temp & Seasonal	9772	Community Development Spec	01120623	Backfill	Full-Time	Temp Exempt	1
Mayor	18 Special Proj - Limited Term	9775	Sr Community Dev Spec 2	01127654	Vacancy	Full-Time	Temp Exempt	1
Planning Department	16 Temp & Seasonal	5381	SldmDgn Train3/Arch/Eng/Pln	01093098	Vacancy	As Needed	Temp Exempt	3
Planning Department	17 Substitutes for EE On Leave	1426	Senior Clerk Typist	01090058	Mod	Full-Time	Temp Exempt	1
Planning Department	17 Substitutes for EE On Leave	1426	Senior Clerk Typist	01090058	Mod	Full-Time	Temp Exempt	1
Planning Department	17 Substitutes for EE On Leave	7338	Electrical Line Worker	01057973	Backfill	Full-Time	Temp Exempt	1
Planning Department	18 Special Proj - Limited Term	1632	Senior Account Clerk	01126953	Vacancy	Full-Time	Temp Exempt	1
Planning Department	18 Special Proj - Limited Term	1842	Management Assistant	01126383	Vacancy	Full-Time	Temp Exempt	1
Planning Department	18 Special Proj - Limited Term	5801	Utility Analyst	01126160	Vacancy	Full-Time	Temp Exempt	1
Police	16 Temp & Seasonal	8124	Investigator Ofc Citizen CrmPrnts	01126969	Mod	Full-Time	Temp Exempt	1
Police	18 Special Proj - Limited Term	8124	Investigator Ofc Citizen CrmPrnts	01117150	Vacancy	Full-Time	Temp Exempt	1
Port	16 Temp & Seasonal	5382	SldmDgn Train3, Arch/Eng/Pln	01123181	Mod	As Needed	Temp Exempt	1
Port	16 Temp & Seasonal	5382	SldmDgn Train3, Arch/Eng/Pln	01109220	Future	As Needed	Temp Exempt	1
Port	16 Temp & Seasonal	7345	Electrician	01126608	Vacancy	As Needed	Temp Exempt	2
Port	16 Temp & Seasonal	9344	Fusion Welder	01126512	Vacancy	As Needed	Temp Exempt	2
Port	16 Temp & Seasonal	9354	Elevator and Crane Technician	01126312	Vacancy	As Needed	Temp Exempt	1
Port	16 Temp & Seasonal	9922	PS Aide to Prof	01126313	Vacancy	As Needed	Temp Exempt	1
Port	16 Temp & Seasonal	9922	PS Aide to Prof	01103684	Future	As Needed	Temp Exempt	2
Port	18 Special Proj - Limited Term	1053	IS Business Analyst-Senior	01113328	Vacancy	Full-Time	Temp Exempt	2
Port	18 Special Proj - Limited Term	1244	Senior Personnel Analyst	01112860	Future	Full-Time	Temp Exempt	1
Port	18 Special Proj - Limited Term	1312	Public Information Officer	01123029	Future	Full-Time	Temp Exempt	1
Port	18 Special Proj - Limited Term	1406	Principal Clerk	01122190	Future	Full-Time	Temp Exempt	1
Port	18 Special Proj - Limited Term	1842	Management Assistant	01123051	Future	Full-Time	Temp Exempt	1
Public Health	16 Temp & Seasonal	9055	Wharfinger 1	01122200	Future	Full-Time	Temp Exempt	1
Public Health	16 Temp & Seasonal	1229	Special Examiner	01074772	Future	As Needed	Temp Exempt	20
Public Health	16 Temp & Seasonal	2406	Pharmacy Helper	01127276	Vacancy	As Needed	Temp Exempt	5
Public Health	16 Temp & Seasonal	2454	Clinical Pharmacist	01127129	Vacancy	As Needed	Temp Exempt	5
Public Health	16 Temp & Seasonal	2930	Psychiatric Social Worker	01126573	Vacancy	As Needed	Temp Exempt	20
Public Health	16 Temp & Seasonal	3417	Gardener	01075062	Vacancy	As Needed	Temp Exempt	10
Public Health	17 Substitutes for EE On Leave	2390	Central Processing & Dist Tech	06091301	Backfill	Full-Time	Temp Exempt	1
Public Health	17 Substitutes for EE On Leave	2390	Central Processing & Dist Tech	09093920	Backfill	Full-Time	Temp Exempt	1
Public Health	17 Substitutes for EE On Leave	2390	Central Processing & Dist Tech	01089910	Backfill	Full-Time	Temp Exempt	1
Public Health	17 Substitutes for EE On Leave	2390	Central Processing & Dist Tech	01091026	Backfill	Full-Time	Temp Exempt	1
Public Health	18 Special Proj - Limited Term	0933	Manager V	01031061	Vacancy	Full-Time	Temp Exempt	1
Public Health	18 Special Proj - Limited Term	1244	Senior Personnel Analyst	01124640	Vacancy	Full-Time	Temp Exempt	1
Public Health	18 Special Proj - Limited Term	1405	Senior Clerk	01126522	Mod	Full-Time	Temp Exempt	1
Public Health	18 Special Proj - Limited Term	1406	Senior Clerk	01126400	Mod	Full-Time	Temp Exempt	1
Public Health	18 Special Proj - Limited Term	1649	Accountant Intern	01127133	Vacancy	Full-Time	Temp Exempt	1
Public Health	18 Special Proj - Limited Term	1649	Accountant Intern	01127602	Vacancy	Full-Time	Temp Exempt	1
Public Health	18 Special Proj - Limited Term	1649	Accountant Intern	01127803	Vacancy	Full-Time	Temp Exempt	1
Public Health	18 Special Proj - Limited Term	1822	Administrative Analyst	01122781	Vacancy	Full-Time	Temp Exempt	1
Public Health	18 Special Proj - Limited Term	1942	Asst Materials Coordinator	01126563	Vacancy	Full-Time	Temp Exempt	1
Public Health	18 Special Proj - Limited Term	2119	Health Care Analyst	01126578	Vacancy	Full-Time	Temp Exempt	1
Public Health	18 Special Proj - Limited Term	2118	Health Care Analyst	01126579	Vacancy	Full-Time	Temp Exempt	1
Public Health	18 Special Proj - Limited Term	2430	Medical Evaluations Assistant	0114412	Vacancy	Full-Time	Temp Exempt	1
Public Health	18 Special Proj - Limited Term	2430	Medical Evaluations Assistant	01122094	Future	Full-Time	Temp Exempt	1
Public Health	18 Special Proj - Limited Term	2430	Medical Evaluations Assistant	01126177	Mod	Full-Time	Temp Exempt	1
Public Health	18 Special Proj - Limited Term	2430	Medical Evaluations Assistant	01126391	Mod	Full-Time	Temp Exempt	1
Public Health	18 Special Proj - Limited Term	2430	Medical Evaluations Assistant	01126396	Vacancy	Full-Time	Temp Exempt	1
Public Health	18 Special Proj - Limited Term	2430	Medical Evaluations Assistant	01126397	Vacancy	Full-Time	Temp Exempt	1
Public Health	18 Special Proj - Limited Term	2430	Medical Evaluations Assistant	01126398	Vacancy	Full-Time	Temp Exempt	1
Public Health	18 Special Proj - Limited Term	2586	Health Worker 2	01126403	Mod	Full-Time	Temp Exempt	1
Public Health	18 Special Proj - Limited Term	2586	Health Worker 2	01126435	Mod	Full-Time	Temp Exempt	1
Public Health	18 Special Proj - Limited Term	2586	Health Worker 2	01126518	Vacancy	Full-Time	Temp Exempt	1
Public Health	18 Special Proj - Limited Term	2593	Health Program Coordinator 3	01127518	Vacancy	Full-Time	Temp Exempt	1
Public Health	18 Special Proj - Limited Term	2602	Epidemiologist 1	01127047	Vacancy	Full-Time	Temp Exempt	1
Public Health	18 Special Proj - Limited Term	2819	Health Program Planner	01126385	Vacancy	Full-Time	Temp Exempt	1
Public Health	18 Special Proj - Limited Term	2903	Eligibility Worker	01019975	Future	Full-Time	Temp Exempt	1

Public Health	Public Utilities Commission	18 Special Proj - Limited Term	9910	Public Service Trainee	01124661	Future	Full-Time	Perm Exmpt	1
Public Health	Public Utilities Commission	18 Special Proj - Limited Term	9910	Public Service Trainee	01124662	Future	Full-Time	Perm Exmpt	1
Public Health	Public Utilities Commission	18 Special Proj - Limited Term	9910	Public Service Trainee	01126615	Vacancy	Full-Time	Perm Exmpt	1
Public Health	Public Utilities Commission	18 Special Proj - Limited Term	9910	Public Service Trainee	01126825	Vacancy	Full-Time	Temp Exmpt	1
Public Health	Public Utilities Commission	18 Special Proj - Limited Term	9910	Public Service Trainee	01126826	Vacancy	Full-Time	Temp Exmpt	1
Public Health	Public Utilities Commission	18 Special Proj - Limited Term	9910	Public Service Trainee	01126997	Vacancy	Full-Time	Temp Exmpt	1
Public Health	Public Utilities Commission	18 Special Proj - Limited Term	9910	Public Service Trainee	01126998	Vacancy	Full-Time	Temp Exmpt	1
Public Health	Public Utilities Commission	18 Special Proj - Limited Term	9910	Public Service Trainee	01126999	Vacancy	Full-Time	Temp Exmpt	1
Public Health	Public Utilities Commission	18 Special Proj - Limited Term	9910	Public Service Trainee	01127065	Vacancy	Full-Time	Temp Exmpt	1
Public Health	Public Utilities Commission	18 Special Proj - Limited Term	9910	Public Service Trainee	01106924	Vacancy	Full-Time	Temp Exmpt	1
Public Health	Public Utilities Commission	18 Special Proj - Limited Term	9924	PS Aide Health Services	01116397	Future	P	Perm Exmpt	1
Public Health	Public Utilities Commission	16 Temp & Seasonal	9207	PS Aide Health Services	01093314	Vacancy	As Needed	Temp Exmpt	1
Public Health	Public Utilities Commission	16 Temp & Seasonal	9920	Bldg & Grounds Patrol Officer	01093315	Vacancy	As Needed	Temp Exmpt	2
Public Health	Public Utilities Commission	16 Temp & Seasonal	1220	Bldg & Grounds Patrol Officer	01125971	Vacancy	As Needed	Temp Exmpt	1
Public Health	Public Utilities Commission	17 Substitutes for EE On Leave	1241	Payroll Clerk	01099152	Vacancy	Vacancy	Temp Exmpt	1
Public Health	Public Utilities Commission	17 Substitutes for EE On Leave	1820	Personnel Analyst	01074808	Mod	Full-Time	Perm Exmpt	1
Public Health	Public Utilities Commission	18 Special Proj - Limited Term	1044	IS Engineer-Principal	01126441	Vacancy	Full-Time	Temp Exmpt	1
Public Health	Public Utilities Commission	16 Temp & Seasonal	1654	Accountant III	01125972	Vacancy	As Needed	Temp Exmpt	6
Public Health	Public Utilities Commission	16 Temp & Seasonal	5381	SldtDsgn Train2/Arch/Eng/Pln	01086226	Vacancy	As Needed	Temp Exmpt	20
Public Health	Public Utilities Commission	17 Substitutes for EE On Leave	0932	Sr Payroll & Personnel Clerk	01107357	Future	Full-Time	Perm Exmpt	1
Public Health	Public Utilities Commission	18 Special Proj - Limited Term	0942	Manager IV	01109243	Future	Full-Time	Temp Exmpt	1
Public Health	Public Utilities Commission	18 Special Proj - Limited Term	0943	Manager VIII	01127171	Vacancy	Full-Time	Perm Exmpt	1
Public Health	Public Utilities Commission	18 Special Proj - Limited Term	1241	Personnel Analyst	01107975	Future	Full-Time	Perm Exmpt	1
Public Health	Public Utilities Commission	18 Special Proj - Limited Term	1312	Public Information Officer	0115641	Vacancy	Full-Time	Temp Exmpt	1
Public Health	Public Utilities Commission	18 Special Proj - Limited Term	1654	Accountant III	01124594	Mod	Full-Time	Temp Exmpt	1
Public Health	Public Utilities Commission	18 Special Proj - Limited Term	1820	Junior Administrative Analyst	01125996	Vacancy	Full-Time	Temp Exmpt	1
Public Health	Public Utilities Commission	18 Special Proj - Limited Term	1822	Junior Administrative Analyst	01126029	Vacancy	Full-Time	Temp Exmpt	1
Public Health	Public Utilities Commission	18 Special Proj - Limited Term	4321	Administrative Analyst	01148503	Future	Full-Time	Temp Exmpt	1
Public Health	Public Utilities Commission	18 Special Proj - Limited Term	5506	Cashier 2	01126974	Mod	Full-Time	Perm Exmpt	1
Public Health	Public Utilities Commission	18 Special Proj - Limited Term	9705	Project Manager 3	01127248	Vacancy	Full-Time	Perm Exmpt	1
Public Health	Public Utilities Commission	18 Special Proj - Limited Term	9910	Employment & Training Spec 5	01115012	Future	Full-Time	Temp Exmpt	1
Public Health	Public Utilities Commission	18 Special Proj - Limited Term	9920	Public Service Trainee	01125981	Mod	Full-Time	Temp Exmpt	1
Public Health	Public Utilities Commission	18 Special Proj - Limited Term	9920	Public Service Aid-Asst to Prof	01110706	Vacancy	Full-Time	Perm Exmpt	1
Public Health	Public Utilities Commission	18 Special Proj - Limited Term	9920	Publ Svc Aide-Asst to Prof	01126931	Mod	Full-Time	Temp Exmpt	1
Public Health	Public Utilities Commission	18 Special Proj - Limited Term	9922	PS Aide-Asst to Prof	01126967	Mod	Full-Time	Temp Exmpt	1
Public Health	Public Utilities Commission	18 Special Proj - Limited Term	9922	PS Aide to Prof	01126932	Mod	Full-Time	Temp Exmpt	1
Public Health	Public Utilities Commission	18 Special Proj - Limited Term	9922	PS Aide to Prof	01126933	Mod	Full-Time	Temp Exmpt	1
Public Health	Public Utilities Commission	18 Special Proj - Limited Term	9922	PS Aide to Prof	01126970	Mod	Full-Time	Temp Exmpt	1
Public Health	Public Utilities Commission	18 Special Proj - Limited Term	9922	PS Aide to Prof	01126971	Mod	Full-Time	Temp Exmpt	1
Public Health	Public Utilities Commission	18 Special Proj - Limited Term	2481	PS Aide to Prof	01126972	Mod	Full-Time	Temp Exmpt	1
Public Health	Public Utilities Commission	18 Special Proj - Limited Term	7514	Water Quality/Toch III	01126988	Mod	Full-Time	Temp Exmpt	1
Public Health	Public Utilities Commission	18 Special Proj - Limited Term	7332	General Laborer	01071378	Vacancy	As Needed	Temp Exmpt	10
Public Health	Public Utilities Commission	18 Special Proj - Limited Term	7449	Maintenance Machinist	01087478	Vacancy	As Needed	Temp Exmpt	1
Public Health	Public Utilities Commission	18 Special Proj - Limited Term	7449	Sewer Service Worker	01012723	Mod	Full-Time	Temp Exmpt	1
Public Health	Public Utilities Commission	18 Special Proj - Limited Term	1092	Sewer Service Worker	01049380	Mod	Full-Time	Temp Exmpt	1
Public Health	Public Utilities Commission	18 Special Proj - Limited Term	1424	IT Operations Support Admin II	01126511	Vacancy	Full-Time	Temp Exmpt	1
Public Health	Public Utilities Commission	18 Special Proj - Limited Term	1823	Clerk Typist	01126934	Mod	Full-Time	Temp Exmpt	1
Public Health	Public Utilities Commission	18 Special Proj - Limited Term	5381	Senior Administrative Analyst	01117086	Vacancy	Full-Time	Temp Exmpt	1
Public Health	Public Utilities Commission	18 Special Proj - Limited Term	5381	SldtDsgn Train2/Arch/Eng/Pln	01126978	Mod	Full-Time	Temp Exmpt	1
Public Health	Public Utilities Commission	18 Special Proj - Limited Term	5408	SldtDsgn Train2/Arch/Eng/Pln	01126989	Mod	Full-Time	Temp Exmpt	1
Public Health	Public Utilities Commission	18 Special Proj - Limited Term	5620	Coord of Citizen Involvement	01126525	Vacancy	Full-Time	Temp Exmpt	1
Public Health	Public Utilities Commission	18 Special Proj - Limited Term	7372	Electionalulatory Specialist	01107324	Vacancy	Full-Time	Temp Exmpt	1
Public Health	Public Utilities Commission	18 Special Proj - Limited Term	7372	Stationary Eng, Sewage Plant	01126979	Mod	Full-Time	Temp Exmpt	1
Public Health	Public Utilities Commission	18 Special Proj - Limited Term	9922	Stationary Eng, Sewage Plant	01126980	Mod	Full-Time	Temp Exmpt	1
Public Health	Public Utilities Commission	18 Special Proj - Limited Term	9922	PS Aide to Prof	01126935	Mod	Full-Time	Temp Exmpt	1

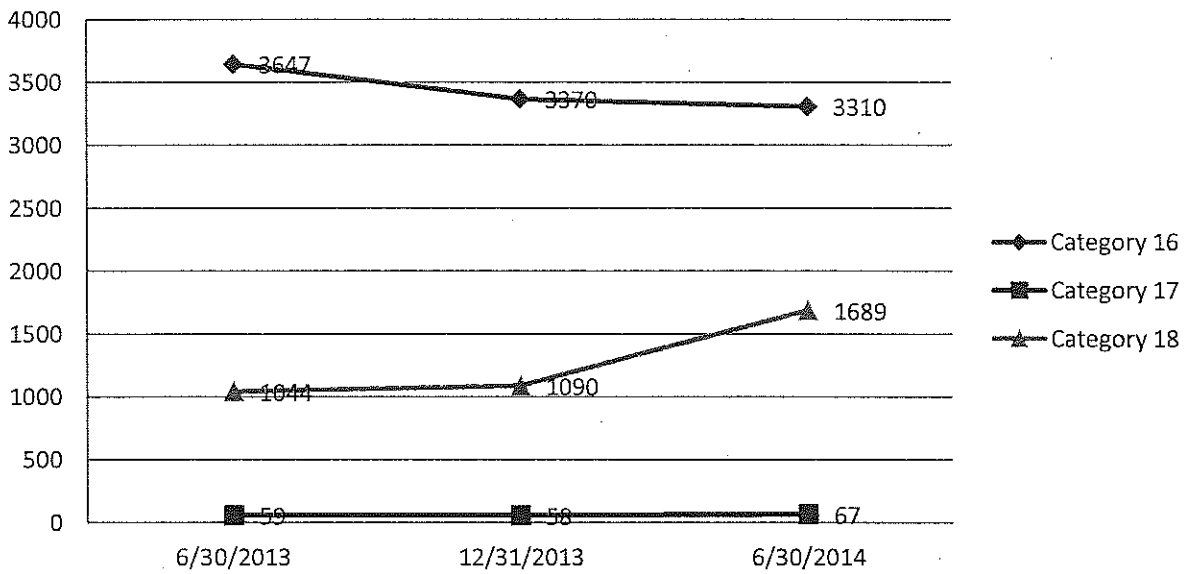
Public Utilities Commission - Waest 18 Special Proj - Limited Term	9922	PS Aide to Prof	01126936	Mod	Full-Time	Temp Exmpt	1
Public Utilities Commission - Waest 18 Special Proj - Limited Term	9922	PS Aide to Prof	01126976	Mod	Full-Time	Temp Exmpt	1
Public Utilities Commission - Waest 18 Special Proj - Limited Term	9922	PS Aide to Prof	01126977	Mod	Full-Time	Temp Exmpt	1
Public Utilities Commission - WTR 16 Temp & Seasonal	5381	StandDagn Train2/Ach/Eng/Plng	01126531	Vacancy	Full-Time	Temp Exmpt	4
Public Utilities Commission - WTR 16 Temp & Seasonal	5382	StandDagn Train3, Arch/Eng/Plng	01126532	Vacancy	As Needed	Temp Exmpt	3
Public Utilities Commission - WTR 16 Temp & Seasonal	7341	Stairy Eng Water Treat Plant	01104251	Future	As Needed	Temp Exmpt	6
Public Utilities Commission - WTR 16 Temp & Seasonal	9920	Publ Svc Aide-Asst to Prof	01126528	Vacancy	As Needed	Temp Exmpt	5
Public Utilities Commission - WTR 17 Substitutes for EE On Leave	7344	Carpenter	01072287	Backfill	Full-Time	Temp Exmpt	1
Public Utilities Commission - WTR 18 Special Proj - Limited Term	1820	Junior Administrative Analyst	01126583	Vacancy	Full-Time	Perm Exmpt	1
Public Utilities Commission - WTR 18 Special Proj - Limited Term	5201	Junior Engineer	01126727	Vacancy	Full-Time	Temp Exmpt	1
Public Utilities Commission - WTR 18 Special Proj - Limited Term	5201	Junior Engineer	01126728	Vacancy	Full-Time	Temp Exmpt	1
Public Utilities Commission - WTR 18 Special Proj - Limited Term	5203	Asst Engr	01127318	Vacancy	Full-Time	Temp Exmpt	1
Public Utilities Commission - WTR 18 Special Proj - Limited Term	5207	Asess Engineer	01127319	Mod	Full-Time	Temp Exmpt	1
Public Utilities Commission - WTR 18 Special Proj - Limited Term	7134	Water Controllers&Main Supt	01124194	Vacancy	Full-Time	Perm Exmpt	1
Public Utilities Commission - WTR 18 Special Proj - Limited Term	7204	Chief Water Service Inspector	01103141	Vacancy	Full-Time	Perm Exmpt	1
Public Utilities Commission - WTR 18 Special Proj - Limited Term	7250	Utility Plumber Supervisor 1	01126875	Mod	Full-Time	Temp Exmpt	1
Public Utilities Commission - WTR 18 Special Proj - Limited Term	7317	Senior Water Service Inspector	01127320	Vacancy	Full-Time	Temp Exmpt	1
Recreation and Park	2656	Chief	01113205	Vacancy	Full-Time	Temp Exmpt	2
Recreation and Park	2706	Custodian	01123766	Vacancy	As Needed	Temp Exmpt	5
Recreation and Park	3213	Aquatics Facility Asst Supv	01059767	Vacancy	As Needed	Temp Exmpt	5
Recreation and Park	3264	Camp Assistant	01113203	Vacancy	As Needed	Temp Exmpt	60
Recreation and Park	3264	Camp Assistant	01118490	Vacancy	As Needed	Temp Exmpt	50
Recreation and Park	3286	Camp Assistant	01118194	Vacancy	As Needed	Temp Exmpt	5
Recreation and Park	3286	Recreation and Parkrecreation Coordinator	01118424	Vacancy	As Needed	Temp Exmpt	20
Recreation and Park	3291	Recreation and Parkrecreation Coordinator	01119053	Vacancy	Full-Time	Temp Exmpt	1
Recreation and Park	4119	Principal Recreation and Parkrecreation Spvr	01125720	Vacancy	As Needed	Temp Exmpt	1
Recreation and Park	0922	Events & Facilities Specialist	01116229	Mod	Full-Time	Temp Exmpt	1
Recreation and Park	1820	Manager 1	01127175	Vacancy	Full-Time	Perm Exmpt	1
Recreation and Park	3232	Junior Administrative Analyst	01127175	Vacancy	Full-Time	Temp Exmpt	4
Recreation and Park	3279	Marina Assistant	01127167	Vacancy	As Needed	Temp Exmpt	30
Recreation and Park	3279	Recreation and Parkrecreation Leader	01126822	Vacancy	As Needed	Temp Exmpt	30
Recreation and Park	3278	Recreation and Parkrecreation Leader	01126823	Vacancy	As Needed	Temp Exmpt	1
Recreation and Park	5502	Project Manager 1	01126982	Vacancy	Full-Time	Perm Exmpt	1
Recreation and Park	5502	Project Manager 1	01125994	Vacancy	Full-Time	Perm Exmpt	1
Recreation and Park	7501	Project Manager 1	01126359	Vacancy	Full-Time	Temp Exmpt	1
Recreation and Park	7501	Environmental Service Worker	01126360	Vacancy	Full-Time	Temp Exmpt	30
Recreation and Park	9910	Environmental Service Worker	01128818	Vacancy	As Needed	Temp Exmpt	30
Recreation and Park	9910	Public Service Trainee	01128818	Vacancy	As Needed	Temp Exmpt	1
Recreation and Park	1446	Public Service Trainee	01128820	Vacancy	As Needed	Temp Exmpt	1
Rent Arbitration Board	2975	See Retirement Systemary 2	01127005	Backfill	Full-Time	Temp Exmpt	1
Rent Arbitration Board	0941	Citizens Complaint Officer	01099097	Vacancy	Full-Time	Perm Exmpt	1
Retirement System	8300	Manager V	01125030	Vacancy	Full-Time	Temp Exmpt	1
Sheriff	8300	Sheriff's Cadet	01101280	Vacancy	Full-Time	Temp Exmpt	1
Sheriff	8300	Sheriff's Cadet	01106860	Vacancy	Full-Time	Temp Exmpt	1
Sheriff	8300	Sheriff's Cadet	01114627	Vacancy	Full-Time	Temp Exmpt	1
Sheriff	8348	Sheriff's Cadet	01119376	Vacancy	Full-Time	Temp Exmpt	1
Sheriff	0932	Undersheriff	01086759	Vacancy	Full-Time	Temp Exmpt	1
Sheriff	8300	Manager IV	01083959	Vacancy	Full-Time	Temp Exmpt	1
Sheriff	8300	Sheriff's Cadet	01095731	Vacancy	Full-Time	Temp Exmpt	1
Sheriff	8300	Sheriff's Cadet	01101288	Future	P	Temp Exmpt	1
Sheriff	8300	Sheriff's Cadet	01121003	Vacancy	Full-Time	Temp Exmpt	1
Sheriff	8300	Sheriff's Cadet	01121004	Future	Future	Temp Exmpt	1
Sheriff	8300	Sheriff's Cadet	01121005	Mod	Full-Time	Temp Exmpt	1
Sheriff	8300	Sheriff's Cadet	01121009	Mod	Full-Time	Temp Exmpt	1
Sheriff	8300	Sheriff's Cadet	01121011	Mod	Full-Time	Temp Exmpt	1
Sheriff	8300	Sheriff's Cadet	01121012	Mod	Full-Time	Temp Exmpt	1
Sheriff	8300	Sheriff's Cadet	01122293	Mod	Full-Time	Temp Exmpt	1
Sheriff	8300	Sheriff's Cadet	01122294	Mod	Full-Time	Temp Exmpt	1
Sheriff	8300	Sheriff's Cadet	01122295	Mod	Full-Time	Temp Exmpt	1
Sheriff	8300	Sheriff's Cadet	01126655	Mod	Full-Time	Temp Exmpt	1
Sheriff	8300	Sheriff's Cadet	01126656	Mod	Full-Time	Temp Exmpt	1
Sheriff	8300	Sheriff's Cadet	01126657	Mod	Full-Time	Temp Exmpt	1

Sheriff	18 Special Proj - Limited Term	8300	Sheriff's Cadet	01126658	Mod	P	Temp Exempt	1
Sheriff	18 Special Proj - Limited Term	8300	Sheriff's Cadet	01126659	Mod	P	Temp Exempt	1
Sheriff	18 Special Proj - Limited Term	8301	Sheriff's Property Keeper	01127232	Vacancy	P	Temp Exempt	1
Status of Women	18 Special Proj - Limited Term	1824	Pr Administrative Analyst	01117676	Vacancy	P	Temp Exempt	1
Treasurer/Tax Collector	16 Temp & Seasonal	0923	Manager II -	01127206	Vacancy	Full-Time	Temp Exempt	1
Treasurer/Tax Collector	16 Temp & Seasonal	1408	Principal Clerk	01127523	Vacancy	Full-Time	Temp Exempt	15
Treasurer/Tax Collector	16 Temp & Seasonal	1630	Account Clerk	01118322	Vacancy	Full-Time	Temp Exempt	1
Treasurer/Tax Collector	16 Temp & Seasonal	1632	Senior Account Clerk	01126616	Vacancy	Full-Time	Temp Exempt	1
Treasurer/Tax Collector	16 Temp & Seasonal	1823	Senior Administrative Analyst	01126704	Vacancy	Full-Time	Temp Exempt	1
Treasurer/Tax Collector	16 Temp & Seasonal	4310	Commercial Div Asst Spvr	01127081	Vacancy	Full-Time	Temp Exempt	1
Treasurer/Tax Collector	16 Temp & Seasonal	4320	Cashier 1	01108018	Future	Full-Time	Temp Exempt	25
Treasurer/Tax Collector	17 Substitutes for EE On Leave	1094	IT Operations Support Admin IV	01121822	Mod	Full-Time	Temp Exempt	1
Treasurer/Tax Collector	17 Substitutes for EE On Leave	1630	Account Clerk	01086779	Backfill	Full-Time	Temp Exempt	1
Treasurer/Tax Collector	17 Substitutes for EE On Leave	1823	Senior Administrative Analyst	01121231	Future	Full-Time	Temp Exempt	1
Treasurer/Tax Collector	17 Substitutes for EE On Leave	1824	Pr Administrative Analyst	01104937	Backfill	Full-Time	Temp Exempt	1
Treasurer/Tax Collector	17 Substitutes for EE On Leave	1824	Pr Administrative Analyst	01108040	Vacancy	Full-Time	Temp Exempt	1
Treasurer/Tax Collector	17 Substitutes for EE On Leave	4320	Cashier 1	01120171	Backfill	Full-Time	Temp Exempt	1
Treasurer/Tax Collector	17 Substitutes for EE On Leave	4321	Cashier 2	01021170	Future	Full-Time	Temp Exempt	1
Treasurer/Tax Collector	17 Substitutes for EE On Leave	4321	Cashier 2	01104926	Future	Full-Time	Temp Exempt	1
Treasurer/Tax Collector	17 Substitutes for EE On Leave	4321	Senior Account Clerk	01123928	Vacancy	Full-Time	Temp Exempt	1
Treasurer/Tax Collector	18 Special Proj - Limited Term	1632	Principal Administrative Analyst	01123980	Vacancy	Full-Time	Perm Exempt	1
Treasurer/Tax Collector	18 Special Proj - Limited Term	1824	Principal Administrative Analyst	01125030	Vacancy	Full-Time	Perm Exempt	1
Treasurer/Tax Collector	18 Special Proj - Limited Term	4310	Commercial Div Asst Spvr	01126102	Future	Full-Time	Temp Exempt	1
War Memorial	18 Special Proj - Limited Term	7377	Stage Electrician	01022706	Vacancy	Full-Time	Temp Exempt	1

Exempt Requisitions / Position Requests



Exempt Appointments





CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

E. DENNIS NORMANDY
PRESIDENT

DOUGLAS S. CHAN
VICE PRESIDENT

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

Sent via Electronic Mail

September 4, 2014

NOTICE OF CIVIL SERVICE COMMISSION MEETING

SUBJECT: THE DEPARTMENT OF HUMAN RESOURCES' REPORT ON FUTURE EMPLOYMENT RESTRICTIONS FROM JANUARY 1 THROUGH JUNE 30, 2014.

The above matter will be considered by the Civil Service Commission at a meeting to be held on **September 15, 2014** at 2:00 p.m. in Room 400, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

This item will appear on the Consent Agenda. Please refer to the attached Notice for procedural and other information about Commission hearings. The meeting agenda and all meeting materials will be posted on the Civil Service Commission's website at www.sfgov.org/Civil_Service under "Meetings" no later than end of day on Wednesday, September 10, 2014. If you would like a copy of the Department of Human Resources' staff report on the above-captioned matter emailed to you in advance of September 10th, please contact the Civil Service Commission's Office at CivilService@sfgov.org or (415) 252-3247.

Attendance by you or an authorized representative is welcome. Should you or your representative not attend, the Commission will rule on the information previously submitted and testimony provided at its meeting.

All non-privileged materials being considered by the Civil Service Commission for this item will be 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

JENNIFER JOHNSTON
Executive Officer

Attachment

Cc: Susan Gard, Department of Human Resources
Justice Israel, Department of Human Resources
Commission File
Commissioners' Binder
Chron

THIS DOCUMENT SUPPORTS
CALENDAR ITEM 11



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION REPORT TRANSMITTAL (FORM 22)

Refer to Civil Service Commission Procedure for Staff - Submission of
 Written Reports for Instructions on Completing and Processing this Form

1. Civil Service Commission Register Number: _____

2. For Civil Service Commission Meeting of: September 15, 2014

3. Check One:

- Ratification Agenda
- Consent Agenda X
- Regular Agenda
- Human Resources Director's Report

4. Subject: Report of Future Employment Restrictions from January 1 through June 30, 2014

5. Recommendation: Adopt the report.

6. Report prepared by: Justice Israel Telephone number: 415 557-4908

7. Notifications: **(Attach a list of the person(s) to be notified in the format described in IV. Commission Report Format -A).**

8. Reviewed and approved for Civil Service Commission Agenda:

Human Resources Director: *[Handwritten Signature]*

Date: 9/2/14

9. Submit the original time-stamped copy of this form and person(s) to be notified (see Item 7 above) along with the required copies of the report to:

Executive Officer
Civil Service Commission
25 Van Ness Avenue, Suite 720
San Francisco, CA 94102

10. Receipt-stamp this form in the ACSC RECEIPT STAMP box to the right using the time-stamp in the CSC Office.

CSC RECEIPT STAMP

Attachment

Notification List
Future Employment Restrictions Report

Justice Israel
Client Services Consultant
Department of Human Resources
One South Van Ness Avenue, 4th Floor
San Francisco, CA 94103

Susan Gard
Chief of Policy
Department of Human Resources
One South Van Ness Avenue, 4th Floor
San Francisco, CA 94103

Edwin M. Lee
Mayor



Micki Callahan
Human Resources Director

DATE: September 2, 2014

TO: Honorable Civil Service Commission

THROUGH: Micki Callahan, Human Resources Director

FROM: Justice Israel, Client Services Representative

SUBJECT: Report on Future Employment Restrictions January 1 through June 30, 2014

Attached is the report on Future Employment Restrictions (excluding the Municipal Transportation Agency) for January 1 through June 30, 2014. This report includes a list of all future employment restrictions imposed by departments, all future employment restrictions appealed and the status of the appeals.

During this time period, there were six (6) future employment restrictions imposed and one (1) that was appealed. The appeal for this matter has not yet been scheduled.

Attachment A to this Memorandum outlines the details of the future employment restrictions for January 1 through June 30, 2014.

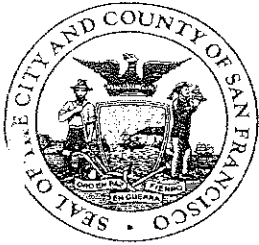
ATTACHMENT A

FUTURE EMPLOYMENT RESTRICTIONS IMPOSED BUT NOT APPEALED

ADP	DEPARTMENT	TITLE	SEPARATION DATE	RESTRICTION
1408	Recreation and Park	Principal Clerk	4/28/2014	Department
3417	Recreation and Park	Gardener	4/9/2014	Department
3417	Public Health	Manager VI	6/7/2014	Citywide
0941		Junior Administrative Analyst	6/21/2014	Citywide
1820				

FUTURE EMPLOYMENT RESTRICTIONS APPEALED

ADP	DEPARTMENT	TITLE	SEPARATION DATE	RESTRICTION	STATUS
7381	General Services Agency	Automotive Mechanic	1/14/2014	Department	Appealed 1/21/2014; not scheduled; going to arbitration



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Sent via Electronic Mail

September 4, 2014

NOTICE OF CIVIL SERVICE COMMISSION MEETING

SUBJECT: CERTIFICATION OF THE HIGHEST PREVAILING RATE OF WAGES OF EXHIBIT, DISPLAY, OR TRADE SHOW WORK.

The above matter will be considered by the Civil Service Commission at a meeting to be held on **September 15, 2014** at 2:00 p.m. in Room 400, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

This item will appear on the Consent Agenda. Please refer to the attached Notice for procedural and other information about Commission hearings. The meeting agenda and all meeting materials will be posted on the Civil Service Commission's website at www.sfgov.org/Civil_Service under "Meetings" no later than end of day on Wednesday, September 10, 2014. If you would like a copy of the Office of Labor Standards Enforcement's staff report on the above-captioned matter emailed to you in advance of September 10th, please contact the Civil Service Commission's Office at CivilService@sfgov.org or (415) 252-3247.

Attendance by you or an authorized representative is welcome. Should you or your representative not attend, the Commission will rule on the information previously submitted and testimony provided at its meeting.

All non-privileged materials being considered by the Civil Service Commission for this item will be 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

JENNIFER JOHNSTON
Executive Officer

Attachment

Cc: George Bridges, Community Investment and Infrastructure
Donald Ellison, San Francisco Municipal Transportation Agency
Jaci Fong, Office of Contract Administration
Richard Frattarelli, San Francisco Airport Commission
Martin Gran, Department of Human Resources
Lavena Holmes-Williams, San Francisco Port Commission
Dana Ketcham, San Francisco Recreation and Parks Department
Meryl Klein, San Francisco Municipal Transportation Agency
Donna Levitt, Office of Labor Standards Enforcement
Janet Martinsen, San Francisco Municipal Transportation Agency
Elizabeth Salvesson, City Attorney's Office
Steven Ponder, Human Resources Department
Tammy Wong, Department of Public Works

TRACY WONG, EVENT SUPPORTS
CIVIL SERVICE COMMISSION



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION REPORT TRANSMITTAL (FORM 22)

Refer to Civil Service Commission Procedure for Staff - Submission of Written Reports for Instructions on Completing and Processing this Form

1. Civil Service Commission Register Number: _____ - _____ -
2. For Civil Service Commission Meeting of: September 15, 2014
3. Check One:
 - Ratification Agenda
 - Consent Agenda *Donna Levert*
 - Regular Agenda
 - Human Resources Director's Report
4. Subject: Certification of the Highest Prevailing Rate of Wages of Exhibit, Display, or Trade Show Work
5. Recommendation: Adopt the report of the Office of Labor Standards Enforcement
6. Report prepared by: Ellen Love Telephone number: (415) 554-6488
7. Notifications: See Attachment
8. Reviewed and approved for Civil Service Commission Agenda:

Human Resources Director:

Date:

9. Submit the original time-stamped copy of this form and person(s) to be notified (see Item 7 above) along with the required copies of the report to:

Executive Officer
Civil Service Commission
25 Van Ness Avenue, Suite 720
San Francisco, CA 94102

10. Receipt-stamp this form in the ACSC RECEIPT STAMP box to the right using the time-stamp in the CSC Office.

CSC RECEIPT STAMP

Attachment

GENERAL SERVICES AGENCY
OFFICE OF LABOR STANDARDS ENFORCEMENT
DONNA LEVITT, MANAGER



DATE: September 15, 2014
TO: The Honorable Civil Service Commission

CERTIFICATION OF THE HIGHEST PREVAILING RATE OF WAGES OF EXHIBIT,
DISPLAY, OR TRADE SHOW WORK IN PRIVATE EMPLOYMENT IN THE CITY AND
COUNTY OF SAN FRANCISCO

RECOMMENDATION: ADOPT REPORT; FORWARD TO BOARD OF SUPERVISORS

On June 10, 2014, the Board of Supervisors finally passed Ordinance No. 90-14 amending Administrative Code 21.C to require that prevailing wages be paid for work involving the on-site installation, set-up, assembly, and dismantling of temporary exhibits, displays, booths, modular systems, signage, drapery, specialty furniture, floor coverings, and decorative materials in connection with trade shows, conventions, expositions, and other special events on City property.

Section 21C.8 of the Administrative Code requires that the Civil Service Commission shall submit to the Board of Supervisors data as to the Prevailing Rate of Wages for Exhibit, Display, or Trade Show Work by the first week of August 2014. Please excuse the delay in the provision of data on the rates of prevailing wages to the Civil Service Commission. **Attachment 1** is the current Collective Bargaining Agreement between Convention Services Employer and Allied Trades District Council 36, on behalf of Sign Display and Allied Crafts Local Union 510.

The Board of Supervisors amended Administrative Code Section 21C.7(c)(1) on January 4, 2012 to require that the Civil Service Commission provide data on two components for each craft, classification, and type of work: (1) the basic hourly wage rate and (2) the hourly rate of each fringe benefit, which together equal the hourly prevailing rate of wages. **Attachment 2** is Office of Labor Standards Enforcement's (OLSE's) summary of these rates based on information provided by Sign and Display and Allied Crafts local 510. This table is for reference only and may not include all of the information on prevailing basic hourly wages and fringe benefits described in the Collective Bargaining Agreement.

It is recommended that the Civil Service Commission certify the Collective Bargaining Agreement, which reflect the highest prevailing rate of wages paid various crafts and kinds of labor paid in private employment in the City and County of San Francisco.

If the Civil Service Commission certifies these rates, companion legislation effectuating such proposed changes should be drafted by the City Attorney and transmitted to the Board of Supervisors concurrently with the certification.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Donna Levitt".

Donna Levitt
Manager
Office of Labor Standards Enforcement

Attachment 1: Collective Bargaining Agreement between
Convention Services Employer and Allied Trades District
Council 36, on behalf of Sign Display and Allied Crafts
Local Union 510

TRADE SHOW AND CONVENTION INSTALLER AGREEMENT

THIS AGREEMENT is made and entered in this April 1, 2012 by and between Convention Services Employer, hereinafter referred to as "EMPLOYER" and PAINTERS and ALLIED TRADES DISTRICT COUNCIL 36, on behalf of SIGN DISPLAY AND ALLIED CRAFTS LOCAL UNION 510, hereinafter referred to as "UNION".

For and in consideration of harmonious relations and the maintenance of settled conditions in the Trade Show and Convention Industry; for the stabilizing of the standards thereof; for the peaceful adjustment of any disputes or grievances that may arise from time to time, and other mutually beneficial relations, the parties hereto have agreed individually and collectively.

ARTICLE I. JURISDICTION.

A. Sign, Display and Allied Crafts Union No. 510 shall have sole jurisdiction over the following work done by the Employer: the installation and removal of all exhibits (floor-to-ceiling) and related materials in connection with trade shows and conventions, including, but not limited to: (a) trade show and convention booth assembly and disassembly; (b) installation and removal of interior and exterior decorations, flags, drapes, and other display materials, specialty furniture, theme areas, modular systems and other display materials; and when assigned to employees covered by this Agreement, operation of mechanical lifts, installation and operation of chain motors and trusses for sign and display material, shall be performed by Installers JATC trained and accredited as riggers; (c) uncrating, assembly, installation, removal, disassembly, and re-crating of all commercial exhibits; installation, dismantling of furniture owned or received by the Employer, installation and removal of floor coverings and special event displays.

B.

1. The Union shall also have sole jurisdiction over the following work done by the Employer:

(a) the construction, preparation, erection, and maintenance of all swing stage sign work, and all other signs, including installation of all electronic and digital signs and displays, lettering, pictorial work, screen process work, show card writing, commercial exhibits and fabrication of advertising displays, including, but not limited to, graphics production where and as currently performed, operation of CNC routing equipment and operation of production output controllers (e.g. computers) and

(b) pattern and sketch making, scale model making, the preparation of training aids and mockups, and the fabrication and application of plastic, vinyl, ScotchLite and similar materials,

(c) driving of trucks (bobtails and stake-beds and vans) in the delivery and/or installation, removal of the above work, and

warehouse work, including forklift operation where currently performed.

2. The Employer agrees that, by entering this Agreement, it will be bound by and abide by the terms and conditions of employment for employees in the classifications set forth in this Agreement. All members of Union Local 510 shall have complete protection of the provisions of this Agreement including access to the Grievance Procedure, Article VIII.

C. The Employer recognizes the Union as the sole and exclusive source of labor for classifications covered by the Agreement. All work within the jurisdiction of this Agreement shall be done by workers governed by this Agreement in conformity with past practice. Nothing contained in this Agreement shall be construed to restrict workers to the performance of work within his or her classification. Any worker may perform any work within the jurisdiction conferred by this Agreement that he or she may be qualified to do, in conformity with past practice.

D. The Union has requested recognition as the exclusive representative of the bargaining unit employees of the undersigned Employer pursuant to Section 9(a) of the National Labor Relations Act, and has shown proof of majority support or offered to do so. On the basis of that showing, the undersigned Employer unconditionally recognizes the Union as the exclusive representative of its bargaining unit employees pursuant to Section 9(a) of the National Labor Relations Act.

E. The Union's exclusive jurisdiction shall remain subject to the requirements set forth in the 1991 NLRB decision in 20-CD-653/654/656 and 657, published at 302 NLRB 416.

F. The jurisdiction of the Union shall cover the following California counties so long as the Union can provide sufficient qualified workers: Alameda, Alpine, Calaveras, Contra Costa, Fresno, Lake, Madera, Marin, Mariposa, Mendocino, Merced, Mono, Monterey, Napa, San Benito, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma, Stanislaus and Tuolumne. The Union shall use its best effort to equitably enforce this provision at all locations where its jurisdiction is established and maintained.

G. When a member leaves the geographic area governed by this agreement, he/she shall be covered by the terms and conditions set forth in this agreement.

H. In consideration of the grant of jurisdiction made by the Employer to the Union in this contract, the Union shall cooperate with the Employers to avoid any encroachment by other labor organizations or crafts over the jurisdiction of the work described in this Article I.

I. Any installation of exhibits or displays including any setup materials or uncrating "with the exception of exhibitor product as described herein below"

which requires the use of hand tools, or more than one person, or longer than 30 minutes (including crating or uncrating) to install, or structure exceeds ten feet in any direction, shall be installed by employees covered by this Agreement. Installation of product that is used as an exhibit shall be considered as such. It is the intent when an exhibitor uses the product in its designed form and it is not attached to or part of another item (i.e., pegboard, framework) then it will be permitted. An exhibitor's product shall be considered exempt from any jurisdictional claim with the following exceptions: Any display consisting of back wall panels, headers, light boxes, partitions, or graphic panels, shall fall within the jurisdiction of the Union even if that display is the product sold by the exhibiting company.

ARTICLE II. UNION MEMBERSHIP.

A. All employees in classifications governed by this Agreement who are members of the Union on the effective date of this Agreement shall be required as a condition of employment to maintain their membership in good standing in the Union during the term of this Agreement.

B. Employees in classifications governed by this Agreement who are not members of this Union on the effective date of this Agreement, and all new employees in classifications governed by this Agreement hired thereafter, shall be required as a condition of employment to become and remain members of the Union in good standing on or after the 30th day following the beginning of their employment or the effective date of the Agreement, whichever is later.

C. For the purposes of Article II, "members of the Union in good standing" means "persons who tender to the Union the periodic dues and administrative fees uniformly required as a condition of acquiring or maintaining membership".

D. Upon written notice from the Union that any employee has failed to acquire or maintain membership as described above, the Employer agrees to discharge such employee. The Union agrees to hold the Employer harmless for such action.

ARTICLE III. HIRING AND DISPATCHING

A. The Employer recognizes the Union as the sole and exclusive source of labor for all classifications covered by this Agreement. The Employer accepts the exclusive hiring hall procedure (See Appendix A) as the Union's procedure for dispatching Installers. The Union reserves the right to modify its dispatching procedures in Appendix A during the term of this agreement. The Employer shall be entitled to complete a crew with workers from any source when the Union is unable to provide sufficient qualified workers.

B. Workers who were covered by the "Convention Services Agreement" (SHOP) in effect until March 31, 2012 shall be known as Regulars. Workers who were covered by the Trade Show and Convention Decorator agreement (SHOW) in effect until March 31, 2012 shall be known as Installers.

- C. The Union upon request of the Employer shall dispatch up to thirty-six (36) Installers by name. Regular status employees of the Employer shall not be counted against the Employer's "call-by-name" list.
- D. The Employer shall notify the Union of their call by name and provide their rollover lists for the next calendar week by 2:00 PM each Monday (except holidays) via e-mail or fax. There will be no modifications to the list during that calendar week except by mutual agreement as required for security reasons or client demands. If the Union does not receive a list by 2:00 PM each Monday the latest current list will remain in effect
- E. The Union agrees to furnish competent workers in good standing to the best of its ability, and the membership of the Union will give loyal, unprejudiced support to the requirements of the Employer.
- F. The Employer shall have the right to reject any worker dispatched by the Union if the worker is deemed by the Employer, in its sole discretion, not to be in a fit condition to perform the work for which the worker is dispatched. Workers sent home for just cause shall not be again dispatched to the same Employer for the remainder of the show.
- G. When Installers are requested, the final update for the following days dispatch shall be sent to the Union before 2:00 PM by the Employer or such late dispatch shall be subject to low priority. The initial dispatch requirement for Saturday, Sunday or Monday morning shall be sent to the Union by 2:00 PM Friday. All initial requests for labor shall be submitted in writing, via e-mail or fax. This notification will satisfy the approximate number of Installers needed. Other dispatch, layoff and rollover information shall be sent by e-mail or fax.
- H. On reporting for the installation an Installer shall notify the Employer if he/she will not be available for the dismantle. No later than completion of the installation the Employer shall notify those employees available for the dismantle when to return. Employees so notified shall return as scheduled, except for reason of undue hardship. Employers may reassign Journeyperson Installers from one job or jobsite to another so long as no layoff of more than 48 hours (excluding holidays) occurs and shall give priority callback subject to reasonable operational requirements. Rollover from Friday to Monday is allowed as the sole exception to this provision. Employers may reassign Apprentices or B or C list Installers from one jobsite to another only with mutual agreement of the Union.
- I. The normal order of layoff for installers shall be: first "C" list, second "B" list and last "A" list or Apprentice, unless operational inefficiencies on a given day would result from layoff in that order. The workday shall end at midnight (unless completing a minimum guarantee). Employees not scheduled by the Employer to work on the subsequent day of installation shall be notified by 3:00 PM, whenever practicable, and no later than the end of their shift on the day of layoff. An employee placed on such layoff may decline recall to that show providing the Employer is so advised at the time of layoff.

J. The Employer shall select and designate a primary foreperson for installers on the call, and such foreperson shall be excluded from the number of employees dispatched by name (See Article III, par. C) and shall be paid 11% above journeyman rate of pay. Such foreperson shall remain accessible until work at all locations is completed and shall be available to properly supervise the work and perform other forepersons duties and responsibilities under the direction of the Employer. Whenever three or more Installers are employed one shall be a foreperson. The right to promote or demote forepersons shall be at the sole discretion of the Employer.

K. Should a court of competent jurisdiction or the National Labor Relations Board determine that seniority provisions such as those contained in the Procedures for Installers are unlawful, those provisions shall become inoperative. The parties shall meet as soon as possible to agree upon revised provisions.

L. Other details of the dispatch procedure shall be conducted in accordance with the Employment Office Procedures for Installers (See Appendix A).

M. The Union shall furnish each Installer and Apprentice with an appropriate photo identification badge to be properly displayed above the waist while working. Each Employer shall furnish Company identification to be properly and visibly worn while working for that Employer.

N. The employer shall maintain a daily sign-in sheet that includes the name and classification of each employee. The Employer shall provide a copy to the Union in a timely manner. Upon request the union may review employee time records and obtain copies of sign-in sheets.

O. The employer shall maintain a daily time record and furnish a copy to each employee on a daily basis.

P. It is agreed that Building Trades workers from other unions shall be paid at the "B" rate after being properly dispatched.

ARTICLE IV. STEWARD.

A. The steward shall be recognized as the representative of the Union whose duty shall be to see that the bargaining unit employees of the Union and the Employer observe the Agreement. The Union will appoint a steward without regard to seniority and will post a notice of who is steward at the jobsite. Stewards will have access to time records and assignments and advance notice of layoffs. Stewards will promote contract compliance, and encourage harmonious relations between all workers, management and other participants at the jobsite. The stewards shall be permitted to devote a reasonable amount of time to these concerns. Any issue involving the steward's job or responsibilities shall be taken directly to the Union.

B. Forepersons shall not be eligible to be Show, Working or Warehouse Stewards.

C. The steward shall be notified of accidents, dismissals, or acts of discipline on the jobsite. The Union shall receive a copy of the Employer's accident report involving any employees under this Agreement upon request.

D. The Employer shall provide a copy of the daily sign-in sheet to the Union steward.

E. For each work location, the Employer shall make available to the Show Steward or working steward, by 9:00 am, an agreed upon form, or its equivalent, containing a list of employees laid off on the previous day.

F. The Union is responsible for notifying the Employer and employees at the job site of the Show Steward and working stewards. All such stewards shall be previously trained in or familiar with their appropriate duties and responsibilities.

G. The Employer shall not dismiss or otherwise discipline any steward for properly performing his or her duties, nor shall the Employer dismiss or otherwise discipline any employee for making a complaint to a steward or giving evidence with respect to an alleged violation of this Agreement.

H. **SHOW STEWARDS:** On major shows of 200,000 or more square feet, or as determined by the parties in advance, the Union shall assign and schedule an Installer to be a Show Steward to the event. The Show Steward shall be properly trained and qualified to be in charge of all steward responsibilities and the supervision of working stewards in the employ of any and all signatory Employers at the jobsite(s), as determined by the Union. The Show Steward shall be compensated at the Leadperson rate of pay, including fringes, by the general contractor of the show and shall be free to perform the duties of the Steward. The Show Steward shall directly report to the Business Agent designated by the Union, shall act as the Union's representative and is subject to assignment or reassignment by the Union.

The Show Steward's duties and responsibilities include, but are not limited to, monitoring and enforcing the provisions of the Agreement without unnecessary loss of employee and/or working steward productive time, coordinate with all appropriate Employer representatives (forepersons and management) in the implementation of the Agreement, work with the safety and loss prevention representatives of the Employer, courteous and appropriate interaction with facility management, show management, exhibitors and representatives of other Unions working on the premises.

It is the intention of the parties that Show Stewards will properly represent the interests of the Union and employees at the jobsite, therefore eliminating floor disputes, increasing efficiency and promoting industry and customer relations.

I. **WORKING STEWARDS:** The Union may appoint working stewards as a representative of the Union in sufficient numbers to assist the Business Representative and/or Show Steward to protect the jurisdiction of the Union under the Agreement. More than one working steward may be appointed to an event or Employer by mutual agreement of the parties, one such working steward

shall be designated the primary working steward. Further, by mutual agreement a working steward may assist the Business Representative or Show Steward in a subsequent dispatch.

Working stewards will promote safe work practices and encourage harmonious relations on the jobsite. They will be permitted to devote a reasonable amount of time to these concerns. If a working steward leaves a jobsite and three or more Installers remain the working steward (or Show Steward) shall be entitled to appoint a successor from the remaining Installers. Working stewards and employees shall not be disciplined, coerced or discriminated against for engaging in lawful activity under the Agreement. Whenever practicable working stewards shall not directly contact exhibitors or show management concerning jurisdictional or other matters under the Agreement without first contacting the Employer. In any event such contact shall be made in a courteous and professional manner. Working stewards shall be the 3rd from last person laid off each day. If the entire call-by-name crew is rolled over the stewards shall be rolled over, but not necessarily as the stewards.

The Show Steward or a working steward will be present when out-of-area workers sign in and out and the Employer shall make every reasonable effort not to assign working stewards to installing and dismantling displays whenever practicable.

J. WAREHOUSE STEWARD:

In warehouse facilities with three (3) or more employees there shall be a Steward, appointed by the union who shall be the 3rd to last laid off (for purpose of seniority). All new hires shall meet with the steward for fifteen (15) minutes on the first day of work. Said steward shall receive and endeavor to adjust, at the first step, all grievances which may be submitted to him or her.

ARTICLE V. MANAGEMENT PREROGATIVES.

The Employer shall have sole and exclusive jurisdiction of the management and operation of its business, including but not limited to; direction and size of the working force, types of equipment, establishment of production rates and standards, the extent to which the jobsite or any part thereof is operated or shut down, the right to maintain efficiency in all places of employment, the right to transfer (with the consent of the employee), hire, promote, demote, discipline and/or discharge employees, subject to the specific provisions of this Agreement. It is agreed the foregoing rights shall not be deemed to exclude other preexisting rights of management not enumerated herein providing such preexisting rights do not conflict with any terms and conditions of this Agreement.

ARTICLE VI. DISCHARGE AND DISCRIMINATION AGAINST EMPLOYEES.

A. The Employer agrees not to discharge or discipline any employee for engaging in any lawful protected activity that is not in violation of this Agreement.

B. The parties signatory agree that no employee will be discriminated against by reason of age, race, ethnicity, religion, disability, gender, sexual orientation, national origin, military status, or membership in the Union. Further the parties shall abide by all applicable Federal and State Laws including but not limited to the Family Medical Leave Act. It shall not be a violation of this Agreement for any employee to refuse to work in connection with any display of any establishment of any individual, firm or corporation, when such individual, firm or corporation is under lockout or is under strike recognized by the Teamsters, ILWU, AFL/CIO Labor Council and/or a Building & Construction Trades Council.

ARTICLE VII. DISMISSAL.

The Employer is at liberty to discharge for sufficient cause any employee. Sufficient cause shall include, but is not limited to, dishonesty, substance abuse, repeated violation of the safety rules and failure to report to work without just cause. The Employer shall notify the Union of any termination for cause in writing within five (5) working days (Monday - Friday).

ARTICLE VIII. GRIEVANCE PROCEDURE.

A. Any dispute that may arise as to the interpretation of this Agreement shall be brought to the attention of the other party of this Agreement. Any dispute must be taken up with the Employer within thirty (30) days of the date the Union has been notified of the dispute.

B. Any dispute as to the interpretation of this Agreement which cannot be adjusted amicably between the Union and the Employer within fourteen (14) days may be referred to a Board of Adjustment upon written request of either party. The Board shall consist of two (2) selected by the Union and two (2) selected by the Employer. The findings of this Board shall be binding upon both the Union and the Employer, provided that the Board shall not have authority to change, alter or modify any of terms or provisions of this Agreement. The decision of the Board shall be by a majority and shall be reached within seven (7) days from the date the controversy is presented for adjustment. This process may be waived by either party (Union or Employer) and shall proceed directly to Step C. By mutual agreement of the Employer and the Union this section may be modified during the term of this Agreement.

C. In the event that any dispute submitted to this Board of Adjustment cannot be settled within the period of time provided for in Section B above, the issue in dispute may be submitted for disposition to an impartial arbitrator. The party presenting the dispute shall request arbitration in writing not more than ten (10) days following a deadlock in the Board of Adjustment, or the dispute shall be considered to have been withdrawn and waived. If no response is made to the request for arbitration within fifteen (15) days, the allegations shall be deemed to have been submitted and proved. Such impartial arbitrator shall be selected by alternate striking from a panel of seven arbitrators to be obtained from the Federal Mediation and Conciliation Service. The arbitrator shall have authority only to interpret the provisions of this Agreement, and shall not have authority to change, alter, add to, delete, amend or modify it. His/her decision on any matter

submitted to him/her shall be final and binding on both parties to this Agreement.

ARTICLE IX. LABOR CONTROVERSY.

If members who are subject to this Agreement are withdrawn upon the order of the International Officers, or of a Central Labor Organization with which they are affiliated, because of a labor controversy upon the building or site in which members are, or about, to perform any display installation, it shall not be a violation of this Agreement.

ARTICLE X. CLASSIFICATIONS OF WORK.

A. INSTALLER JOURNEYPELSON "A": Prior to August 1, 2011, to gain journeyperson classification, an Installer must have met all requirements set by the JATC: 500 hours plus designated classes, or have been a journeyperson shop builder for a minimum of two years. After August 1, 2011, to gain journeyperson classification, an Installer must have met all requirements of Local 510's Apprenticeship Program (See Appendix B of this agreement). Transfers from other categories shall be governed by conditions determined by the JATC.

B. APPRENTICE: A worker that has qualified for and been accepted into the Apprenticeship program established under Appendix "B" of this Agreement. The JATC governs all terms and conditions of the Apprenticeship Program under the established California Apprenticeship Regulations.

C. GRAPHICS PRODUCTION: Graphic creation, alteration and processing by any means; physical layout, hand lettering, weeding, direct application of vinyl decals and similar materials including operation of vinyl cutters, digital printers, computers for all signs, computer assisted design and layout of graphics; digitization of logos, manipulation of digital files for output; design of show graphics presentation and collateral materials, photographic equipment, banners, posters, show cards and other graphic production.

D. DISPLAY BUILDER: Building, crating, finishing, painting, inventorying, material handling, warehousing where currently performed, and installing exhibits or displays; pattern, sketch making, scale model making, preparation of training aids and mockups; fabrication and application of plastics, vinyl and similar materials; CNC routing, equipment operation and processing.

E. INSTALLER – NON-JOURNEYPELSON "B" AND "C": Workers who have not completed requirements for Journeyperson Installers, but can use required tools in performing installer assignments.

F. PRIMARY FOREPERSON: A Foreperson is defined as a worker who calls together a crew of installers and who directs the work of the crew. A Foreperson shall be 510 Journeyperson Installer. Such foreperson shall be paid an 11% premium. No person may be a foreperson for more than one company simultaneously. The Employer retains the right to promote and demote Forepersons.

G. LEADPERSON: There shall be one Leadperson (journeyperson) whenever an employee is coordinating the workflow of six or more Installers. Such Leadperson shall be paid 10% premium. The Employer retains the right to promote and demote Leadpersons.

ARTICLE XI. REGULAR STATUS EMPLOYEES.

A Regular employee is one who is designated by the Employer as a Regular or has qualified as a Regular under the terms of the previous agreement referred to as the Convention Services Agreement (Shop) prior to March 31, 2012. To be eligible for Regular status the employee must be selected from the Journeyperson Installer, Graphics Production or Display Builder classifications.

A Regular employee shall be paid the wage scale and benefits set forth in Article XV Wages of this agreement and shall accumulate benefits on an accrual basis as set forth in the section below or as otherwise granted by this Agreement.

An employee shall be a Regular only for the company who so designates him/her as a Regular employee. When working for another employer he/she shall be considered an Installer and shall be paid accordingly.

Nothing in this Article shall prevent an Installer or an Apprentice in ratio from working in the warehouse, graphics, or builder shop. Unless otherwise designated as a Regular employee, pursuant to terms of this article, he/she shall be paid at the Installer or apprentice rate of pay.

Jurisdiction of the above work is defined solely by the provisions of Article I and Article X of this Agreement and as implemented and practiced at each individual Employer signatory to this Agreement.

ARTICLE XII. SENIORITY FOR REGULAR STATUS EMPLOYEES

A. Seniority shall be accrued on an Employer by Employer basis; seniority shall not be accrued on the basis of aggregate employment by Employers signatory to this Agreement. Only workers engaged in regular, full-time work for an Employer shall accrue seniority. The first seventy-five (75) days of service with an Employer will be a probationary period during which time an employee has no seniority standing; upon satisfactory completion of the probationary period, the employee will be entitled to seniority dating from the commencement of regular, full-time employment with the Employer.

B. The Employers shall not be required to recognize seniority in connection with employment decisions unless specifically required to do so by this contract. In selecting among Regular employees within the same classification for layoff in connection with a decrease in the work force or in the recall from layoff, where skill, efficiency, workmanship, and productivity are equal, seniority shall govern.

C. A Regular employee will lose seniority in any of the following circumstances:

1. Discharge for cause;
2. Voluntary resignation;

3. Five consecutive working days of absence without notice, unless such failure to provide notice is due to circumstances beyond the employee's control, then he/she shall not lose his or her seniority.
4. Layoff of thirty calendar days' duration (refer to Article XIV).

ARTICLE XIII. ACCRUED BENEFITS FOR REGULAR STATUS EMPLOYEES

A. SICK LEAVE: Regular employees will be eligible after one (1) years employment with the same employer for five (5) days sick leave/personal time per year. All sick leave/personal time must be used in the year eligible. Days may not be carried over. Employees must schedule the use of sick leave/personal time as far in advance as possible. Sick leave shall be computed from the first day of employment to establish a yearly (minimum of 1500 hours worked) or pro rata below 1500 hours.

B. BEREAVEMENT: Three (3) days leave of absence for death in the immediate family, without loss of pay, will be granted all Regular employees. The immediate family shall consist of spouse, parents and children.

C. JURY DUTY: Regular employees who have worked seventy-five (75) days or more for the same Employer shall receive their straight-time pay while performing jury duty. Any monies paid by the Courts to an employee are to be retained by the employee. It is understood that an employee is to report to work for any part of his/her straight-time work day when he/she is not actually required to be present for said jury duty. Employees on layoff are not eligible for Jury Duty pay. The Employee shall furnish the Employer with verification from the court of jury service.

D. VACATION: After cumulative time worked as a Regular in the Industry, under the jurisdiction of the Union, as outlined in Article I of this Agreement, and verified by pension credits of a minimum of 500 hours per year:

- 1) Two (2) weeks paid vacation after one consecutive year with the same Employer.
- 2) Three (3) weeks paid vacation after five (5) years cumulative time.
- 3) Four (4) weeks paid vacation after twelve (12) years cumulative time.

Should any employee through sickness, unemployment, termination or resignation, be unable to work the required number of months or time prescribed, he or she shall be granted pro rata vacation pay to be computed by multiplying the fraction of the qualifying year which the employee worked times his or her straight rate of pay for number of weeks to which the employee would have been entitled had he or she completed the entire qualifying year.

Vacation time shall be computed from the date of employment to establish a yearly or pro rata basis.

Earned vacation pay must be taken each year with the following exception: up to five days of vacation pay may be rolled over for one year and must be used in the following year.

E. HOLIDAYS: Regular employees shall be paid at the eight (8) hour straight time rate of pay for each of the recognized holidays (See Article XVI Holidays for the list of recognized holidays).

If any of the recognized holidays are worked, the employee shall receive double time plus the holiday pay.

Paid holidays that occur during the vacation period of an employee shall be paid for in addition to vacation pay.

Regulars laid-off within fifteen (15) working days before a paid holiday shall be paid for said holiday.

Employees must have worked at least 75 days within the preceding 6 months to be eligible for Holiday pay for that particular Employer.

ARTICLE XIV. TERMINATION OF EMPLOYMENT FOR REGULAR STATUS EMPLOYEES

A. In selecting among regular employees within the same classification for layoff in connection with a decrease in the work force or in the recall from layoff, where skill, efficiency, workmanship, and productivity are equal, seniority shall govern.

B. Upon termination of employment, the employee shall be paid all accrued wages, vacation pay and any other accrued benefits due under the Agreement. The employee shall further receive severance allowance of one eight hour day for each year of regular full time employment from commencement of employment to date of permanent separation, up to a maximum of ten eight hour days, for any of the following reasons:

1. Permanent Layoff or discharge for other than just cause*
2. Voluntary resignation **
3. Termination of employment due to death, disability, illness or any reason beyond the control of the employee
4. Retirement

*Upon sixty consecutive calendar days of temporary layoff due to reduction-in-force such layoff shall be deemed a permanent layoff and severance allowance shall be paid unless the parties agree to extend the temporary layoff.

** Employees who voluntarily resign their Regular classification and continue to work, as an Installer, for the same Employer shall not be entitled to severance allowance.

D. By mutual agreement of the Employer and the Union this article may be modified during the term of this Agreement.

ARTICLE XV. WAGES

A. The minimum hourly wage rates for the employees in classifications governed by this Agreement shall be as follows for each compensable hour.

B. **MINIMUM TIME:** A minimum of four (4) hours pay at the rate in effect at the time an employee reports to work shall be paid as a mini-call (e.g., if a person reports to work at 4:00 P.M. Monday and worked two hours, he or she would receive one hour straight time and three hours at time and one-half.) Whenever there is a break of more than one hour, a four (4) hour minimum shall be in effect. An employee designated Foreperson or Leadperson is guaranteed a minimum of four (4) hours pay at the applicable rate.

C. **HIGH TIME.** Ten percent (10%) additional shall be paid for work performed over three stories or thirty feet, whichever is higher, or for work performed in any mechanical lift device, including, but not limited to boomlift, scissorlift, forklift cage, or swing stage work. A four (4) hour minimum shall apply for this work.

D. HOURLY RATES BY CLASSIFICATION:	effective 4/1/2012	effective 4/1/2013	effective 4/1/2014
INSTALLER - JOURNEYPERSON "A"			
Straight Time Base Rate	\$37.10	\$37.30	\$37.50
7% Vacation/Holiday on ST wages only	<u>\$2.60</u>	<u>\$2.61</u>	<u>\$2.63</u>
Straight Time Rate (including 7% vacation/holiday)	\$39.70	\$39.91	\$40.13
Overtime Rate	\$55.65	\$55.95	\$56.25
Double Time Rate	\$74.20	\$74.60	\$75.00
INSTALLER FOREPERSON (11% over Journeyman rate)			
Straight Time Rate (including 7% vacation/holiday)	\$44.07	\$44.30	\$44.54
Overtime Rate	\$61.77	\$62.10	\$62.45
Double Time Rate	\$82.36	\$82.80	\$83.26
INSTALLER LEADPERSON (10% over Journeyman rate)			
Straight Time Rate (including 7% vacation/holiday)	\$43.67	\$43.90	\$44.14
Overtime Rate	\$61.22	\$61.55	\$61.88
Double Time Rate	\$81.62	\$82.06	\$82.50
APPRENTICE-LEVEL 1-60% of Journeyman rate			
Straight Time Rate	\$22.26	\$22.38	\$22.50
7% Vacation/Holiday on ST wages only	\$1.56	\$1.57	\$1.58
Overtime Rate	\$33.39	\$33.57	\$33.75
Double Time Rate	\$44.52	\$44.76	\$45.00

APPRENTICE-LEVEL 2 -65% of Journeyperson rate			
Straight Time Rate	\$24.12	\$24.25	\$24.38
7% Vacation/Holiday on ST wages only	\$1.69	\$1.70	\$1.71
Overtime Rate	\$36.18	\$36.38	\$36.57
Double Time Rate	\$48.24	\$48.50	\$48.76

APPRENTICE-LEVEL 3 -70% of Journeyperson rate			
Straight Time Rate	\$25.97	\$26.11	\$26.25
7% Vacation/Holiday on ST wages only	\$1.82	\$1.83	\$1.84
Overtime Rate	\$38.96	\$39.17	\$39.38
Double Time Rate	\$51.94	\$52.22	\$52.50

APPRENTICE-LEVEL 4 -75% of Journeyperson rate			
Straight Time Rate	\$27.83	\$27.98	\$28.13
7% Vacation/Holiday on ST wages only	\$1.95	\$1.96	\$1.97
Overtime Rate	\$41.75	\$41.97	\$42.20
Double Time Rate	\$55.66	\$55.96	\$56.26

APPRENTICE-LEVEL 5 -80% of Journeyperson rate			
Straight Time Rate	\$29.68	\$29.84	\$30.00
7% Vacation/Holiday on ST wages only	\$2.08	\$2.09	\$2.10
Overtime Rate	\$44.52	\$44.76	\$45.00
Double Time Rate	\$59.36	\$59.68	\$60.00

APPRENTICE-LEVEL 6 -85% of Journeyperson rate			
Straight Time Rate	\$31.54	\$31.71	\$31.88
7% Vacation/Holiday on ST wages only	\$2.21	\$2.22	\$2.23
Overtime Rate	\$47.31	\$47.57	\$47.82
Double Time Rate	\$63.08	\$63.42	\$63.76

APPRENTICE-LEVEL 7 -90% of Journeyperson rate			
Straight Time Rate	\$33.39	\$33.57	\$33.75
7% Vacation/Holiday on ST wages only	\$2.34	\$2.35	\$2.36
Overtime Rate	\$50.09	\$50.36	\$50.63
Double Time Rate	\$66.78	\$67.14	\$67.50

APPRENTICE-LEVEL 8 -95% of Journeyperson rate			
Straight Time Rate	\$35.25	\$35.44	\$35.63
7% Vacation/Holiday on ST wages only	\$2.47	\$2.48	\$2.49
Overtime Rate	\$52.88	\$53.16	\$53.45
Double Time Rate	\$70.50	\$70.88	\$71.26

INSTALLER - NON-JOURNEYPEPERSON "B" (70% of Journeyperson rate)			
Straight Time Rate	\$25.97	\$26.11	\$26.25
Overtime Rate	\$38.96	\$39.17	\$39.38
Double Time Rate	\$51.94	\$52.22	\$52.50

INSTALLER - NON-JOURNEYPERSON "C"

(55% of Journeyperson rate)

Straight Time Rate	\$20.41	\$20.52	\$20.63
Overtime Rate	\$30.62	\$30.78	\$30.95
Double Time Rate	\$40.82	\$41.04	\$41.26

**INSTALLER, GRAPHICS PRODUCTION,
DISPLAY BUILDER, REGULAR**

Straight Time Rate	\$39.76	\$39.91	\$40.06
Overtime Rate	\$59.64	\$59.87	\$60.09
Double Time Rate	\$79.52	\$79.82	\$80.12

FOREPERSON REGULAR

(11% over Regular rate)

Straight Time Rate	\$44.13	\$44.30	\$44.47
Overtime Rate	\$66.20	\$66.45	\$66.71
Double Time Rate	\$88.26	\$88.60	\$88.94

LEADPERSON REGULAR

(10% over Regular rate)

Straight Time Rate	\$43.74	\$43.90	\$44.07
Overtime Rate	\$65.61	\$65.85	\$66.11
Double Time Rate	\$87.48	\$87.80	\$88.14

E. PAYDAY: Each Employer shall designate a weekly payday of Tuesday, Wednesday or Thursday. Employees shall be paid on the same day each week. If wages due are not paid within three (3) days of the regular payday, then in addition to all other legal remedies, the employee shall be paid an additional \$25.00 per day for each day the wages remain unpaid, up to a maximum amount of \$150.00. It shall not be a violation of this Agreement for any employee to refuse to work for any Employer who has not paid all wages due within three (3) days of the regular payday. Reasonable effort shall be made to deliver paychecks to the Convention Center for employees who may be working there after 3:00 PM and prior to 5:00 PM on payday, or the employee may pick up their paycheck from an Employer maintaining a staffed office or other local facility between 3:00 PM and 4:30 PM on the regular payday. Checks not claimed by the employee on the regular payday shall be sent by mail to the employee's last known address on the first business day following the regular payday. Such payday may be changed upon two (2) weeks written notice to the Union.

During the term of this Agreement each Employer shall make available to eligible employees covered by this Agreement, the option to directly deposit their paychecks into their designated account in a participating financial institution in accordance with the terms of the Employer's direct deposit option. Each employee shall be responsible for properly completing the enrollment form supplied by the Employer, with required attachments thereto, and presenting such form to the Employer during the enrollment period. In the event the direct deposit option is selected it is understood that funds may not be available to the employee until the business day following the designated payday.

In the event an employee closes a bank account without required notice to the Employer a manual paycheck will be issued on the next payday after notice of deposit rejection from the financial institution.

When a paycheck or direct deposit receipt sent to the employee's last known address is returned to the Employer unclaimed, such item shall be submitted to the Union for disposition.

Casual Workers-Status and Payment of Wages – Due to the nature of the industry, Casual Workers have always been, and will continue to be, assigned to projects of relatively short duration. Upon completion of such projects, Casual Workers are not (and never have been) considered discharged under the Collective Bargaining Agreement. Instead, they remain covered by the Collective Bargaining Agreement and eligible for continued assignments.

In addition, Casual Employees have always been covered by and paid in accordance with the Collective Bargaining Agreement upon completion of their assignments. The parties recognize that the facilities at which employees covered by the Collective Bargaining Agreement work (including without limitation) are venues that host live theatrical or concert events as defined by Labor Code Section 201.9 and employees working at such venues are employed pursuant to Labor Code Section 201.9.

F. ADMINISTRATIVE DUES/DEDUCTIONS: The Employer agrees that as and for dues, it shall, pursuant to certification by the Union (as provided below), deduct from each member's pay and transmit to a designated financial institution the following sums for all hours paid or owed:

Journeypersons and Apprentices:
2% of wages
\$0.05/hour Promotion Fund

Non-Journeyman Installers "B" and "C":
\$1.00/hour

The Union shall certify to the Employers a list of workers that have signed a voluntary dues deduction authorization and shall further certify that copies of those authorizations have been filed with the Bank. The Union shall also send all employers signatory to this Agreement a list of installers who may be dispatched who have not signed such an authorization. Upon request of any Employer the Union will provide copies of all authorization. The Union agrees to hold the Employers harmless for any liability they may incur to employees by virtue of dues which have been checked off or omitted from check off in reliance upon any of the aforesaid certifications by the Union. Remittances shall be due on the same day and same basis as medical insurance and pension contributions are due.

G. SURETY BOND: Each Employer shall post a \$40,000 Surety Bond to be initially eligible to sign this Agreement. Employers initially signatory prior to April 1, 2004 may drop their Surety Bond with approval of the Trust Fund Trustees.

The bond shall be reinstated if three delinquencies occur within a one year period. Once reinstated the bond shall not be dropped. Surety Bonds of Employers initially signatory on or after April 1, 2004 shall remain in effect and shall not be dropped.

H. It is agreed that the Union can reallocate monies designated for wages to benefit contributions during the term of this Agreement. Should the Union elect to do so, a thirty (30) day written notice of the intent must be provided to the Employers. The written notice will specify the amount of monies to be moved from wages to the appointed benefit contribution and the anticipated effective date.

ARTICLE XVI HOLIDAYS.

A. The following shall be recognized as holidays and will be paid at the double time rate of pay if worked:

- New Years' Day
- Dr. Martin Luther King Day
- Presidents' Day
- Cesar Chavez Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Christmas Day

B. If a holiday falls on Saturday the preceding Friday will be considered the holiday. If the holiday falls on Sunday the Monday following will be considered the holiday.

ARTICLE XVII. TRAVEL EXPENSE.

A. Employees working outside the jurisdictional area of this Agreement shall be reimbursed for reasonable expenses incurred from the date of departure until their return to home base. Such expenses shall be reimbursed in accordance with Employer policy for all employees of that Employer, provided however, meal expense will be reimbursed at a minimum of IRS allowance per day and personal automobile mileage expense allowed shall be the IRS allowance.

B. It shall be the responsibility of the Employees to keep travel expenses reasonable. The Employer may demand receipts for travel expenses.

C. The Employer shall not be required to provide travel or lodging expenses on initial dispatch in the jurisdictional area of this Agreement.

D. Any time spent in transit from one jobsite to another for the same employer shall be considered working time. When one Employer transfers employees from one jobsite to another, if less than four (4) hours elapses between the sign out of the first job and sign in of the second job, time in transit shall be considered time worked.

E. Parking expenses at the second and subsequent jobsites in one day shall be reimbursed.

F. Travel time shall be considered working time at the rates specified in the Agreement. Travel on Saturday or Sunday shall be at the overtime rate (see wage page). If an employee is traveling and working on a continuous shift the applicable pay rates shall apply. All employees shall receive the Foreperson premium for all Travel time hours' worked on road trips while acting as Foreperson (Leadperson or Supervisor). If a company vehicle is used, normal hours and applicable pay rate shall apply.

G. Employees required to work outside the jurisdiction of the Agreement will be covered by all terms and conditions of this Agreement.

ARTICLE XVIII. HOURS AND OVERTIME.

A. **Straight Time Rate** shall apply:

- Monday through Friday between the hours of eight o'clock (8:00) a.m. and five o'clock (5:00) p.m., unless on a continuing shift as stated below.

B. **Overtime (Time and One Half) Rate** shall apply:

- After eight (8) Straight Time hours.
- After eight (8) hours when starting after 5:00 AM Monday through Friday
- 5 p.m. to 10 p.m. and 5 a.m. to 8 a.m. Monday through Friday.
- The first four (4) hours worked between 5 a.m. and 12 Noon on Saturdays.
- Any continuing shift starting prior to 5:00 AM shall continue past 5:00 AM at the time and one half rate for up to twelve hours. After twelve hours is completed any additional hours worked shall be at the double time rate.

C. **Double Time Rate** shall apply to:

- All hours worked from 10 p.m. to 5 a.m.
- All hours worked on Saturdays in excess of the first four (4) hours (5 a.m. to 12:00 noon).
- All hours worked on Sundays and Holidays as set forth in this Agreement.
- Any continuing shift in excess of twelve (12) hours for the total shift.

D. When an employee leaves a double time shift, he/she must have an eight (8) hour break between shifts or return to work at the double time rate of pay when working for the same Employer.

E. All employees required to work overtime on a weekday shall receive four (4) hours' notice or by 3:00 p.m. that day.

F. All employees required to work on Saturday, Sunday, or a recognized Holiday (see Article XVI Holidays) shall receive one (1) days' notice, to the best of the Employer's ability, emergencies excepted.

G. MEAL/COFFEE BREAKS:

1. There shall be a one hour meal break after four (4) hours of work. The meal period may be shortened to one-half hour in a given day if the majority of the workers at a job or project agree.
2. No shift shall be required to work in an overtime period for over four (4) hours without a "food break" of at least one-half (1/2) hour. A fifteen (15) minute "coffee break" shall be taken approximately half-way through each four (4) hour work period throughout the twenty- four (24) hour day. However, "coffee breaks" may be advanced or delayed once per day, no longer than one hour in the morning, when staggered shifts are used.
3. When employees are requested to take a meal break of more than one (1) hour's duration, then a four (4) hour minimum shall be effective upon resumption of work.

H. Subject to the mutual agreement of the Union, the Employer may schedule and implement a second shift in the warehouse only in the Graphics Production and/or Modular Systems departments under the following terms and conditions:

1. The second shift shall not commence before 10:00 a.m. or after 5:00 p.m.
2. The work shall consist of seven straight time hours of work for which eight hours of wages and benefits will be paid.
3. When a second shift is implemented, current employees maintaining seniority status shall be offered the opportunity, subject to operational requirements, to volunteer for such shift work prior to assigning new hire employees to such work.

Whenever shifts are required for the operation the Employer shall notify the Union of the shift schedule.

I. Notwithstanding any other provisions of this Agreement the Employer shall not regularly or normally work any employee more than twelve hours in any workday

or be required to grant less than eight (8) hours rest to any employee between shifts.

ARTICLE XIX. OUT-OF-AREA-INSTALLERS.

A. "CJ" and "AJ" members of IUPAT Local Union 831 of District Council 36 may work on a ratio of three (3) Local 510 members to one (1) Local 831 member within the jurisdiction of Local 510 provided Local 510 is notified by the Employer prior to them commencing work.

B. Members of other affiliated IUPAT Local Unions may clear in and work for the duration of the show within the jurisdiction of Local 510 in a minimum ratio of three (3) Local 510 members to one (1) member from another IUPAT Local Union. This minimum 3/1 ratio must be maintained at all times during the employment of such workers, including any standby work.

C. Members of Local Unions not affiliated with IUPAT may work in this jurisdiction by mutual agreement between the Principal Officer of Local 510 and the Employer, provided all available Journeyperson Installers are working.

D. Anyone who does not register with the Union at least one business day before starting work in our area will not be allowed to work under this Agreement.

E. Out-of-area workers shall be included in the employer's call by name, when called by the Employer.

F. Whenever a Local 510 Installer accepts a temporary assignment out of the jurisdiction of this Agreement, such Installer shall continue to be covered by all the terms and conditions of this Agreement.

G. Whenever the Employer uses an out-of-area worker, the Employer shall inform the Union within a reasonable time after the use of the out-of-area worker of the number of hours for which the worker was compensated.

ARTICLE XX. TOOL REQUIREMENTS & SECURITY.

Minimum tool requirements for all Installers and Apprentices are: claw hammer; pliers; one small and one large flat screwdriver; one medium Phillips screwdriver; 6" to 10" crescent wrench; 30 ft. or larger tape measure; Stanley or equivalent utility knife; diagonal or side cutters; work apron with pockets or tool belt with pouch; one metric and one standard Allen wrench set; cushion back carpet cutter; chalk line; small pry bar; pen or pencil; staple gun (Markwell L4, Arrow JT21 or equivalent); ratchet and appropriate sockets for modular systems. Installers shall have their tools readily available. Any Installer or Apprentice reporting to work without their required tools shall be subject to dismissal for that workday. The Employer shall supply staples, industrial rated ladders, and an adequate first aid kit.

Journey person Installers shall have a hand held rechargeable battery operated drill motor as a required tool.

The Employer shall make best reasonable effort to provide an adequate number of locking tool cages or other reasonably secure means at the job site during the workday (and overnight storage) of employee's required personal tools. Garments and other personal belongings shall be removed by the employee daily. All tool, garment and personal belonging storage shall be at the employee's own risk.

ARTICLE XXI. MEDICAL PROGRAM.

A. The medical program for installers is composed of a Medical, Vision, Prescription, Dental and Life insurance program. Each Employer signatory to this Agreement shall pay into the Sign, Pictorial and Display Industry Medical Program for all hours paid or owed for employees covered by this Agreement.

	effective 4/1/2012	effective 4/1/2013	effective 4/1/2014
Installers/Apprentices	\$10.70	\$11.20	\$11.70
Regular	\$9.45	\$9.95	\$10.45

B. Payments are due and payable into the Medical Program between the first and fifteenth day of each month, provided that the Employers receive the necessary forms and data by the first of the month.

C. Said Medical Program shall be administered in accordance with the provisions of the Trust Agreement adopted by the parties hereto and by any amendments thereto.

D. The Union may defer wages to the Medical Plan during the term of this Agreement. (See Article XV, section H)

ARTICLE XXII. PENSION PROGRAM.

A. Effective April 1, 2012 each Employer signatory to this Agreement shall pay into the Sign, Pictorial and Display Pension Program for all hours paid or owed for employees (excluding 'C' list installers) covered by this Agreement.

	effective 4/1/2012	effective 4/1/2013	effective 4/1/2014
Installers/Apprentices	\$5.65	\$5.65	\$6.15
Regular	\$4.50	\$4.85	\$5.35

B. Payments are due and payable into the Pension Program between the first and fifteenth day of each month, provided that the Employers receive the necessary forms and data by the first of the month.

C. The Sign, Pictorial and Display Pension Program shall be administered in accordance with the provisions of the Trust Agreement adopted by the parties hereto and by any amendments thereto, and each Employer signatory to this Agreement agrees to be bound by all of the terms and conditions of said Trust Agreement and any amendments thereto now in force or hereafter adopted.

D. The Union may defer wages to the Pension Plan during the term of this Agreement. (See Article XV, section H)

ARTICLE XXIII. PAYMENT OF FRINGE BENEFITS.

A. DUE DATES. Each Employer shall submit to the Trust Fund Administration Office payment contributions along with a monthly fringe benefit remittance form, showing all hours paid or owed for employees during the preceding month or stating that it had no employees. Each Employer shall simultaneously submit a copy of its monthly fringe benefit remittance form to the Union. In order to be timely, fringe benefit contributions must be received by the Administration Office on or before the fifteenth (15th) day of the month following the month when the work was performed by employees of Employers whose principal place of business is located within the State of California and on or before the twentieth (20th) day of the month following the month when the work was performed by employees of Employers whose principal place of business is located outside the State of California.

B. DELINQUENT PAYMENTS. In respect to all fringe benefit payments, time is of the essence. The parties hereto recognize and acknowledge that the regular and prompt payment of fringe benefit contributions by each Employer to the Trust Funds is essential to the maintenance in effect of the various Funds and Plans involved, and that it would be extremely difficult, if not impossible, to fix the actual expense and damage to the parties hereto and to the Funds and Plans which would result from the failure of an Employer to make the monthly payments in full within the time provided. Therefore, it is agreed that the amount of damage to each said Fund and to the parties hereto resulting from any such failure shall be, by way of liquidated damages and not as a penalty, the greater of \$200 or ten percent (10%) of the amount due and unpaid, or as otherwise determined by the Trust Funds. Such liquidated damages shall become due and payable to the Trust Funds on the day immediately following the day on which the Employer become delinquent. In addition, all delinquent contributions and liquidated damages shall bear interest at the rate of ten percent (10%) per annum, from the date each was due, until paid. If any Employer defaults in the payment of any contributions due to the Trust Funds, then in addition to the fringe benefit contributions, liquidated damages and interest provided herein, said Employer shall pay all reasonable collection expenses incurred by the Trust Funds, including but not limited to arbitration fees, costs of fees of collection agents, auditing fees, accountants' fees, costs of attachment bonds, all legal expenses and costs, attorneys' fees, court costs, and reasonable compensation for employees or agents of the Trust Funds incurred in connection therewith.

C. EMPLOYER RESPONSIBILITY. In addition to all other remedies, if an Employer is delinquent in the payment of fringe benefit contributions and, consequently, an employee is denied benefits, said Employer shall pay for the health benefits that would have been provided for its employees but for said delinquency.

D. WITHDRAWAL OF EMPLOYEES. It shall not be a violation of this Agreement for the Union, after receiving notice from the Administration Office that an Employer is delinquent in the payment of fringe benefit contributions, to withdraw employees working under this Agreement from the job or jobs of said delinquent employer or to refuse to furnish employees to said delinquent Employer until full payment has been made. Before withdrawing employees pursuant to this paragraph, the Union must give said Employer seventy-two (72) hours notice by certified mail. Each employee so withdrawn shall continue to receive from said delinquent Employer full wages and fringe benefits up to a maximum of three (3) days, in addition to all wages and fringe benefits due for time actually worked prior to the withdrawal from the job. No employee will be disciplined as the result of leaving the jobsite of a delinquent Employer.

E. RIGHT TO AUDIT. Upon notice in writing from the Trust Funds or an authorized agent thereof, each Employer shall permit any accountant appointed by the Trust Funds to enter upon its premises during business hours, at all reasonable times, and to examine and copy such books, records, and documents of such Employer as may be necessary to determine whether the Employer is making full and prompt payment of all sums required to be paid by this Agreement.

F. DOCUMENTS FOR AUDIT. The Employer understands that the purpose of the audit is to determine how much money, if any, is owed under the terms of this Agreement. The Employer further understands that the purpose of the audit would be defeated if it were able to limit the audit in any way, including limiting the audit to the employees whom the Employer defines as covered employees. Therefore, the Employer shall not limit the scope of the audit in any fashion, but must make available to the Trust Funds, upon request, all of the following books and records maintained by the Employer. The parties agree that the following documents are necessary for the completion of an audit pursuant to this Agreement: the Employer's quarterly tax returns to the state and federal government including California Forms DE-6 and IRS Forms 941; payroll journals, individual earnings records and time cards for all employees; general check registers; reports of employee hours to all trade unions and to all employee benefit plans; and workers compensation insurance reports for all employees. Upon the accountant's certification that further documents are necessary to complete an audit, the Employer shall be required to produce any of the following documents as specified by the accountant and approved by the Trust Funds: general ledgers; bank statements; canceled checks; IRS Forms W-2, W-4, 1096 and 1099; cash receipts journals; financial statements; invoices; contracts; federal and state income tax returns; and any other records which the accountant deems necessary or relevant to complete the audit.

G. COST OF AUDIT. The entire cost of the audit shall be borne by the Employer if the audit reveals that the Employer paid fringe benefit contributions which were less than the amount due, by at least ten percent (10%) of all contributions due for the period covered by the audit. Any Employer who cancels an audit without at least two (2) working days notice, or who fails to provide the required documents, shall be liable for the costs caused by that delay or that failure whether or not the audit reveals any contributions due. If an employer refuses the accountant entry for purposes of an audit, the Trust Funds may take legal action to compel entry, without regard to any grievance or arbitration procedure in this Agreement; and the Employer shall pay all reasonable costs and legal fees incurred by the Trust Funds in compelling or obtaining such an audit. In the event that an audit is performed outside the State of California, the Employer shall pay all costs incurred by the Trust Funds' accountant for transportation, meals and lodging in connection with the audit.

H. TERMINATION NOTICE. In addition to giving written notice of termination or modification as set out in Article XXXIII Termination of Contract herein, an Employer desiring to terminate the Collective Bargaining Agreement shall also give notice of termination to the Fringe Benefit Trust Fund Administrator, at least sixty (60) days prior to the last effective date set out in this Agreement, or the last day of January of any succeeding year, sixty (60) days notice of the desire to terminate or modify this Agreement in order that the Fringe Benefit Trust Funds may have knowledge of such notice on the part of the Employer.

I. ACKNOWLEDGEMENT OF RECEIPT. The parties hereby acknowledge that the Employer has received copies of, and agrees to be bound, by all Declarations of Trust, as amended, establishing each of the several Fringe Benefit Trust Funds set out in this Agreement.

ARTICLE XXIV. VISITS TO ESTABLISHMENTS.

It is agreed by the parties that for the purpose of the carrying out and enforcing the terms of this Agreement, the Business Representatives of the Union, or a properly accredited representative of the International Union, shall have the right of visiting and entering the establishment of the Employer to interview workers. The Union representative shall enter Employer premises by the front door and shall notify the owner or manager or (if neither is available) some other non-bargaining unit employee prior to proceeding to the work area.

ARTICLE XXV. LABELS.

The label of Local Union No. 510 shall be placed on each finished piece of display work in such a position as may be mutually agreed.

ARTICLE XXVI. CONTRACT ENFORCEMENT.

A. The Union agrees to immediately take all steps to enforce the terms and conditions of this Agreement upon all Employers engaged in any of the classifications of work covered by this Agreement.

B. The Union further agrees to immediately take all steps to prevent the installation of displays and/or exhibits in any shows or conventions located within the jurisdiction of the Union, by other than employees of the Employers signatory to this Agreement. The Employer agrees to notify its clients of the Union's jurisdiction over the work of the classifications defined in this Agreement. A copy of such notice shall be sent to the Union.

C. There shall be no strike or lockout during the term of this Agreement.

ARTICLE XXVII. NOTIFICATIONS.

A. Each Employer signatory to this Agreement agrees to notify the Union of any new hires within three (3) days of the payday immediately following hire.

B. The Union agrees and it shall, upon the execution of this Agreement, notify its members of the provisions thereof, and shall thereafter discipline any of its members found guilty of the violation of the goodwill and cooperation of this collective bargaining Agreement.

C. Each Employer signatory to this Agreement shall notify the Union of all bookings or scheduling of shows by the 7th of the month prior to the month for which said show is scheduled. All shows with one thousand (1000) or more booths shall have a pre-job conference.

ARTICLE XXVIII. CHANGE OF OWNERSHIP.

A. This Agreement, and any supplements or amendments thereto, hereinafter referred to collectively as "Agreement," shall be binding upon the parties hereto, their successors, administrators, executors, and assigns.

B. In the event the Employer fails to require the purchaser, transferee, or lessee to assume the obligations of this Agreement, the Employer (including partners thereof) shall be liable to the Union, and to the employees covered for the terms of this Agreement for all damages sustained as a result of such failure to require assumption of the terms of this Agreement, but shall not be liable after the purchaser, transferee, or lessee has agreed to assume the obligations of this Agreement. The word "damages" in this paragraph means any loss of wages or fringes sustained by an employee or the Union due to the Employer's failure to abide by the provisions of this paragraph.

ARTICLE XXIX. JOINT APPRENTICESHIP TRAINING COMMITTEE.

A. The Employer agrees to contribute to a Trust Fund for a Training Program on all hours paid or owed for all classifications covered by this agreement according to the following schedule:

April 1, 2012	\$0.60 per hour
April 1, 2013	\$0.64 per hour
April 1, 2014	\$0.66 per hour

B. The JATC and the Health & Safety Committee shall consist of Four Employer appointed Trustees, who each shall maintain an employment relationship with an Employer signatory to this Agreement; and four Union appointed Trustees, three of whom shall be Business Representatives of District Council 36 and one of whom, shall be a rank and file member of Local 510. The JATC shall select and employ a Training Coordinator as required. Such individual shall take direction from and be responsible to the JATC.

C. A description of the JATC program is contained in Appendix "B" at the end of the Agreement and shall be under the direction and administration of the JATC.

1. All newly hired trainees shall be required to complete the Training Program established by the JATC for all installers.
2. The JATC shall maintain a current list of an adequate number of trained and accredited riggers. Such list shall be distributed to the designated operations manager of each Employer. The Employer shall only use JATC trained and accredited riggers when performing a rigging function with employees covered by this Agreement.
3. Any dispute the Trustees are unable to resolve shall be submitted to an independent arbitrator for final and binding arbitration. The arbitrator shall be selected by the Safety Committee trustees and the costs of the arbitration will be paid by the JATC fund. The Fund will not pay any attorney fees, and attorneys will not be employed to argue the dispute.

D. The duties of the Health and Safety Committee shall include:

1. Each Employer verifying that all new hires are capable of safely operating all power tools and are familiar with all safety regulations
2. Holding regular meetings quarterly or in executive session as they deem necessary
3. Preparing and making available to affected employees, written records of the safety and health issues discussed at the committee meetings and, maintained for review by CAL OSHA upon request
4. Reviewing results of periodic, scheduled worksite inspections
5. Reviewing investigations of occupational accidents and causes of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substances and, where appropriate, submits suggestions to management for the prevention of future incidents
6. Reviewing investigations of alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the committee, the committee may conduct its own

inspection and investigation to assist in remedial solutions

7. Submitting recommendations to assist in the evaluation of employee safety suggestions
8. Upon request from CAL OSHA, verifying abatement action taken by the employer to abate citations issued by CAL OSHA
9. Settling disputes through the Grievance Procedure, Article VIII. The Employer will be responsible for implementing and enforcing safety rules
10. Establishment of Health and Safety policies for the Industry

E. In the event either party is not satisfied with a decision of the JATC, the matter may be appealed through the Grievance and Arbitration Procedure.

F. The Drug-Free Workplace Policy set forth in Appendix "C" at the end of this agreement and is incorporated by reference herein.

G. The JATC will establish and maintain a continuing journey level education program that includes appropriate required refresher courses as determined by the JATC. Successful completion of governmental or JATC required training programs; accreditation or certification shall be considered a necessary qualification for employment. A worker shall be acknowledged and treated as a Journeyperson Installer if he or she has met the requirements in that classification and can perform, without assistance, the work commonly associated with the Installer classification. (1) To insure the high degree of professional work standards the parties agree that if the skill and proficiency of a journeyperson is questionable the following procedure may be initiated by any two of the following three: foreperson, steward, production manager. (a) The affected journeyperson shall be referred to a Joint Review Panel composed of one Union member and one Employer member appointed by and responsible to the JATC. (b) The Training Coordinator shall consult with and advise the Panel of his/her recommendations. (c) The Joint Review Panel shall investigate and determine the required remedial action to be taken. Such remedial action may include classroom training, on the job training or any other remedial training within the jurisdiction of the JATC. (d) The Joint Review Panel shall not have authority or responsibility to take or recommend discipline or discharge action. Determinations of the Panel shall not be subject to the grievance procedure. Either party may request a review of any Panel determination by the JATC. The JATC shall maintain continuing educational programs and refresher courses as needed including certification classes.

ARTICLE XXX. LABOR MANAGEMENT COMMITTEE

A. The Employers and the Union recognize the need to have a Labor-Management Committee that is established in conformity with the Labor-Management Cooperation Act. This Committee will be for the purpose of improving Labor Management relationships, job security, organizational

effectiveness, enhancing economic development, industry advancement, and involving workers in decisions affecting their jobs including improving communication with respect to subjects of mutual interest and concern. The Union and the Employers have agreed to become part of the pre-existing Southern California Tradeshow Labor/Management Committee (LMC). This LMC currently has eight Trustees (four from the Union and four from the Southern California Tradeshow Contractors Association (SCTCA)). The LMC has agreed to a new Board of Trustees configuration as follows: Two appointed by the SCTCA; two appointed by management in the Northern California Region; two appointed by District Council 36 for Southern California; and two appointed by District Council 36 for Northern California. Two sub-committees will be set up, one for Southern and one for Northern California each with representation from Management and the Union.

B. Effective April 1, 2012, the contribution rate will be twelve (\$0.12) cents per hour for each hour paid or owed. Payments are due and payable into the LMC Fund between the first and fifteenth day of each month, provided that the Employers receive the necessary forms and data by the first of the month.

ARTICLE XXXI. DRESS AND HYGIENE STANDARDS.

The Employer and the Union recognize the necessity of maintaining a dress code and minimal personal hygiene standards for the purposes of safety, insurance and customer service. In furtherance of this goal, the Employer and the Union agree to the following:

1. All employees are required to wear closed-toed work shoes, leather shoes, or tennis shoes while on duty. Sandals and clogs are prohibited.
2. All clothing at the start of the shift should be clean. All employees must wear shirts or T-Shirts with hemmed collars, bottoms and sleeves. All tank tops, open midriff tops and/or shirts with lewd or pornographic content or vulgar expletives are prohibited. Shirts with the name or logos of another Employer, other than the Employer for whom they are working on that day, are prohibited.
3. Safety equipment must be used or worn by the employee.
4. Personal hygiene must be maintained.
5. There shall be no smoking in prohibited areas.
6. Employees who do not comply with the above provisions are subject to discipline. Employees who are sent home under this provision shall not be entitled to minimum pay but will be entitled to pay for the hours actually worked.
7. The union shall furnish each employee with an appropriate photo identification badge to be properly displayed while working. Each Employer shall furnish A Company identification sticker to be properly displayed above the waist while working. Each Employer shall furnish a

Company identification sticker to be properly affixed to the designated position on such badge while working for that employer.

8. The employer may require employees working as Forepersons or Leadpersons to wear Company furnished work clothing. All other employees shall not be required to wear Company furnished work clothing unless a specific requirement for a particular show or exhibit. In all circumstances work clothing shall be safe and appropriate for the job.

ARTICLE XXXII. SAN FRANCISCO SICK LEAVE ORDINANCE

To the fullest extent permitted, this agreement shall operate to waive any provisions of the San Francisco Paid Sick Leave Ordinance, San Francisco Administrative Code Section 12W, and shall supersede and be considered to have fulfilled all requirements of said Ordinance as presently written, and or amended during the life of this contract.

ARTICLE XXXIII. TERMINATION OF CONTRACT

A. The understanding shall be the basis of the working Agreement between the two principals above-mentioned for a period beginning April 1st, 2012 to March 31, 2015, and shall continue in full force and effect from year to year, except as hereinafter specified, unless terminated, amended, rewritten or cancelled, by either party serving notice in writing sixty (60) days previous to the expiration day, at which time the principals hereto shall notify each other, of any changes requested.

B. In the event that negotiations extend beyond the date of expiration of this Agreement, the terms of the present Agreement shall remain in effect until a new Agreement is signed and any alterations in wages, hours and working conditions shall be retroactive to the date of expiration.

ARTICLE XXXIV. SEPARABILITY CLAUSE.

In the event that any of the provisions of this Agreement shall be said to be in violation of any state or federal law or regulation, such determination shall not in any way affect the remaining provisions of this Agreement.

FOR THE UNION

DISTRICT COUNCIL 36, SIGN, DISPLAY AND ALLIED CRAFTS LOCAL
UNION NO. 510

SIGNATURE: _____ DATED: _____
Joseph B. Toback, Business Representative

SIGNATURE: _____ DATED: _____
Grant Mitchell, Business Manager

FOR THE EMPLOYER

COMPANY: _____

SIGNATURE: _____ DATED: _____

PRINT NAME: _____

JBT/jlw-opeiu-3-afl-cio(147)

APPENDIX A
SIGN, DISPLAY & ALLIED CRAFTS LOCAL 510
EMPLOYMENT OFFICE PROCEDURES FOR INSTALLERS

Location of Employment Office. Sign, Display & Allied Crafts Local 510, hereinafter called the "Union" shall maintain an employment office, presently at 250 Executive Park Boulevard, San Francisco, CA.

Purpose of Employment Office. The purpose of the employment office is to enable the Union, pursuant to its obligations under its collective bargaining Agreements, to furnish skilled and competent workers when requested to do so by an Employer.

Financing of the Employment Office. It is recognized that the operation of the employment office entails considerable expense to the Union. Members of the Union contribute to that expense through their Union dues. Since the employment office is available to members and non-members on an equal basis, justice requires that non-members contribute their fair share, estimated to be fifty dollars (\$50.00) per year, by payment of a training fee in that amount payable by March 1st of each year.

Non-Discriminatory Standards. In carrying out the registration and dispatch procedures set forth below, the Union shall not discriminate either in favor of or against any individual by reason of his or her age, race, ethnicity, religion, disability, gender, sexual orientation, national origin or military status; nor shall the registration or dispatch of any individual be based upon, or in any way be affected by, Union membership, by-laws, rules, regulations, constitutional provisions, or any other aspect of Union membership, policies or requirements, except to the extent that membership in the Union, or after the thirtieth (30th) day following the beginning of employment, shall be a condition of employment.

Registration.

A. Facilities. The Union shall maintain adequate registration facilities at the employment office.

B. Registration Lists. The Union shall maintain the following registration lists:

1. List A (Journeypersons) – The A List consists of: (i) persons who qualified for the A List before August 1, 2011; and (ii) persons who have fulfilled the Apprentice Program's requirements. These workers shall be listed in the order of their seniority as determined by the Union's Seniority Regulations set forth below.
2. List B – The B List consists of individuals who have worked 72 hours or more and are not on the A List. These workers shall be listed alphabetically.
3. List C – The C List contains all individuals not on the A List or the B List who desire employment as installers with Employers who are

signatory to collective bargaining agreements with the Union. These workers shall be listed by order of registration.

C. Initial Registration. Any person wishing to register for List A or B shall provide proof to the Union that he/she meets the requirements of the particular list and shall, if not a member of the Union, pay the registration fee.

D. Seniority Regulations. Seniority for journeyperson installers (List A) shall be defined as preference in employment based on:

1. The first day dispatched to work as a Journeyperson Installer for an Employer signatory to the agreement with Local 510 which covers this classification of work.
2. Registration for work and availability for work.
3. Seniority is accrued after meeting all requirements of the Apprenticeship Program.
4. An Installer will lose seniority if not registered for dispatch and/or available for work in District Council No. 36.
5. Exception to the above shall be for illness, injury or service in the Armed Forces of the United States provided that the Union is given valid and adequate notification.
6. An Exhibit Display Journeyperson registered with Local 510 is currently placed on the bottom of the A List only after serving two (2) years as a full-time journeyperson in their craft, or after working the required hours as a properly dispatched Installer, or two (2) years time served as a builder, helper or trainee (upon becoming a journeyperson builder.) The Joint Apprenticeship Training Committee (JATC) may modify the requirements of this paragraph.
7. Outdoor or commercial journeypersons in good standing currently shall be eligible to go on the bottom of the Installer A List, if they have worked a minimum of four years time as a journeyperson registered with Local 510 immediately prior to admittance. In order to maintain a position on the A List, said worker currently must successfully complete the Installer Training Program within one (1) year of his or her placement on the list. The JATC may modify the requirements of this paragraph.

E. Continuing Registration

1. List A, Apprentices, and List B. All persons registered for List A, the Apprentice Program, or List B shall remain permanently registered provided they (1) continue to meet the qualifications for the list they are on, and (2) either (i) remain members in good standing of the Union, or (ii) make timely payment of their training fees. Any person on Lists A or

B who fails to remain a member in good standing, or who fails to make timely payment of his registration fee, shall have his registration terminated until such time as he becomes a member in good standing or pays his training fee.

2. List C. Registration fee for List C shall be valid only during the calendar year of the registration. At the end of each calendar year, all persons on List C who wish to remain registered for that list shall be required to (1) re-register for the following year and (2) either (i) be members in good standing of the Union, or (ii) make timely payment of their training fee. Past 'B' and 'C' listers must reregister (under rules established by Local 510) prior to being dispatched.

Dispatch Procedures

A. Order-of-Dispatch for Journeypersons and Apprentices. The order of dispatch for journeypersons and Apprentices is as follows:

1. To the extent the employer does not designate the crew by name, the employment office shall first dispatch persons whose names are on List A and Apprentices. The dispatch from List A shall be by seniority by show, so that Journeypersons are not dispatched twice to the same show unless all Journeypersons who are available have already been dispatched once. Apprentices shall be dispatched under guidelines developed by the JATC.

2. If no persons on List A are available and more Journeypersons are needed, Journeypersons from lists maintained by other IUPAT Local Unions shall be dispatched if they are available to meet the needs of the show.

B. Order of Dispatch for List B. Thereafter, if more workers are needed, persons on List B shall be dispatched in an alphabetical rotation system.

C. Order of Dispatch for List C. Thereafter, if more workers are needed, persons on List C shall be dispatched in order of registration and by rotation.

D. Order of Dispatch after List C (Extras). Thereafter, if more workers are needed, workers shall be dispatched from the most reasonable source of workers available.

E. Failure to Report. An employee who accepts a dispatch and does not report for work as scheduled, shall fall to the bottom of the list for the subsequent dispatch. Except for emergencies, an employee who is unable to report for work as scheduled shall report this fact to the Employer's designated attendance call-in phone number at least two (2) hours prior to the scheduled start time. The Union dispatch office shall be furnished a list of Employer's call-in phone numbers and employees will be notified of such phone numbers by the Employer by posting or other suitable means.

F. Refusal of Dispatch. Any employee who refuses an offer of dispatch to a job, or is not available, must wait until his name comes up again on the list.

G. Layoff. The JATC will develop guidelines for layoff procedures for Apprentices.

Posting of Procedures. A copy of these procedures shall be posted at the employment office.

APPENDIX B **BUILDER (INSTALLER) APPRENTICESHIP PROGRAM**

The Employer and the Union declare it to be their purpose and policy to maintain an organized, planned system of apprenticeship, conducted as a joint labor and management industry undertaking. These standards have, therefore, been adopted and agreed upon under the Shelley-Maloney Apprentice Labor Standards Act of 1939, as amended, to govern the employment and training of apprentices in the trade, craft or occupation described in this agreement.

Initial Requirements for Apprenticeship Applicants:

1. 18 years of age, high school diploma, GED or equivalent
2. Must have valid California State Driver's License
3. Must pass a physical functional assessment test
4. Must pass an Iso-Kinetic Test (conducted by outside agency)
5. Must pass a basic math test (conducted by outside agency)
6. Must pass a pre-employment drug screening (conforming to Local 510 Drug Policy)
7. Must provide resume outlining qualifications and prior experience.
8. Must submit to an interview conducted by a JATC panel

Acceptance in Program: All apprentices must agree to sign a contract that defines their indentured status and agree to all conditions and requirements set for them by the JATC over the course of their apprenticeship.

Apprenticeship Term and Wage Scale: 4800 hours of work experience within a 48 month period. Defined graded wage standards as follows:

- First 6 months in program: 60% of Journeyperson "A" rate
- 6 - 12 qualifying months in program: 65% of Journeyperson "A" Rate
- 12 – 18 qualifying months in program: 70% of Journeyperson "A" rate
- 18 – 24 qualifying months in program: 75% of Journeyperson "A" rate
- 24 – 30 qualifying months in program: 80% of Journeyperson "A" rate
- 30 – 36 qualifying months in program: 85% of Journeyperson "A" rate
- 36 - 42 qualifying months in program: 90% of Journeyperson "A" Rate
- 42 – 48 qualifying months in program: 95% of Journeyperson "A" rate

The Apprentice benefit package will be the same as the Installer benefit package. In order for an Apprentice to qualify to move to the next level of the program he/she must work 600 hours in that period. In addition to their on-the-job training all apprentices shall also be required to complete a minimum of 160 hours per

year of training class time.

Membership: After 30 days apprentices shall sign up as members of Local 510 and must maintain membership in good standing to remain in the apprentice program.

Probationary Period: All apprentices shall undergo a six month and 500 hour probationary period at which time they may be removed from the Apprenticeship Program with no recourse.

Program Oversight: The JATC will monitor the Apprenticeship Program, under the direction of the JATC Training Coordinator and Local 510's Dispatch. The JATC will meet quarterly and will conduct a yearly review of apprenticeship performance evaluation, as well as all requirements and conditions of the program. Requirements may be added or changed in the course of apprenticeship as determined by the JATC.

Appeals: All appeals shall be submitted to the JATC, in writing, and may be heard by a designated panel representing the JATC. No appeals will be considered "in-person", unless specifically requested by the JATC.

APPENDIX C **DRUG-FREE WORKPLACE POLICY**

INTRODUCTION

Convention Services Employers (the "Employer") and Sign Display & Allied Crafts Local Union 510 (the "Union") are committed to providing a safe and productive work environment for all employees. This policy is to ensure that all employees of the Company work in an environment free of the effects of illegal drug use and the abuse or misuse of legal drugs and alcohol. The Companies and the Union recognize that such use, abuse or misuse of drugs and alcohol can lead to serious physical and mental health problems.

The Companies and the Union recognize that early recognition and treatment of substance abuse is the key to successful rehabilitation. Employees are strongly encouraged to use, on a voluntary and confidential basis, the Members Assistance Program ("MAP/EAP"). Employees who undergo counseling or treatment remain subject to the same job performance and behavior standards as all other employees, and those who fail to meet those standards are subject to appropriate disciplinary action. This policy applies equally to all bargaining unit employees.

ADMINISTRATIVE GUIDELINES

1. Prohibited Conduct

All employees are prohibited from:

- 1) Using, possessing, manufacturing, distributing or selling illegal drugs on all properties which the Company owns, leases or is

under contract to use, on Company business in Company-supplied vehicles or vehicles being used for Company business or during working hours;

- 2) Being under the influence of illegal drugs or having a blood alcohol content ("BAC") of .04% or above during working hours, while on Company property, Company business, in Company-supplied vehicles or vehicles being used for Company business;
- 3) Possessing and/or storing unsealed containers of alcohol on Company property, Company-supplied vehicle or vehicle used for Company business or while on Company business;
- 4) Failing to follow all physician, manufacture or package insert directions when taking prescription or over-the-counter drugs. It is the employee's responsibility to determine from his or her physician whether a prescribed drug may impair safe job performance. The proper use of medication prescribed by an Employee's physician is not prohibited.
- 5) Failing to notify the Company of any arrest, plea or conviction for the use of drugs or alcohol arising out of an incident 1) in the workplace 2) while conducting Company business or 3) which adversely affects the Employee's ability to perform his/her job responsibilities. This includes any arrest, plea or conviction related to an Employee's continued right to operate a motor vehicle, if the operation of a vehicle is part of the employee's job responsibilities.
- 6) Failing to pass any required drug and/or alcohol test as mandated by this policy;
- 7) Refusing to cooperate fully in any aspect of the testing process or related procedures. "Refusing to cooperate" under this provision is defined as:
 - a) Failure to provide an adequate breath, blood or urine sample for testing without a valid medical reason;
 - b) Engaging in conduct that obstructs the testing process, including but not limited to:
 - Refusal to test;
 - Failure to promptly report an accident in which they were involved;
 - Failure to sign consent and chain-of-custody forms;
 - Failure to report to the testing site within the time allocated;
 - Failure to cooperate with the testing personnel; and

- Failure to remain readily available for a post-accident test:
 - Dilution or tampering with any sample used in the testing process
- 8) Failure to successfully complete any requirements of the evaluation and rehabilitation process required by the MAP/EAP.

2. Testing

The goal of the Drug-Free Workplace Policy is to provide help for our employees who have drug and alcohol problems while ensuring that our workplace is operating safely and efficiently. Testing for drugs and/or alcohol may be required, in certain circumstances, under this program. The methods used to determine the presence of alcohol and/or drugs shall be urine, breath and/or blood testing.

The Company may require tests for the presence of illegal drugs and/or alcohol in an employee's system in the following circumstances:

- **Reasonable Suspicion Drug and/or Alcohol Testing**

The determination that reasonable suspicion exists must be made by a trained management representative, a trained Union foreperson and the trained Union Steward and must be based on specific, contemporaneous, articulable and documentable observations concerning the appearance, behavior, breath, smell or speech of the Employee.

- **Post-Accident Drug and/or Alcohol Testing**

Employees who are at fault in a job-related accident which results in injury to persons or serious damage to equipment or property, including accidents involving company vehicles, machinery and/or equipment, are required to take a post-accident drug and alcohol test. The employee must remain readily available at the medical facility, work site or site of the accident for the purpose of submitting to the drug and/or alcohol test.

- **No Random Drug and/or Alcohol Testing**

Employees will not be subject to random drug testing, except as may be provided by return-to-work conditions established by the MAP/ EAP.

- **Union Representation**

An employee may request that his/her job steward be present during any questioning in connection with the determination by the Company that drug or alcohol testing is to be required. If the job steward is not available, the employee may request that the alternate steward or another Union member be present

3. Collection and Testing Procedures

The Company wants to ensure that the collection and testing procedures are conducted through a scientifically valid program to insure fairness, scientific accuracy and the highest integrity in the process. As such, the Company and Union adopt the Department of Transportation's (DOT) anti-drug and alcohol processes as contained in 49 C.F.R., Section 40. Under this program an independent DOT-approved laboratory will test by way of urine collection for the presence of five illegal drugs, namely, amphetamines, marijuana, cocaine, opiates (heroin) and phencyclidine (PCP). The laboratory will further test for the presence of alcohol by taking breath samples through the use of a DOT-approved Breathalyzer. Section 4, below, shall govern drug and alcohol violation rates. In addition, to insure fairness and integrity in the process, the DOT-approved collection and chain of custody procedures, Medical Review Officer review, Substance Abuse Professional review and split sample testing will also be adopted by Company as part of this program. A full description of these procedures is available from either the Company or the Union, at the employee's request.

- **Chain of Custody**

When a specimen is obtained, the container or test tube(s) will remain in full view of the Employee and must be sealed, labeled, and initialed by the Employee. From that time on the specimen container shall never be handled by any employee of the Company or Union Member.

- **Confidentiality**

Company managers and supervisors are to restrict communications concerning test results of this procedure to persons who have an absolute need to know. The test results are to be reported to an appointed manager or supervisor, and all files are to be kept confidential and locked in accordance with established procedures.

4. Evaluation and Violation Rates

All Employees will be tested based upon the following violation rate standards:

- **Alcohol** –BAC of .04% or above
- **Illegal Drugs**

Amphetamines	500	ng/ml
Cocaine	150	ng/ml
Marijuana	150	ng/ml
Opiates	2000	ng/ml
Phencyclidine	25	ng/ml

Any Employee who tests at or over these cutoff levels for drugs or alcohol or engages in any of the prohibited conduct as outlined in this Policy has violated this Policy.

5. Consequences for Violation of this Policy

Except for conduct described in Section 6, "Grounds for Immediate Termination," an employee who violates this Policy shall be given the opportunity to enter into EAP/MAP recommended Continued Employment Agreement ("CEA"). The CEA will obligate the employee, as a condition of retaining his or her job to:

- Successfully complete treatment and counseling as prescribed by the MAP/EAP, including passage of a return-to-work drug and alcohol test;
- Abide by all Company employment policies and work rules, including, but not limited to, all provisions of the Drug-Free Workplace Policy, and
- Be subject to additional drug and alcohol tests during the period of the CEA, as determined by the MAP/EAP.

Any employee who violates any of the conditions of the CEA or fails a second drug or alcohol test may be automatically terminated from employment. An individual may approach the Union following termination, if he/she possesses an MAP/EAP recommendation and a timely successful passage of a return to work drug and alcohol test, to request that the Union set a meeting with the Employer to discuss the potential return to work of such individual.

6. Grounds for Immediate Termination

Engaging in the following conduct shall be grounds for immediate termination, although the Employer, in its discretion, may choose to impose different discipline, including referral to the MAP/EAP.

- Using, possessing, manufacturing, distributing or selling illegal drugs on all properties which the Company owns, leases or is under contract to use, on Company business, in Company-supplied vehicles or vehicles being used for Company business or during working hours;
- Possessing and/or storing unsealed containers of alcohol on Company property, in a Company-supplied vehicle or vehicle used for Company business or while on Company business;
- Operation of any machinery or equipment, including automobiles, while under the influence of illegal drugs or having a BAC of .04% or above in any test following the operation of such machinery, equipment, or vehicle;
- Refusing to cooperate fully in any aspect of the testing process or related procedures, as defined under Section 1, above;

7. Amendments

The JATC may make recommendations from time to time regarding amendments to this Policy. The parties shall give due consideration to such recommendations. Amendments may be made to this Policy only by mutual agreement of the parties who negotiated this Policy.

Attachment 2: Summary of Summary of Local 510 --
Trade Show and Convention Installer Agreement

Summary of Local 510 -- Trade Show and Convention Installer Agreement

Wage / Benefits / Supplemental Hourly Dues Schedule

Effective April 1, 2014 to March 31, 2015

This chart is a summary of the hourly rate and fringe benefits required by the Collective Bargaining Agreement between the Convention Services Employer and Allied Trades District Council 36, on behalf of Sign Display and Allied Crafts Local Union 510. The chart does NOT include all the information contained in the Collective Bargaining Agreement. Please refer to the Agreement for complete information on wage and fringe benefits

Classification Installer		Base Rate		Vac/Hol \$0.07	Per hour	Base Rate		Medical	Pension	JATC	LMC	Wages+Vac/Hol+Medical+ Pension+JATC+LMC	
		\$37.50	Per hour			+Vac/Hol	Per hour					Per hour	Per hour
Journey person A	ST	\$37.50	\$2.63	na	\$40.13	\$11.70	\$6.15	\$0.66	\$0.12	\$58.76			
	OT	\$56.25	na	na	na	\$11.70	\$6.15	\$0.66	\$0.12	\$74.88			
	DT	\$75.00	na	na	na	\$11.70	\$6.15	\$0.66	\$0.12	\$93.63			
Foreperson + 11%	ST	\$41.63	\$2.91	na	\$44.54	\$11.70	\$6.15	\$0.66	\$0.12	\$63.17			
	OT	\$62.45	na	na	na	\$11.70	\$6.15	\$0.66	\$0.12	\$81.08			
	DT	\$83.26	na	na	na	\$11.70	\$6.15	\$0.66	\$0.12	\$101.89			
Lead/HighTime + 10%	ST	\$41.25	\$2.89	na	\$44.14	\$11.70	\$6.15	\$0.66	\$0.12	\$62.77			
	OT	\$61.88	na	na	na	\$11.70	\$6.15	\$0.66	\$0.12	\$80.51			
	DT	\$82.50	na	na	na	\$11.70	\$6.15	\$0.66	\$0.12	\$101.13			
B 70%	ST	\$26.25	na	na	na	\$11.70	\$6.15	\$0.66	\$0.12	\$44.88			
	OT	\$39.38	na	na	na	\$11.70	\$6.15	\$0.66	\$0.12	\$58.01			
	DT	\$52.50	na	na	na	\$11.70	\$6.15	\$0.66	\$0.12	\$71.13			
C 55%	ST	\$20.63	na	na	na	\$11.70	\$0.00	\$0.66	\$0.12	\$33.11			
	OT	\$30.95	na	na	na	\$11.70	\$0.00	\$0.66	\$0.12	\$43.43			
	DT	\$41.26	na	na	na	\$11.70	\$0.00	\$0.66	\$0.12	\$53.74			

Notifications

Elizabeth S. Salvesson
City Attorney's Office
1390 Market Street, Fifth Floor
San Francisco, CA 94103

Tammy Wong
Human Resources Manager
General Services Agency
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San Francisco, CA 94102

Rafael Centeno
Assistant Deputy Airport Director
San Francisco Airport Commission
P.O. Box 8097
San Francisco, CA 94128

Martin Gran
Employee Relations Director
Employee Relations Division
1 South Van Ness Ave., Forth Floor
San Francisco, CA 94102

Donald Ellison
San Francisco Municipal Transportation
Agency
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Lavena Holmes-Williams
Human Resources Manager
Port Commission
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San Francisco, CA 94111

Steven Ponder
Classification and Compensation Manager
Human Resources Department
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San Francisco, CA 94102

Jaci Fong
Office of Contract Administration
City Hall, Room 430
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

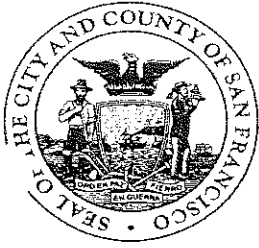
Donna Levitt
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City Hall, Room 430
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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Sent via Electronic Mail

September 4, 2014

E. DENNIS NORMANDY
PRESIDENT

DOUGLAS S. CHAN
VICE PRESIDENT

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

NOTICE OF CIVIL SERVICE COMMISSION MEETING

SUBJECT: RECOMMENDATIONS FOR REVISIONS TO THE CIVIL SERVICE COMMISSION'S POLICY ON PERSONAL SERVICES CONTRACTS.

The above matter will be considered by the Civil Service Commission at a meeting to be held on **September 15, 2014** at 2:00 p.m. in Room 400, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

This item will appear on the Regular Agenda. Please refer to the attached Notice for procedural and other information about Commission hearings. The meeting agenda and all meeting materials will be posted on the Civil Service Commission's website at www.sfgov.org/Civil_Service under "Meeting" no later than end of day on Wednesday, September 10, 2014. If you would like a copy of the Executive Officer's staff report on the above-captioned matter emailed to you in advance of September 10th, please contact the Civil Service Commission's Office at CivilService@sfgov.org or (415) 252-3247.

Attendance by you or an authorized representative is welcome. Should you or your representative not attend, the Commission will rule on the information previously submitted and testimony provided at its meeting.

All non-privileged materials being considered by the Civil Service Commission for this item 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

JENNIFER JOHNSTON
Executive Officer

Attachment

THIS DOCUMENT SUPPORTS
CIVIL RIGHTS ACT 13




CIVIL SERVICE COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

Date: September 18, 2014

To: Civil Service Commission

From: Jennifer Johnston, Executive Officer 

Subject: **Recommendations for Revisions to the Civil Service Commission's Policy on Personal Service Contracts**

I. Overview

The Civil Service Commission ("Commission") adopted revisions to its then-over 15 year-old policy on Personal Service Contracts ("PSCs") at its meeting of May 6, 2013. The revisions served to: create efficiencies (both in time and resources); realign the Commission's procedures with current practices; implement available technological capabilities; increase transparency and accountability; and improve communications and accessibility to information to ensure that the City does not contract out inappropriately or unnecessarily. The PSC Policy was later officially issued on October 25, 2013 with the launch of the new Citywide PSC Database. See Attachment A for the Commission's current PSC Policy, as adopted on May 6th and formally issued on October 25th.

However, additional issues regarding PSC submissions have arisen since then, requiring further policy clarifications and directives. At its meeting of March 17, 2014, the Commission adopted new guidelines to ensure consistency and transparency in departmental requests to contract out personal services beyond the terms approved under an existing PSC (i.e., when requests for extensions should be submitted as new PSCs or modifications to existing PSCs). See Attachment B for the Commission's March 21st Memorandum 2014-06. Later, at the Commission's two meetings in June 2014, affected departments and union representatives alike expressed continued confusion over the notice and reporting requirements for PSC contracts with continuing approval.

The purpose of this memorandum is to recommend revisions to the existing PSC Policy for the Commission's consideration, which are intended to: 1) incorporate the new guidelines adopted by the Commission at its meeting of March 17th (see Attachment B), so that departments may refer to one, comprehensive document stating the Commission's applicable PSC policies; 2) clarify some of the Commission's policies on PSC submissions, in order to address continued areas of confusion amongst the departments; and 3) propose notice and posting requirements for PSC contracts with continuing approval. Attachment C and D reflect the redlined and final proposed versions of the PSC Policy, respectively (note that any formatting issues will be corrected upon finalization).

II. Authority/Standards

Consistent with its Charter authority to oversee the merit system, the Commission determines the City's policy on the review and approval of departments' requests to contract out personal services that could otherwise be performed by civil service employees. This authority is underscored through case law and opinions by the City Attorney's Office.

III. Review of the Proposed Substantive Revisions

Unless otherwise noted below or in the redlined draft PSC Policy (Attachment C), most of the revisions are grammatical; updates to the existing policy; and/or are otherwise non-substantive, primarily intended to clarify the Commission's current policies. The following are substantive issues requiring further discussion:

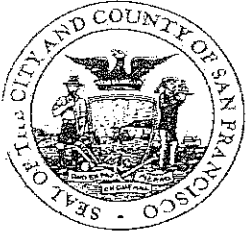
- Comment JJ8 on page 4: The Commission's current policy provides that departments must execute a contract under a PSC approved in terms of duration (instead of effective and expiration dates) within one year of Commission approval. However, the policy is silent on what the consequences are if the department fails to do so (i.e., does the PSC approval expire; and must the department submit a new or modified request for PSC approval?). Also, the Executive Officer proposes that the policy be clarified to provide that the first contract must be executed within one year (not all contracts), since the departments may enter into numerous contracts under the authority of a single PSC.
- The new section titled "Personal Services Contract Submissions and Scope of Approvals," beginning on page 5 of the revised draft policy, in large part incorporates the Commission's policies as articulated in Memorandum 2014-06 (Attachment B).
- Comment JJ27 on page 9: The Commission should specify what the consequences would be if it were to revoke its continuing approval for a PSC, particularly with respect to the impact on any contracts executed under the authority of that PSC.
- The new sections "PSCs with Regular and Annual Approval" and "PSCs with Continuing Approval" on page 10: The revisions are intended to specify and distinguish the notice and reporting requirements for PSCs with continuing approval (and the contracts executed thereunder), versus those PSCs with annual approval.

Recommendation: Adopt the Executive Officer's report; direct the Executive Officer to post the proposed revisions to the PSC Policy and to meet and discuss the amendments with any interested stakeholders.

Attachments:

- Attachment A: The Commission's Policy and Procedures on Personal Services Contracts, Issued October 25, 2013 (pages 3 through 24)
- Attachment B: The Commission's Policy on the Submission of Departmental Requests for Additional Approval to Contract Out Services Beyond the Terms Approved under an Existing Personal Services Contract, Adopted March 17, 2014 (pages 25-28)
- Attachment C: The Executive Officer's Proposed Revisions to the Commission's Policy and Procedures on Personal Services Contract – Redlined Version (pages 29 through 42)
- Attachment D: The Executive Officer's Proposed Revisions to the Commission's Policy and Procedures on Personal Services Contract – Clean Version (pages 43 through 54)

ATTACHMENT A



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

SCOTT R. HELDFOND
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

KATE FAVETTI
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

Date: October 25, 2013

To: Department Heads
Personnel Officers
Departmental Contract Coordinators

From: Jennifer Johnston
Executive Officer

Subject: **Policy and Procedures on Personal Services Contracts**

The purpose of this memorandum is to serve as a comprehensive guide on the Civil Service Commission's ("Commission") Rules and policies on Personal Services Contracts ("PSCs") as updated and adopted by the Commission on May 6, 2013, effective upon the issuance of this memorandum.

This memorandum shall serve to supersede previously issued memorandums on PSCs; including "Commission Policy Memorandum No. 2007-04" issued on May 30, 2007, and the "Amended Joint Department of Human Resources/Civil Service Commission Instructions for Processing Proposed Personal Services Contract Approval Requests" issued on September 16, 1996.

The Commission has delegated to the Department of Human Resources ("DHR") the authority to update and reissue the instructions for PSC submissions, consistent with the Commission's policies. DHR's updated PSC submission guidelines issued on October 25, 2013 are attached to this memorandum for reference, though they may be updated by DHR as needed. The most current submission guidelines may be located on the Commission's website at www.sfgov.org/Civil_Service.

Authority

Consistent with its Charter authority to oversee the merit system, the Commission sets policy on the review of proposed PSCs. This authority is underscored through case law and City Attorney's Opinions. The policy being that where there is a merit system, services provided to the public use public employees hired through that merit system. Based on criteria specified in its policy and procedure, the Commission *determines if the scope of service is appropriate for contracting out.*

Longstanding Policy and Procedures

Over the years, the Commission has adopted a number of policies and procedures on PSCs. On December 5, 1994, the Commission issued revised policies and procedures

that clarified the roles of the Commission and DHR, streamlined and expedited the processing of PSCs, and provided for monitoring and auditing of the contracting procedure. The Commission and DHR jointly issued updated PSC policy and procedures on September 16, 1996, and the Commission reiterated its policies in a memorandum on May 30, 2007. Those policies and procedures remained in place unchanged, with periodic reminders and clarifications issued by the Commission, until the issuance of this memorandum.

Although the Commission has updated its policies and procedures on PSCs, it is important to note that they continue to include the following critical components: a streamlined Commission approval process; an appeal procedure to ensure merit system oversight; an approval option consistent with the City and County's budgetary time frames and process; and, a list of compelling circumstances that may be considered in approving the use of personal services contracts.

Personal Services Contract Review Criteria

When reviewing a request for a PSC, the initial questions that are addressed are: 1) Is there an existing civil service class that can perform the required work? 2) Is it feasible or practical for civil service employees to perform the work? 3) If there is no current class, should one be created?

When there is no current class in which the duties and responsibilities encompass the desired need, a determination is made as to the feasibility of establishing a new class. If services are short-term and non-repetitive or so specialized and unique that they could not be appropriately performed by city personnel, establishing a new class may not be practical and the use of a contract may be appropriate.

If there are civil service classes that can perform the work, examples of compelling factors that may be considered as appropriate reasons for contracting out are:

- 1) Immediately needed services to address unanticipated or transitional situations, or services needed to address emergency situations. "Transitional situations" are those instances when contracting out is needed to bridge relatively short periods of time, such as during organizational restructuring that may be mandated by law or policy, or to facilitate a department's efforts to contract in services.
- 2) Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
- 3) Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
- 4) Regulatory or legal requirements, or requirements or mandates of funding source(s) which limit or preclude the use of Civil Service Employees.
- 5) Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).
- 6) Circumstances where there is a demonstrable potential conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations).

- 7) Cases where future funding is so uncertain that the establishment of new civil service positions, classes or programs is not feasible (including situations where there is grant funding).

Provided that there are compelling circumstances such as those listed above, the Commission may approve the use of a PSC even if there is an existing class.

The Role of the Department of Human Resources

DHR reviews all requests for PSCs and modifications to previously approved PSCs submitted by departments to determine if the request complies with the Commission's policies. DHR then posts and forwards to the Commission requests for PSCs in excess of \$100,000 and those requests for PSC modifications that require Commission approval pursuant to this policy.

Requests for PSCs of \$100,000 or less do not require Commission approval. Instead, these PSCs, referred to as "Expedited PSCs," are reviewed and approved by DHR (PSCs in excess of \$100,000 are referred to as "Regular PSCs").

Misuse of Expedited PSCs is prohibited. For example, the use of PSCs for multiple vendors for the same scope of services in the same department that cumulatively exceed \$100,000 require DHR and Commission approval. Expedited PSCs where funding is added so that the total exceeds \$100,000 and requests to modify an approved Expedited PSC so that the amount exceeds \$100,000, must also be submitted to DHR and then the Commission for approval.

DHR is also responsible for reporting information regarding contract awards to the Commission on an annual basis. At the time that an approved PSC is processed for award, departments are required to submit to DHR information regarding the names, contract amounts and duration for all personal services contracts issued under the approved PSC. DHR, in turn, is required to submit that information for all PSCs awarded during the preceding year to the Commission no later than August 1st each year. Such DHR PSC contract award reports shall be made available for public inspection in the office of the Executive Officer, Civil Service Commission.

Departmental Personal Services Contract Coordinator

Each City and County department that regularly utilizes PSCs must designate a departmental PSC coordinator. The PSC coordinator works closely with DHR and Commission staff to expedite the review of proposed contracts by explaining the evaluation criteria to departmental personnel and by ensuring that the proper documentation is sent to the Commission through DHR in a timely manner.

Departmental Requests for Personal Services Contracts

1) Timing of PSC Approval Submissions

In order to facilitate and streamline the PSC approval process, all departments are required to utilize the Citywide Personal Services Contract Database for all PSC submissions, effective immediately. Departments must submit one request for a specific service regardless of the number of vendors.

Departments may submit proposed PSCs for approval as soon as the need arises and prior to the award of contract. Early submittals will expedite the PSC review and approval processes to ensure that the needed services can be performed as soon as possible.

2) PSC Approval Durations

Note that under the Commission's previous policies and procedures, departments were required to indicate specific effective and expiration dates for PSC approvals. However, there may be unanticipated delays in the contracting process, such that the actual contract award may occur several months to a year after the Commission has approved a request for PSC approval.

Therefore, effective upon the issuance of this memorandum, PSCs may be measured in terms of duration (e.g., one year, 18 months, three years, etc.) in order to provide departments with more flexibility and time to conclude the often time consuming contracting process. However, the contract(s) under an approved PSC measured in terms of duration must be executed within one year of the Commission meeting date at which the PSC was approved.

3) Retroactive Requests for Extensions

The Commission also recognizes that there may be rare circumstances when a PSC for an active contract must unexpectedly be extended for a period of time without enough notice for the department to request the Commission's approval to modify the duration prior to its expiration. In such event, departments may submit a retroactive request to extend the duration of an approved but expired PSC, provided that it is within one year of the PSC's expiration, and with adequate justification as to why the department was unable to submit a timely request for modification. Requests beyond the one-year expiration date require the submission of a new request for PSC approval (and assignment of a new PSC number), irrespective of whether the contract under the PSC is still active.

4) Deadlines for PSC Submissions

Departments must comply with all applicable DHR and Commission PSC deadlines as stated in DHR's PSC guidelines. All deadlines are necessary to allow sufficient time for DHR staff review, report preparation, and distribution of reports to the Civil Service Commissioners. Cover letters are generally not necessary, except in instances when non-typical circumstances arise and an explanation is needed to expedite the review process.

PSC requests submitted after a deadline will be considered at a subsequent Commission meeting. In emergency situations when it becomes necessary for PSC Coordinators to submit PSC approval requests after a deadline, the PSC Coordinator must obtain the Human Resources Director's approval (for DHR deadlines) and/or the Executive Officer's approval (for Commission deadlines).

5) Content of PSC Submissions

PSC requests must be comprehensive and thorough. When drafting the PSC request, departments should keep in mind the purpose of the Commission's review and focus the information appropriately. Information must be brief, but specific. Background material and information must be included to clearly and sufficiently describe the specific service to be

provided. It is crucial to clearly and adequately explain why City employees cannot perform the services being requested in the PSC.

Requests citing a legal or regulatory authority must cite that authority and include an excerpt of the applicable provision. In the event that a board or commission determines that contracting out is the most effective way to provide the services to be performed under a PSC, the department must include a copy of the resolution or other legislative action of such decision. Additionally, requests to contract out services for which the Commission has previously approved a PSC must include a copy of the prior PSC.

Union Notice

Departments are required to notify affected employee organizations of a department's request for both Regular and Expedited PSCs prior to forwarding the request for DHR review. A copy of the notice from the department to the applicable employee organization must be attached with the department's submission to the Commission. Some Collective Bargaining Agreements have additional requirements that must be considered in this process. Departments must refer to the applicable Collective Bargaining Agreement to determine the additional requirements.

Posting

Once DHR has completed its review of an Expedited or Regular PSC, the department's request must be posted. The posting must include the PSC number assigned by DHR, the estimated amount, the scope of work to be considered, and the estimated duration.

If the department is requesting an annual amount for a multi-year request, the posting must specify either the total of the multi-year request or reflect that the amount is an annual amount. For example, a request indicating \$1,000,000 estimated annual amount for five (5) years will be listed on the Commission Agenda as "\$5,000,000" or "\$1,000,000 annually" with the duration clearly posted as five (5) years.

Affected employee organizations must also be notified of the posting.

In limited circumstances and with sufficient justification, the Commission may grant a department's request to omit the posting process and go directly from DHR review to Commission review.

Protests and Appeals (Civil Service Commission Rule Series 05.12)

Expedited PSCs: Protests of a posted proposed Expedited PSC must be received by the Human Resources Director by close of business on the seventh day of posting. In the absence of any timely protest, approval of an Expedited PSC becomes final on close of business of the seventh day of posting. An appeal of the Human Resources Director's action on a timely protest of a proposed Expedited PSC may be appealed to the Commission, provided such appeal is received by the Executive Officer by close of business on the fifth working day (excluding Saturdays, Sundays, and holidays) following the postmarked mailing/email date of notification of the Human Resources Director's action.

Regular PSCs: An appeal of a posted proposed Regular Personal Services Contract may be appealed to the Commission, provided such appeal is received by the Executive Officer by close of business of the seventh day of posting.

Timely appeals will be considered by the Commission at its next regularly scheduled meeting. DHR forwards Personal Services Contracts submissions over \$100,000 where no appeal has been filed to the Executive Officer to calendar on the Ratification Agenda.

PSCs that are appealed will be placed on the Commission's Regular Agenda and will be considered by the Commission separately. Departments are required to have representatives present to respond to questions or provide clarification on the need for contractual services. If a department representative is not present, consideration of the PSC will be postponed to another meeting.

Ratification Agenda

The Ratification Agenda is essentially a Consent Agenda used exclusively for expediting the processing of uncontested proposed PSCs and will precede the Consent Agenda on the Commission's calendar. Although they may provide public comment on a proposed PSC, individuals seeking to sever a proposed PSC from the Ratification Agenda must provide adequate justification to the Commission for their request and why they did not protest or appeal the item when they had the opportunity to do so.

Civil Service Commission Approval

The Commission determines whether the circumstance pertaining to the need to provide services warrants the use of a PSC or contractors in lieu of civil service employees. PSCs include agreements for services paid by the City and County of San Francisco with individuals, companies, corporations, non-profit organizations, and other public agencies.

The Commission's role is distinguished from the roles of City departments, other commissions, the City Administrator, the Director of the Department of Administrative Services, and the Human Rights Commission ("HRC"). It is not the Commission's role to be involved in the selection of individual contractors or the cost of such services. Again, the role of the Commission is to determine whether contracting is warranted; the selection of the individual contractor is done by City departments, with oversight and final decision making authority exercised as appropriate by commissions, the City Administrator, the Director of the Department of Administrative Services, and the HRC.

Nor is it the Commission's role to determine positions where work or services can be performed by contract at a lesser cost than similar work performed by City and County employees. By Charter definition (Section 10.10445), this function, often called "Prop J" contracting, is performed by the Controller and the Board of Supervisors.

The Commission retains final authority to approve PSCs after DHR review and posting. The Commission strongly recommends that a department representative attend the Commission meeting at which the department's request for PSC approval will be heard in order to answer any questions the Commission may have regarding that PSC. Failure to appear and/or sufficiently respond to the

Commission's questions may result in only conditional approval, postponement or denial of the PSC.

The Commission recommends that departments come forward to the Commission as soon as possible in the contracting process, in recognition of the fact that the actual contract award may occur months, and, for multiple year contracts, as much as a year after the Commission's approval.

Generally, unopposed PSCs in an amount greater than \$100,000 are placed on the Commission's Ratification Agenda for either regular, continuing, annual, or qualified approval:

The Commission may grant an annual approval so that a proposed contract may be included in a department's annual budget consistent with the City and County's budgetary timeframes and process. These approvals occur simultaneously with the budget process and must be submitted to DHR by March 1st. In the event the Mayor's budget deadlines are changed, the Human Resources Director is authorized to change the submission dates to conform to the revised schedule, provided that the PSC instructions are updated accordingly and the Executive Officer is notified of any changes to the schedule.

Continuing approval is granted by the Commission to comply with policy, funding or legal mandates. For example, those instances where: legal mandates direct the use of contractual services; or State or Federal funding requirements specify use of contractual services; or a City board, commission, the City Administrator, an elected official, or the Controller has determined that contracting is the most effective way to provide health and human welfare services; or the Retirement Board, consistent with its Charter and State constitutional authority, has determined that contracting is the most effective way to deliver investment management and actuarial services. Continuing approval is valid until revoked by the Commission.

For all PSCs for which the Commission approves a request for continuing approval, the requesting department must provide the Commission with annual reports listing the contracts awarded under the continuing approval. An annual report is to include the name of the contractor, type of service, amount, and duration of the contract. Annual reports are to be submitted to the Commission through DHR no later than August 1st of each year for the prior fiscal year. The Executive Officer will make all annual reports submitted under this section available for public inspection consistent with local and State law.

Regular approvals may be granted for those circumstances where annual or continuing approvals do not apply.

The Commission may also grant an interim, conditional approval known as "qualified approval" pending consideration of alternatives, requirements to report back to the Civil Service Commission or submission of additional information. Typically included with a qualified approval will be a request to the department to examine the feasibility of either budgeting positions in appropriate classification or obtaining a Proposition J contract certification.

A notice of the Commission's action will be sent to the departmental PSC Coordinator, the Controller's Office and the Office of Contract Administration. The PSC coordinator will also

receive separate notifications whenever a Qualified Approval is granted by the Commission. Departments must maintain copies of Commission notifications for their files.

Modification of Previously Approved Personal Services Contracts

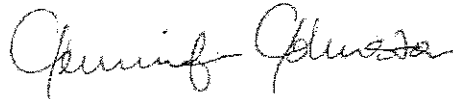
Departments are required to resubmit a request when the circumstances of the original request change. This type of request is considered a "Modification." Changes which warrant a modification request for approval include:

1. Changes to the type or scope of service provided; or
2. Changes in legal or grant requirements for contracting; or
3. Increases of fifty percent (50%) or more over the Regular PSC contract amount approved by the Commission or the Expedited PSC contract amount if the requested increase amount will exceed the \$100,000 threshold; or
4. Extensions beyond the estimated term approved by the Commission for any length of time greater than fifty (50%) of the original duration approved by the Commission. As indicated above, departments may request a modification to extend a PSC that has expired in order to allow completion of the contracted services, provided that it is within one year of the expiration of the approved PSC duration.

QUESTIONS

Questions on Civil Service Commission Rules or policies regarding PSCs as detailed herein may be directed to Commission staff at (415) 252-3247. Questions regarding the procedures for submitting PSCs as detailed in DHR's instructions and guidelines may be directed to the DHR PSC Coordinator.

CIVIL SERVICE COMMISSION



JENNIFER JOHNSTON
Executive Officer

Attachment (1)

Cc: Scott R. Heldfond, President
E. Dennis Normandy, Vice President
Douglas S. Chan, Commissioner
Kate Favetti, Commissioner
Gina Roccanova, Commissioner
Micki Callahan, Human Resources Director



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

DATE: October 25, 2013

TO: DEPARTMENT PERSONNEL OFFICERS
DEPARTMENT PERSONAL SERVICES CONTRACT COORDINATORS

FROM: MICKI CALLAHAN, HUMAN RESOURCES DIRECTOR

A handwritten signature in black ink, appearing to read "Micki Callahan".

SUBJECT: INSTRUCTIONS FOR PROCESSING PROPOSED PERSONAL
SERVICE CONTRACTS

On May 6, 2013, the Civil Service Commission ("Commission") approved revisions to its policies, procedures and guidelines for approving requests by City departments for personal services contracts ("PSCs"). Those revisions are fully explained in the Commission's October 25, 2013 memorandum. Among its actions, the Commission delegated to the Department of Human Resources ("DHR") the responsibility for updating and reissuing instructions for PSC submissions consistent with the Commission's policies.

The purpose of this memorandum is to provide departments with detailed instructions for submitting and processing requests for PSCs before the Commission and the City's Human Resources Director effective as of October 25, 2013. This memo is an attachment to the Commission's October 25, 2013 memorandum on PSC policies.

1) OVERVIEW

PSCs are contracts paid for by the City and County of San Francisco ("City") for services provided by individuals, companies, corporations, nonprofit organizations and other public agencies. A PSC request covers a specific service regardless of the number of vendors.

The Commission determines the City's policy on the review and approval of proposed PSCs. The Commission's policy provides that, as a general rule, services are to be provided to the public by public employees hired through the merit system. However, the Commission's policy also recognizes that there are circumstances that may warrant the use of personal services contracts as a mechanism for the City to provide some of its services.

DHR reviews all requests for new or modified PSCs to determine whether they comply with the Commission's policies. DHR then posts all PSC requests and transmits those PSC requests that require Commission approval to the Commission.

The Commission has established a list of factors, which it revised on May 6, 2013, that it considers to be among the compelling factors for contracting out even when there are existing civil service classes that can perform the work of the proposed PSC. The Commission's list of factors, however, is not intended to be exhaustive, but rather to be demonstrative of the types of circumstances that may warrant the contracting out of personal services that could potentially otherwise be performed by civil service employees. For specific information on the factors pre-identified by the Commission, please refer to the Commission's policy (see attached, or go to the Commission's website at www.sfgov.org/Civil_Service).

2) PSC BASICS

- **Department PSC Coordinator:** Each City department that utilizes PSCs must have a department PSC coordinator. The department PSC coordinators are responsible for the submission of their departments' PSC requests. They are authorized by the department head/appointing authority to determine when their departments' PSC requests are ready for review by either the Human Resources Director or the Civil Service Commission. The department PSC coordinator works closely with DHR and Commission staff to expedite the review of proposed contracts, including explaining the evaluation criteria to department personnel and ensuring that the proper documentation is sent to the Commission through DHR in a timely manner. Each City department must notify DHR of the name, email address and telephone number of its departmental PSC coordinator.
- **Scheduling a PSC request before the Commission:** Departments may submit proposed PSCs for Commission or DHR approval as soon as the need arises, and must do so prior to the award of a contract. The practice of early submittal will expedite startup of the desired service(s).
- **Entering PSC requests into the PSC Database:** The PSC database collects the contents of the PSC Form 1 and PSC Award Notice ("PSC Form 2"), as well as additional relevant documents and information. Departments must submit all PSC requests through the PSC database.
- **Notifying affected union(s) of a PSC request:** Departments must notify the union(s) that represents City employees who could potentially perform the work of the proposed PSC through the PSC database. Please check each relevant Memorandum of Understanding (MOU) for the appropriate notice requirements.
- **Posting PSCs publicly:** DHR generally posts regular PSC requests to its website on a bi-monthly basis. DHR posts expedited PSC requests to its website at the time that a department submits the PSC request to DHR for review and approval. The DHR website is located at www.sfdhr.org.
- **Processing a PSC request through DHR:** Once a PSC is ready for review, the department PSC coordinator must notify the DHR PSC coordinator through the PSC database by changing the PSC request's status to "Ready for Review by DHR."
- **Appealing a PSC request:** All PSC requests (regular and expedited) are appealable.

3) TYPES OF PSCs

DHR staff review all PSC requests. PSC requests are either regular or expedited. Regular PSCs are approved by the Civil Service Commission and expedited PSCs are approved by the Human Resources Director.

- Expedited PSCs – PSC requests that are less than or equal to \$100,000
- Regular PSCs – PSC requests that exceed \$100,000 (May be approved under one of three subcategories):
 - Continuing
 - Annual
 - Qualified

EXPEDITED PSCs - \$100,000 AND UNDER

- The Human Resources Director has the authority to approve all requests for expedited PSCs.
- DHR will complete its review of each expedited PSC request within seven (7) calendar days concurrently with the posting period.
- Expedited PSCs must contain the same information required of regular PSCs, and they are reviewed based on the same criteria as regular PSCs.
- The DHR PSC Coordinator will notify the department PSC Coordinator of the result of DHR's review once the seven-day review period has ended.
- Departments may not circumvent the \$100,000 expedited PSC threshold amount by submitting multiple PSCs for the same vendor to provide the same type of service for approximately the same period of time.
- When an expedited PSC is modified for less than 50% of its originally-approved amount or duration, but exceeds the \$100,000 threshold amount for expedited PSC requests, it goes to the Commission for approval through the procedures for regular PSC requests.
- Expedited PSCs that are modified to the extent that they require Commission approval will retain the same PSC reference number.

REGULAR PSCs – OVER \$100,000

- The Commission has the authority to approve all requests for regular PSCs.
- The DHR PSC Coordinator will review all regular PSC requests and notify the department PSC Coordinator when a PSC request is ready to be scheduled before the Commission.

4) SCHEDULING A PSC REQUEST BEFORE THE COMMISSION

- Scheduling a PSC request before the Commission may vary based on the type of PSC approval required, advance notification requirements in the applicable memoranda of understanding (MOU(s) with the union(s) representing classifications potentially affected by

the PSC request, or whether a union initiates discussions with a department about a proposed PSC, as well as the Commission's schedule.

- The PSC database includes a reference chart of deadlines for document submission before each regularly scheduled Civil Service Commission meeting. Please ensure that your department's PSC submission conforms to the submission deadlines. The chart is also located on the DHR website at <http://www.sfdhr.org/index.aspx?page=419>.
- Submission and notice deadlines are necessary to allow sufficient time for DHR staff review, to ensure MOU compliance, and to allow for the preparation and distribution of the report packet to the Civil Service Commissioners before each Commission meeting.
- In rare circumstances, the Human Resources Director may waive DHR deadlines and/or the Commission's Executive Officer may waive Commission deadlines if a department misses a submission deadline for inclusion on a particular Commission meeting agenda. When a department requests a deadline waiver, a cover letter with an explanation for the request must be submitted for the request to be considered. If a deadline waiver request is not granted, the PSC request will proceed according to the regular timelines.

5) ENTERING PSC REQUESTS INTO THE PSC DATABASE

The City's new PSC database has improved capabilities for DHR, City departments, the City's unions, and the public to monitor PSC requests, approvals and conditional approvals; to access information on specific PSC requests; and to generate several types of reports on PSCs.

Departments will no longer need to submit the PSC Form 1 as a Microsoft Word document; rather, departments will be able to directly enter the required information into the PSC database¹ and the database will automatically populate the PSC Form 1 with all required information into a pdf format. After the information is entered by the department, the database will generate required notifications by email on behalf of the requesting department, DHR or the Commission. The PSC database can be accessed at <http://apps.sfgov.org/dhrdrupal/>.

When completing the PSC database fields, please keep in mind the following instructions:

- Provide brief but specific information to assist the Commission in determining whether the circumstances requiring the PSC request are compelling enough to contract out work when civil services class(es) exist to perform work within the same scope;
- Include background material and information to clearly and completely describe the specific services or work to be provided;
- Clearly explain the reasons why City employees cannot perform the services or work being requested;
- Spell out all words before using an acronym for the first time;
- Do not simply use "not applicable" or "N.A." The department must explain why there is no response to a particular item; and

¹ The City and its unions have agreed to add additional fields in the database to collect information of interest to the unions with the intent of expediting discussions between the requesting department and affected unions on a specific PSC request. Populating the additional fields in the database may facilitate a department's request for a waiver by the union(s) of the advance notification requirements in the MOUs.

- Departments are not required to provide specific contract effective and expiration dates; rather, departments will provide the duration of contracts (e.g., the number of years or months the department seeks to contract out the work). Departments must begin the contract within a calendar year of the Commission's approval of the PSC. The PSC database will capture the number of years and months and the estimated start and end dates.
- PSC requests do not require cover letters. However, a department may submit a cover letter in the event unusual circumstances arise and an explanation may be necessary to expedite the review process.
- PSC requests that cite a legal or regulatory authority must include a copy of such authority (PSC Form 1 Question #5c or 5d). Likewise, if applicable, departments must include a copy of the board or commission action determining that contracting is the most effective way to provide the service (PSC Form 1 Question #5e). These documents can be uploaded to the PSC database.
- The Commission is critical of PSC requests of five years or greater since circumstances can change so greatly in such a significant amount of time. Therefore, the Commission asks the department to provide an explanation in support of such a request, either in a separate attached memorandum or indicated somewhere on the PSC Form.
- Always view and proofread the PDF of the PSC Form 1 produced by the PSC database prior to notifying the affected unions/submitters to DHR. Substantial revisions to the PSC request may result in delays of the PSC request's processing.

6) NOTIFYING AFFECTED UNION(S) OF A PSC REQUEST

- Departments must notify the union(s) representing classifications of employees potentially affected by a regular PSC request: Most MOUs require greater notice than the notice requirement in the Commission's policy—generally thirty (30) days' notice prior to the PSC request's submission to DHR, or at the time the department issues a Request for Proposals ("RFP")/Request for Qualifications ("RFQ"), whichever occurs first. One notable exception is the SEIU Local 1021 MOU, which requires notice to the union sixty (60) days prior to the PSC request's submission to DHR, or at the time the department issues a Request for Proposals ("RFP")/Request for Qualifications ("RFQ"), whichever occurs first. However, notification requirements differ depending on the specific terms negotiated with the affected union(s), and departments must check the relevant MOUs when processing a PSC request.
- Expedited PSC requests: Departments must notify affected unions of the department's expedited PSC request no later than the date of the submission of the request to DHR.
- Modifications of PSC requests: Departments must notify affected unions of a modification to an expedited or regular PSC request no later than the date of the submission of the request to DHR.
- The PSC database generates an email notification to affected unions identified by the department requesting the PSC at the same time the department sets the PSC request's status to "Start Union Notification."

- If a PSC request requires union notification, the PSC database automatically fills in the date the department notified the affected unions of the PSC request and the name of the person submitting the PSC request.
- If there are questions about which classes of employees are impacted by the department's PSC request, please work with your department's personnel unit and/or your assigned DHR Client Services representative. The online Classification and Compensation Database is also a resource for identifying the union that covers the civil service classification(s) affected by the PSC request's scope of work: <http://sfdhr.org/index.aspx?page=32>.
- If the PSC request is substantively changed in terms of scope of work, affected civil service classifications, duration or amount since the union notification, the department must provide affected unions and DHR with the final PSC Form 1 by email. Be aware that the MOU advance notification requirements may be triggered if the changes made to the PSC request were not a product of discussions with affected unions.
- If a PSC request does not identify a civil service classification potentially affected by the PSC request, the departments must notify all of the City's exclusive labor organizations through the PSC database. The MOU advance notification requirements are not required when no civil service classifications are potentially affected. However, departments are strongly advised to identify all potentially affected civil service classifications and to notify the respective unions of the PSC request so as not to delay the PSC unnecessarily. Failure to notify the affected unions could result in a grievance and/or delay in processing a PSC request.

7) PROCESSING A PSC REQUEST THROUGH DHR

- To initiate a PSC request, a department must enter all information required by the PSC Form 1 into the PSC database. When a PSC request is ready for review by DHR, the department PSC Coordinator will change the status of the PSC in the PSC database to "Ready for Review by DHR."
- Once the DHR PSC Coordinator receives notice that a PSC is ready for review, the DHR PSC Coordinator will review the information submitted by the department. If necessary, the DHR PSC Coordinator will contact the department PSC coordinator for additional required information or clarification.
- After the posting period is complete and the advance notice required by the affected unions expires, the DHR PSC Coordinator will schedule the PSC at the next scheduled Commission meeting and will prepare the PSC request's packet for the Commission's review. Each PSC packet must include the names of the individuals notified of the PSC request by the department because they represent unions affected by the PSC request.

8) POSTING PSCs PUBLICLY

- DHR generally posts PSC requests on its website at www.sfdhr.org every other Friday for seven (7) calendar days. The DHR PSC Coordinator emails a copy of the posted PSC requests to the Commission, department PSC Coordinators and affected unions on the day of the posting.

- DHR also posts all expedited PSC requests to its website for seven (7) calendar days once they are submitted to DHR for review.
- In the rare situation when a department may need to expedite a PSC request and omit the DHR posting process, the department must have approval from the CSC Executive Officer prior to submitting the PSC request to DHR for review. In requesting approval to omit posting, the department must provide the Executive Officer with sufficient information in support of the request, as well as the consequence of denial. The PSC request must be entered into the PSC database and the department PSC coordinator must change the PSC request's status to "Start Union Notification" prior to changing its status to "Ready for DHR Review." The PSC request must indicate that the posting process is to be omitted in the PSC database.

9) APPEALING A PSC REQUEST

- PSC requests may be protested and/or appealed in accordance with the Commission's PSC policy.
 - Regular PSCs: An appeal of a posted regular PSC must be filed in the Commission's office by close of business on the seventh (7th) day of posting by mail or hand-delivery with the appellant's original signature and email address. Appeal forms and instructions are located on the Commission's website at <http://www.sfgov3.org/index.aspx?page=267>.
 - Expedited PSCs: Protests of a proposed expedited PSC must be filed with the Human Resources Director via email to DHR-PSCCoordinator@sfgov.org by close of business on the seventh day of posting. The Human Resources Director's decision on a PSC protest is appealable to the Commission within five (5) business days after notice of such decision.
- DHR will notify the affected department of any timely protests it receives on an expedited PSC during the seven-day posting period. The Executive Officer will notify DHR and the affected department of any appeal it receives on a regular PSC or on the decision of the Human Resources Director on an expedited PSC protest.
- **Note:** If a union objects to a PSC request directly to the requesting department at any point, the department must inform DHR of the parties' dispute and the reasons cited for the union's objection to the PSC. If the department and the objecting union have not resolved all issues related to the PSC request before it is placed on a Commission agenda, the department must inform DHR and the Commission that the request is still in dispute.
- Uncontested expedited PSCs become final on close of business of the seventh day of posting; uncontested regular PSCs are placed on the Commission's Ratification Agenda for the Commission's review and approval.
- PSC appeals are placed on the Regular Agenda as a separate item for the Commission's consideration at the next regularly scheduled meeting following receipt of the appeal, in accordance with the Commission's timelines.
- Departments must send representatives to the Commission meeting to speak on any PSC appeal. Departments should approach PSC appeals as they would any other type of appeal—they should submit a staff report if possible and appropriate (along with any additional supporting documentation or materials, if applicable), and they should be prepared to

provide the Commission with a presentation in support of their PSC request. Please contact the Executive Officer for guidance on applicable staff report submission deadlines and other requirements.

- **Note:** Department representatives must attend the Commission meeting even in the absence of an appeal, in the event that the Commission severs a PSC from the Ratification Agenda to scrutinize it and/or obtain additional information.

10) **REGULAR PSC APPROVAL CATEGORIES: CONTINUING**

- The Commission may, at its discretion, grant "Continuing Approval" for a regular PSC request in situations where:
 - a. Legal mandates direct the use of contractual services;
 - b. State or Federal funding requirements specify use of contractual services;
 - c. A City board or commission, the City Administrator, an elected official, or the Controller has determined that contracting is the most effective way to provide health and human welfare services; or
 - d. The Retirement Board, consistent with its Charter and State constitutional authority, has determined that contracting is the most effective way to deliver investment management and actuarial services.
- Continuing Approval is valid until revoked by the Commission.
- If the Commission approves a request for Continuing Approval, the requesting department must provide the Commission with an annual report listing the contracts awarded under the Continuing Approval. The department's annual report must include the name of the contractor, type of service, amount, and duration of the contract.

11) **REGULAR PSC APPROVAL CATEGORIES: ANNUAL**

- The Commission may grant "Annual Approval" for a regular PSC request in situations where a proposed contract is included in a department's annual budget.
- Appeals of PSC requests seeking Annual Approval will be considered by the Commission not later than its first meeting in April.
- In the event the Mayor's budget deadlines are changed, the Human Resources Director is authorized to change the deadlines for PSC requests seeking Annual Approval to conform to the revised budget schedule. DHR will notify the Commission's Executive Officer of any changes to the schedule.

12) **REGULAR PSC APPROVAL CATEGORIES: QUALIFIED**

- The Commission may grant a PSC request "Qualified Approval." This conditional approval is generally an interim measure with direction to the contracting department to consider other alternatives for providing the service if the need for the service is expected to be ongoing, and/or to provide the Commission with additional information, and/or to report back to the Commission on the status of performance under the contract, and/or to continue discussions with the affected labor union(s).

- When approving a PSC request with a Qualified Approval, the Commission may recommend that the department examine the feasibility of either budgeting positions in appropriate classifications or obtaining a Proposition J contract certification.
- When a PSC request is granted Qualified Approval, the department's PSC coordinator must work directly with Commission staff to meet the terms of the conditions the Commission placed on the PSC.

13) MODIFICATION OF AN EXISTING PSC (See attached chart)

- Departments are required to resubmit a request when the circumstances of the original request substantively change (e.g., changes to the type or scope of services provided, changes in legal or grant requirements for contracting, and any increases to the amount or duration of the PSC). This type of request is considered a "Modification."
- DHR reviews all modification requests and approves those requests that do not require Commission approval. Modifications which require Commission approval include:
 - Changes to the type or scope of services provided under a regular PSC; or
 - Changes in legal or grant requirements for contracting under a regular PSC; or
 - Increases of fifty percent (50%) or more over the current existing (last approved) regular PSC amount; or
 - Increases of fifty percent (50%) or more over the expedited PSC amount if it will increase the total amount of the PSC above the \$100,000 threshold.
 - Changes in the approved regular PSC contract duration that would increase the duration of the PSC by fifty percent (50%) or more above the original estimated duration approved by the Commission.
- In the event a department must request the Commission's approval to retroactively extend a PSC's duration, the department can do so within a year of the PSC's duration end date and retain its original PSC reference number. However, in such cases the department must provide the Commission with adequate justification for why it was unable to submit a timely request for modification, and it must not request to extend the PSC's duration for more than five years. DHR will not accept a request to modify a PSC more than one year after the PSC's approved duration. The department must submit a new PSC request.

14) AFTER PSC APPROVAL

- After a Commission meeting, Commission staff will enter the outcome of each PSC request into the PSC database. The Commission will email a "Notice of Civil Service Commission Action" to the DHR PSC Coordinator and the department's PSC coordinator. In the event the Commission grants a "Qualified Approval," Commission staff will include any conditions placed on the PSC's approval in its Notice of Civil Service Commission Action to the department PSC coordinator.
- After the Commission approves a PSC request, the department must include a copy of the PSC Form 1 and a copy of the notice of the Commission's action when processing the PSC through the Office of Contract Administration. The Commission separately provides a copy of its notice of action to the Office of Contract Administration and the Controller's Office.

- At the time PSCs are processed for award, the department must enter the information required by the PSC Form 2 (contractor name, contract amount and the contract's actual start and end dates) into the PSC database. The database will generate reminders to the department to input the information required by the PSC Form 2 beginning six months after the PSC's approval.
- DHR will generate a report of contract awards (PSC Form 2 information) for the Commission no later than August 1 of each year for the preceding fiscal year.

QUESTIONS?

If you have any questions about PSC procedures, the DHR PSC Coordinator can be emailed at DHR-PSCCoordinator@sfgov.org and the Civil Service Commission staff can be emailed at civilservice@sfgov.org.

ATTACHMENT - DHR PSC Memorandum October 25, 2013

PSC Types & Union Notification Guidelines		Requires: 30-Days Advance Notice to All Other Unions	Requires: 60-Days Advance Notice to SEIU	Requires: 7-Days Advance Notification to All Unions	Types of Approval Required
Initial PSCs:					
	Regular (> \$100K)	X	X		CSC
	Expedited (≤ \$100K)			X	DHR
Modify - Regular PSCs:					
	> 50% of Initial Duration			X	CSC
	> 50% of Last CSC Cumulative Approval Amount			X	CSC
	≤ 50% of Last CSC Cumulative Amount			X	DHR
	≤ 50% of Initial Duration			X	DHR
Modify - Expedited PSCs:					
	> 50% of Last CSC Cumulative Approval Amount (after the \$100K threshold)			X	CSC
	Cumulative Amount ≤ \$100K			X	DHR
	Change in Duration (prior to the \$100K threshold)			X	DHR

ATTACHMENT B



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

MEMORANDUM
CSC No. 2014 – 06


SCOTT R. HELDFOND
PRESIDENT

Date: March 21, 2014

E. DENNIS NORMANDY
VICE PRESIDENT

To: Department Heads
Departmental Personnel Officers
Departmental Contract Coordinators

DOUGLAS S. CHAN
COMMISSIONER

From: Jennifer Johnston 
Executive Officer

KATE FAVETTI
COMMISSIONER

Subject: Policy on the Submission of Departmental Requests for
Additional Approval to Contract Out Services Beyond the
Terms Approved under an Existing Personal Services Contract

GINA M. ROCCANOVA
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

Consistent with its Charter authority to oversee the merit system, the Civil Service Commission (“Commission”) reviews requests from departments for approval of Personal Services Contracts (“PSC”) to contract out services that could otherwise potentially be provided by civil service employees.

A department may only contract out personal services for the duration, amount, and type and scope of services specifically approved by the Commission under a PSC. However, there may be a change in circumstances which requires those personal services to be contracted out beyond the anticipated terms for which the department originally sought and received PSC approval. In such cases, the Commission’s policy (located on the Commission’s website at www.sfgov.org/Civil_Service) requires that the department return to the Commission to request additional PSC approval—either in the form of a request to modify the existing PSC or as a request for a new PSC.

At its meeting of March 17, 2014, the Commission adopted the following guidelines to ensure consistency and transparency in departmental requests to contract out personal services beyond the terms approved under an existing PSC:

- Departments may only submit a request for a new PSC for Commission approval to continue contracting out the same or substantially same services if it will extend the total duration of the PSC beyond ten (10) years. If it will not extend the total duration of the PSC beyond ten years, the department must submit the request as a modification to an existing PSC.
- Departments must submit a request for a new PSC for Commission approval any time a department is seeking to include new or materially

different services not contained in the original PSC approved by the Commission.

Any request for Commission approval of a new PSC under either circumstance must include sufficient background information on the history of the PSC(s) under which the services have been provided, as well as a copy of the last approved PSC.

You may contact me at (415) 252-3247 or Jennifer.Johnston@sfgov.org should you have any questions about the Commission's policies on PSC submissions.

ATTACHMENT C

MEMORANDUM
CSC No. 2014-0X

Date: October ~~X25, 2013~~ 2014

To: Department Heads
Personnel Officers
Departmental Contract Coordinators

From: Jennifer Johnston
Executive Officer

Subject: **Policy and Procedures on Personal Services Contracts**

The purpose of this memorandum is to serve as a comprehensive guide on the Civil Service Commission's ("Commission") Rules and policies on Personal Services Contracts ("PSCs") as updated and adopted by the Commission at its meeting on ~~May 6, 2013~~ October X, 2014, effective upon the issuance of this memorandum.

This memorandum shall serve to supersede all previously-issued memorandums on PSCs, including "~~Commission Policy Memorandum No. 2007-04~~" issued on May 30, 2007, and the "~~Amended Joint Department of Human Resources/Civil Service Commission Instructions for Processing Proposed Personal Services Contract Approval Requests~~" issued on September 16, 1996.

The Commission has delegated to the Department of Human Resources ("DHR") the authority to update and reissue the instructions for PSC submissions, consistent with the Commission's policies. DHR's updated PSC submission guidelines issued on October 25, 2013 are attached to this memorandum for reference, though they may be updated by DHR as needed. The most current submission guidelines may be located on the Commission's website at www.sfgov.org/Civil_Service.

Authority

Consistent with its Charter authority to oversee the merit system, the Commission sets policy on the review of proposed PSCs. This authority is underscored through case law and City Attorney's Opinions. The policy ~~being~~ is that where there is a merit system, services ~~provided to the public~~ are to be provided by ~~use~~ public employees hired through that merit system. Based on criteria specified in its ~~policy and procedure~~ this memorandum, the Commission *determines if the scope of service is appropriate for contracting out*.

Comment [J11]: These are non-substantive edits.

Longstanding Policy and Procedures

~~Over the years,~~ The Commission has adopted a number of policies and procedures on PSCs over the years. On December 5, 1994, the Commission issued revised policies and procedures that clarified the roles of the Commission and DHR, streamlined and expedited the processing of PSCs, and provided for monitoring and auditing of the contracting procedure. The Commission and DHR

jointly issued updated PSC policy and procedures on September 16, 1996, and the Commission reiterated its policies in a memorandum on May 30, 2007. Those policies and procedures remained in place unchanged, with periodic reminders and clarifications issued by the Commission, until the Commission updated and reissued its policy with the launch of the City's PSC database on October 25, 2013~~issuance of this memorandum~~. The Commission updated its policy again with the issuance of this memorandum, primarily to provide more guidance on reporting and notice requirements for contracts executed during the preceding year under approved PSCs.

Although the Commission has updated its policies and procedures on PSCs, it is important to note that they continue to include the following critical components: a streamlined Commission approval process; notice requirements to ensure transparency and accountability; an appeal procedure to ensure merit system oversight; an approval option consistent with the City and County's budgetary time frames and process; and, a list of compelling circumstances that may be considered in approving the use of personal services contracts.

Comment [JJ2]: These revisions are simply intended to update the policy.

Personal Services Contract Review Criteria

When reviewing a request for a PSC, the initial questions that are addressed are: 1) Is there an existing civil service class that can perform the required work? 2) Is it feasible or practical for civil service employees to perform the work? 3) If there is no current class, should one be created?

When there is no current class in which with the duties and responsibilities encompass the desired need needed to perform the required work, a determination is made as to the feasibility of establishing a new class. If services are short-term and non-repetitive or so specialized and unique that they could not be appropriately performed by city personnel, establishing a new class may not be practical and the use of a contract may be appropriate.

Comment [JJ3]: There are non-substantive edits.

If there are civil service classes that can perform the work, examples of compelling factors that may be considered as appropriate reasons for contracting out are:

- 1) Immediately needed services to address unanticipated or transitional situations, or services needed to address emergency situations. "Transitional situations" are those instances when contracting out is needed to bridge relatively short periods of time, such as during organizational restructuring that may be mandated by law or policy, or to facilitate a department's efforts to contract in services.
- 2) Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
- 3) Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
- 4) Regulatory or legal requirements, or requirements or mandates of funding source(s) which limit or preclude the use of Civil Service Employees.
- 5) Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

- 6) Circumstances where there is a demonstrable potential conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations).
- 7) Cases where future funding is so uncertain that the establishment of new civil service positions, classes or programs is not feasible (including situations where there is grant funding).

Provided that there are compelling circumstances such as those listed above, the Commission may approve the use of a PSC even if there is an existing class.

The Role of the Department of Human Resources

DHR reviews all requests for PSCs and modifications to previously approved PSCs submitted by departments to determine if the request complies with the Commission's policies. DHR then posts and forwards to the Commission requests for PSCs in excess of \$100,000 and those requests for PSC modifications that require Commission approval pursuant to this policy.

Requests for PSCs of \$100,000 or less do not require Commission approval. Instead, these PSCs, referred to as "Expedited PSCs," are reviewed and approved by DHR (PSCs in excess of \$100,000 are referred to as "Regular PSCs").

Misuse of Expedited PSCs is prohibited. For example, the use of PSCs for multiple vendors for the same scope of services in the same department that cumulatively exceed \$100,000 require DHR and Commission approval. Expedited PSCs where funding is added so that the total exceeds \$100,000 and requests to modify an approved Expedited PSC so that the amount exceeds \$100,000, must also be submitted to DHR and then the Commission for approval.

~~DHR is also responsible for reporting information regarding contract awards to the Commission on an annual basis. At the time that an approved PSC is processed for award, departments are required to submit to DHR information regarding the names, contract amounts and duration for all personal services contracts issued under the approved PSC. DHR, in turn, is required to submit that information for all PSCs awarded during the preceding year to the Commission no later than August 1st each year. Such DHR PSC contract award reports shall be made available for public inspection in the office of the Executive Officer, Civil Service Commission.~~

Comment [J14]: This language has been moved to the section below under reporting requirements, with further revisions as indicated.

Departmental Personal Services Contract Coordinator

Each City and County department that regularly utilizes PSCs must designate a departmental PSC coordinator. The PSC coordinator works closely with DHR and Commission staff to expedite the review of proposed contracts by explaining the evaluation criteria to departmental personnel and by ensuring that the proper documentation is sent to the Commission through DHR in a timely manner.

Departmental Requests for Personal Services Contracts

- 1) Timing of PSC Approval Submissions

In order to facilitate and streamline the PSC approval process, all departments are required to utilize the Citywide Personal Services Contract Database (“PSC Database”) for all PSC submissions, effective immediately. Departments must submit one request for a specific service regardless of the number of vendors.

Departments may submit proposed PSCs for approval as soon as the need arises and prior to the award of contract. ~~(This is particularly important since most if not all of the City’s Collective Bargaining Agreements have advance notice requirements of thirty to sixty days.)~~ Early submittals will expedite the PSC review and approval processes to ensure that the needed services can be performed as soon as possible.

Comment [JJ5]: DHR requested this additional clarification, since inexperienced departmental representatives often underestimate the notice requirement.

2) PSC Approval Durations

~~Note that u~~Under the Commission’s previous policies and procedures, departments were required to indicate specific effective and expiration dates for PSC approvals. However, there may be unanticipated delays in the contracting process, such that the actual contract award may occur several months to a year after the Commission has approved a request for PSC approval. ~~Therefore, effective upon the issuance of this memorandum, departments now have the option of requesting PSC_s may be measured in terms of by duration (e.g., one year, 18 months, three years, etc.) instead of by specific effective and expiration dates, in order to provide departments with more flexibility and time to conclude the often time consuming contracting process.~~

~~Again, this is at the department’s option and will depend on the circumstances. However, the first contract(s) under an approved PSC measured in terms of duration must be executed within one year of the Commission meeting date at which the PSC was approved.~~

Comment [JJ6]: Departments have been un- on this point.

Comment [JJ7]: The department may issue many contracts under an approved PSC.

Comment [JJ8]: What happens if the department fails to do so? The Commission should state whether the department would need to submit a new or modified request.

3) Retroactive Requests for Extensions

The Commission also recognizes that there may be rare circumstances when a PSC for an active contract must unexpectedly be extended for a period of time without enough notice for the department to request the Commission’s approval to modify the duration prior to its expiration. In such event, departments may submit a retroactive request to extend the duration of an approved but expired PSC, provided that it is within one year of the PSC’s expiration, and with adequate justification as to why the department was unable to submit a timely request for modification. Requests beyond the one-year expiration date require the submission of a new request for PSC approval (and assignment of a new PSC number), irrespective of whether the contract under the PSC is still active.

4) Deadlines for PSC Submissions

Departments must comply with all applicable DHR and Commission PSC deadlines as stated in DHR’s PSC guidelines. All deadlines are necessary to allow sufficient time for DHR staff review, report preparation, and distribution of reports to the Civil Service Commissioners. ~~Cover letters are generally not necessary, except in instances when non-typical there are unusual circumstances arise and requiring an explanation is needed to expedite or facilitate the review process. Departments must either upload the cover letter and/or explanatory memorandums into the PSC Database directly, or include the text of any such document(s) in the appropriate PSC Database field.~~

Comment [JJ9]: This is to ensure that departmental submissions are clear and comprehensive.

PSC requests submitted after a deadline will be considered at a subsequent Commission meeting. In emergency or urgent situations when it becomes necessary for PSC Coordinators to submit PSC approval requests after a deadline, the PSC Coordinator must obtain the Human Resources Director's approval (for DHR deadlines) and/or the Executive Officer's approval (for Commission deadlines). For requests to waive a Commission deadline, the department must provide a written memorandum to the Commission outlining the reason(s) why it could not meet applicable deadline and the likely consequences of denying the request.

Comment [JJ10]: This is a clarification of policy.

5) Content of PSC Submissions

PSC requests must be comprehensive and thorough, and each question in the PSC Form 1 should be answered. When drafting the PSC request, departments should keep in mind the purpose of the Commission's review and focus the information appropriately. Information must be brief, but specific. Background material and information must be included to clearly and sufficiently describe the specific service to be provided. It is crucial to clearly and adequately explain why City employees cannot perform the services being requested in the PSC. Accompanying memoranda are not required but are recommended if there are circumstances that require further explanation or if additional background information is needed.

Departments should also remember that, in the interest of transparency, the description of the scope of work to be performed should be clear and specific so that a member of the public can understand what services will be contracted out by the notice of posting (this includes spelling out all acronyms).

Comment [JJ11]: These edits are intended to ensure that departmental submissions are clear and comprehensive.

Requests citing a legal or regulatory authority must cite that authority and include an excerpt of the applicable provision. In the event that a board or commission determines that contracting out is the most effective way to provide the services to be performed under a PSC, the department must include a copy of the resolution or other legislative action of such decision. Additionally, requests to contract out services for which the Commission has previously approved a PSC must include a copy of the prior PSC.

Personal Services Contract Submissions and Scope of Approvals

A department may only contract out personal services for the duration, amount, and type and scope of services specified in the approved PSC. ~~Modification of Previously Approved Personal Services Contracts~~

Departments are required to resubmit a PSC request (either as a request for a new PSC, or as a request for a "Modification" to change existing PSC, as noted below) when the circumstances of the original request change. This type of request is considered a "Modification."

Comment [JJ12]: This incorporates a portion of Memorandum 2014-06 (Attachment B).

The following are changes that ~~Changes which warrant~~ require Commission approval. All other changes require only DHR approval. a modification request for approval include:

Comment [JJ13]: This is to clarify the Commission's current policy so that departments understand when Commission approval (in addition to DHR approval) is required.

1. Changes to the type or scope of service provided under a PSC approved by the Commission;
or

2. Changes in legal or grant requirements for contracting under a PSC approved by the Commission; or
3. Increases ~~of over fifty percent (50%) or more over~~ of the Regular PSC contract amount last approved by the Commission or the Expedited PSC contract amount if the requested increase amount will exceed the \$100,000 threshold; or
4. Extensions beyond the estimated term approved by the Commission for any length of time greater than fifty (50%) of the original duration approved by the Commission. As indicated above, departments may request a modification to extend a PSC that has expired in order to allow completion of the contracted services, provided that it is within one year of the expiration of the approved PSC duration.

Comment [JJ14]: Per DHR and the departments, paragraph (3) reflects DHR's practice. We need to bring the two in alignment, either by revising this section or correcting DHR's practices. Note: All requests for PSCs and modifications thereto—irrespective of whether they are Expedited or Regular PSCs— notices of are forwarded to the unions in advance and publicly posted (see the revisions below clarifying that).

Comment [JJ15]: Most of this is existing language taken from below.

Generally, any changes to an existing PSC must be submitted as a request for a Modification (as opposed to as a new PSC), with the following exceptions:

1. At its discretion, a department may submit a request for a new PSC (as opposed to a request for a Modification) to continue contracting out the same or substantially same services if it will extend the total duration of the PSC beyond ten (10) years. If it will not extend the total duration of the PSC beyond ten years, the department must submit the request as a modification to an existing PSC.
2. Departments must submit a request for new PSC for ~~Commission~~ approval any time a department is seeking to include new or materially different services not contained in the original approved PSC approved by the Commission.

Comment [JJ16]: This reflects the Commission's new policy Memorandum 2014-06 (Attachment B), but I'm not entirely certain that it is needed since departments would still be required to submit a request for a modification in these circumstances.

Any request for Commission PSC approval under either circumstance must include sufficient background information on the history of the PSC(s) under which the services have been provided, a copy of the Form 1 for last approved PSC and any documentation attached thereto, any changes in circumstances since the last time the PSC was reviewed (e.g., if any of the services have already been completed and therefore no longer require contracting out; if the training component has already been satisfied), and explanation of the reason(s) for the requested modification(s).

Comment [JJ17]: This in large part folds in the Commission's previously adopted policy under Memorandum 2014-06 (Attachment B)

Union Notice

Departments are required to notify affected employee organizations of a department's request for new PSCs (both Regular and Expedited PSCs) or modification thereto, prior to or at the time of forwarding the request for DHR review. A copy of the notice from the department to the applicable employee organization must be attached with the department's submission to the Commission. Some Collective Bargaining Agreements have additional requirements that must be considered in this process. Departments must refer to the applicable Collective Bargaining Agreement to determine the additional requirements.

Comment [JJ18]: This is clarification of existing policy.

Posting

Once DHR has completed its review of a ~~all~~ requests for new or modified Expedited or Regular PSCs, ~~the department's request must be posted on the DHR website for seven (7) calendar days.~~ The posting must include the PSC number assigned by DHR, the estimated amount, the scope of work to be considered, and the estimated duration.

Comment [JJ19]: According to DHR, Expedited PSCs and all PSC Modifications are posted automatically at the time of union notification, prior to DHR review.

Comment [JJ20]: The system assigns the PSC number, not DHR.

If the department is requesting an annual amount for a multi-year request, the posting must specify either the total of the multi-year request or reflect that the amount is an annual amount. For example, a request indicating \$1,000,000 estimated annual amount for five (5) years will be listed on the Commission Agenda as "\$5,000,000" or "\$1,000,000 annually" with the duration clearly posted as five (5) years.

Affected employee organizations must also be notified of the posting.

In limited circumstances and with sufficient justification, the Commission may grant a department's request to omit the posting process and go directly from DHR review to Commission review. Again, the department must provide a memorandum detailing the reasons for the request to waive posting requirements and the consequences of denying that request. PSCs for which an "Omit Posting" has been approved shall be placed on the Regular Agenda.

Comment [JJ21]: This is a clarification of existing policy.

Protests and Appeals (Civil Service Commission Rule Series 05.12)

Expedited PSCs: Protests of a posted proposed Expedited PSC must be received by the Human Resources Director by close of business on the seventh calendar day of posting. In the absence of any timely protest, approval of an Expedited PSC becomes final on close of business of the seventh calendar day of posting. An appeal of the Human Resources Director's action on a timely protest of a proposed Expedited PSC may be appealed to the Commission, provided such appeal is received by the Executive Officer by close of business on the fifth working day (excluding Saturdays, Sundays, and holidays) following the postmarked mailing/email date of notification of the Human Resources Director's action.

Comment [JJ22]: This is clarification of existing policy.

Regular PSCs: An appeal of a posted proposed Regular Personal Services Contract PSC may be appealed to the Commission, provided such appeal is received by the Executive Officer by close of business of the seventh day of posting.

Timely appeals will generally be considered by the Commission at its next regularly scheduled meeting. DHR forwards Personal Services Contracts submissions over \$100,000 where no appeal has been filed to the Executive Officer to calendar on the Ratification Agenda.

Comment [JJ23]: This is also a non-substantive change, recognizing that there may be circumstances when a matter cannot be scheduled for the next meeting.

PSCs that are appealed will be placed on the Commission's Regular Agenda and will be considered by the Commission separately. Departments are required to have representatives present to respond to questions or provide clarification on the need for contractual services. If a department representative is not present, consideration of the PSC will be postponed to another meeting.

Ratification Agenda

The Ratification Agenda is essentially a Consent Agenda used exclusively for expediting the processing of uncontested proposed PSCs and will precede the Consent Agenda on the Commission's calendar. Although they may provide public comment on a proposed PSC, individuals seeking to sever a proposed PSC from the Ratification Agenda must provide adequate justification to the Commission for their request and why they did not protest or appeal the item when they had the opportunity to do so.

Civil Service Commission Approval

The Commission determines whether the circumstance pertaining to the need to provide services warrants the use of a PSC or contractors in lieu of civil service employees. PSCs include agreements for services paid by the City and County of San Francisco with individuals, companies, corporations, non-profit organizations, and other public agencies.

The Commission's role is distinguished from the roles of City departments, other commissions, the City Administrator, ~~the Director of the Department of Administrative Services, and the Human Rights Commission ("HRC")~~. It is not the Commission's role to be involved in the selection of individual contractors or the cost of such services. Again, the role of the Commission is to determine whether contracting is warranted; the selection of the individual contractor is done by City departments, with oversight and final decision making authority exercised as appropriate by commissions, the City Administrator, ~~the Director of the Department of Administrative Services, and the HRC~~.

Comment [JJ24]: The Department of Administrative Services is the now General Services Agency, which is part of the City Administrator's Office; therefore, this reference is outdated and unnecessary.

Nor is it the Commission's role to determine positions where work or services can be performed by contract at a lesser cost than similar work performed by City and County employees. By Charter definition (Section 10.104-15), this function, often called "Prop J" contracting, is performed by the Controller and the Board of Supervisors.

Comment [JJ25]: FYI, Charter Section 10.104, Exclusions from Civil Service Appointment, provides in relevant part:

The Commission retains final authority to approve PSCs after DHR review and posting. The Commission strongly recommends that a department representative attend the Commission meeting at which the department's request for PSC approval will be heard in order to answer any questions the Commission may have regarding that PSC. Failure to appear and/or sufficiently respond to the Commission's questions may result in only conditional approval, postponement or denial of the PSC. However, as noted above, attendance is required in the event that a PSC request is appealed; failure to attend will result in automatic postponement.

"All employees of the City and County shall be appointed through competitive examination unless exempted by this Charter. The following positions shall be exempt from competitive civil service selection, appointment and removal procedures, and the person serving in the position shall serve at the pleasure of the appointing authority: [...]

The Commission recommends that departments come forward to the Commission as soon as possible in the contracting process, in recognition of the fact that the actual contract award may occur months, and, for multiple year contracts, as much as a year after the Commission's approval.

15. Positions determined by the Controller and approved annually by the Board of Supervisors to be positions where the work or services can be practically performed under private contract at a lesser cost than similar work performed by employees of the City and County, except where such work or services are required to be performed by officers or employees of the City and County under the provisions of this Charter or other applicable law."

Generally, unopposed PSCs in an amount greater than \$100,000 are placed on the Commission's Ratification Agenda for either regular, continuing, annual, or qualified approval:

Comment [JJ26]: This is clarification of policy.

The Commission may grant an annual approval so that a proposed contract may be included in a department's annual budget consistent with the City and County's budgetary timeframes and

process. These approvals occur simultaneously with the budget process and must be submitted to DHR by March 1st. In the event the Mayor's budget deadlines are changed, the Human Resources Director is authorized to change the submission dates to conform to the revised schedule, provided that the PSC instructions are updated accordingly and the Executive Officer is notified of any changes to the schedule.

Continuing approval is granted by the Commission to comply with policy, funding or legal mandates. For example, those instances where: legal mandates direct the use of contractual services; or State or Federal funding requirements specify use of contractual services; or a City board, commission, the City Administrator, an elected official, or the Controller has determined that contracting is the most effective way to provide health and human welfare services; or the Retirement Board, consistent with its Charter and State constitutional authority, has determined that contracting is the most effective way to deliver investment management and actuarial services. Continuing approval is valid until revoked by the Commission. ~~Unless otherwise authorized by the Commission, in the event that the Commission revokes its continuing approval for a PSC, the department may not execute any new contracts under that PSC; nor may the department increase the duration or amount of, or expand upon the scope of personal services contracted out under, any contracts executed under the authority of that PSC. However, revocation of continuing approval shall not serve to nullify contracts executed under that PSC, nor otherwise conflict with the City's contractual obligations.~~

Comment [JJ27]: The Commission should indicate what the consequences would be if the continuing approval were revoked.

~~For all PSCs for which the Commission approves a request for continuing approval, the requesting department must provide the Commission with annual reports listing the contracts awarded under the continuing approval. An annual report is to include the name of the contractor, type of service, amount, and duration of the contract. Annual reports are to be submitted to the Commission through DHR no later than August 1st of each year for the prior fiscal year. The Executive Officer will make all annual reports submitted under this section available for public inspection consistent with local and State law.~~
Regular approvals may be granted for those circumstances where annual or continuing approvals do not apply.

The Commission may also grant an interim, conditional approval known as "qualified approval" pending consideration of alternatives, requirements to report back to the Civil Service Commission or submission of additional information. Typically included with a qualified approval will be a request to the department to examine the feasibility of either budgeting positions in appropriate classification or obtaining a Proposition J contract certification.

Commission staff will issue Aa notice of the Commission's action will be sent to the departmental PSC Coordinator, the Controller's Office and the Office of Contract Administration. The PSC coordinator will also receive separate notifications whenever a Qualified Approval is granted by the Commission. Departments must maintain copies of Commission notifications for their files, as well as upload them into the PSC Database.

Reporting and Additional Requirements

Comment [JJ28]: The sections in double-underline indicate language that was removed from sections above.

PSCs with Regular and Annual Approval

DDHR is also responsible for reporting information regarding contract awards to the Commission on an annual basis. At the time that an approved PSC is processed for award, departments are required to submit to DHR information to DHR regarding the names, contract amounts and durations for all personal services contracts issued under the approved PSC at the time that those contracts are processed for award. DHR, in turn, is required to submit that information for all PSCs awarded during the preceding year to the Commission no later than August 1st each year. Such DHR PSC contract award reports shall be made available for public inspection in the office of the Executive Officer, Civil Service Commission's offices and on its website.

PSCs with Continuing Approval

For all PSCs for which the Commission approves a request for continuing approval, the requesting department must provide the Commission with annual reports listing the contracts awarded under the continuing approval. The annual report must include a memorandum providing a brief history of the PSC(s) that are being submitted in accordance with this reporting requirement and an overview of the services contracted out under the PSC(s), and attached thereto must be: the Form 1(s) for any PSC(s) with Continuing approval covered under that report; supporting documentation relevant to the PSCs (e.g., copies of any applicable policy, funding or legal mandates); and the name(s) of the contractor(s), type(s) of service(s), amount(s), and duration(s) of the contract(s). The annual reports must also indicate if there have been any changes to the affected classes or unions since the last report was given.

The annual reports are to be submitted to the Commission with a Transmittal Form 22 (which must also identify all affected unions) through DHR no later than August 1st of each year for the prior fiscal year. Once received, the Executive Officer shall place the reports on the Consent Agenda for the following Commission meeting, and forward a copy to the affected union(s) identified on the Transmittal Form 22. The Executive Officer will make all annual reports submitted under this section available for public inspection consistent with local and State law. Such reports shall be made available for public inspection in the Commission's offices and on its website.

In addition, departments are required to notify the affected union(s) each time that a Request for Proposal ("RFP")/Request for Quote ("RFQ") is issued for a contract under the authority of a PSC with continuing approval, and provide the affected union(s) with a link to that RFP/RFQ.

~~Modification of Previously Approved Personal Services Contracts~~

Departments are required to resubmit a request when the circumstances of the original request change. This type of request is considered a "Modification." Changes which warrant a modification request for approval include:

QUESTIONS

Questions on Civil Service Commission Rules or policies regarding PSCs as detailed herein may be directed to Commission staff at (415) 252-3247. Questions regarding the procedures for submitting PSCs as detailed in DHR's instructions and guidelines may be directed to the DHR PSC Coordinator at DHR-PSCcoordinator@sfgov.org.

CIVIL SERVICE COMMISSION

JENNIFER JOHNSTON
Executive Officer

Attachment (1)

Cc: ~~E. Dennis Normandy~~ Scott R. Heldfond, President
~~Douglas S. Chan~~ ~~E. Dennis Normandy~~, Vice President
~~Kate Favetti~~ ~~Douglas S. Chan~~, Commissioner
~~Scott R. Heldfond~~ ~~Kate Favetti~~, Commissioner
Gina Roccanova, Commissioner
Micki Callahan, Human Resources Director

ATTACHMENT D

MEMORANDUM
CSC No. 2014-0X

Date: July X, 2014

To: Department Heads
Personnel Officers
Departmental Contract Coordinators

From: Jennifer Johnston
Executive Officer

Subject: **Policy and Procedures on Personal Services Contracts**

The purpose of this memorandum is to serve as a comprehensive guide on the Civil Service Commission's ("Commission") Rules and policies on Personal Services Contracts ("PSCs") as updated and adopted by the Commission at its meeting on October X, 2014. This memorandum shall serve to supersede all previously-issued memorandums on PSCs.

The Commission has delegated to the Department of Human Resources ("DHR") the authority to update and reissue the instructions for PSC submissions, consistent with the Commission's policies. DHR's updated PSC submission guidelines issued on October 25, 2013 are attached to this memorandum for reference, though they may be updated by DHR as needed. The most current submission guidelines may be located on the Commission's website at www.sfgov.org/Civil_Service.

Authority

Consistent with its Charter authority to oversee the merit system, the Commission sets policy on the review of proposed PSCs. This authority is underscored through case law and City Attorney's Opinions. The policy is that where there is a merit system, services to the public are to be provided by public employees hired through that merit system. Based on criteria specified in this memorandum, the Commission *determines if the scope of service is appropriate for contracting out*.

Longstanding Policy and Procedures

The Commission has adopted a number of policies and procedures on PSCs over the years. On December 5, 1994, the Commission issued revised policies and procedures that clarified the roles of the Commission and DHR, streamlined and expedited the processing of PSCs, and provided for monitoring and auditing of the contracting procedure. The Commission and DHR jointly issued updated PSC policy and procedures on September 16, 1996, and the Commission reiterated its policies in a memorandum on May 30, 2007. Those policies and procedures remained in place unchanged until the Commission updated and reissued its policy with the launch of the City's PSC database on October 25, 2013. The Commission updated its policy again with the issuance of this memorandum, primarily to provide more guidance on reporting and notice requirements for contracts executed during the preceding year under approved PSCs.

Although the Commission has updated its policies and procedures on PSCs, it is important to note that they continue to include the following critical components: a streamlined Commission approval process; notice requirements to ensure transparency and accountability; an appeal procedure to ensure merit system oversight; an approval option consistent with the City and County's budgetary time frames and process; and a list of compelling circumstances that may be considered in approving the use of personal services contracts.

Personal Services Contract Review Criteria

When reviewing a request for a PSC, the initial questions that are addressed are: 1) Is there an existing civil service class that can perform the required work? 2) Is it feasible or practical for civil service employees to perform the work? 3) If there is no current class, should one be created?

When there is no current class with the duties and responsibilities needed to perform the required work, a determination is made as to the feasibility of establishing a new class. If services are short-term and non-repetitive or so specialized and unique that they could not be appropriately performed by city personnel, establishing a new class may not be practical and the use of a contract may be appropriate.

If there are civil service classes that can perform the work, examples of compelling factors that may be considered as appropriate reasons for contracting out are:

- 1) Immediately needed services to address unanticipated or transitional situations, or services needed to address emergency situations. "Transitional situations" are those instances when contracting out is needed to bridge relatively short periods of time, such as during organizational restructuring that may be mandated by law or policy, or to facilitate a department's efforts to contract in services.
- 2) Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
- 3) Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
- 4) Regulatory or legal requirements, or requirements or mandates of funding source(s) which limit or preclude the use of Civil Service Employees.
- 5) Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).
- 6) Circumstances where there is a demonstrable potential conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations).
- 7) Cases where future funding is so uncertain that the establishment of new civil service positions, classes or programs is not feasible (including situations where there is grant funding).

Provided that there are compelling circumstances such as those listed above, the Commission may approve the use of a PSC even if there is an existing class.

The Role of the Department of Human Resources

DHR reviews all requests for PSCs and modifications to previously approved PSCs submitted by departments to determine if the request complies with the Commission's policies. DHR then posts and forwards to the Commission requests for PSCs in excess of \$100,000 and those requests for PSC modifications that require Commission approval pursuant to this policy.

Requests for PSCs of \$100,000 or less do not require Commission approval. Instead, these PSCs, referred to as "Expedited PSCs," are reviewed and approved by DHR (PSCs in excess of \$100,000 are referred to as "Regular PSCs").

Misuse of Expedited PSCs is prohibited. For example, the use of PSCs for multiple vendors for the same scope of services in the same department that cumulatively exceed \$100,000 require DHR and Commission approval. Expedited PSCs where funding is added so that the total exceeds \$100,000 and requests to modify an approved Expedited PSC so that the amount exceeds \$100,000, must also be submitted to DHR and then the Commission for approval.

Departmental Personal Services Contract Coordinator

Each City and County department that regularly utilizes PSCs must designate a departmental PSC coordinator. The PSC coordinator works closely with DHR and Commission staff to expedite the review of proposed contracts by explaining the evaluation criteria to departmental personnel and by ensuring that the proper documentation is sent to the Commission through DHR in a timely manner.

Requests for Personal Services Contracts

1) Timing of PSC Approval Submissions

In order to facilitate and streamline the PSC approval process, departments are required to utilize the Citywide Personal Services Contract Database ("PSC Database") for all PSC submissions. Departments must submit one request for a specific service regardless of the number of vendors.

Departments may submit proposed PSCs for approval as soon as the need arises and prior to the award of contract. (This is particularly important since most if not all of the City's Collective Bargaining Agreements have advance notice requirements of thirty to sixty days.) Early submittals will expedite the PSC review and approval processes to ensure that the needed services can be performed as soon as possible.

2) PSC Approval Durations

Under the Commission's previous policies and procedures, departments were required to indicate specific effective and expiration dates for PSC approvals. However, there may be unanticipated delays in the contracting process, such that the actual contract award may occur several months to a year after the Commission has approved a request for PSC approval.

Therefore, departments now have the option of requesting PSC by duration (e.g., one year, 18 months, three years, etc.) instead of by specific effective and expiration dates, in order to provide departments with more flexibility and time to conclude the often time consuming contracting process.

Again, this is at the department's option and will depend on the circumstances; however, the first contract(s) under an approved PSC measured in terms of duration must be executed within one year of the Commission meeting date at which the PSC was approved.

3) Retroactive Requests for Extensions

The Commission also recognizes that there may be rare circumstances when a PSC for an active contract must unexpectedly be extended for a period of time without enough notice for the department to request the Commission's approval to modify the duration prior to its expiration. In such event, departments may submit a retroactive request to extend the duration of an approved but expired PSC, provided that it is within one year of the PSC's expiration, and with adequate justification as to why the department was unable to submit a timely request for modification. Requests beyond the one-year expiration date require the submission of a new request for PSC approval (and assignment of a new PSC number), irrespective of whether the contract under the PSC is still active.

4) Deadlines for PSC Submissions

Departments must comply with all applicable DHR and Commission PSC deadlines as stated in DHR's PSC guidelines. All deadlines are necessary to allow sufficient time for DHR staff review, report preparation, and distribution of reports to the Civil Service Commissioners. Cover letters are generally not necessary, except in instances when there are unusual circumstances requiring an explanation to expedite or facilitate the review process. Departments must either upload the cover letter and/or explanatory memorandums into the PSC Database directly, or include the text of any such document(s) in the appropriate PSC Database field.

PSC requests submitted after a deadline will be considered at a subsequent Commission meeting. In emergency or urgent situations when it becomes necessary for PSC Coordinators to submit PSC approval requests after a deadline, the PSC Coordinator must obtain the Human Resources Director's approval (for DHR deadlines) and/or the Executive Officer's approval (for Commission deadlines). For requests to waive a Commission deadline, the department must provide a written memorandum to the Commission outlining the reason(s) why it could not meet applicable deadline and the likely consequences of denying the request.

5) Content of PSC Submissions

PSC requests must be comprehensive and thorough, and each question in the PSC Form 1 should be answered. When drafting the PSC request, departments should keep in mind the purpose of the Commission's review and focus the information appropriately. Information must be brief, but specific. Background material and information must be included to clearly and sufficiently describe the specific service to be provided. It is crucial to clearly and adequately explain why City employees cannot perform the services being requested in the PSC. Accompanying memoranda are not required but are recommended if there are

circumstances that require further explanation or if additional background information is needed.

Departments should also remember that, in the interest of transparency, the description of the scope of work to be performed should be clear and specific so that a member of the public can understand what services will be contracted out by the notice of posting (this includes spelling out all acronyms).

Requests citing a legal or regulatory authority must cite that authority and include an excerpt of the applicable provision. In the event that a board or commission determines that contracting out is the most effective way to provide the services to be performed under a PSC, the department must include a copy of the resolution or other legislative action of such decision. Additionally, requests to contract out services for which the Commission has previously approved a PSC must include a copy of the prior PSC.

Personal Services Contract Submissions and Scope of Approvals

A department may only contract out personal services for the duration, amount, and type and scope of services specified in the approved PSC. Departments are required to resubmit a PSC request (either as a request for a new PSC, or as a request for a "Modification" to change existing PSC, as noted below) when the circumstances of the original request change.

The following are changes that require Commission approval. All other changes require only DHR approval.

1. Changes to the type or scope of service provided under a PSC approved by the Commission;
or
2. Changes in legal or grant requirements for contracting under a PSC approved by the Commission; or
3. Increases over fifty percent (50%) of the Regular PSC contract amount last approved by the Commission or the Expedited PSC contract amount if the requested increase amount will exceed the \$100,000 threshold; or
4. Extensions beyond the estimated term approved by the Commission for any length of time greater than fifty (50%) of the original duration approved by the Commission. As indicated above, departments may request a modification to extend a PSC that has expired in order to allow completion of the contracted services, provided that it is within one year of the expiration of the approved PSC duration.

Generally, any changes to an existing PSC must be submitted as a request for a Modification (as opposed to as a new PSC), with the following exceptions:

1. At its discretion, a department may submit a request for a new PSC (as opposed to a request for a Modification) to continue contracting out the same or substantially same services if it

will extend the total duration of the PSC beyond ten (10) years. If it will not extend the total duration of the PSC beyond ten years, the department must submit the request as a modification to an existing PSC.

2. Departments must submit a request for new PSC ~~for Commission approval~~ any time a department is seeking to include new or materially different services not contained in the original approved PSC ~~approved by the Commission~~.

Any request for Commission PSC approval under either circumstance must include sufficient background information on the history of the PSC(s) under which the services have been provided, a copy of the Form 1 for last approved PSC and any documentation attached thereto, any changes in circumstances since the last time the PSC was reviewed (e.g., if any of the services have already been completed and therefore no longer require contracting out; if the training component has already been satisfied), and explanation of the reason(s) for the requested modification(s).

Union Notice

Departments are required to notify affected employee organizations of a department's request for new PSCs (both Regular and Expedited PSCs) or modification thereto, prior to or at the time of forwarding the request for DHR review. A copy of the notice from the department to the applicable employee organization must be attached with the department's submission to the Commission. Some Collective Bargaining Agreements have additional requirements that must be considered in this process. Departments must refer to the applicable Collective Bargaining Agreement to determine the additional requirements.

Posting

All requests for new or modified Expedited or Regular PSCs must be posted on the DHR website for seven (7) calendar days. The posting must include the PSC number, the estimated amount, the scope of work to be considered, and the estimated duration.

If the department is requesting an annual amount for a multi-year request, the posting must specify either the total of the multi-year request or reflect that the amount is an annual amount. For example, a request indicating \$1,000,000 estimated annual amount for five (5) years will be listed on the Commission Agenda as "\$5,000,000" or "\$1,000,000 annually" with the duration clearly posted as five (5) years.

Affected employee organizations must also be notified of the posting.

In limited circumstances and with sufficient justification, the Commission may grant a department's request to omit the posting process and go directly from DHR review to Commission review. Again, the department must provide a memorandum detailing the reasons for the request to waive posting requirements and the consequences of denying that request. PSCs for which an "Omit Posting" has been approved shall be placed on the Regular Agenda.

Protests and Appeals (Civil Service Commission Rule Series 05.12)

Expedited PSCs: Protests of a posted proposed Expedited PSC must be received by the Human Resources Director by close of business on the seventh calendar day of posting. In the absence of any timely protest, approval of an Expedited PSC becomes final on close of business of the seventh calendar day of posting. An appeal of the Human Resources Director's action on a timely protest of a proposed Expedited PSC may be appealed to the Commission, provided such appeal is received by the Executive Officer by close of business on the fifth working day (excluding Saturdays, Sundays, and holidays) following the postmarked mailing/email date of notification of the Human Resources Director's action.

Regular PSCs: An appeal of a posted proposed Regular PSC may be appealed to the Commission, provided such appeal is received by the Executive Officer by close of business of the seventh day of posting.

Timely appeals will generally be considered by the Commission at its next regularly scheduled meeting. DHR forwards Personal Services Contracts submissions over \$100,000 where no appeal has been filed to the Executive Officer to calendar on the Ratification Agenda.

PSCs that are appealed will be placed on the Commission's Regular Agenda and will be considered by the Commission separately. Departments are required to have representatives present to respond to questions or provide clarification on the need for contractual services. If a department representative is not present, consideration of the PSC will be postponed to another meeting.

Ratification Agenda

The Ratification Agenda is essentially a Consent Agenda used exclusively for expediting the processing of uncontested proposed PSCs and will precede the Consent Agenda on the Commission's calendar. Although they may provide public comment on a proposed PSC, individuals seeking to sever a proposed PSC from the Ratification Agenda must provide adequate justification to the Commission for their request and why they did not protest or appeal the item when they had the opportunity to do so.

Civil Service Commission Approval

The Commission determines whether the circumstance pertaining to the need to provide services warrants the use of a PSC or contractors in lieu of civil service employees. PSCs include agreements for services paid by the City and County of San Francisco with individuals, companies, corporations, non-profit organizations, and other public agencies.

The Commission's role is distinguished from the roles of City departments, other commissions, the City Administrator, and the Human Rights Commission ("HRC"). It is not the Commission's role to be involved in the selection of individual contractors or the cost of such services. Again, the role of the Commission is to determine whether contracting is warranted; the selection of the individual contractor is done by City departments, with oversight and final decision making authority exercised as appropriate by commissions, the City Administrator and the HRC.

Nor is it the Commission's role to determine positions where work or services can be performed by contract at a lesser cost than similar work performed by City and County employees. By Charter definition (Section 10.104-15), this function, often called "Prop J" contracting, is performed by the Controller and the Board of Supervisors.

The Commission retains final authority to approve PSCs after DHR review and posting. The Commission strongly recommends that a department representative attend the Commission meeting at which the department's request for PSC approval will be heard in order to answer any questions the Commission may have regarding that PSC. Failure to appear and/or sufficiently respond to the Commission's questions may result in only conditional approval, postponement or denial of the PSC. However, as noted above, attendance is required in the event that a PSC request is appealed; failure to attend will result in automatic postponement.

The Commission recommends that departments come forward to the Commission as soon as possible in the contracting process, in recognition of the fact that the actual contract award may occur months, and, for multiple year contracts, as much as a year after the Commission's approval.

Generally, unopposed PSCs in an amount greater than \$100,000 are placed on the Commission's Ratification Agenda for either regular, continuing, annual, or qualified approval:

The Commission may grant an annual approval so that a proposed contract may be included in a department's annual budget consistent with the City and County's budgetary timeframes and process. These approvals occur simultaneously with the budget process and must be submitted to DHR by March 1st. In the event the Mayor's budget deadlines are changed, the Human Resources Director is authorized to change the submission dates to conform to the revised schedule, provided that the PSC instructions are updated accordingly and the Executive Officer is notified of any changes to the schedule.

Continuing approval is granted by the Commission to comply with policy, funding or legal mandates. For example, those instances where: legal mandates direct the use of contractual services; or State or Federal funding requirements specify use of contractual services; or a City board, commission, the City Administrator, an elected official, or the Controller has determined that contracting is the most effective way to provide health and human welfare services; or the Retirement Board, consistent with its Charter and State constitutional authority, has determined that contracting is the most effective way to deliver investment management and actuarial services. Continuing approval is valid until revoked by the Commission. Unless otherwise authorized by the Commission, in the event that the Commission revokes its Continuing approval for a PSC, the department may not execute any new contracts under that PSC; nor may the department increase the duration or amount of, or expand upon the scope of personal services contracted out under, any contracts executed under the authority of that PSC. However, revocation of Continuing approval shall not serve to nullify contracts executed under that PSC, nor otherwise conflict with the City's contractual obligations.

Regular approvals may be granted for those circumstances where annual or continuing approvals do not apply.

The Commission may also grant an interim, conditional approval known as “qualified approval” pending consideration of alternatives, requirements to report back to the Civil Service Commission or submission of additional information. Typically included with a qualified approval will be a request to the department to examine the feasibility of either budgeting positions in appropriate classification or obtaining a Proposition J contract certification.

Commission staff will issue a notice of the Commission’s action to the departmental PSC Coordinator, the Controller’s Office and the Office of Contract Administration. The PSC coordinator will also receive separate notifications whenever a Qualified Approval is granted by the Commission. Departments must maintain copies of Commission notifications for their files, as well as upload them into the PSC Database.

Reporting and Additional Requirements

PSCs with Regular and Annual Approval

Departments are required to submit information to DHR regarding the names, contract amounts and durations for all personal services contracts issued under an approved PSC at the time that those contracts are processed for award. DHR, in turn, is required to submit that information for all PSCs awarded during the preceding year to the Commission no later than August 1st each year. Such DHR PSC contract award reports shall be made available for public inspection in the Commission’s offices and on its website.

PSCs with Continuing Approval

For all PSCs for which the Commission approves a request for continuing approval, the requesting department must provide the Commission with annual reports listing the contracts awarded under the continuing approval. The annual report must include a memorandum providing a brief history of the PSC(s) that are being submitted in accordance with this reporting requirement and an overview of the services contracted out under the PSC(s), and attached thereto must be: the Form 1(s) for any PSC(s) with continuing approval covered under that report; supporting documentation relevant to the PSCs (e.g., copies of any applicable policy, funding or legal mandates); and the name(s) of the contractor(s), type(s) of service(s), amount(s), and duration(s) of the contract(s). The annual reports must also indicate if there have been any changes to the affected classes or unions since the last report was given.

The annual reports are to be submitted to the Commission with a Transmittal Form 22 (which must also identify all affected unions) no later than August 1st of each year for the prior fiscal year. Once received, the Executive Officer shall place the reports on the Consent Agenda for the following Commission meeting, and forward a copy to the affected union(s) identified on the Transmittal Form 22. Such reports shall be made available for public inspection in the Commission’s offices and on its website.

In addition, departments are required to notify the affected union(s) each time that a Request for Proposal (“RFP”)/Request for Quote (“RFQ”) is issued for a contract under the authority of a PSC with continuing approval, and provide the affected union(s) with a link to that RFP/RFQ.

QUESTIONS

Questions on Civil Service Commission Rules or policies regarding PSCs as detailed herein may be directed to Commission staff at (415) 252-3247. Questions regarding the procedures for submitting PSCs as detailed in DHR's instructions and guidelines may be directed to the DHR PSC Coordinator at DHR-PSCcoordinator@sfgov.org.

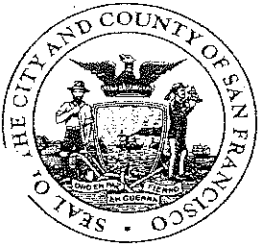
CIVIL SERVICE COMMISSION

JENNIFER JOHNSTON
Executive Officer

Attachment (1)

Cc: E. Dennis Normandy, President
Douglas S. Chan, Vice President
Kate Favetti, Commissioner
Scott R. Helfond, Commissioner
Gina Roccanova, Commissioner
Micki Callahan, Human Resources Director

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END



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Sent via Electronic Mail

September 4, 2014

E. DENNIS NORMANDY
PRESIDENT

DOUGLAS S. CHAN
VICE PRESIDENT

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

NOTICE OF CIVIL SERVICE COMMISSION MEETING

SUBJECT: RECOMMENDATION TO AMEND CIVIL SERVICE RULE SERIES 020, LEAVES OF ABSENCE TO EXPAND THE LIST OF PERSONS FOR WHOM ELIGIBLE CITY EMPLOYEES MAY TAKE SICK LEAVE DUE TO ILLNESS OR MEDICAL APPOINTMENT – AFFECTING ALL EMPLOYEES.

The above matter will be considered by the Civil Service Commission at a meeting to be held on September 15, 2014 at 2:00 p.m. in Room 400, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

This item will appear on the Regular Agenda. Please refer to the attached Notice for procedural and other information about Commission hearings. The meeting agenda and all meeting materials will be posted on the Civil Service Commission’s website at www.sfgov.org/Civil_Service under “Meeting” no later than end of day on Wednesday, September 10, 2014. If you would like a copy of the Executive Officer’s staff report on the above-captioned matter emailed to you in advance of September 10th, please contact the Civil Service Commission’s Office at CivilService@sfgov.org or (415) 252-3247.

Attendance by you or an authorized representative is welcome. Should you or your representative not attend, the Commission will rule on the information previously submitted and testimony provided at its meeting.

All non-privileged materials being considered by the Civil Service Commission for this item 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

JENNIFER JOHNSTON
Executive Officer

Attachment


RECEIVED CIVIL SERVICE COMMISSION
SEP 11 2014 14



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

Date: September 15, 2014

To: Civil Service Commission

From: Jennifer Johnston, Executive Officer 

Subject: **Recommendation to Amend Civil Service Rule Series 20, Leaves of Absence, Affecting All Employees**

I. Overview

During negotiations over its successor 2014-2017 Memorandum of Understanding (“MOU”) with the City, the Municipal Executives’ Association (“MEA”) agreed to expressly waive the provisions of the Paid Sick Leave Ordinance (“PSLO”) for its members, in exchange for assurances from the Department of Human Resources (“DHR”) that it would not oppose certain amendments to the Civil Service Rules that would serve to better align the City’s sick leave benefits with those provided under the PSLO.

MEA has asked the Executive Officer to consider exercising her Charter authority to recommend to the Civil Service Commission (“Commission”) that the Civil Service Rules be amended accordingly. Although the Executive Officer cannot support MEA’s request to fully align the City’s sick leave benefits with those of the PSLO, the Executive Officer agrees that the City has an interest in streamlining the administration of sick leave benefits; and that as a matter of principle, employees should have access to paid sick leave to care for close/dependent family members who are ill.

Therefore, the Executive Officer recommends that Civil Service Rule Series 20, Leaves of Absence, be amended to expand the list of persons for whom eligible City employees may take sick leave due to illness or medical appointment consistent with those under the PSLO, to include legal guardians or wards, siblings, grandparents and grandchildren. (Currently, sick leave under the Rules is only available for the illness or medical appointment of an employee’s child, parent, spouse or registered domestic partner.) See Attachment A for the proposed revisions.

II. Authority

Charter Section 10.101, General Powers and Duties, provides as follows:

“The Civil Service Commission shall adopt rules, policies and procedures to carry out the civil service merit system provisions of this charter [...]; provided, however, that [...] rules for leave due to illness or disability shall be approved by the Board of Supervisors. Changes to the rules may be proposed by members of the Commission, the Executive Assistant or the Human Resources Director and approved or rejected by the Commission. The Commission may, upon ten days’ notice, make changes in the rules, which changes shall thereupon be printed and be in force; provided that no such changes in rules shall affect a case pending before the Commission.”

III. Background and History

A. Enactment and Implementation of the Paid Sick Leave Ordinance

In November 2006, the voters of San Francisco passed Proposition F, which was codified into Administrative Code Chapter 12W as the "Paid Sick Leave Ordinance." The PSLO entitles most employees working within the geographical boundaries of the City and County of San Francisco to accrue paid sick leave (approximately 8.75 days per year for a full-time employee) beginning 90 days after the commencement of employment. Subsequent to its passage, the Office of Labor Standards and Enforcement determined that the PSLO also applies to City employees.

However, eligible City employees are already entitled to a more generous amount of paid sick leave under the Civil Service Rules (13 days per year for a full-time employee); and the provisions of the PSLO and the Civil Service Rules vary significantly in terms of who is eligible to accrue paid sick leave, when paid sick leave begins to accrue, when one may access his or her paid sick leave credits, the instances for which one can take paid sick leave, and applicable sick leave accrual caps. (See Attachment B for the DHR PSLO implementation memorandum, detailing the differences between the two sick leave programs.) The inconsistent and overlapping provisions of the PSLO have not only created a great deal of confusion amongst City departments and employees, but they have also been extremely difficult and operationally burdensome to administer. This is because most City payroll personnel must manually track each employee's accrual and usage of any sick leave credits earned under the PSLO as a separate bank of hours.

B. Subsequent Waivers through Collective Bargaining

The PSLO provides that, "All or any portion of the applicable requirements of this Chapter shall not apply to employees covered by a bona fide collective bargaining agreement to the extent that such requirements are expressly waived in the collective bargaining agreement in clear and unambiguous terms." In light of the City's existing generous paid sick leave entitlements available to most City employees, and the extreme operational burdens that some departments have encountered in attempting to administer and track the separate bank of sick leave hours, all but three of the City's labor unions (the Union of Physicians and Dentists; IFPTE, Local 21; and SEIU, Local 1021) have agreed to expressly waive the provisions of the PSLO in their MOUs.

C. Previous Request to Amend the Civil Service Rules on Sick Leave

Although SEIU, Local 1021 has not outright agreed to waive the provisions of the PSLO, it did agree in 2012 to an MOU provision that serves to waive the PSLO in the event that the Commission amends the Civil Service Rules to allow its members earlier access to paid sick leave (at three months of service instead of six months). See Attachment C for an excerpt of the 2014-2017 SEIU, Local 1021 MOU with the City.

Accordingly, DHR approached the Commission in January 2013 to request that Rule Series 020 be amended to allow earlier access to the City's sick leave benefits for employees represented by unions that have waived the provisions of the PSLO. The Commission approved DHR's request and directed the Executive Officer to post the amendments for meet and confer with the City's labor unions.

However, SEIU, Local 1021 opposed the proposed amendments since they would have triggered the MOU provision waiving the PSLO, thereby eliminating access to paid sick leave under the PSLO for its As-Needed/Temporary Exempt employees. Instead, SEIU, Local 1021 proposed that the eligibility requirements for sick leave under the Civil Service Rules be entirely eliminated. The Commission rejected SEIU, Local 1021's counterproposal; and DHR formally rescinded its request to amend Rule Series 020 at the Commission meeting of April 1, 2013.

IV. Analysis and Recommendation

As indicated, MEA asked that the Executive Officer consider proposing amendments to the Civil Service Rules to align them with some of the provisions of the PSLO. Specifically: 1) to allow earlier access to sick leave benefits (at three months of service instead of six); and, 2) to expand the list of persons for whom an eligible employee may use sick leave due to illness or medical appointment, consistent with the provisions of the PSLO.

As noted above, amending the Rules to allow earlier access to sick leave benefits would trigger the provision of the SEIU, Local 1021 MOU; and would therefore likely be met again with significant opposition from that union. Further, the Charter requires approval from the Board of Supervisors to amend any Civil Service Rules on sick leave, which could be jeopardized by strong opposition from SEIU, Local 1021. The Executive Officer therefore cannot support this component of MEA's request at this time.

However, the Executive Officer is supportive of amending the Civil Service Rules to expand the list of persons for whom eligible employees (including those employees whose unions have not yet expressly waived the provisions of the PSLO) may access the City's sick leave benefits to include legal guardians or wards, siblings, grandparents and grandchildren. This would serve to facilitate departments' administration of the City's sick leave provisions, and would more closely align sick leave access entitlements under the Civil Service Rules with those of the PSLO. The proposed amendments, if adopted, would further two of the Commission's established Goals and Objectives for Fiscal Year 2014-2015: Goal #4, "Seek ways to address City departments' need for flexibility in personnel management issues while at the same time maintaining the integrity of the City's merit system;" and Goal #5, "Work to ensure that the Civil Service Commission's Rules, policies and procedures are easily understood and known by all stakeholders, [...] and reflective of [...] best practices."

Recommendation: Accept the Executive Officer's report; direct the Executive Officer to post the proposed revisions for meet and confer with the City's labor unions.

Attachments:

- Attachment A: Proposed Revisions to Civil Service Rule Series 20 (pages 5 through 38)
- Attachment B: DHR Paid Sick Leave Implementation Memorandum, dated February 5, 2007 (pages 39 through 44)
- Attachment C: Excerpt from the SEIU MOU regarding the PSLO (pages 45 through 46)

ATTACHMENT A

Rule 120 Leaves of Absence

Applicability: Rule 120 shall apply to officers and employees in all classes, except the Uniformed Ranks of the Police and Fire Departments and MTA Service-Critical classes; or as noted or as specifically excluded, or except as may be superceded by a collective bargaining agreement for those employees subject to Charter Section A8.409. However, all definitions in Rule 120 are applicable to employees in all classes; excluding only the Uniformed Ranks of the Police and Fire Departments and the MTA Service-Critical classes as covered in Volumes II, III and IV.

- Article I: Leaves of Absence - General Requirements**
- Article II: Sick Leave - General Provisions**
- Article III: Sick Leave With Pay**
- Article IV: Sick Leave Without Pay**
- Article V: Compulsory Sick Leave**
- Article VI: Disability Leave**
- Article VII: Military, War Effort and Sea Duty Leaves**
- Article VIII: Unpaid Administrative Leave or Furlough**
- Article IX: Other Leaves of Absence**
- Article X: Appeal Procedures**

Rule 120 Leaves of Absence

Article II: Sick Leave - General Provisions

Applicability: Rule 120 shall apply to officers and employees in all classes, except the Uniformed Ranks of the Police and Fire Departments and MTA Service-Critical classes; or as noted or as specifically excluded, or except as may be superceded by a collective bargaining agreement for those employees subject to Charter Section A8.409. However, all definitions in Rule 120 are applicable to employees in all classes; excluding only the Uniformed Ranks of the Police and Fire Departments and the MTA Service-Critical classes as covered in Volumes II, III and IV.

Sec. 120.2 **Eligibility for Sick Leave**

Subject to the provisions of this Rule, employees and officers (hereinafter called "employees") who are absent from their duties because of illness or disability are eligible for sick leave.

Sec. 120.3 **Sick Leave - Exclusions from Eligibility**

This Rule shall not apply to certificated employees of the School Districts, employees under personal services contracts, elective officers, and members of Boards and Commissions.

Sec. 120.4 **Verification of Sick Leave**

120.4.1 The appointing officer or designee to whom application for sick leave is made may make such independent investigation as to the necessity for sick leave as is deemed proper and may require certification for any period of sick leave, provided that the employee has been previously notified in writing that such certification for absence of less than five (5) working days shall be required. For employees taking sick leave pursuant to Administrative Code Chapter 12W, the City may take reasonable measures to verify or document that an employee's use of sick leave is taken in accordance with Administrative Code Chapter 12W.

120.4.2 The Human Resources Director may at any time make such independent investigation as may be deemed proper regarding the illness of any person on sick leave.

Sec. 120.5 **Retirement Automatically Terminates Sick Leave**

Sick leave shall automatically terminate on the effective date of an employee's retirement.

Sec. 120.6 **Abridgment of Sick Leave**

Sick leaves granted in excess of five (5) working days may be abridged if the employee presents to the appointing officer or designee medical evidence of capability to resume all the duties of the position.

Sec. 120.7 **Definition of Sick Leave**

A leave granted under this Rule for one of the following reasons shall be known as "sick

Attachment A: Proposed Amendments to Civil Service Rule 120, Leaves of Absence

leave":

120.7.1 Sick Leave - Medical Reasons

Absence because of illness, including alcoholism, or injury other than illness or injury arising out of and in the course of City and County employment; absence due to illness or injury arising out of and in the course of employment is administered either under the Rules of the Retirement Board and is referred to as "disability leave" and may be supplemented as provided elsewhere in this Rule or under the provisions of this Rule and the Administrative Code for those employees injured by battery ("leave due to battery"); and absence because of medical or dental appointments.

120.7.2 Sick Leave - Quarantine

Absence during a period of quarantine established and declared by the Department of Public Health or other authority.

120.7.3 Sick Leave - Bereavement

Absence because of the death of the employee's spouse or domestic partner, parents, step parents, grandparents, parents-in-law or parents of a domestic partner, sibling, child, step child, adopted child, a child for whom the employee has parenting responsibilities, aunt or uncle, legal guardian, or any person who is permanently residing in the household of the employee. Such leave shall not exceed three (3) working days and shall be taken within thirty (30) calendar days after the date of death; however, two (2) additional working days shall be granted in conjunction with the bereavement leave if travel outside the State of California is required as a result of the death.

For absence because of the death of any other person to whom the employee may be reasonably deemed to owe respect; leave shall be for not more than one (1) working day; however, two (2) additional working days shall be granted if travel outside the State of California is required as a result of the person's death.

120.7.4 Sick Leave - Maternity

Absence due to the employee's pregnancy or convalescent period following childbirth. Such leave shall not exceed six (6) months provided that such leave may be extended for permanent employees if a physician certifies that a longer convalescence period is required. Such extensions shall be subject to the provisions of this Rule governing sick leave without pay.

120.7.5 Sick Leave - Parental Leave

Absence due to the birth of a child to the employee, the employee's spouse, or the employee's domestic partner or assumption by the employee of parenting or child rearing responsibilities either by adoption or foster care.

120.7.6 Sick Leave - Illness or Medical Appointment of Child, Legal Guardian or Ward, Grandchild, Sibling, Grandparent, Parent, Spouse or Registered Domestic Partner

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Attachment A: Proposed Amendments to Civil Service Rule 120, Leaves of Absence

Absence because of the illness, injury, or medical or dental appointment of a biological or adoptive child, ~~or~~ child for whom the employee has parenting or child rearing responsibilities, legal guardian or ward, grandchild, sibling, grandparent. ~~—Absence because of illness, injury or medical appointments of the employee's parent, spouse or registered domestic partner.~~

120.7.7 Sick Leave Pursuant to Administrative Code Chapter 12W

1) Absence due to the illness, injury, medical care, treatment, diagnosis or medical appointment of the employee; employee's child; parent; legal guardian or ward; sibling; grandparent; grandchild; and spouse, registered domestic partner under any state law, or "designated person."

The aforementioned child, parent, sibling, grandparent, and grandchild relationships include not only biological relationships but also relationships resulting from adoption; step-relationships; and foster care relationships. "Child" includes a child of a domestic partner and a child of a person standing in loco parentis.

2) For the purpose of this section, the definition of "designated person" is: one person designated by an employee who has no spouse or registered domestic partner, as the person for whom the employee may use paid sick leave to aid or care for under this section. The opportunity to make such a designation shall be extended to the employee no later than the date on which the employee has worked thirty (30) hours after paid sick leave begins to accrue. There shall be a window of ten (10) business days for the employee to make this designation. Thereafter, the opportunity to make such a designation, including the opportunity to change such a designation previously made, shall be extended to the employee on an annual basis, with a window of ten (10) business days for the employee to make the designation.

120.7.8 Sick Leave - Compulsory

Leave imposed by an appointing officer due to an employee's medical inability or incapacity to perform all the duties of the position as provided elsewhere in this Rule.

Rule 120 Leaves of Absence

Article IX: Other Leaves of Absence

Applicability: Rule 120 shall apply to officers and employees in all classes, except the Uniformed Ranks of the Police and Fire Departments and MTA Service-Critical classes; or as noted or as specifically excluded, or except as may be superceded by a collective bargaining agreement for those employees subject to Charter Section A8.409. However, all definitions in Rule 120 are applicable to employees in all classes; excluding only the Uniformed Ranks of the Police and Fire Departments and the MTA Service-Critical classes as covered in Volumes II, III and IV.

Sec. 120.31 **Leave to Accept Other City and County Position**

120.31.1 Leave by an employee who has completed the probationary period to accept exempt or temporary appointment in the City and County service may be approved for the duration of such appointment. Such leave by a probationary employee is subject to the provisions of the Rule governing the Probationary Period.

120.31.2 Denial of such leave by the appointing officer is appealable as provided elsewhere in this Rule.

Sec. 120.32 **Educational Leave**

120.32.1 Educational leave is defined as leave for the purpose of educational or vocational training in a field related to the employee's current position and as any training to which a veteran is entitled pursuant to the laws of the United States or the State of California.

120.32.2 Educational leave may be approved for permanent appointees for a period of up to one (1) year. Requests for educational leave of longer than one (1) year must be renewed each year.

120.32.3 Denial of educational leave is appealable as provided elsewhere in this Rule.

120.32.4 An employee on educational leave shall not accept other employment without approval of the appointing officer and the Human Resources Director, except for employment in vacant positions with the City and County during school vacations.

120.32.5 As soon as records are available, the employee shall periodically present to the appointing officer a record of completed educational work. These records shall be maintained in such a manner as to be readily available for audit by Department of Human Resources staff. Failure to submit an acceptable record of completed educational work shall subject the employee to disciplinary action as provided in the Charter.

Sec. 120.33 **Leave for Civilian Service in the National Interest**

120.33.1 Civilian service in the national interest is defined as leave to serve with a federal, state or other public agency or non-profit organization in a program or in a capacity which the Human Resources Director deems to be in the national or general public interest.

Attachment A: Proposed Amendments to Civil Service Rule 120, Leaves of Absence

120.33.2 Such leave may be approved for permanent appointees for a period of up to one (1) year. Requests for such leave of longer than one (1) year must be renewed each year.

120.33.3 Denial of such leave is appealable as provided elsewhere in this Rule.

Sec. 120.34 Leave for Employment as an Employee Organization Officer or Representative

120.34.1 Leave for employment as an employee organization officer or representative is defined as leave to serve full-time as an officer or representative of an employee organization whose membership includes City employees, or to attend a convention or other type of business meeting of an employee organization as an officer or delegate of the employee organization.

120.34.2 Leave for permanent appointees may be approved for the duration of such service.

120.34.3 Denial of such leave is appealable as provided elsewhere in this Rule.

Sec. 120.35 Family Care Leave

120.35.1 Definition of Family

A unit of interdependent and interacting persons, related together over time by strong social and emotional bonds and/or by ties of marriage, birth, and adoption, whose central purpose is to create, maintain, and promote the social, mental, physical and emotional development and well-being of each of its members.

120.35.2 Permanent employees who have one (1) or more years of continuous service in any status may be granted up to (1) year of unpaid family care leave for the following reasons:

- 1) The birth of a biological child of the employee;
- 2) The assumption by the employee of parenting or child rearing responsibilities. Family care leave does not apply to an employee who temporarily cares for a child for compensation, such as a paid child care worker;
- 3) The serious illness or health condition of a family member of the employee, the employee's spouse or domestic partner, a parent of the employee or the employee's spouse or domestic partner, the biological or adoptive child of the employee, or a child for whom the employee has parenting or child rearing responsibilities; or
- 4) The mental or physical impairment of a family member of the employee, the employee's spouse or domestic partner, a parent of the employee or the employee's spouse or domestic partner, the biological or adoptive child of the employee, or a child for whom the employee has parenting or child rearing responsibilities, which impairment renders that person incapable of self-care.

120.35.3 Family care leave is unpaid leave. Such leave may be granted in addition to accumulated compensatory time off, vacation time, floating holiday time or sick leave as specified under Sick Leave - Illness or Medical Appointment of Child, Legal Guardian or Ward, Grandchild, Sibling, Grandparent, Parent, Spouse, or Registered Domestic Partner.

Attachment A: Proposed Amendments to Civil Service Rule 120, Leaves of Absence

120.35.4 Denial of family care leave is appealable as provided elsewhere in this Rule.

Sec. 120.36 Witness or Jury Duty Leave

120.36.1 An employee who is summoned as a witness on behalf of the City and County or juror for a judicial proceeding shall be entitled to leave with pay less the amount of juror or witness fee paid for the period required for such service (Charter Section A8.400G). An employee who is summoned to serve as a witness in cases which involve outside employment or personal business affairs shall be placed on leave without pay unless vacation leave or compensatory time is requested and granted.

120.36.2 Paid witness or jury duty leave shall be only from an employee's scheduled duty time and shall not include hours outside of scheduled hours of work or on days off.

120.36.3 Such employees shall notify the appointing officer immediately upon receiving notice of jury duty.

120.36.4 An employee who takes vacation leave while on witness or jury duty leave shall receive regular salary.

120.36.5 Refer to the Probationary Period Rule on leave during the probationary period.

[...]

Rule 220 Leaves of Absence

Applicability: Rule 220 shall apply to all classes of the Uniformed Ranks of the San Francisco Police Department, except that the provisions of Rule 220 may be superseded in whole or in part by the collective bargaining agreement, except for the definitions in this Rule which are applicable to employees in all classes.

- Article I: Leaves of Absence – General Requirements**
- Article II: Sick Leave - General Provisions**
- Article III: Sick Leave with Pay**
- Article IV: Sick Leave without Pay**
- Article V: Compulsory Sick Leave**
- Article VI: Disability Leave**
- Article VII: Military, War Effort and Sea Duty Leaves**
- Article VIII: Unpaid Administrative Leave or Furlough**
- Article IX: Other Leaves of Absence**
- Article X: Appeal Procedures**

Rule 220

Leaves of Absence

Article II: Sick Leave - General Provisions

Applicability: Rule 220 shall apply to all classes of the Uniformed Ranks of the San Francisco Police Department, except that the provisions of Rule 220 may be superseded in whole or in part by the collective bargaining agreement, except for the definitions in this Rule which are applicable to employees in all classes.

Sec. 220.2 **Eligibility for Sick Leave**

Subject to the provisions of this Rule, employees and officers (hereinafter called "employees") who are absent from their duties because of illness or disability are eligible for sick leave.

Sec. 220.3 **Sick Leave - Exclusions from Eligibility**

220.3.1 Sick leaves granted to members of the Uniformed Ranks of the Police Department shall be regulated by Rules adopted by the Police Commission. These Rules and any amendments thereto shall be subject to the approval of the Civil Service Commission and when so approved by the Civil Service Commission shall be deemed as included in this Rule. Calculation of sick leave with pay credits, reimbursement for vested and unused accumulated sick leave with pay credits and any provision not covered in the Rules of the Police Department shall be as provided in this Rule.

220.3.2 This Rule shall not apply to patrol special officers appointed by the Police Commission, employees under personal services contracts, elective officers, and members of Boards and Commissions.

Sec. 220.4 **Verification of Sick Leave**

220.4.1 The appointing officer or designee to whom application for sick leave is made may make such independent investigation as to the necessity for sick leave as is deemed proper and may require certification for any period of sick leave, provided that the employee has been previously notified in writing that such certification for absence of less than five (5) working days shall be required. For employees taking sick leave pursuant to Administrative Code Chapter 12W, the City may take reasonable measures to verify or document that an employee's use of sick leave is taken in accordance with Administrative Code Chapter 12W.

220.4.2 The Human Resources Director may at any time make such independent investigation as may be deemed proper regarding the illness of any person on sick leave.

Sec. 220.5 **Retirement Automatically Terminates Sick Leave**

Sick leave shall automatically terminate on the effective date of an employee's retirement.

Sec. 220.6 **Abridgment of Sick Leave**

Sick leaves granted in excess of five (5) working days may be abridged if the employee

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presents to the appointing officer or designee medical evidence of capability to resume all the duties of the position.

Sec. 220.7 Definition of Sick Leave

A leave granted under this Rule for One of the following reasons shall be known as "sick leave":

220.7.1 Sick Leave - Medical Reasons

Absence because of illness, including alcoholism, or injury other than illness or injury arising out of and in the course of City and County employment; absence due to illness or injury arising out of and in the course of employment is administered either under the Rules of the Retirement Board and is referred to as "disability leave" and may be supplemented as provided elsewhere in this Rule or under the provisions of this Rule and the Administrative Code for those employees injured by battery ("leave due to battery"); and absence because of medical or dental appointments.

220.7.2 Sick Leave - Quarantine

Absence during a period of quarantine established and declared by the Department of Public Health or other authority.

220.7.3 Sick Leave - Bereavement

Absence because of the death of the employee's spouse or domestic partner, parents, step parents, grandparents, parents-in-law or parents of a domestic partner, sibling, child, step child, adopted child, a child for whom the employee has parenting responsibilities, aunt or uncle, legal guardian, or any person who is permanently residing in the household of the employee. Such leave shall not exceed three (3) working days and shall be taken within thirty (30) calendar days after the date of death; however, two (2) additional working days shall be granted in conjunction with the bereavement leave if travel outside the State of California is required as a result of the death.

For absence because of the death of any other person to whom the employee may be reasonably deemed to owe respect; leave shall be for not more than one (1) working day; however, two (2) additional working days shall be granted if travel outside the State of California is required as a result of the person's death.

220.7.4 Sick Leave - Maternity

Absence due to the employee's pregnancy or convalescent period following childbirth. Such leave shall not exceed six (6) months provided that such leave may be extended for permanent employees if a physician certifies that a longer convalescence period is required. Such extensions shall be subject to the provisions of this Rule governing sick leave without pay.

220.7.5 Sick Leave - Parental Leave

Absence due to the birth of a child to the employee, the employee's spouse, or the employee's domestic partner or assumption by the employee of parenting or child

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rearing responsibilities either by adoption or foster care.

220.7.6 Sick Leave - Illness or Medical Appointment of Child, Legal Guardian or Ward, Grandchild, Sibling, Grandparent, Parent, Spouse or Registered Domestic Partner

Absence because of the illness, injury, or medical or dental appointment of a biological or adoptive child, ~~or~~ child for whom the employee has parenting or child rearing responsibilities, legal guardian or ward, grandchild, sibling, grandparent, ~~Absence because of illness, injury or medical appointments of the employee's parent, spouse or registered domestic partner.~~

220.7.7 Sick Leave Pursuant to Administrative Code Chapter 12W

1) Absence due to the illness, injury, medical care, treatment, diagnosis or medical appointment of the employee; employee's child; parent; legal guardian or ward; sibling; grandparent; grandchild; and spouse, registered domestic partner under any state law, or "designated person."

The aforementioned child, parent, sibling, grandparent, and grandchild relationships include not only biological relationships but also relationships resulting from adoption; step-relationships; and foster care relationships. "Child" includes a child of a domestic partner and a child of a person standing in loco parentis.

2) For the purpose of this section, the definition of "designated person" is: one person designated by an employee who has no spouse or registered domestic partner, as the person for whom the employee may use paid sick leave to aid or care for under this section. The opportunity to make such a designation shall be extended to the employee no later than the date on which the employee has worked thirty (30) hours after paid sick leave begins to accrue. There shall be a window of ten (10) business days for the employee to make this designation. Thereafter, the opportunity to make such a designation, including the opportunity to change such a designation previously made, shall be extended to the employee on an annual basis, with a window of ten (10) business days for the employee to make the designation.

220.7.8 Sick Leave - Compulsory

Leave imposed by an appointing officer due to an employee's medical inability or incapacity to perform all the duties of the position as provided elsewhere in this Rule.

Rule 220 Leaves of Absence

Article IX: Other Leaves of Absence

Applicability: Rule 220 shall apply to all classes of the Uniformed Ranks of the San Francisco Police Department, except that the provisions of Rule 220 may be superseded in whole or in part by the collective bargaining agreement, except for the definitions in this Rule which are applicable to employees in all classes.

Sec. 220.31 **Leave to Accept Other City and County Position**

- 220.31.1 Leave by an employee who has completed the probationary period to accept exempt or temporary appointment in the City and County service may be approved for the duration of such appointment. Such leave by a probationary employee is subject to the provisions of the Rule governing the Probationary Period.

- 220.31.2 Denial of such leave by the appointing officer is appealable as provided elsewhere in this Rule.

Sec. 220.32 **Educational Leave**

- 220.32.1 Educational leave is defined as leave for the purpose of educational or vocational training in a field related to the employee's current position and as any training to which a veteran is entitled pursuant to the laws of the United States or the State of California.

- 220.32.2 Educational leave may be approved for permanent appointees for a period of up to one (1) year. Requests for educational leave of longer than one year must be renewed each year.

- 220.32.3 Denial of educational leave is appealable as provided elsewhere in this Rule.

- 220.32.4 An employee on educational leave shall not accept other employment without approval of the appointing officer and the Human Resources Director, except for employment in vacant positions with the City and County during school vacations.

- 220.32.5 As soon as records are available, the employee shall periodically present to the appointing officer a record of completed educational work. These records shall be maintained in such a manner as to be readily available for audit by Department of Human Resources staff. Failure to submit an acceptable record of completed educational work shall subject the employee to disciplinary action as provided in the Charter.

Sec. 220.33 **Leave for Civilian Service in the National Interest**

- 220.33.1 Civilian service in the national interest is defined as leave to serve with a federal, state or other public agency or non-profit organization in a program or in a capacity which the Human Resources Director deems to be in the national or general public interest.

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220.33.2 Such leave may be approved for permanent appointees for a period of up to one (1) year. Requests for such leave of longer than one (1) year must be renewed each year.

220.33.3 Denial of such leave is appealable as provided elsewhere in this Rule.

Sec. 220.34 Leave for Employment as an Employee Organization Officer or Representative

220.34.1 Leave for employment as an employee organization officer or representative is defined as leave to serve full-time as an officer or representative of an employee organization whose membership includes City employees, or to attend a convention or other type of business meeting of an employee organization as an officer or delegate of the employee organization.

220.34.2 Leave for permanent appointees may be approved for the duration of such service.

220.34.3 Denial of such leave is appealable as provided elsewhere in this Rule.

Sec. 220.35 Family Care Leave

220.35.1 Definition of Family

A unit of interdependent and interacting persons, related together over time by strong social and emotional bonds and/or by ties of marriage, birth, and adoption, whose central purpose is to create, maintain, and promote the social, mental, physical and emotional development and well being of each of its members.

220.35.2 Permanent employees who have one (1) or more years of continuous service in any status may be granted up to one year of unpaid family care leave for the following reasons:

- 1) The birth of a biological child of the employee;
- 2) The assumption by the employee of parenting or child rearing responsibilities. Family care leave does not apply to an employee who temporarily cares for a child for compensation, such as a paid child care worker;
- 3) The serious illness or health condition of a family member of the employee, the employee's spouse or domestic partner, a parent of the employee or the employee's spouse or domestic partner, the biological or adoptive child of the employee, or a child for whom the employee has parenting or child rearing responsibilities; or
- 4) The mental or physical impairment of a family member of the employee, the employee's spouse or domestic partner, a parent of the employee or the employee's spouse or domestic partner, the biological or adoptive child of the employee, or a child for whom the employee has parenting or child rearing responsibilities, which impairment renders that person incapable of self-care.

220.35.3 Family care leave is unpaid leave. Such leave may be granted in addition to accumulated compensatory time off, vacation time, floating holiday time or sick leave as specified under Sick Leave - Illness or Medical Appointment of Child, Legal

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Guardian or Ward, Grandchild, Sibling, Grandparent, Parent, Spouse or Domestic Partner.

220.35.4 Denial of family care leave is appealable as provided elsewhere in this Rule.

Sec. 220.36 Witness or Jury Duty Leave

220.36.1 An employee who is summoned as a witness on behalf of the City and County or juror for a judicial proceeding shall be entitled to leave with pay less the amount of juror or witness fee paid for the period required for such service (Charter Section A8.400G). An employee who is summoned to serve as a witness in cases which involve outside employment or personal business affairs shall be placed on leave without pay unless vacation leave or compensatory time is requested and granted.

220.36.2 Paid witness or jury duty leave shall be only from an employee's scheduled duty time and shall not include hours outside of scheduled hours of work or on days off.

220.36.3 Such employees shall notify the appointing officer immediately upon receiving notice of jury duty.

220.36.4 An employee who takes vacation leave while on witness or jury duty leave shall receive regular salary.

220.36.5 Refer to the Probationary Period Rule on leave during the probationary period.

[...]

Rule 320 Leaves of Absence

Applicability: Rule 320 shall apply to all classes of the Uniformed Ranks of the San Francisco Fire Department, except that the provisions of Rule 320 may be superseded in whole or in part by the collective bargaining agreement, except for the definitions in this Rule which are applicable to employees in all classes.

Article I: Leaves of Absence - General Requirements

Article II: Sick Leave - General Provisions

Article III: Sick Leave With Pay

Article IV: Sick Leave Without Pay

Article V: Compulsory Sick Leave

Article VI: Disability Leave

Article VII: Military, War Effort and Sea Duty Leaves

Article VIII: Unpaid Administrative Leave or Furlough

Article IX: Other Leaves of Absence

Article X: Appeal Procedures

Rule 320 Leaves of Absence

Article II: Sick Leave - General Provisions

Applicability: Rule 320 shall apply to all classes of the Uniformed Ranks of the San Francisco Fire Department, except that the provisions of Rule 320 may be superseded in whole or in part by the collective bargaining agreement, except for the definitions in this Rule which are applicable to employees in all classes.

Sec. 320.2 **Eligibility for Sick Leave**

Subject to the provisions of this Rule, employees and officers (hereinafter called "employees") who are absent from their duties because of illness or disability are eligible for sick leave.

Sec. 320.3 **Sick Leave - Exclusions from Eligibility**

320.3.1 Sick leaves granted to members of the Uniformed Ranks of the Fire Department shall be regulated by Rules adopted by the Fire Commission. These Rules and any amendments thereto shall be subject to the approval of the Civil Service Commission and when so approved by the Civil Service Commission shall be deemed as included in this Rule. Calculation of sick leave with pay credits, reimbursement for vested and unused accumulated sick leave with pay credits and any provision not covered in the Rules of the Fire Department shall be as provided in this Rule.

320.3.2 This Rule shall not apply to certificated employees of the School Districts, patrol special officers appointed by the Police Commission, employees under personal services contracts, elective officers, and members of Boards and Commissions.

Sec. 320.4 **Verification of Sick Leave**

320.4.1 The appointing officer or designee to whom application for sick leave is made may make such independent investigation as to the necessity for sick leave as is deemed proper and may require certification for any period of sick leave, provided that the employee has been previously notified in writing that such certification for absence of less than five (5) working days shall be required. For employees taking sick leave pursuant to Administrative Code Chapter 12W, the City may take reasonable measures to verify or document that an employee's use of sick leave is taken in accordance with Administrative Code Chapter 12W.

Sec. 320.4 **Verification of Sick Leave (cont.)**

320.4.2 The Human Resources Director may at any time make such independent investigation as may be deemed proper regarding the illness of any person on sick leave.

Sec. 320.5 **Retirement Automatically Terminates Sick Leave**

Sick leave shall automatically terminate on the effective date of an employee's retirement.

Sec. 320.6 **Abridgment of Sick Leave**

Attachment A: Proposed Amendments to Civil Service Rule 320, Leaves of Absence

Sick leaves granted in excess of five (5) working days may be abridged if the employee presents to the appointing officer or designee medical evidence of capability to resume all the duties of the position.

Sec. 320.7 **Definition of Sick Leave**

A leave granted under this Rule for one of the following reasons shall be known as "sick leave":

320.7.1 **Sick Leave - Medical Reasons**

Absence because of illness, including alcoholism, or injury other than illness or injury arising out of and in the course of City and County employment; absence due to illness or injury arising out of and in the course of employment is administered either under the Rules of the Retirement Board and is referred to as "disability leave" and may be supplemented as provided elsewhere in this Rule or under the provisions of this Rule and the Administrative Code for those employees injured by battery ("leave due to battery"); and absence because of medical or dental appointments.

320.7.2 **Sick Leave - Quarantine**

Absence during a period of quarantine established and declared by the Department of Public Health or other authority.

Sec. 320.7 **Definition of Sick Leave (cont.)**

320.7.3 **Sick Leave - Bereavement**

Absence because of the death of the employee's spouse or domestic partner, parents, step parents, grandparents, parents-in-law or parents of a domestic partner, sibling, child, step child, adopted child, a child for whom the employee has parenting responsibilities, aunt or uncle, legal guardian, or any person who is permanently residing in the household of the employee. Such leave shall not exceed three (3) working days and shall be taken within thirty (30) calendar days after the date of death; however, two (2) additional working days shall be granted in conjunction with the bereavement leave if travel outside the State of California is required as a result of the death.

For absence because of the death of any other person to whom the employee may be reasonably deemed to owe respect; leave shall be for not more than one (1) working day; however, two (2) additional working days shall be granted if travel outside the State of California is required as a result of the person's death.

320.7.4 **Sick Leave - Maternity**

Absence due to the employee's pregnancy or convalescent period following childbirth. Such leave shall not exceed six (6) months provided that such leave may be extended for permanent employees if a physician certifies that a longer convalescence period is required. Such extensions shall be subject to the provisions of this Rule governing sick leave without pay.

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320.7.5 Sick Leave – Parental Leave

Absence due to the birth of a child to the employee, the employee's spouse, or the employee's domestic partner or assumption by the employee of parenting or child rearing responsibilities either by adoption or foster care.

320.7.6 Sick Leave - Illness or Medical Appointment of Child, Legal Guardian or Ward, Grandchild, Sibling, Grandparent, Parent, Spouse or Registered Domestic Partner

Absence because of the illness, injury, or medical or dental appointment of a biological or adoptive child, ~~or~~ child for whom the employee has parenting or child rearing responsibilities, legal guardian or ward, grandchild, sibling, grandparent, parent, spouse or registered domestic partner.

Sec. 320.7 Definition of Sick Leave (cont.)

320.7.7 Sick Leave Pursuant to Administrative Code Chapter 12W

1) Absence due to the illness, injury, medical care, treatment, diagnosis or medical appointment of the employee; employee's child; parent, legal guardian or ward; sibling; grandparent; grandchild; and spouse, registered domestic partner under any state law, or "designated person."

The aforementioned child, parent, sibling, grandparent, and grandchild relationships include not only biological relationships but also relationships resulting from adoption; step-relationships; and foster care relationships. "Child" includes a child of a domestic partner and a child of a person standing in loco parentis.

2) For the purpose of this section, the definition of "designated person" is: one person designated by an employee who has no spouse or registered domestic partner, as the person for whom the employee may use paid sick leave to aid or care for under this section. The opportunity to make such a designation shall be extended to the employee no later than the date on which the employee has worked thirty (30) hours after paid sick leave begins to accrue. There shall be a window of ten (10) business days for the employee to make this designation. Thereafter, the opportunity to make such a designation, including the opportunity to change such a designation previously made, shall be extended to the employee on an annual basis, with a window of ten (10) business days for the employee to make the designation.

320.7.8 Sick Leave - Compulsory

Leave imposed by an appointing officer due to an employee's medical inability or incapacity to perform all the duties of the position as provided elsewhere in this Rule.

Rule 320 Leaves of Absence

Article IX: Other Leaves of Absence

Applicability: Rule 320 shall apply to all classes of the Uniformed Ranks of the San Francisco Fire Department, except that the provisions of Rule 320 may be superseded in whole or in part by the collective bargaining agreement, except for the definitions in this Rule which are applicable to employees in all classes.

Sec. 320.30 **Leave to Accept Other City and County Position**

- 320.30.1 Leave by an employee who has completed the probationary period to accept exempt or temporary appointment in the City and County service may be approved for the duration of such appointment. Such leave by a probationary employee is subject to the provisions of the Rule governing the Probationary Period.
- 320.30.2 Denial of such leave by the appointing officer is appealable as provided elsewhere in this Rule.

Sec. 320.31 **Educational Leave**

- 320.31.1 Educational leave is defined as leave for the purpose of educational or vocational training in a field related to the employee's current position and as any training to which a veteran is entitled pursuant to the laws of the United States or the State of California.
- 320.31.2 Educational leave may be approved for permanent appointees for a period of up to one (1) year. Requests for educational leave of longer than one (1) year must be renewed each year.
- 320.31.3 Denial of educational leave is appealable as provided elsewhere in this Rule.
- 320.31.4 An employee on educational leave shall not accept other employment without approval of the appointing officer and the Human Resources Director, except for employment in vacant positions with the City and County during school vacations.
- 320.31.5 As soon as records are available, the employee shall periodically present to the appointing officer a record of completed educational work. These records shall be maintained in such a manner as to be readily available for audit by Department of Human Resources staff. Failure to submit an acceptable record of completed educational work shall subject the employee to disciplinary action as provided in the Charter.

Sec. 320.32 **Leave for Civilian Service in the National Interest**

- 320.32.1 Civilian service in the national interest is defined as leave to serve with a federal, state or other public agency or non-profit organization in a program or in a capacity which the Human Resources Director deems to be in the national or general public interest.
- 320.32.2 Such leave may be approved for permanent appointees for a period of up to one (1) year. Requests for such leave of longer than one (1) year must be renewed each year.

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320.32.3 Denial of such leave is appealable as provided elsewhere in this Rule.

Sec. 320.33 Leave for Employment as an Employee Organization Officer or Representative

320.33.1 Leave for employment as an employee organization officer or representative is defined as leave to serve full-time as an officer or representative of an employee organization whose membership includes City employees, or to attend a convention or other type of business meeting of an employee organization as an officer or delegate of the employee organization.

320.33.2 Leave for permanent appointees may be approved for the duration of such service.

320.33.3 Denial of such leave is appealable as provided elsewhere in this Rule.

Sec. 320.34 Family Care Leave

320.34.1 Definition of Family

A unit of interdependent and interacting persons, related together over time by strong social and emotional bonds and/or by ties of marriage, birth, and adoption, whose central purpose is to create, maintain, and promote the social, mental, physical and emotional development and well being of each of its members.

320.34.2 Permanent employees who have one (1) or more years of continuous service in any status may be granted up to one (1) year of unpaid family care leave for the following reasons:

- 1) The birth of a biological child of the employee;
- 2) The assumption by the employee of parenting or child rearing responsibilities. Family care leave does not apply to an employee who temporarily cares for a child for compensation, such as a paid child care worker;
- 3) The serious illness or health condition of a family member of the employee, the employee's spouse or domestic partner, a parent of the employee or the employee's spouse or domestic partner, the biological or adoptive child of the employee, or a child for whom the employee has parenting or child rearing responsibilities; or
- 4) The mental or physical impairment of a family member of the employee, the employee's spouse or domestic partner, a parent of the employee or the employee's spouse or domestic partner, the biological or adoptive child of the employee, or a child for whom the employee has parenting or child rearing responsibilities, which impairment renders that person incapable of self-care.

320.34.3 Family care leave is unpaid leave. Such leave may be granted in addition to accumulated compensatory time off, vacation time, floating holiday time or sick leave as specified under Sick Leave - Illness or Medical Appointment of Child, Legal Guardian or Ward, Grandchild, Sibling, Grandparent, Parent, Spouse or Registered Domestic Partner.

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320.34.4 Denial of family care leave is appealable as provided elsewhere in this Rule.

Sec. 320.35 **Witness or Jury Duty Leave**

320.35.1 An employee who is summoned as a witness on behalf of the City and County or juror for a judicial proceeding shall be entitled to leave with pay less the amount of juror or witness fee paid for the period required for such service (Charter Section A8.400G). An employee who is summoned to serve as a witness in cases which involve outside employment or personal business affairs shall be placed on leave without pay unless vacation leave or compensatory time is requested and granted.

320.35.2 Paid witness or jury duty leave shall be only from an employee's scheduled duty time and shall not include hours outside of scheduled hours of work or on days off.

320.35.3 Such employees shall notify the appointing officer immediately upon receiving notice of jury duty.

320.35.4 An employee who takes vacation leave while on witness or jury duty leave shall receive regular salary.

320.35.5 Refer to the Probationary Period Rule on leave during the probationary period.

[...]

Rule 420 Leaves of Absence

Applicability: Rule 420 shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA), except that the provisions of Rule 420 may be superseded in whole or in part by the collective bargaining agreement. However, all definitions in this Rule are applicable to employees in all classes.

- Article I: Leaves of Absence - General Requirements**
- Article II: Sick Leave - General Provisions**
- Article III: Sick Leave with Pay**
- Article IV: Sick Leave without Pay**
- Article V: Compulsory Sick Leave**
- Article VI: Disability Leave**
- Article VII: Military, War Effort and Sea Duty Leaves**
- Article VIII: Unpaid Administrative Leave or Furlough**
- Article IX: Other Leaves of Absence**
- Article X: Appeal Procedures**

Rule 420 Leaves of Absence

Article II: Sick Leave - General Provisions

Applicability: Rule 420 shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA), except that the provisions of Rule 420 may be superseded in whole or in part by the collective bargaining agreement. However, all definitions in this Rule are applicable to employees in all classes.

Sec. 420.2 **Eligibility for Sick Leave**

Subject to the provisions of this Rule, employees and officers (hereinafter called "employees") who are absent from their duties because of illness or disability are eligible for sick leave.

Sec. 420.3 **Verification of Sick Leave**

420.3.1 The MTA Director of Transportation/Designee may make such independent investigation as to the necessity for sick leave as is deemed proper and may require certification for any period of sick leave, provided that the employee has been previously notified in writing that such certification for absence of less than five (5) working days shall be required. For employees taking sick leave pursuant to Administrative Code Chapter 12W, the City may take reasonable measures to verify or document that an employee's use of sick leave is taken in accordance with Administrative Code Chapter 12W.

420.3.2 The MTA Director of Transportation/Designee may at any time make such independent investigation as may be deemed proper regarding the illness of any person on sick leave.

Sec. 420.4 **Retirement Automatically Terminates Sick Leave**

Sick leave shall automatically terminate on the effective date of an employee's retirement.

Sec. 420.5 **Abridgment of Sick Leave**

Sick leaves granted in excess of five (5) working days may be abridged if the employee presents to the MTA Director of Transportation/Designee medical evidence of capability to resume all the duties of the position.

Sec. 420.6 **Definition of Sick Leave**

A leave granted under this Rule for one of the following reasons shall be known as "sick leave":

420.6.1 **Sick Leave - Medical Reasons**

Absence because of illness, including alcoholism, or injury other than illness or injury arising out of and in the course of City and County employment; absence due to illness or injury arising out of and in the course of employment is administered either under the

Attachment A: Proposed Revisions to Civil Service Rule 420, Leaves of Absence

Rules of the Retirement Board and is referred to as "disability leave" and may be supplemented as provided elsewhere in this Rule or under the provisions of this Rule and the Administrative Code for those employees injured by battery ("leave due to battery"); and absence because of medical or dental appointments.

420.6.2 Sick Leave - Quarantine

Absence during a period of quarantine established and declared by the Department of Public Health or other authority.

420.6.3 Sick Leave - Bereavement

Absence because of the death of the employee's spouse or domestic partner, parents, step parents, grandparents, parents-in-law or parents of a domestic partner, sibling, child, step child, adopted child, a child for whom the employee has parenting responsibilities, aunt or uncle, legal guardian, or any person who is permanently residing in the household of the employee. Such leave shall not exceed three (3) working days and shall be taken within thirty (30) calendar days after the date of death; however, two (2) additional working days shall be granted in conjunction with the bereavement leave if travel outside the State of California is required as a result of the death.

For absence because of the death of any other person to whom the employee may be reasonably deemed to owe respect; leave shall be for not more than one (1) working day; however, two (2) additional working days shall be granted if travel outside the State of California is required as a result of the person's death.

420.6.4 Sick Leave - Maternity

Absence due to the employee's pregnancy or convalescent period following childbirth. Such leave shall not exceed six (6) months provided that such leave may be extended for permanent employees if a physician certifies that a longer convalescence period is required. Such extensions shall be subject to the provisions of this Rule governing sick leave without pay.

420.6.5 Sick Leave - Parental Leave

Absence due to the birth of a child to the employee, the employee's spouse, or the employee's domestic partner or assumption by the employee of parenting or child rearing responsibilities either by adoption or foster care.

420.6.6 Sick Leave - Illness or Medical Appointment of Child, Legal Guardian or Ward, Grandchild, Sibling, Grandparent, Parent, Spouse or Registered Domestic Partner

Absence because of the illness, injury, or medical or dental appointment of a biological or adoptive child, ~~or~~ child for whom the employee has parenting or child rearing responsibilities, legal guardian or ward, grandchild, sibling, grandparent, ~~—~~ Absence because of illness, injury or medical appointments of the employee's parent, spouse or registered domestic partner.

Attachment A: Proposed Revisions to Civil Service Rule 420, Leaves of Absence

420.6.7 Sick Leave Pursuant to Administrative Code Chapter 12W

1) Absence due to the illness, injury, medical care, treatment, diagnosis or medical appointment of the employee; employee's child; parent; legal guardian or ward; sibling; grandparent; grandchild; and spouse, registered domestic partner under any state law, or "designated person."

The aforementioned child, parent, sibling, grandparent, and grandchild relationships include not only biological relationships but also relationships resulting from adoption; step-relationships; and foster care relationships. "Child" includes a child of a domestic partner and a child of a person standing in loco parentis.

2) For the purpose of this section, the definition of "designated person" is: one person designated by an employee who has no spouse or registered domestic partner, as the person for whom the employee may use paid sick leave to aid or care for under this section. The opportunity to make such a designation shall be extended to the employee no later than the date on which the employee has worked thirty (30) hours after paid sick leave begins to accrue. There shall be a window of ten (10) business days for the employee to make this designation. Thereafter, the opportunity to make such a designation, including the opportunity to change such a designation previously made, shall be extended to the employee on an annual basis, with a window of ten (10) business days for the employee to make the designation.

420.6.8 Sick Leave - Compulsory

Leave imposed by the MTA Director of Transportation/Designee due to an employee's medical inability or incapacity to perform all the duties of the position as provided elsewhere in this Rule.

Rule 420 Leaves of Absence

Article IX: Other Leaves of Absence

Applicability: Rule 420 shall apply to all Service-Critical classes of the Municipal Transportation Agency (MTA), except that the provisions of Rule 420 may be superseded in whole or in part by the collective bargaining agreement. However, all definitions in this Rule are applicable to employees in all classes.

Sec. 420.30 **Leave to Accept Other City and County Position**

- 420.30.1 Leave by an employee who has completed the probationary period to accept exempt or temporary appointment in the City and County service may be approved for the duration of such appointment. Such leave by a probationary employee is subject to the provisions of the Rule governing the Probationary Period.
- 420.30.2 Denial of such leave by the MTA Director of Transportation/Designee is appealable as provided elsewhere in this Rule.

Sec. 420.31 **Educational Leave**

- 420.31.1 Educational leave is defined as leave for the purpose of educational or vocational training in a field related to the employee's current position and as any training to which a veteran is entitled pursuant to the laws of the United States or the State of California.
- 420.31.2 Educational leave may be approved for permanent appointees for a period of up to one (1) year. Requests for educational leave of longer than one (1) year must be renewed each year.
- 420.31.3 Denial of educational leave is appealable as provided elsewhere in this Rule.
- 420.31.4 An employee on educational leave shall not accept other employment without approval of the MTA Director of Transportation/Designee.
- 420.31.5 As soon as records are available, the employee shall periodically present to the MTA Director of Transportation/Designee a record of completed educational work. These records shall be maintained in such a manner as to be readily available for audit. Failure to submit an acceptable record of completed educational work shall subject the employee to disciplinary action as provided in the Charter.

Sec. 420.32 **Leave for Civilian Service in the National Interest**

- 420.32.1 Civilian service in the national interest is defined as leave to serve with a Federal, state or other public agency or non-profit organization in a program or in a capacity which the MTA Director of Transportation/Designee deems to be in the national or general public interest.
- 420.32.2 Such leave may be approved for permanent appointees for a period of up to one (1)

Attachment A: Proposed Revisions to Civil Service Rule 420, Leaves of Absence

year. Requests for such leave of longer than one (1) year must be renewed each year.

420.32.3 Denial of such leave is appealable as provided elsewhere in this Rule.

Sec. 420.33 Leave for Employment as an Employee Organization Officer or Representative

420.33.1 Leave for employment as an employee organization officer or representative is defined as leave to serve full-time as an officer or representative of an employee organization whose membership includes City employees, or to attend a convention or other type of business meeting of an employee organization as an officer or delegate of the employee organization.

420.33.2 Leave for permanent appointees may be approved for the duration of such service.

420.33.3 Denial of such leave is appealable as provided elsewhere in this Rule.

Sec. 420.34 Family Care Leave

420.34.1 Definition of Family

A unit of interdependent and interacting persons, related together over time by strong social and emotional bonds and/or by ties of marriage, birth, and adoption, whose central purpose is to create, maintain, and promote the social, mental, physical and emotional development and well being of each of its members.

420.34.2 Permanent employees who have one (1) or more years of continuous service in any status may be granted up to one (1) year of unpaid family care leave for the following reasons:

- 1) The birth of a biological child of the employee;
- 2) The assumption by the employee of parenting or child rearing responsibilities. Family care leave does not apply to an employee who temporarily cares for a child for compensation, such as a paid child care worker;
- 3) The serious illness or health condition of a family member of the employee, the employee's spouse or domestic partner, a parent of the employee or the employee's spouse or domestic partner, the biological or adoptive child of the employee, or a child for whom the employee has parenting or child rearing responsibilities; or
- 4) The mental or physical impairment of a family member of the employee, the employee's spouse or domestic partner, a parent of the employee or the employee's spouse or domestic partner, the biological or adoptive child of the employee, or a child for whom the employee has parenting or child rearing responsibilities, which impairment renders that person incapable of self-care.

420.34.3 Family care leave is unpaid leave. Such leave may be granted in addition to accumulated compensatory time off, vacation time, floating holiday time or sick leave as specified under Sick Leave - Illness or Medical Appointment of Child, Legal Guardian or Ward, Grandchild, Sibling, Grandparent, Parent, Spouse or Registered Domestic Partner.

Attachment A: Proposed Revisions to Civil Service Rule 420, Leaves of Absence

420.34.4 Denial of family care leave is appealable as provided elsewhere in this Rule.

Sec. 420.35 Witness or Jury Duty Leave

420.35.1 An employee who is summoned as a witness on behalf of the City and County or juror for a judicial proceeding shall be entitled to leave with pay less the amount of juror or witness fee paid for the period required for such service (Charter Section A8.400G). An employee who is summoned to serve as a witness in cases which involve outside employment or personal business affairs shall be placed on leave without pay unless vacation leave or compensatory time is requested and granted.

420.35.2 Paid witness or jury duty leave shall be only from an employee's scheduled duty time and shall not include hours outside of scheduled hours of work or on days off.

420.35.3 Such employees shall notify the MTA Director of Transportation/Designee immediately upon receiving notice of jury duty.

420.35.4 An employee who takes vacation leave while on witness or jury duty leave shall receive regular salary.

420.35.5 Refer to the Probationary Period Rule on leave during the probationary period.

[...]

ATTACHMENT B



Gavin Newsom
Mayor

Ted T. Yamasaki
Acting Human Resources Director

MEMORANDUM

DATE: February 5, 2007
TO: Appointing Officers
Departmental Personnel Officers
CC: Payroll and Personnel Representatives
FROM: Steve Ponder, Compensation Manager
Employee Relations Division, Department of Human Resources
SUBJECT: Sick Leave Ordinance (Proposition F) – Administrative Code Section 12W

In November of 2006, the voters of San Francisco passed Proposition F that provides for a minimum amount of sick leave for all employees located within the geographic boundaries of San Francisco. Effective February 5, 2007, all City employees that are not otherwise accruing SP at the 1 hour per 20 hours paid rate (i.e., almost exclusively temporary as-needed, Category 16 employees) shall now be eligible to accrue SP at the rate of 1 hour per 30 hours worked (including OT) rate.

Basic Provisions

- Employees must earn one hour of sick leave for every 30 hours of work (for a full-time employee, this is approximately 70 hours per year, or 6 hours per month).
- For new hires, sick leave must begin to accrue, and may be used, after 90 days of employment.
- Those who are employed as of 2/5/07 will begin to accrue sick leave immediately at the 1:30 rate.
- Sick leave earned under the ordinance is capped at 72 hours.
- An employee can use this sick leave to care for a "designated person," but only if the employee does not have a spouse or registered domestic partner.

Impact on City Employees

- Upon implementation, and thereafter on an annual basis, the City must notify all employees of the right to identify a "designated person" for purposes of the ordinance.
- As-Needed (TEX, 16) employees will now be eligible to earn one hour of sick leave for every 30 hours of work, starting 90 days after they begin employment.
- PCS and provisional employees will have access to sick leave 90 days after they start employment, but only at the 1:30 rate provided under the ordinance. For the time period between 90 days and the six-month point at which the employee has full access to sick

leave, a full-time employee will have access to 17.4 hours of sick leave (just over two days).

- Regardless of the employee's appointment status, every employee will be able to use up to 70 hours per year of sick leave to care for an ill **grandparent, grandchild, sibling** or **"designated person."**
- Sick leave earned under the ordinance does **not** increase the total amount of sick leave earned by regular (PCS or provisional) employees.
- The 90 days referred to in the ordinance is 90 calendar days after the employee's "start work date."
- The ordinance does not expand access to the workers' compensation "shadow account" to As-Needed employees, nor does it mandate "integration" with SDI or Workers' Compensation payments.
- Usage for part-time employees should be based on the number of hours they regularly work. If this varies, determine the average worked over the last full year of employment.

Implementation

- The City will notify employees of the right to identify a designated person via payroll or similar method. Employees will submit a notice identifying their "designated person" to the departmental HR office.
- Departments will input the "designated person" information into the individual employee's PeopleSoft record, and maintain a hard copy in the personnel file.
- PPSD will track accruals for As-Needed employees on a separate basis, using the 1:30 accrual rate.
- The Civil Service Commission has adopted rules to implement the ordinance.
- Employee Relations will notice employee organizations of the City's implementation plans, and may meet and confer with them regarding application of the ordinance.
- Exempt employees will accrue sick leave pursuant to their regular work schedule.
- The ordinance does not create an employee right to use sick leave in increments of less than one hour.
- Employees who work intermittently must be pre-scheduled (or already at work) in order to use sick leave for a given absence.

If you have any questions regarding the implementation or administration of these sick leave procedures, please contact your Department of Human Resources, Client Services Representative.

SICK LEAVE ORDINANCE (PROPOSITION F)

		Beginning February 5, 2007	
Provision	Current	Current	Beginning February 5, 2007
Eligibility	Upon six (6) months of continuous service (1040 hours worked within a rolling twelve months for an SEIU Miscellaneous employee).	Upon three (3) months of continuous service (1040 hours worked within a rolling twelve months for an SEIU Miscellaneous employee)	<u>Exception:</u> may only use 18 hours (pro-rated for PT) of sick pay for first three months of eligibility (from month four through month six of continuous service)
Accrual	13 days per year (1 hour SP for each 20 hours paid)	13 days per year (1 hour SP for each 20 hours paid)	<u>Exception:</u> Temporary Exempt, As-Needed (Category 16) ~9 days per year (1 hour SP for each 30 hours worked (including OT))
Cap	1040 hours (unlimited for Local 21)	1040 hours (unlimited for Local 21)	<u>Exception:</u> Temporary Exempt, As-Needed (Category 16) 72 hours
Sick Leave Definition	Current	Additional categories for care of legal guardian/ward, sibling, grandparent, grandchild or 'designated' person (in lieu of spouse/domestic partner)	<u>Exception:</u> may only use 9 days per fiscal year for these additional categories

SICK LEAVE ORDINANCE (PROPOSITION F)

All employees that are not otherwise accruing SP at the 1 hour per 20 hours paid rate shall now be eligible to accrue SP at the rate of 1 hour per 30 hours worked (including OT) rate (excluding Elected Officials (e.g., Mayor, Treasurer), Members of the Board of Supervisors, Board/Commission Members (Classifications 0109-1118), and retirees) pursuant to the conditions set forth below. Additionally, employees that earn SP at the rate of 1 hour per 30 hours worked (including OT) are not allowed to integrate SP with SDI/WC.

EMPLOYEE HIRED ON OR BEFORE 2/5/07

Day 1 (Month 1) →	
Usage	employee may use accrual (with some limitations managed by DPOs)
Accrual	1 hour SP for 20 hours paid *TE, AN accrue 1 hour SP for 30 hours worked (including OT) (with cap of 72 hours)

- TE, AN employee hired on 2/5/07 will begin to accrue SP (1 hour SP for each 30 hours worked (including OT)) on 2/5/07
- PCS, FT employee hired on 2/5/07 may begin to use SP on 2/5/07 (pending sufficient accrual)

EMPLOYEE HIRED ON OR AFTER 2/6/07

Day 1 (Month 1) → Day 90 (Month 3)		Day 91 (Month 4) →	
Usage	none	employee may use accrual (with some limitations managed by DPOs)	
Accrual	1 hour SP for 20 hours paid *TE, AN do not accrue	1 hour SP for 20 hours paid *TE, AN accrue 1 hour SP for 30 hours worked (including OT) (with cap of 72 hours)	

- TE, AN employee hired on 2/6/07 will begin to accrue SP (1 hour SP for each 30 hours worked (including OT)) on 5/6/07
- PCS, FT employee hired on 2/6/07 may begin to use SP on 5/6/07

ATTACHMENT C

X. LEGAL SERVICES PROGRAM

553. The City agrees to administer payroll deductions for employees who volunteer to participate in a pre-paid legal services program to be selected by the Union. The pre-paid legal services program selected by the Union shall be reviewed by the City for compliance with applicable local laws and procedures.

Y. APPOINTMENT PROCESSING

554. Newly appointed employees shall be provided paid release time to complete post-hire, appointment processing.

Z. PAID SICK LEAVE ORDINANCE

555. Should the Civil Service Commission amend the Civil Service Rules to allow eligible employees covered by this Agreement to access their sick leave with pay credits after three continuous months of regularly scheduled paid service instead of requiring six continuous months of such service, San Francisco Administrative Code Chapter 12W Paid Sick Leave Ordinance shall be deemed expressly waived in its entirety by the Union, and said amended provision shall apply to covered employees.

AA. LIFE INSURANCE

556. Upon becoming eligible to participate in the Health Service System under San Francisco Administrative Code Section 16.700, the City shall provide term life insurance in the amount of \$50,000 for all employees covered by this agreement.

-END-

**Commissioners'
Announcements!
Request**

Adjournment