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**Union** SEIU (Service Employees International Union) AFL-CIO

**Local** Locals 250, 535, and 790

Occupations Represented
Multiple occupations represented

**Bargaining Agency** City and County of San Francisco

**Agency industrial classification (NAICS):**

92 (Public Administration)

**BeginYear** 2000      **EndYear** 2003

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**Notes**

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**Full text contract begins on following page.**

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**COLLECTIVE BARGAINING AGREEMENT**

**BETWEEN AND FOR**

**SERVICE EMPLOYEES INTERNATIONAL UNION**  
**LOCALS 250, 535 AND 790**

**AND**

**THE CITY AND COUNTY OF SAN FRANCISCO**

**JULY 1, 2000 – JUNE 30, 2003**

**TABLE OF CONTENTS**

**ARTICLE I – REPRESENTATION..... 1**

- A. RECOGNITION ..... 1
- B. INTENT ..... 2
- C. MANAGEMENT RIGHTS..... 2
- D. NO WORK STOPPAGE..... 2
- E. OBJECTIVE OF THE CITY ..... 2
- F. UNION SECURITY ..... 3
- G. OFFICIAL REPRESENTATIVES AND STEWARDS ..... 5
  - Official Representatives ..... 5
  - Stewards ..... 6
- I. BULLETIN BOARDS, INTEROFFICE MAIL, UNION ACCESS AND LEGAL MATERIALS ..... 7
- J. VENDING MACHINES..... 7
- K. DATA..... 7

**ARTICLE II – EMPLOYMENT CONDITIONS ..... 9**

- A. NO DISCRIMINATION..... 9
- B. PROBATIONARY PERIODS ..... 10
- C. CONTRACTING OUT OF WORK ..... 11
- D. LAYOFF..... 14
- E. STAFFING LEVELS..... 15
- F. REIMBURSEMENT OF WORK-RELATED EXPENSES ..... 15
  - Mileage..... 15
  - Travel Expense..... 16
  - Telephone Calls: Parking Control Officers ..... 16
  - Damaged or Stolen Property ..... 16
  - Meals ..... 16
- H. FINGERPRINTING ..... 17
- I. PHYSICAL FITNESS JOINT LABOR-MANAGEMENT COMMITTEE ..... 17
- J. COMMUTER CHECK..... 17
- K. WELFARE REFORM..... 17
- L. PARKING FACILITIES ..... 17
- M. EMPLOYEE SUGGESTION PROGRAM..... 18
- N. INDEMNIFICATION AND DEFENSE OF CITY EMPLOYEES ..... 18
- O. THE RIGHT TO PRIVACY IN THE WORKPLACE..... 18
- P. PEACE OFFICER STATUS ..... 18
- Q. AUTOMATIC RESIGNATION ..... 19
- R. UNSATISFACTORY RESIGNATION ..... 19
- S. ADDITIONAL PART-TIME EMPLOYMENT ..... 19
- T. UNIFORMS AND EQUIPMENT ..... 19
- U. UNIFORM ALLOWANCE FOR DEPARTMENT OF PUBLIC HEALTH EMPLOYEES .. 22
- V. COMFORT STANDARDS..... 22
- W. DEPARTMENT OF HUMAN SERVICES CASELOADS ..... 22

**ARTICLE III – PAY, HOURS AND BENEFITS ..... 25**

- A. GENERAL WAGE INCREASE ..... 25

Diagnostic Medical Sonographer .....	25
B. WORK SCHEDULES .....	25
Normal Work Schedules.....	25
1. Normal Work Day .....	25
2. Normal Work Week.....	25
3. Exceptions.....	25
Part-time Work Schedules .....	27
Work Schedule Changes.....	27
Rotating Days Off .....	28
Shift Bidding.....	28
Work Schedule Changes.....	28
C. REASSIGNMENT.....	28
D. ADDITIONAL COMPENSATION & PREMIUM PAY .....	29
Night Duty .....	29
Shift Differential for Swing and Night Duty- Radiology, Pharmacy and Transit Car Cleaners	29
Night Duty - Public Health .....	30
Extended Tour of Duty .....	31
Bilingual Pay.....	31
Supervisory Differential Adjustment .....	32
Standby Pay .....	33
Callback Pay .....	33
Employees Covered by Former Word Processing Premium.....	34
Referral Unit .....	34
Public Safety Communications Dispatcher Premium .....	34
Lead Person Premium .....	34
Underwater Diving Pay .....	35
Security Guard.....	35
Parking Control Officer Training Premium .....	35
Acting Assignment Pay.....	35
Volunteers, SWAP, CAL WORKS, CAAP Workfare, or others not covered by this agreement.....	37
Medi-Cal Screen/Process Premium.....	36
Premium Pay for 8214/8216 Parking Control Officers .....	36
Premium Pay for 2940/2942 Court Liaisons. ....	36
Premium Pay for Emergency Response Protective Service Workers.....	36
Adult Protective Service Unit Premium .....	36
Airport Field Officer Training Premium.....	36
Radiologic Technologists .....	37
Skilled Nursing Facility "Pass Through" .....	37
Longevity Premium .....	38
E. PARAMEDIC BENEFITS.....	38
F. PAY EQUITY .....	38
G. OVERTIME COMPENSATION .....	39
Assignment of Overtime .....	39
Overtime for Non-"Z" Employees.....	40
1. Overtime Pay or Compensatory Time .....	40
2. Maximum Accrual of Compensatory Time .....	40

3.	<i>Use of Compensatory Time</i> .....	40
4.	<i>Pay out of compensatory time for non-"Z" and "L" class employees at termination of employment</i> .....	40
	Overtime for "Z" Employees .....	40
H.	HOLIDAYS.....	41
	Designation of Holidays .....	41
	Floating Holidays .....	41
	Saturday Holidays.....	41
	Holiday Compensation for Time Worked.....	42
	Holidays for Employees on Work Schedules Other Than Monday Thru Friday .....	42
	Holiday Pay for Employees Laid Off.....	42
	Employees Not Eligible for Holiday Compensation.....	43
	Part-time Employees Eligible for Holidays.....	43
I.	SALARY STEP PLAN AND SALARY ADJUSTMENTS .....	43
	Salary Step Plan .....	43
	Compensation Adjustments .....	45
1.	<i>Prior Fiscal Year Promotion</i> .....	45
2.	<i>Salary Increase in Next Lower Rank Classification</i> .....	45
3.	<i>Flat Rate Converted to Salary Range</i> .....	45
4.	<i>Continuation of Salary Step Earned Under Temporary Appointment</i> .....	45
5.	<i>Credit for Non Permanent Service</i> .....	46
6.	<i>Salary Anniversary Date Adjustment.</i> .....	46
	Compensation Upon Transfer or Reemployment.....	46
1.	<i>Transfer</i> .....	46
2.	<i>Reemployment In an Intermediate Classification</i> .....	46
3.	<i>Reemployment In a Formerly Held Classification</i> .....	46
	Salary Step Placement Resulting from Status Grant .....	46
	Salary Step Increase for Class 2303 Mental Health Rehabilitation Worker .....	47
J.	NON-PERMANENT EMPLOYEES .....	47
	Testing of Non-Permanent Employees.....	47
	Flat Step Classifications.....	47
	Part-Time Employees .....	47
	Seniority .....	48
	Benefits.....	48
	Data.....	48
K.	SENIORITY INCREMENTS .....	48
	Entry at the First Step .....	48
1.	<i>Advancement Through Salary Steps</i> .....	48
2.	<i>School District &amp; Community College Employees</i> .....	48
	Entry at Other Than the First Step.....	48
	Conversion from Salary Set by Charter Section 8.400.....	49
	Date Increment Due .....	49
	Lay-Off.....	49
L.	HEALTH PLAN .....	49
	Health and Dental Benefits .....	49
M.	LONG TERM DISABILITY INSURANCE .....	50
N.	BENEFITS WHILE ON UNPAID LEAVE OF ABSENCE .....	50

O. RETIREMENT.....	50
P. CHILD CARE & VOLUNTEER/PARENTAL RELEASE TIME.....	52
Q. DCAP PROGRAM.....	53
R. MUNICIPAL RAILWAY PASSES.....	53
S. PAYROLL PROCEDURES.....	53
T. JURY DUTY.....	54
U. VACATION.....	54
V. STATE UNEMPLOYMENT AND DISABILITY INSURANCE.....	55
W. FAIR LABOR STANDARDS ACT.....	56
X. EMPLOYEE ASSISTANCE PROGRAM.....	56
Y. DIRECT DEPOSIT OF PAYCHECKS.....	56
<b>ARTICLE IV – GRIEVANCE PROCEDURE &amp; PERSONNEL FILES.....</b>	<b>57</b>
A. GRIEVANCE PROCEDURE.....	57
Definition.....	57
Grievance Description.....	57
Procedure.....	57
Time Limits.....	57
<u>Step I Immediate Supervisor</u> .....	58
<u>Step II Department Head/Designee</u> .....	58
<u>Step III Director, Employee Relations/Designee</u> .....	59
<u>Step IV Final and Binding Arbitration</u> .....	59
Expedited Arbitration.....	60
Rights of Individuals.....	60
Skelly Rights.....	60
B. PERSONNEL FILES.....	61
<b>ARTICLE V - TRAINING.....</b>	<b>62</b>
A. CAREER OPPORTUNITIES.....	62
B. TUITION REIMBURSEMENT.....	62
C. INSERVICE TRAINING.....	63
D. EDUCATIONAL LEAVE.....	63
E. 20/20 WORK TRAINING PROGRAM.....	63
F. SPECIAL EDUCATIONAL LEAVE FOR HEALTH RELATED PERSONNEL.....	64
G. TRAINING, RETRAINING AND CAREER DEVELOPMENT COMMITTEE.....	65
H. TRAINING FOR CLASS 2580 CORONER'S INVESTIGATORS.....	66
I. PUBLIC DEFENDER INVESTIGATORS: TRAINING SEMINARS AND EQUIPMENT ALLOWANCES.....	66
J. TEMPORARY EXCHANGES FOR TRAINING PURPOSES.....	66
K. PROTECTIVE SERVICE WORKER LICENSING SUPERVISION PROGRAM.....	66
<b>ARTICLE VI – HEALTH &amp; SAFETY.....</b>	<b>69</b>
A. HEALTH AND SAFETY.....	69
Right to Know.....	71
Mace Training.....	71
Parking Control Officer- Health and Safety.....	72
Traumatic Event.....	72

Costs of Additional Laboratory Analysis Regarding Substance Abuse Policy at San Francisco International Airport .....	72
B. WORKERS COMPENSATION LABOR-MANAGEMENT COMMITTEE.....	72
<b>ARTICLE VII – LEAVES OF ABSENCE &amp; RETURN TO DUTY .....</b>	<b>73</b>
A. LEAVES OF ABSENCE .....	73
Sick Leave – General Requirements .....	73
1. <i>Eligibility for Sick Leave</i> .....	73
2. <i>Types of Sick Leave</i> .....	73
3. <i>Retirement Automatically Terminates Sick Leave</i> .....	74
4. <i>Abridgment of Sick Leave</i> .....	74
Sick Leave with Pay .....	74
1. <i>Sick Leave with Pay Eligibility</i> .....	74
2. <i>Prohibition Against Employment While on Sick Leave with Pay</i> .....	75
3. <i>Calculation of Sick Leave with Pay Credits</i> .....	75
4. <i>Disbursement of Sick Leave with Pay Credits</i> .....	75
5. <i>Conversion of Sick Leave with Pay Credits from Days to Hours</i> .....	75
6. <i>Employees Injured by Battery and/or Assault (To be referred to as Battery in this Section)</i> 75	
Sick Leave without Pay .....	76
1. <i>Prohibition Against Employment While on Sick Leave Without Pay</i> .....	76
Compulsory Sick Leave.....	76
<i>Appeal of Imposition of Compulsory Sick Leave Following Re-examination</i> .....	76
Disability Leave.....	77
Use of Sick Leave with Pay Credits to Supplement State Disability Insurance.....	78
Military Leave, War Effort and Sea Duty Leaves .....	78
<i>Military Leave</i> .....	78
<i>War Effort Leave</i> .....	79
<i>Leave for Sea Duty as Licensed Officer</i> .....	79
Leave to Accept Other City and County Position.....	79
Leave for Civilian Service in the National Interest.....	79
Leave for Employment as an Employee Organization Officer or Representative.....	79
Family Care Leave.....	79
Witness or Jury Duty Leave.....	80
Religious Leave.....	80
Personal Leave.....	80
B. RETURN TO WORK.....	80
C. FAMILY MEDICAL LEAVE.....	81
<b>ARTICLE VIII– SCOPE.....</b>	<b>82</b>
A. FINALITY OF AGREEMENT .....	82
B. SAVINGS CLAUSE.....	82
C. HOLD HARMLESS .....	83
D. DURATION OF AGREEMENT.....	83

<b>ATTACHMENT A – LIST OF REPRESENTED CLASSES</b> .....	<b>A1</b>
<b>CSC CARVE OUTS GLOSSARY</b> .....	<b>A10</b>
<b>DEPARTMENTALS / SUPPLEMENTAL AGREEMENTS</b> .....	<b>A13</b>
DEPARTMENT OF TRANSPORTATION - EAP AGREEMENT .....	A13
DEPARTMENT OF PUBLIC HEALTH DEPARTMENTAL.....	A19
MUNI - STATION AGENTS DEPARTMENTAL .....	A41
MUNI - FARE COLLECTION RECEIVERS DEPARTMENTAL.....	A51
SAN FRANCISCO INTERNATIONAL AIRPORT DEPARTMENTAL.....	A56
PUBLIC LIBRARY DEPARTMENTAL.....	A81
RECREATION AND PARK SUPPLEMENTAL AGREEMENT .....	A86
FINE ARTS SUPPLEMENTAL AGREEMENT .....	A87
<b>SIDELETTERS</b> .....	<b>A88</b>
CITY-WIDE VOLUNTARY TIME OFF PROGRAM.....	A88
HEALTH AND SAFETY .....	A89
SIDELETTER/REFORMAT .....	A90
SIDELETTER/SFUSD & CCD .....	A91
HEALTH CARE REFORM.....	A92
<b>INFORMATION ITEM - HANDLING OF HIV+ AND HEPATITIS C+ CLAIMS</b> .....	<b>A94</b>



This Collective Bargaining Agreement (hereinafter Agreement) is entered into by the City and County of San Francisco (hereinafter City) acting through its designated representatives and the Service Employees International Union, Locals 250, 790 and 535 (hereinafter Union).

## ARTICLE I – REPRESENTATION

### A. RECOGNITION

#### Classifications Currently Represented

1. The City acknowledges that the Union has been certified by the Municipal Employee Relations Panel or the Civil Service Commission as the recognized employee representative, pursuant to the provisions as set forth in the City's Employee Relations Ordinance, for the classifications listed in Attachment A and employees in these classifications who perform duties for the City and County of San Francisco, San Francisco Unified School District and the Community College District. The provisions of this Agreement shall apply to said employees to the extent authorized by law as provided in Charter Section A8.409-1.

#### Placement of New Classifications

2. Any non-supervisory, new or amended classification or reclassification not claimed by another Union and related to SEIU represented classes shall be automatically assigned to a bargaining unit represented by SEIU. The current practice as established by the Employee Relations Ordinance will continue for supervisory classes. The Union will be notified within seven (7) calendar days of any such assignments.
3. Whenever a new class is created by the Department of Human Resources which is the result of consolidation or splitting off of one or more former classes, and in those instances when the duties and responsibilities of the new class(es) are the same or similar to those of the former class(es), then the bargaining unit assignment and representation shall continue to be the same as for the former class(es) without notice and appeal procedures required by the CSC Rule and provisions of the San Francisco Administrative Code.
4. Should there be a dispute regarding appropriate Unit assignment of any such classification(s), such dispute shall be resolved in accordance with the grievance and arbitration procedure.

#### Applicability of the Agreement to All Newly Recognized Classifications

5. The terms and provisions of this Agreement shall also be automatically applicable to any classifications for which the Union has become appropriately recognized during the term of this agreement. Such classifications shall also receive the appropriate differentials and premiums applicable to related classifications.
6. Issues related to classification descriptions shall be subject to the meet and confer process with final review by the Civil Service Commission. Issues related to the effects of classification decisions on hours, wages, terms and conditions of employment shall be subject to negotiations and interest arbitration.

**B. INTENT**

7. It is the intent of the parties signatory hereto that the provisions of this Agreement shall become binding upon adoption or acceptance by the City and ratification by the general memberships of the Unions of the Joint Council or upon a final decision rendered by an arbitration panel pursuant to the interest arbitration procedure under Charter Section A8.409.
8. Upon adoption, the provisions of this Agreement shall supersede and control over contrary or contradictory Charter provisions, ordinances, resolutions, rules or regulations of the City to the extent permissible by Charter Section A8.409.
9. In the event the parties reach a tentative agreement, the Employee Relations Director and the Union negotiating team shall present a full tentative agreement, signed by the Employee Relations Director and representatives of the Union negotiating team, to the City and the Union general memberships for ratification within sixty (60) days of signing such full tentative agreement together with their recommendations.
10. Pursuant to the provisions of the Meyers-Milias-Brown Act, as amended, the City agrees to meet and confer with the Union in advance regarding any proposed changes in working conditions within the scope of representation.

**C. MANAGEMENT RIGHTS**

11. Except to the extent there is contained in this Agreement express and specific provision to the contrary, nothing herein shall be construed to restrict any legal city rights concerning direction of its work force, or consideration of the merits, necessity or organization of any service or activity provided by the City. The City shall also have the right to determine the mission of its constituent departments, officers, boards and commissions; set standards of services to be offered to the public; and exercise control and discretion over the city's organization and operations. The City may also relieve employees from duty due to lack of work or funds, and may determine the methods, means and personnel by which the City's operations are to be conducted.
12. However, the exercise of such rights does not preclude represented employees or the union from utilizing the grievance procedure to process grievances regarding the practical consequences of any such actions on wages, hours, benefits or other terms and conditions of employment.

**D. NO WORK STOPPAGE**

13. It is mutually agreed and understood that during the period this Agreement is in force and effect the Union will not authorize or engage in any strike, slowdown, or work stoppage. Represented employees are also bound by the above. The City agrees not to conduct a lockout against any of the employees covered by this agreement during the term of this Agreement.

**E. OBJECTIVE OF THE CITY**

14. It is agreed that the delivery of municipal services in the most efficient, effective and courteous manner is of paramount importance to the City and its employees. Such achievement is recognized to be a mutual obligation of the parties to this Agreement within their respective roles and responsibilities.

**F. UNION SECURITY**

Application

15. Except as provided otherwise herein, the provisions of this Section shall apply to all employees of the City in all classifications represented by SEIU Locals 250, 790 and 535, either jointly or individually, in representation units 1, 2, 4, 6, 8 and 9, when on paid status, except those mutually designated classifications and mutually designated individual on-call employees who are employed for less than 20 hours per week. The provisions of this Section shall not apply to individual employees of the City in representation units 1, 2, 4, 6, 8 and 9 who have been properly and finally determined to be management, confidential or supervisory employees pursuant to Section 16.208 of the Employer-Employee Relations Ordinance.
16. When the Employee Relations Director receives a request from a department head to designate position(s) as management, supervisory or confidential, the Employee Relations Director shall give the Union notice of such request. The Union shall have ten (10) working days within which to request a meeting to discuss the requested designation(s). Upon request of the Union, the Employee Relations Director and the Union shall meet to discuss the requested designation(s). In accordance with Section 16.208 of the Employee Relations Ordinance, the Employee Relations Director shall thereafter approve or disapprove the requested designation(s).
17. If the Union disagrees with such designation(s), the Union may submit the matter to an Administrative Law Judge for hearing and final determination as provided in the Employee Relations Ordinance. The Union and the City may jointly request that the assigned Administrative Law Judge have a labor relations background.
18. Designation(s) of position(s) by the Employee Relations Director as management, supervisory or confidential for which no challenge has been filed by the Union shall result in termination of agency shop fees if applicable. Challenges of designation(s) by the Union shall result in agency shop fees being placed in escrow until the disagreement is resolved by an Administrative Law Judge. Following final determination by the Administrative Law Judge, the fees shall be dispersed to either the employee or the Union depending on who prevails.

Agency Shop

19. For the term of this Agreement, all current and future employees of the City as described paragraph 15 above except as set forth below, shall, as a condition of continued employment, become and remain a member of the Union or, in lieu thereof, shall pay a service fee to the Union. Such service fee payment shall not exceed the standard initiation fee, periodic dues and general assessments (hereinafter collectively termed membership fees) of the Union representing the employee's classification. The service fee payment shall be established annually by the Union, provided that such agency shop service fee will be used by the union only for the purposes of collective bargaining, contract administration and pursuing matters affecting wages, hours and other terms and conditions of employment.

Religious Exemption

20. Any employee of the City in a classification described in Section A hereof, paragraph 15 above who is a member of a bona fide religion, body or sect which has historically held conscientious objections to joining or financially supporting a public employee organization and is recognized by the National

Labor Relations Board to hold such objections to Union membership, shall, upon presentation of membership and historical objection satisfactory to the City and the Union, be relieved of any obligation to pay the required service fee.

Payroll Deductions

21. The Union shall provide the Employee Relations Director and the City Controller with a complete list of the City classifications subject to this Section represented by each constituent union of the SEIU Joint Council and a current statement of membership fees. Such list of represented classifications and statement of membership fees shall be amended as necessary. The Controller may take up to 30 days to implement such changes. The Controller shall make required membership fee or service fee payroll deductions solely for the Union representing the employee's classification as designated on the list submitted by the Union. An employee may, on a voluntary basis, request a payroll deduction for Union membership in another SEIU Local Union, in addition to the service fee deduction.
22. Each pay period, the Controller shall make membership fee or service fee deductions, as appropriate, from the regular periodic payroll warrant of each City employee described paragraph 15 above.
23. Service fees from nonmembers shall be collected by payroll deduction pursuant to Administrative Code Section 16.90. Failure to comply with this Section shall be grounds for termination. The Union, at its option, may elect to waive its right to demand termination and instead utilize judicial process to compel payment.
24. Effective with the first complete pay period worked by an employee newly employed in a classification described paragraph 15 above and each pay period thereafter, the Controller shall make membership fee or service fee and initiation deductions, as appropriate, from the regular payroll warrant of each such employee.
25. Nine (9) working days following payday the Controller will promptly pay over to the appropriate Union all sums withheld for membership or service fees. The Controller shall also provide with each payment a list of employees paying service fees. All such lists shall contain the employee's name, employee number, classification, department number and the amount deducted. A list of all employees in represented classes shall be provided to the Union monthly.
26. Nothing in this Section shall be deemed to have altered the City's current obligation to make insurance program or political action deductions when requested by the employee.
27. The union shall be entitled to collect, through the payroll deduction method, membership dues, COPE deductions, and any special membership assessments, and through that system, may make changes as may be required, from time-to-time. The Union shall give the Controller appropriate written notice of any changes in existing deductions, or the establishment of new bases for deduction.

Employees Exempt from Agency Shop

28. Employees covered by this Agreement not subject to the agency shop requirement set forth above and who have voluntarily joined the Union shall, for the administrative convenience of the parties, be permitted to revoke an authorization for the deduction of union dues during the month of January of any year only. Any request for such revocation shall be delivered in person to the Office of the

Controller or may be sent by U.S. Mail to the Controller, 875 Stevenson Street, San Francisco 94103. The City shall deliver a copy of any revocation notice to the Union not later than March 1.

Financial Reporting

29. Annually, the Union will provide an explanation of the fee and sufficient financial information to enable the service fee payer to gauge the appropriateness of the fee. The Union will provide a reasonably prompt opportunity to challenge the amount of the fee before an impartial decision maker not chosen by the Union and will make provision for an escrow account to hold amounts reasonably in dispute while challenges are pending.

Indemnification

30. The Union agrees to indemnify and hold harmless the City for any loss or damage arising from the operation of this Agreement.

**G. OFFICIAL REPRESENTATIVES AND STEWARDS**

Official Representatives

31. The Union may select as many as one employee member of such organization from the appropriate unit represented by such organization, and one additional such employee member for each two-hundred and fifty (250) employees in such unit; or fraction thereof, in excess of two-hundred (200) employees in such unit, to attend, during regular duty or work hours without loss of compensation, meetings scheduled with the Civil Service Commission, the Department of Human Resources, the Director of Employee Relations, or designee, when such meetings have been scheduled for the purpose of city-wide Agreement meeting and conferring on all matters within the scope of representation affecting such appropriate unit, and to participate in the discussions, deliberations, and decisions at such meetings. The selection of such employee members, or substitutions or replacements therefore, and their attendance at meetings during their regular duty or work hours, shall be subject to the following:
32. a. The organization's duly authorized representative shall inform in writing the department head or officer under whom each selected employee member is employed that such employee has been selected.
33. b. No selected member shall leave the duty or work station, or assignment without specific approval of the employee's department head or other authorized management official.
34. c. In scheduling meetings, reasonable consideration shall be given to the operating needs and work schedules of the department, division, or section in which the employee members are employed.
35. d. Official representatives who are assigned to evening and night shift work schedules and who participate in meeting and conferring during day shift hours shall be released from their regular shift pursuant to the rules established herein. Official representatives shall not be provided compensatory release time for participating in meeting and conferring on regular days off except as may be mutually determined.

36. Release time for official representatives engaged in meeting and conferring affecting a department or other work unit of City government shall be determined by mutual agreement.
37. The rules for release time for City-wide meeting and conferring shall apply.

Stewards

38. The Union shall furnish the City with an accurate list of City-wide shop stewards and designated officers from each Local in areas as designated by the Union. The Union may submit an amendment to the list at any time. An employee has no status as a steward unless the City has received verification in writing from the Union that the employee is a steward in a given area.
39. The Union recognizes that it is the responsibility of the shop steward to assist in the resolution of grievances at the lowest possible level.
40. Upon notification of an appropriate management person, stewards and designated officers of the Union, subject to management approval, which shall not be unreasonably withheld, shall be granted reasonable release time to investigate and process grievances, disciplinary appeals and attend meetings with Management without loss of pay or benefits. Union Stewards shall advise their first level supervisors prior to engaging in Union business. Such notification of release time shall normally be made in advance and shall include the area or work location where they will be investigating or processing grievances, disciplinary appeals or meetings with Management. The Union will attempt to insure that shop steward release time will be equitably distributed. Normally one steward will be sufficient for a single investigation of a grievance or appeal, except for Shop Steward Trainee Observers.
41. In emergency situations, where immediate disciplinary action must be taken because of a violation of law or a City departmental rule (intoxication, theft, etc.) a shop steward shall not unreasonably be denied the right to leave his/her post or duty to represent the employee.
42. Except in emergency situations, an investigative, disciplinary or grievance meeting shall be rescheduled if a Shop Steward is denied release time.
43. Shop stewards shall not interfere with the work of any employee. A shop steward may interview an employee during the employee's regular work time in order to investigate or process a grievance or disciplinary appeal with the approval of the employee's supervisor, which shall not unreasonably be withheld.
44. Stewards shall be responsible for the performance of their work load, consistent with release time approved pursuant to rules established herein.
45. Stewards shall receive timely notice of and shall be permitted to make appearances at departmental orientation sessions in order to distribute union materials and to discuss employee rights and obligations under this Agreement.
46. Any meeting of shop steward and supervisor shall be held in private surroundings and shall be held in a quiet and dignified manner.

**I. BULLETIN BOARDS, INTEROFFICE MAIL, UNION ACCESS AND LEGAL MATERIALS**

Bulletin Boards

47. Reasonable space shall be allowed on bulletin boards for use by the Union to communicate with employees as may be agreed between the Union and the affected department head.

Inter-Office Mail

48. To the extent permissible under the law, the Union may make reasonable use of the City's interoffice mail system to communicate with appointing officers, personnel officers, stewards and officers of the Union.

Union Access

49. The Union shall have reasonable access to all work locations to verify that the terms and conditions of this Agreement are being carried out and for the purpose of conferring with employees provided that access shall be subject to such rules and regulations as may be agreed to by the department and the Union.

Legal Materials

50. The City shall provide the Library with the following items, not to exceed fifteen (15) sets, to be placed at libraries selected by the Librarian: Charter, San Francisco Administrative Code, Annual Salary Ordinances, Civil Service Rules and this Agreement.

DPH Website and Telephone Hotline

51. In addition to job vacancy postings on the City website and telephone hotline and as otherwise obligated in the CBA, DPH will post all DPH job vacancies on the DPH internet website. Posted information shall include but not be limited to: job classification, shift, days-off and worksite as available. A telephone hotline will provide a separate non-nursing classification hot line for only DPH classifications that are open for permanent testing.

**J. VENDING MACHINES**

52. Subject to the requirements of the Charter and Sections 4.2, 4.3, 4.4, 4.6, 4.7 and 4.8 of the San Francisco Administrative Code, The Union is authorized to establish vending machines in employee work areas. The Union shall be responsible for their installation and operation and all costs relating thereto, including maintenance and insurance. Proceeds from sales made through the vending machines shall be deposited in a special fund under the direction and control of the Union and allocated exclusively for the benefit of employees' recreation and welfare.
53. It is the understanding of the Parties that Union will not establish vending machines in the Recreation and Parks Department that compete with vending machines currently established in the Department that contribute to the operating revenues of the Department.

**K. DATA**

54. The City shall provide information to the Union, in hard copy and on computer diskette as available, to permit the evaluation of contract compliance. The information shall be provided within ten (10) calendar days of a written request to the Employee Relations Department. This shall include, but not

*ARTICLE I – REPRESENTATION*

be limited to, Names, department, worksite, classification, seniority, hire date, and status of represented employees.

55. The City and the Union agree that the Collective Bargaining Agreement will be printed with an index.

Glass Ceilings

56. The City shall provide to the Union on an annual basis the Work Force Composition Report (EEO-4).



## ARTICLE II – EMPLOYMENT CONDITIONS

### A. NO DISCRIMINATION

#### Discrimination Prohibited

57. The City and Union agree that no person employed or applying for employment shall in any way be discriminated against because of race, color, creed, religion, sex, national origin, physical handicap, physical disability, age, political affiliation or opinion, sexual orientation, gender identity, marital status, or other non-merit factors, nor shall a person be the subject of sexual harassment as prohibited by State or Federal law.
58. In the event more than one administrative remedy may be available within the City and County governmental system of San Francisco, the Union and the employee shall elect only one. The election is irrevocable.

#### Reasonable Accommodation

59. The Parties agree that they are required to provide reasonable accommodations for persons with disabilities in order to comply with the provisions of the Americans with Disabilities Act and the Fair Employment and Housing Act. The City reserves the right to take any action necessary to comply therewith.
60. If there is a conflict between a proposed accommodation and this Agreement, the City will notify the Union and, upon request, meet with the Union within ten (10) business days to attempt to resolve the issue. The parties may extend this time limit by mutual agreement. During the reasonable accommodation process, an employee has the right, upon request, to Union representation.
61. When an employee requests an accommodation pursuant to the ADA, the City and its Departments shall meet with the employee and, at the request of the employee, with the employee's Union representative. The City/Department will inform the employee and the representative of the status of the employee's request for an accommodation and of the resolution of the request. As necessary, and on a case-by-case basis, the City/Department will meet with the Union representative to review problems concerning reasonable accommodation.
62. Departments shall maintain files on formal reasonable accommodation requests that include information related to: status of accommodation requests and the resolution of closed accommodation requests.
63. Following a reasonable period of time after the employee has submitted the information required for a reasonable accommodation but not later than thirty days, the City shall provide a response to the employee's request. If no accommodation in the current assignment is possible, the Employer shall evaluate alternative job assignments for possible accommodation. While his or her request for reasonable accommodation is pending, the Employer shall make every reasonable effort to provide a modified work duty assignment pursuant to the provisions of VII. B. Return to Work, of this Agreement.

#### Complaints of Discrimination

64. Discrimination complaints will be treated in strict confidence by both the Union and the City.

65. Progressive disciplinary action shall be imposed by the City upon any employee found to have engaged in discriminatory conduct in violation of this section.

No Discrimination on Account of Union Activity

66. Neither the City nor the Union shall interfere with, intimidate, retaliate, restrain, coerce or discriminate against any employee because of the exercise of his/her rights granted pursuant to this Agreement, the Employee Relations Ordinance and the Meyers-Miliias-Brown Act. No employee seeking promotion, reassignment or transfer shall in any way be discriminated against because of their Union activities.

**B. PROBATIONARY PERIODS**

67. All permanent appointees shall serve a six month probationary period, except as provided below:
68. 1. Employees who move from a part-time to a full-time position within a classification shall be subject to a forty-five (45) day probationary period in the full-time position;
69. 2. Employees who move, in a flexible staffing series of classifications, except to a supervisory position, will have a forty-five (45) day probationary period in the new position;
70. 3. Employees who move to a new department in the same class or former class will serve a forty-five (45) day probationary period;
71. 4. An employee who is appointed to a permanent position shall have his or her probationary period reduced by the time served by that employee in the same classification in the same department, but all such probationary periods shall be at least forty-five (45) days.
72. 5. When an employee is reinstated to a permanent position in a former class in a department other than the department in which the probationary period had been completed (in the former class) the employee shall serve 45 days probationary time.
73. 6. In those cases that a promotion is a consistent part of the classification plan, 45 days probation will be required following the promotion to the higher classification provided a probation has been served in the first classification.
74. 7. When an employee's position changes by permanent transfer to the same class in another department, by disability transfer, reduction in force due to technical advances, automation or the installation of new equipment the employee shall serve 45 days probation time.
75. 8. When an employee is returned as permanent following layoff, involuntary leave or resignation to a class or department other than the one left, the employee shall serve 45 days probationary time.
76. 9. A current regularly scheduled provisional employee who receives a permanent appointment in his or her class in another department shall have his or her

probationary period reduced by the time served by that employee in the same classification, but all such probationary periods shall be at least forty-five (45) days.

77. A probationary period may be extended by mutual agreement, in writing, between the Union and the City.
78. An employee who is granted a leave while serving a probationary period shall have such probationary period extended by the period of such leave in order to complete the required period of service. Disability leave shall extend the probationary period in all cases.

**C. CONTRACTING OUT OF WORK**

79. Due to the size of the bargaining unit and the diversity of the classifications and employees within the unit, which enable the employees to perform various services in the diverse communities served by the City, the Mayor and the Union agree that, for the term of this 1997-2000 Agreement, the Mayor shall instruct the City's Department Heads over whom he has budgetary authority that:
80. Department heads shall not initiate and the Mayor shall not approve requests to contract out any routine work currently performed by existing employees represented by the Union; and
81. Department heads shall not lay off current bargaining unit members or eliminate existing bargaining unit positions as a result of contracting out.
82. This instruction shall not in any way affect (i) existing contracts (which shall include proposed contracts funded with monies appropriated in the 1996-97 budget), (ii) renewals, amendments or extensions of those contracts, or (iii) new contracts either for services already contracted out or arising from the City's receipt of new and/or additional federal, state, or grant funds designated for new or unique programs. However, such funds shall not include growth in general fund or enterprise revenues in force and effect at the time of the signing of this Agreement.
83. The Mayor agrees that it is not the intent of the City to use the contracting out process to avoid prevailing wages, compliance with MBE/WBE requirements, or payment of health or other benefits.
84. Notwithstanding any other provision of this section, the Mayor may propose pursuant to the City's standard procedures to contract out work currently performed by existing City employees (a) where external funding sources require the use of outside third parties to perform services; or (b) in emergency situations, as determined by the Mayor and upon a majority vote of the Board of Supervisors.
85. Should the Mayor determine that the restrictions contained in this section unduly interfere with a department's or the City's ability to provide appropriate services to the diverse communities within the City, the Mayor and the Union agree to meet in order to resolve the concerns. If the Mayor and the Union cannot mutually agree, the matter shall be submitted to an arbitrator, selected pursuant to the provisions of Article IV (Grievance Procedure) of this Agreement, who shall decide the issue of whether a proposal to contract out work may be initiated by the Mayor.

Required Notice to the Union on Prop J Contracts

86. The City shall deliver to the Union no later than thirty (30) days prior to issuing any "Invitation for Bid" or "Request for Proposal" a report explaining the proposed change, an explanation of reasons for the change, and the effect on represented classes.
87. The Union shall respond within twenty-one (21) days from the date of receipt of the above information with a request to meet.
88. The City agrees to discuss and attempt to resolve issues relating to:
  89. Possible alternatives to subcontracting;
  90. Questions regarding current and intended levels of service;
  91. Questions regarding the Controller's certification pursuant to Charter Section 10.104(15);
  92. Questions relating to possible excessive overhead in the City's administrative-supervisory/worker ratio;
  93. Questions relating to the effect on individual worker productivity by providing labor saving devices; and
  94. Questions regarding services supplied by the City to the Contractor.
95. The City agrees that it will take all appropriate steps to insure the presence at said meetings of those officers and employees (excluding the Board of Supervisors) of the City who are responsible in some manner for the decision to contract out so that the particular issues may be fully explored by the Union and the City.

Non-Prop J Contracts

96. The City shall deliver to the Union no later than thirty (30) days prior to submission of the request to the Department of Human Resources of any requested non-Prop J contract, where such services could potentially be performed by represented classifications.
97. Upon the request of the Union, the City agrees to discuss and attempt to resolve issues relating to:
  98. Possible alternatives to subcontracting;
  99. Questions regarding current and intended levels of service;
  100. Questions relating to possible excessive overhead in the City's administrative-supervisory/worker ratio;
  101. Questions relating to the effect on individual worker productivity by providing labor saving devices; and
  102. Questions regarding services supplied by the City to the Contractor.

103. The City agrees that it will take all appropriate steps to ensure the presence at said meetings of those officers and employees (excluding the Board of Supervisors) of the City who are responsible in some manner for the decision to contract out so that the particular issues may be fully explored by the Union and the City.
104. The City shall also provide advance notice of at least thirty (30) days to the Union of all amendments to existing non-Prop J contracts valued at more than \$100,000 where such services could potentially be performed by represented classifications. At the request of the Union, the City shall meet to discuss with the Union the topics set forth above, in paragraphs 97 through 101.
105. The Mayor agrees to instruct department heads over whom he has budgetary authority not to initiate non-Prop J contracts for a term exceeding one (1) year, except as otherwise approved by the Mayor, after notice to and consultation with the Union. This provision shall apply only to contracts for services which could otherwise be performed by represented classifications.
106. The Union shall also be provided notice of departmental commissions and Civil Service Commission meetings during which proposed personal services contracts are calendared for consideration, where such services could potentially be performed by represented classifications.

Volunteers, SWAP, CAL WORKS, CAAP Workfare, or others not covered by this agreement

107. The City shall not use paid or unpaid volunteers, SWAP, CAL WORKS, CAAP Workfare, or similar programs to displace Bargaining Unit employees. The City will not keep authorized budgeted positions vacant, nor is it the intent of City Departments to initiate the reduction of the number of budgeted positions, for the purposes of using Volunteers, SWAP, CAL WORKS, CAAP Workfare or similar programs.
108. Each quarter the City will supply the Union an accounting, by department and work location, of the hours worked by CAL WORKS, CAAP or SWAP workers.
109. Employees who supervise or direct the work of volunteers, or CAL WORKS, CAAP or SWAP workers or other similar programs shall be paid a differential of five percent (5%) above their base hourly rate.

Sworn Police Officers

110. The City may temporarily assign sworn police officers to perform bargaining unit work in the event of an emergency situation or for short-term purposes in order to comply with the medical restrictions upon the police officer. These assignments shall not be made for the purpose of, or with the affect of, holding vacant, and unfilled, bargaining unit positions, or to displace SEIU-represented employees.

Severance/Retraining

111. Represented employees shall have one (1) week of severance pay for each year of permanent service. If a permanent employee is to be laid off because of subcontracting, the employee shall select one of the following irreversible options.
112. 1. Take severance in one payment eliminating automatic recall rights;

113. 2. Take severance as regular bi-weekly paychecks; retraining if offered by the City; placement on re-call list until severance is exhausted in which event the employee's automatic recall rights are eliminated;
114. 3. Utilize City-wide bumping rights according to the provisions elsewhere in this agreement. If employee is placed on the holdover list he/she shall receive severance pay for any period in which he/she suffers a loss of pay according to this severance entitlement.

**D. LAYOFF**

Department of Public Health

115. Management shall notify the Union in writing at least forty (40) working days before the elimination and reduction of DPH service which has an impact on bargaining unit members' wages, hours or working conditions. The parties shall begin to meet and confer concerning all issues relevant to the scope of representation within fifteen (15) working days of a request to meet and confer by the Union. Pursuant to this process, upon the request of the Union, management will expeditiously provide in writing, all existing information concerning such a proposed service change.

60-Day Minimum Notice

116. Any employee whose position is to be eliminated due to lack of funds shall be notified, in writing, with as much advance notice as possible but not less than sixty (60) days prior to the effective date of the layoff, with the exception that if a special grant is unexpectedly terminated, the City shall provide not less than thirty (30) days notice prior to the effective date of layoff. The Union shall receive copies of any layoff notice.
117. The provisions of this Section shall not apply to "as needed" or intermittent employees or employees hired for a specific period of time or for the duration of a specific project.

Request to Meet & Confer

118. Prior to any layoff, the City shall meet and confer upon the written request of the Union after receipt of a copy of the notice specified in paragraph 116, to consider any proposal(s) advanced as an alternative to layoff and/or on the impact of such layoff.

Citywide Seniority in Classification

119. Layoff of employees shall be by inverse order of seniority in a classification City-wide. The five (5) year rule for City-wide bumping rights shall no longer apply.
120. Employees displaced by layoff shall be placed on the hold over list per CSC rules.

Retraining & Alternative Employment Opportunities

121. Retraining Program. In order to avoid layoffs, the City will provide an employee targeted for layoff (hereafter "an affected employee") the opportunity to participate in a reorientation/retraining program. The City shall bear the full costs of any retraining program. Retraining programs shall be developed through the Joint Training, Retraining and Career Development Committee set forth in Article V.G. All employees who have a minimum of twenty-four months of seniority shall be eligible

to participate in the reorientation/retraining program. If the availability of funds is limited, disputes among affected employees will be resolved on the basis of City seniority.

122. Vacancies. Upon completion of the bumping process, an affected employee shall have priority to select one of any existing vacancies for which he/she may qualify upon completion of training within a reasonable period of time, not to exceed six months. (Subject to the approval of the Civil Service Commission.)
123. Positions to be Filled. When a position has been designated for a retraining candidate, that position shall be "held open" for no more than six (6) months, unless extended by mutual agreement. The City may fill the existing vacancy on a temporary basis in order to continue City services.

Severance

124. An employee who is laid off shall receive two weeks' pay for each year of service. An employee who accepts severance pay shall forfeit all holdover rights. If an employee accepts severance pay and retires within two (2) years of accepting the severance pay, he or she shall reimburse the City for the full amount of the severance pay.

**E. STAFFING LEVELS**

125. The City and Union acknowledge that there has been and may continue to be a reduction in the City workforce primarily as a result of reduced revenue. Upon request of the Union, if there is a reduction in the workforce that impacts working conditions, the City agrees to meet and confer on the impact of such reductions on the remaining workforce to the extent required by MMBA.
126. The City agrees to meet and confer in good faith upon request and endeavor to reach agreement on workload standards. Such meetings may include discussions of appropriate work for one person and relevant state guidelines. The City agrees to provide any written information on staffing levels in a given department upon written request to the Employee Relations Division with any reproduction costs above a single copy to be paid by the Union.
127. The City, realizing that staffing reductions could result in increased workload pressures upon the remaining employees shall, upon request of an employee, meet to discuss work priorities and/or workload reductions. The employee may have a representative of his or her choice at such meetings.

**F. REIMBURSEMENT OF WORK-RELATED EXPENSES**

Mileage

128. The City shall provide City vehicles for the use of City employees while traveling in the course of their duties for the City. In the event such vehicles are not available, the appointing officer may request employees to use their own vehicle for City business. Employees using their own vehicle for City business shall be reimbursed for expenses incurred at the rate of twenty-five cents (\$.25) per mile and for all necessary parking and toll expenses.
129. The above mileage rate shall be increased each calendar quarter by one cent per mile for each ten cents increase in the average cost of gasoline and defined for "gasoline all types" per gallon in the Energy Report published by the Bureau of Labor Statistics, U.S. Department of Labor (e.g., the current rate as of January 2000 is thirty-two and one-half cents (\$0.325)). The base period against

which increases shall be measured shall be the average price per gallon established for July 1, 1982. Said rate shall be fixed by the Controller within two weeks of his receipt of the above report.

Travel Expense

130. Employees who reside within the City and County of San Francisco and are assigned to work at San Francisco International Airport or Sharp Park shall be reimbursed for travel expenses to and from these locations in the amount of three dollars and fifty cents (\$3.50) per day. Employees who reside within the City and County of San Francisco and are assigned work at Millbrae shall be reimbursed for travel expenses to and from this location in the amount of three dollars (\$3.00) per day. Employees who reside within the City and County of San Francisco and are assigned work at Sunol shall be reimbursed for travel expenses to and from Sunol in the amount of eight dollars (\$8.00) per day. In order for an employee to be eligible for this benefit, he or she must file a verified affidavit with the Department of Human Resources stating that their legal residence is at a particular address in the City and County of San Francisco.

Telephone Calls: Parking Control Officers

131. The City shall reimburse employees for the cost of telephone calls made by the employee while in the course of the employee's duties for the City. The Department of Parking and Traffic shall provide each employee in the classifications 8214 Parking Control Officer and 8216 Senior Parking Control Officer who has at least six (6) months of continuous service with the City as of September 1 of any year with a thirty-two (\$32.00) annual payment, payable not later than December 1 of each year, as a reimbursement for the expense of phoning in during on-duty hours. An employee shall be considered to be continuously employed if he/she was in paid status cumulatively for five (5) of the required six (6) months.

Damaged or Stolen Property

132. Reimbursement for property damaged, destroyed or stolen in the line of duty is administered through the provisions of Administrative Code Sections 10.25-1 through 10.25-9.
133. An employee who qualifies for reimbursement of such damaged, destroyed or stolen property shall submit a claim to his/her department head with all available documentation not later than thirty (30) calendar days after the date of such alleged occurrence. An employee shall be entitled to the appropriate reimbursement no later than one hundred-twenty (120) days following the submission of such claim. Reimbursement may be delayed if the employee does not submit the appropriate documentation.

Meals

134. City employees shall, subject to the procedures established by the Controller, be reimbursed for the reasonable and actual costs of meals upon presentation of receipts in the following circumstances:
135. When an employee is required by his/her department to attend a meeting at which a meal is served and such meal is billed to the employee;
136. When an employee is travelling overnight out of the City on City business.



**H. FINGERPRINTING**

137. The City shall bear the full cost of fingerprinting whenever such is required of the employee.

**I. PHYSICAL FITNESS JOINT LABOR-MANAGEMENT COMMITTEE**

138. Upon request of the Union, the City shall establish a Joint Labor-Management Committee to study employee health education programs, availability of City and private facilities for physical fitness activities, and funding sources for the implementation of a City-wide occupational health promotion program. The Committee shall be comprised of representatives from the Mayor, the Board of Supervisors, the Chief Administrative Officer, Department of Public Health, the Health Service System, the Recreation and Park Department, six (6) representatives from employee organizations including SEIU. Its committee members appointed by the Union shall serve on released time.

**J. COMMUTER CHECK**

139. The City will investigate participation in a commuter check program.

**K. WELFARE REFORM**

140. Recognizing the significant impact that welfare reform will have upon the community, the parties will establish a Joint Labor-Management Welfare Reform Committee that will consist of six (6) representatives of labor and six (6) representatives of management. Labor representatives shall include one current City employee from each Local Union, who shall be paid release time for joint committee meetings. The purposes of the Committee will be to address the impact of welfare reform upon the community, including assessing the feasibility of a public apprenticeship program to provide additional employment and/or training opportunities for welfare, general assistance and SSI recipients by collecting data related to such a program and determining the classifications that might be apprenticed and the appropriate ratio or numbers of participating apprentices. Decisions shall be made by mutual agreement, subject to approval as required by the Charter or other applicable law.

141. No current bargaining unit employee shall be displaced by a person hired as a result of any agreed upon public apprenticeship program.

142. Participants in a public apprenticeship program who are working as apprentices to classifications represented by the Union shall be represented by the Union and shall be covered by this Agreement.

143. New classifications containing public apprenticeship participants or other workers employed in a program designed to address welfare reform which perform a substantial amount of work performed by Union-represented employees shall be assigned to a bargaining unit represented by the Union.

**L. PARKING FACILITIES**

144. Upon request of the Union, the Employee Relations Division shall approach the Mayor, the Board of Supervisors and/or other appropriate parties of interest in order to attempt to provide sufficient, secure parking facilities for employees at the department in question. Included in such discussions may be the development of a shuttle service; patrol and escort service and/or the building of a parking structure. The Employee Relations Division will invite departmental representatives to participate in such discussion as necessary.

**M. EMPLOYEE SUGGESTION PROGRAM**

145. City and Union agree to publicize the Employee Suggestion Program and to encourage represented workers to submit cost saving suggestions for consideration and possible awards.

Worker Initiated Cost Abatement Program

146. To encourage City employees to submit improvements in the management and operation of the City and County in order to sustain and improve services, increase nontax revenues, reduce inefficiency and improve the quality of work life, the City and its Departments shall implement an Employee Suggestion Program as described in the San Francisco Administrative Code, Article VIII, Sections 16.108 through 16.117a (as approved on 6/24/82) with the following changes:
147. The Program may be utilized by all employees.
148. Proposals to reduce City or Departmental services are not appropriate for consideration under this Program.
149. SEIU may appoint one (1) departmental employee to serve on such committees as established in the Administrative Code. Union appointees will serve on paid release time.
150. The amount of award granted to an employee shall be from \$50 to \$100, or 10% of the savings to the City or Department resulting from implementation of the suggestion in the first year following adoption of the suggestion, whichever is greater.
151. Awards shall not be considered compensation for services rendered.
152. Employees submitting suggestions shall be protected from any form of retribution.

**N. INDEMNIFICATION AND DEFENSE OF CITY EMPLOYEES**

153. The City shall defend and indemnify an employee against any claim or action against the employee on account of an act or omission in the scope of the employee's employment with the City, in accord with, and subject to, the provisions of California Government Code Sections 825 et seq and 995 et seq. Nothing herein is deemed to supersede referenced state law.

**O. THE RIGHT TO PRIVACY IN THE WORKPLACE**

154. Employees subject to this Agreement shall have a reasonable expectation of privacy and to be secure from unreasonable searches and seizures on his/her person and his/her work area to the extent provided by law.

**P. PEACE OFFICER STATUS**

155. By October 1, 1997, the City shall request the Commission on Peace Officer Standards and Training (“POST”) to undertake a feasibility study pursuant to California Penal Code Section 13540 regarding designating classification 8204 Institutional Police Officers as peace officers, under California Penal Code Section 830.31. If the POST Commission determines that positions in classification 8204 Institutional Police Officer should become Peace Officers, the City shall take appropriate steps including, if necessary, seeking a statutory amendment, to implement the recommendation of the POST study for those incumbents who qualify in accordance with the POST standards.

**Q. AUTOMATIC RESIGNATION**

- 156. Absence from duty without proper authorization for any period of time up to and including five (5) or less working days may be cause for disciplinary action by the Appointing Authority.
- 157. Absence from duty without proper authorization in excess of five (5) continuous working days may constitute abandonment of the position and may be recorded as an automatic resignation. The employee shall be notified by certified mail of this action, prior to the effective date of the automatic resignation.

**R. UNSATISFACTORY RESIGNATION**

- 158. The City agrees that in the event an employee resigns with services designated as unsatisfactory, the City shall not provide information to any inquiry or referral regarding the resignation other than that the employee has resigned, except as required by law.

**S. ADDITIONAL PART-TIME EMPLOYMENT**

- 159. There shall be no limit on outside employment, or service as an independent contractor, imposed upon any employee covered by this agreement, unless such employment can be shown to create a conflict of interest with his/her City employment.

**T. UNIFORMS AND EQUIPMENT**

- 160. The City shall provide uniforms as specified below for the workers in the listed classifications:

- 2708 Custodian (who currently receive uniforms)
- 3202 Locker Room Attendant ) Rubber boots and gloves
- 3302 Vendor
- 3280 Assistant Recreation Director ) Windbreakers and
- 3284 Recreation Director ) patches only if
- 3287 Assistant Recreation Supervisor) assigned to playground.
- 7270 Watershed Keeper Supervisor
- 7470 Watershed Keeper
- 8201 Adult Crossing Guard
- 8202 Security Guard
- 8204 Institutional Police Officer
- 8207 Building and Grounds Patrol Officer
- 8208 Park Patrol Officer
- 8214 Parking Control Officer
- 8216 Senior Parking Control Officer
- 8217 Station Officer
- 8226 Museum Guard
- 8228 Senior Museum Guard
- 8274 Police Cadet
- 8280 Environmental Control Officer
- 9110 Fare Collections Receiver
- 9116 Senior Fare Collections Receiver
- 9131 Station Agent, Municipal Railway

9209 Airport Police Services Aide  
9212 Airfield Safety Officer  
9213 Senior Airfield Safety Officer

161. The departments shall meet and confer with the Union regarding the style and color of new uniforms provided under this section.

Uniform Specifications

162. Specifications for uniforms subject to this Agreement including prescribed items, optional items, rain gear, shall be prepared by the appointing officer, after consultation with the Union and the Purchaser but such specifications must not be so narrowly drawn as to prevent or unreasonably prohibit competitive bidding.

Termination or Change of Employment; Return of Uniforms

163. Upon termination of employment or upon change to a position which does not require wearing of uniforms, each employee having in his possession uniform items owned or leased by City must deliver such items, in good condition, reasonable wear and tear expected.

Replacement of Uniforms

164. Replacements for uniforms shall be acquired by purchase or lease by the City and furnished to the members as indicated in this Agreement as the items wear out. Not more than one uniform shall be acquired by the City and County in any twelve month period for the use of one employee enumerated herein, provided however, that any employee entitled to a uniform allowance under this Agreement shall be furnished two replacement shirts or blouses in any twelve month period or a full or partial replacement of the uniform when the department determines that the uniform has been damaged in the course of the employee's duties for the City.

Uniforms for Laundry Workers and Porters

165. Employees in classes 2760 Laundry Worker and 2770 Senior Laundry Worker at Laguna Honda and San Francisco General Hospital, and in classes 2736 Porter and 2738 Porter Assistant Supervisor at Laguna Honda and San Francisco General Hospital as well as the SEIU represented classifications of Food Service Worker (classes 2600) shall continue to be provided uniforms under the terms of existing departmental practices. The Department, upon request of the Union, will meet to discuss the type and number of uniforms to be issued.

Uniforms and Equipment for Dept of Public Health Institutional Police

166. Each Institutional Police Officer assigned to the Department of Public Health shall be provided with a complete uniform as prescribed by management at the time of appointment. Thereafter, each such Institutional Police Officer shall be provided replacement uniforms pursuant to Section II.T.
167. 8204 Institutional Police Officers shall be issued all equipment required by Department management for the performance of job duties. All such equipment will be and remain the property of the Department, and shall be managed according to Department regulations.

168. Replacement equipment for all 8204 Institutional Police Officers will be provided by the Department, pursuant to regulations developed by the Department. All such equipment will be and remain the property of the Department.

Uniforms for Parking Control Officers

169. New employees in Classes 8214 Parking Control Officer and 8216 Senior Parking Control Officer, when needed as determined by the Appointing Officer or designee, shall be furnished uniforms as follows: one (1) jacket, five (5) shirts, three (3) pairs of pants, one (1) belt, one (1) pair of shoes, one (1) tie, one (1) sweater and one (1) set of rain gear (jacket, pants and rain boots).
170. Replacement of uniform for classes 8214 Parking Control Officer and 8216 Senior Parking Control Officer will be on an as-needed basis as determined by the Appointing Officer or designee up to a maximum annual allocation as follows: four (4) replacement parts and one (1) pair of shoes. These parts shall include pants or shirts. In addition, jackets, windbreakers, sweaters, and raingear will be replaced only every two or three years as required and determined by the Appointing Officer or designee. The Department agrees to make every attempt to increase the replacement allocation, during each succeeding budgetary processes.
171. Any items determined by the Appointing Officer or designee to be damaged in the course of duty will be replaced and will not count towards the yearly replacements.

Uniforms for 9102 Transit Car Cleaner and 9104 Transit Car Cleaner Assistant Supervisor

172. The department shall provide Transit Car Cleaners protective coveralls for classifications 9102 and 9104. Each worker shall be provided with seven (7) pairs of coveralls and three (3) coveralls per week shall be laundered by the department.

Protective Clothing

173. Employees assigned to work in the covered channels or on machinery located below the water line in the sedimentation or grit tanks of a sewage treatment plant shall be furnished with protective clothing, uniforms or work clothes and laundry connected with this employment without charge.

Uniforms for 7470 and 7270 Watershed Keeper/Supervisor

174. The Department shall provide four (4) short sleeve shirts, four (4) long sleeve shirts, four (4) pair pants, one (1) foul weather jacket, one (1) belt, two (2) coveralls, two (2) caps, one (1) pair of boots, one (1) key holder, one (1) rain jacket and one (1) rain hood and other items determined appropriate by the Appointing Officer or designee.
175. The Department shall replace items according to each division's specifications and as authorized by the Appointing Officer or designee every twelve (12) months.
176. Any items determined by the Appointing Officer or designee to be damaged in the course of duty will be replaced and will not count towards the yearly replacement.

Uniforms for 8201 Adult Crossing Guards

177. The Department shall provide safety vest, cap, gloves, safety sign and protective equipment as deemed appropriate by the Appointing Officer or designee. This equipment shall be replaced by the

Department when it is damaged in the course of the employees duties for the City. Upon request of the Union, the Department will meet to discuss the type and allowances of equipment to be issued.

**U. UNIFORM ALLOWANCE FOR DEPARTMENT OF PUBLIC HEALTH EMPLOYEES**

178. Employees, excluding as-needed employees, who are required to wear and supply their own uniform or lab coat or smock in the course of their duties and who are employed on September 1 of any year covered by this Agreement, shall be paid an annual uniform allowance of two hundred twenty-five dollars (\$225), or, in the case of lab coats or smocks, one hundred seventy-five dollars (\$175) no later than December 1 of each year. As-needed employees, if any, who have received a uniform allowance pursuant to the provisions of the prior MOU shall continue to receive a uniform allowance pursuant to this section for the term of this Agreement, if otherwise eligible.

Lab Coats

179. Classifications 2903 Eligibility Worker, 2905 Senior Eligibility Worker and 2908 Hospital Eligibility Worker who are required to have patient contact will be provided with five (5) lab coats. Each employee will be given a maintenance allowance of one hundred dollars (\$100) per year.
180. Employee shall be furnished two (2) replacement lab coats in any twelve month period. Lab Coats shall also be replaced by the department when a lab coat has been damaged in the course of the employee's duties for the City.

2530 Senior Medical Stewards, 2532 Paramedics and 2534 Paramedic Supervisors

181. Regularly scheduled employees in classes 2530, 2532 and 2534 shall be provided with a complete set of uniforms at the time of appointment. The Department shall arrange for laundry service per Cal OSHA standards for blood borne pathogens for all uniform pants and shirts. Each such employee shall be issued eleven (11) pairs of pants and shirts. All other applicable uniform items, including safety boots, helmets, belts, jackets, etc. will be supplied by the Department on a repair or replace basis.

**V. COMFORT STANDARDS**

182. The City agrees to encourage departments and the Union to meet and confer on providing adequate lounge, locker and comfort facilities.
183. As part of any new funding proposals for new construction or renovations, City departments will include requests for funding designated non-work areas for the purpose of providing a location for employees to take their breaks.

**W. DEPARTMENT OF HUMAN SERVICES CASELOADS**

184. The City and the Union agree that high workload can adversely impact worker's ability to perform quality work. The Department of Human Services and the Union agree that yardstick studies will be undertaken to examine workload in each of the Department's programs. The study will include, but not be limited to, workload issues related to program complexity, the impact of legislative and regulatory changes on programs, new and multifaceted programs, specialized caseloads, Department policies and procedures, program fluctuations, uncovered caseloads and bilingual caseloads. The workload study shall include, at a minimum, line staff, line supervisors and unit clerks.

185. Pursuant to SB 2030 (1998), a State yardstick study of Child Welfare Services will be presented to the Legislature in May 2000. The Department, through its participation in the California Welfare Directors Association (CWDA), and the Union will seek additional funding in the State’s 2000-2001 Budget to address the study’s recommendations. Upon release of the study, the Department and the Union will meet to discuss strategies to secure State support and funding for implementation of the study’s recommendation. The Department and Union will also meet, pursuant to Article 8.A. of this Agreement, for the purpose of reaching agreement on acceptable means of resolving workload issues for the Family & Children’s Services Division.
186. DHS has independently initiated a workload study of the Food Stamps, County Adult Assistance Programs (CAAP), CalWORKS, Medi-Cal, In Home Supportive Services (IHSS) and Adult Protective Services (APS) programs. The study will commence in May 2000 and will be completed in 18 months. Programs will be studied in the following priority order to address the most critical workload issues first:
  1. Food Stamps
  2. Medi-Cal
  3. County Adult Assistance Program (CAAP)
  4. CalWorks
  5. In Home Supportive Services (IHSS)
  6. Adult Protective Services (APS)
187. However, it is mutually agreed that Food Stamps Intake is the highest priority.
188. Within thirty (30) days of completion of each program’s phase of study, the Department and the Union will meet and confer for the purpose of reaching agreement on caseload standards for that program, in accordance with Article VIII.A. of this Agreement.
189. Pending completion of the workload studies, when the Union believes that instances of extreme workload burden exist, the Union and the Department shall meet, in accordance with Article VIII.A. of this Agreement, for the purpose of reaching agreement on acceptable means of resolving workload issues.
190. If any changes occur in State and/or Federal regulations during the term of this Agreement that impact program complexity and workload burden, the Department and the Union shall meet, in accordance with Article VIII.A. of this Agreement, to review the changes for the purpose of reaching agreement on acceptable means of resolving workload issues.
191. The Department agrees to distribute workload among workers in each program on as equitable a basis as possible, and agrees to provide the Union with quarterly statistical information developed by the Department for monitoring workload distribution. The Department agrees to meet, upon request by the Union, to discuss issues related to workload. The criteria for equitable distribution of cases shall include, but not be limited to, such considerations as case complexity (including, but not limited to, unique client needs, acute crisis oriented nature of a case, multifaceted services), difficulty and issues related to bilingual caseloads.

192. Caseload size in excess of agreed upon caseload standards shall be considered a mitigating factor in evaluating performance.

**X. PUC HOUSING**

193. The parties agree, subject to the approval of the PUC to the following provisions:

194. Bargaining Unit members in classes 7470 and 7270 occupying PUC housing presently reserved for employees deemed essential by the PUC shall be subject to the following:

195. a. Rental rates at Hetch Hetchy shall remain at “\$50 per room” (i.e., \$50 per bedroom plus two rooms).

196. b. Effective July 1, 2000, Bay Area Housing rental rates shall be “\$100 per room.” Beginning on July 1, 2001, and annually for the duration of the contract, the rents shall be adjusted for changes to the cost of living as reflected in the S.F./Oakland CPI-U Annual Average.

197. c. For Hetch Hetchy housing, all utilities shall be billed at \$60 per month. For Bay Area housing, payment of all utilities shall be the responsibility of the employee. Provided however, that electricity shall only be billed where meters are in place. Employees will not be billed for heating costs in facilities that are not insulated. Water shall only be billed where meters are in place and water is potable.

198. d. Payment of all taxes associated with occupancy are the responsibility of the employee.

199. e. All bargaining unit members renting PUC housing shall be subject to signed leases, in the form presently utilized by the PUC. Such leases are not subject to the grievance procedure, but are subject to any applicable law.

200. f. No bargaining unit member currently residing in PUC housing shall be displaced during the life of this collective bargaining agreement while employed in the 7470 or 7270 classification at that location. Vacancies shall be offered on the basis of departmental seniority and the required special needs of each location. All things being equal, seniority shall be the determining factor.



**ARTICLE III – PAY, HOURS AND BENEFITS**

**A. GENERAL WAGE INCREASE**

Wage Increases

201.	<u>Fiscal Year</u>	<u>Percentage Increase</u>	<u>Effective Date</u>
	00-00	3.00 %	7/01/00
	00-01	2.50 %	1/06/01
	01-02	2.00 %	7/01/01
	01-02	3.00 %	1/05/02
	02-03	3.50 %	7/01/02

202. The effective dates shall be the beginning of the pay period closest to the dates listed.

203. All increases shall be rounded to the nearest salary grade.

Diagnostic Medical Sonographer

204. Effective July 1, 2000, the base wage rate of Class 2442 Diagnostic Medical Sonographer shall be adjusted by 10%.

**B. WORK SCHEDULES**

Normal Work Schedules

*1. Normal Work Day*

205. A normal work day is a tour of duty of eight (8) hours completed within not more than nine (9) hours.

206. If an alternative work day of either ten (10) or twelve (12) hours is, or has been, established by mutual agreement, the shift shall be considered normal for the affected employees.

*2. Normal Work Week*

207. A normal work week is a tour of duty comprised of fixed consecutive scheduled days of work and fixed consecutive days off within a period of seven (7) days.

208. Alternative work weeks can be established by mutual agreement. Employees shall have two consecutive days off except by mutual agreement of the parties.

*3. Exceptions*

209. a. The 20-20 education programs

210. b. Specially funded training programs to be determined by the parties;

211. c. 6-Day work week for educational and training courses.  
Represented employees may, on a voluntary basis, with approval of the appointing officer, consistent with scheduling requirements, work a forty-hour week in six (6) days when required in the interest of furthering the education and training of the employee;

212. d. Inability to work due to inclement weather or unusual circumstances.  
Employees shall receive no compensation when properly notified (two (2) hour notice) that the work applicable to the classification is not available because of inclement weather conditions, shortage of supplies, traffic conditions, or other unusual circumstances. Employees who are not properly notified and report to work and are informed no work applicable to the classification is available shall be paid for a minimum of two (2) hours.
213. Employees who begin their shift and are subsequently relieved of duty due to the above reasons shall be paid a minimum of four (4) hours, and for hours actually worked beyond four (4) hours, computed to the nearest one-quarter (1/4) hour.
214. e. City-Wide Voluntary Reduced Work Week  
Employees in any classification, upon the recommendation of the appointing officer and subject to the approval of the Human Resources Director, may voluntarily elect to work a reduced week for a specific period of time. Such reduced work week shall not be less than twenty (20) hours per week nor for less than three (3) continuous months during the fiscal year. Pay, vacation, holidays and sick pay and any other benefits shall be reduced (computed proportionately) in accordance with such reduced work week.
215. f. City-Wide Voluntary Time Off Program  
Employees in any classification, with the approval of the appointing officer, may voluntarily elect to work a reduced work week, or take unpaid hours of days off, for a specific period of time with no negative impact on other terms and conditions of employment.
216. Requests for voluntary time off may only be denied for operational reasons. When there are conflicting voluntary unpaid time off requests for the same day(s) or time period, and more than one employee cannot be granted time off due to operational needs, the request of the more senior employee shall prevail.
217. Employees who have requested time off and who have obtained approval of such requests shall not have their time off altered or eliminated without their consent.
218. Employees who voluntarily take unpaid time off shall continue to accrue vacation, retirement and sick leave credits at the same rate as if they were in a paid status for the period of their unpaid time off up to a maximum of twenty (20) days per year.
219. Seniority, holiday pay, retirement and other benefits of employment shall not be negatively impacted due to an employee's participation in the voluntary time off program.

220. Disputes over the application of this section regarding the approval for certain days or hours off shall be submitted to a standing panel of three (3) people (one appointed by the Union, one by the City, and one by mutual agreement) for resolution in a timely manner.
221. g. There shall be no mandatory unpaid administrative leave (furlough) of any duration for represented employees.
222. h. Alternatives to Normal Work Schedules or Flextime  
Upon request of the Union to any City department the department head shall meet and confer with the Union on proposals offered by the union or the department relating to alternative scheduling of working hours for all or part of a department.
223. Notwithstanding any changes agreed to under this section, the work year shall continue to be two thousand eighty (2080) hours (2088 in leap years) and that overtime shall be earned on a daily and/or weekly basis, provided, however, the Union and the affected department may mutually agree on cost equivalent alternative scheduling practices.
224. i. Parking Control Officers Work Week  
The work schedules for employees in classes 8214 and 8216 Parking Control Officer and Senior Parking Control Officer shall be as set forth in Collective Bargaining Agreement between the Union representing said employees and the City. For employees in classes 8214 and 8216 Parking Control Officer and Senior Parking Control Officer, a normal work week may be five days within a seven day period. Employees in said class when designated to work a week that contains non-consecutive days off shall be compensated at time and one-half for the day worked after the first day off for said week. This rate shall only be paid if the employee works forty (40) hours on paid status in the "split days off" work week. 8216 Senior Parking Control Officers work schedule shall include a thirty (30) minute paid meal break when required to be on duty by the Appointing Officer or designee.

Part-time Work Schedules

225. A part-time work schedule is a tour of duty less than forty (40) hours per week.
226. Salaries for part-time services shall be calculated upon the compensation for normal work schedules proportionate to the hours actually worked.

Work Schedule Changes

227. The City can change work schedules with two (2) weeks advance notice unless operational exigencies require otherwise. However, a schedule of an individual employee shall not be temporarily changed to avoid paying an individual employee overtime.

- 228. In the event that more than one reassignment request is made for the same position, the qualified employee with the most seniority in the class and Department shall be offered the vacant position.
- 229. If no employee applies for the vacant position, the position may be filled by choosing the employee with the least seniority in the class and Department.
- 230. The evaluation of an employee's qualifications shall not be arbitrary.

Rotating Days Off

- 231. Upon request by the Union for rotating days off in a department, management will meet and confer with the Union over the definition and scheduling of rotating days off. In the event an agreement is reached, elections shall then be conducted within the department to determine the manner in which days off are to be scheduled (fixed or rotating).

Shift Bidding

- 232. Shift bidding for all represented classes shall continue by current practice. Upon the written request of the Union, a Department shall negotiate with the Union to establish or to revise a shift bidding procedure. The determination of the shift bidding procedure shall be by mutual agreement. All shift bid postings shall include the following information: the nature of the assignment, days off, work location, and duration of the bid. The shift bidding procedure shall incorporate the principles of seniority.
- 233. For classes 9102 Transit Car Cleaner and 9104 Transit Car Cleaner Assistant Supervisor, the Department and the Union shall jointly establish a shift bid process at each work location. Such bids will be made in accordance with current seniority rules. The resulting shift assignments shall be for twelve (12) months duration and shall be re-bid annually thereafter. Implementation of this practice will take place within six (6) months of the effective date of the Collective Bargaining Agreement.

Work Schedule Changes

- 234. It is agreed that pursuant to the exercise of management rights, normal work schedules may be changed without mutual agreement, subject to compliance with other provisions of this Agreement. However, it is agreed that the effects of consequences of such changes are subject to the meet and confer obligation to the extent required by state law.
- 235. The parties mutually reaffirm the language of this section that alternative work weeks beyond those described in this Agreement may be instituted only after mutual agreement of both of the parties.

**C. REASSIGNMENT**

- 236. When a department seeks to fill a permanent vacancy or temporary vacancy lasting one (1) year or more, the department shall utilize the following procedure:
- 237. Such vacancies shall be posted. Posting of vacancies shall include shifts, hours, position, assignments, days off and work location and shall be posted for at least two weeks in the department's personnel office(s), on official bulletin boards and at other mutually agreed upon locations.

238. Reassignment: the department will reassign one of the three most senior qualified applicants from within the class and department who has applied within the two week posting period, taking into consideration applicable affirmative action and ADA requirements.
239. If no qualified employee expressed interest in the reassignment, the position shall be filled by either choosing the least senior qualified employee in the class and department or some other means authorized by CSC rules.
240. Disciplinary records and written performance evaluations shall not be used for the determination of a reassignment. The reassignment shall be based on objective criteria and shall not be arbitrary or capricious.
241. Selection criteria: in filling a vacancy, the department may consider the candidate's knowledge, skills and abilities when determining whether or not the candidate is acceptable for the position. If no candidate is accepted for the position, the department may use other means authorized by CSC rules to fill the position.
242. The name of the candidate selected shall be posted for a two week period.
243. Grievances arising from this section may be initiated at the third step of the grievance procedure. Unresolved grievances shall be submitted to Expedited Arbitration.

**D. ADDITIONAL COMPENSATION & PREMIUM PAY**

Night Duty

244. Employees shall be paid eight percent (8%) more than the base rate for each hour worked between 5:00 pm and 7:00 am if the employee works at least one (1) hour of his/her shift between 5:00 pm and 7:00 am, except for those employees participating in an authorized flex-time program and who voluntarily work between the hours of 5:00 pm and 7:00 am.
245. Employees shall be paid ten percent (10%) more than the base rate for each hour worked between the hours of midnight (12:00 a.m.) and 7:00 a.m. provided that the employees' regular shift includes at least five (5) hours between the hours of midnight (12:00 a.m.) and 7:00 a.m.

Shift Differential for Swing and Night Duty- Radiology, Pharmacy and Transit Car Cleaners

246. For classes:
- 2442 Diagnostic Medical Sonographer
  - 2450 Pharmacist
  - 2454 Clinical Pharmacist
  - 2493 Associate Radiologic Technologist
  - 2494 Staff Radiologic Technologist
  - 2495 Senior Radiologic Technologist
  - 9102 Transit Car Cleaner
  - 9104 Transit Car Cleaner Assistant Supervisor
  - 9106 Transit Car Cleaner Supervisor I

247. Any shift immediately following a regular day shift or commencing during any period of a day shift shall be considered a swing shift and employees working on such shift shall be paid at ten percent (10%) above the regular day shift. A subsequent shift shall be known as a night shift and shall be paid at fifteen percent (15%) above the regular day rate.

Night Duty - Public Health

248. The following Classes with working shifts designated by the Department of Public Health to be evening and night shifts shall be paid eight percent (8%) above the regular day shift as set forth herein, excepting those employees participating in an authorized flextime program and who voluntarily work during hours otherwise designated as an evening or night shift:

1404 Clerk  
1424 Clerk Typist  
1426 Senior Clerk Typist  
1428 Unit Clerk  
1429 Nurses Staffing Assistant  
1431 Senior Unit Clerk  
2302 Nursing Assistant  
2303 Mental Health Rehabilitation Worker  
2304 Psychiatric Orderly  
2305 Psychiatric Technician  
2306 Senior Psychiatric Orderly  
2310 Surgical Procedures Technician  
2312 Licensed Vocational Nurse  
2314 Public Health Team Leader  
2390 Central Processing & Distribution Technician  
2392 Senior Central Processing & Distribution Technician  
2402 Laboratory Helper  
2406 Pharmacy Helper  
2408 Senior Pharmacy Helper  
2409 Pharmacy Technician  
2416 Bacteriological Laboratory Assistant  
2420 Histology Technician  
2424 X-Ray Laboratory Aide  
2430 Medical Evaluations Assistant  
2440 Veterinary Laboratory Technologist  
2514 Orthopedic Technician I  
2515 Orthopedic Technician II  
2520 Morgue Attendant  
2522 Senior Morgue Attendant  
2526 Ambulance Driver  
2530 Senior Medical Steward  
2532 Paramedic  
2534 Paramedic Supervisor  
2536 Respiratory Care Practitioner  
2537 Respiratory Care Practitioner II  
2583 Home Health Aide

- 2585 Health Worker I
- 2586 Health Worker II
- 2587 Health Worker III
- 2588 Health Worker IV
- 2604 Food Service Worker
- 2606 Senior Food Service Worker
- 2618 Food Service Supervisor
- 2619 Senior Food Service Supervisor
- 2650 Assistant Cook
- 2652 Baker
- 2654 Cook
- 2656 Chef
- 2736 Porter
- 2738 Porter Assistant Supervisor
- 2740 Porter Supervisor I
- 2760 Laundry Worker
- 2770 Senior Laundry Worker
- 2780 Laundry Worker Supervisor
- 2903 Eligibility Worker
- 2908 Hospital Eligibility Worker
- 2909 Hospital Eligibility Worker Supervisor
- 7303 Barber
- 7324 Beautician

- 249. During the term of this Agreement, the parties may mutually agree to add additional classifications to this list.
- 250. Employee shall be paid ten percent (10%) more than the base rate for each hour worked between the hours of midnight (12:00 a.m.) and 7:00 a.m. provided that the employees' regular shift includes at least five (5) hours between the hours of midnight (12:00 a.m.) and 7:00 a.m.

Extended Tour of Duty

- 251. An extended tour of duty shall be a tour of duty of eight (8) hours' work completed within eleven (11) consecutive hours but extended over more than nine (9) hours. There shall be only one split in any tour of duty. Employees on an extended tour of duty shall be paid for time actually worked and shall be paid fifty (50) percent above their base rate after the ninth (9th) hour. These provisions shall not apply to executive, administrative or professional employees.
- 252. Exception - employees of Camp Mather who during the summer season work a tour of duty of eight (8) hours completed within thirteen (13) consecutive hours shall be paid five dollars (\$5.00) per day above the compensation to which they are otherwise entitled.

Bilingual Pay

- 253. All employees who translate or interpret as part of their work shall have their positions designated as "bilingual".

254. A "designated bilingual position" is a position designated by the department which requires translating to and from a foreign language including sign language for the hearing impaired and Braille for the visually impaired.
255. An employee who provides more than forty (40) hours per pay period of non-English services, including Braille and sign language, as part of his or her regular job assignment, will receive a bilingual premium of sixty dollars (\$60.00) per pay period.
256. An employee who routinely and consistently provides, but less than forty (40) hours per pay period, non-English services, including Braille and sign language, as part of his or her regular job assignment, will receive a bilingual premium of forty dollars (\$40.00) per pay period.

Supervisory Differential Adjustment

257. Compensation of a supervisory employee whose schedule of compensation is set herein shall be adjusted subject to the following conditions:
258. 1. The supervisor, as part of the regular responsibilities of his/her class supervises, directs, is accountable for and is in responsible charge of the work of a subordinate or subordinates.
259. 2. The supervisor/subordinate relationship is approved by the Appointing Officer, Chief Administrative Officer, board or commission, where applicable, and is a matter of record based upon review and investigation by the Department of Human Resources.
260. 3. The classifications of both the supervisor and the subordinate are appropriate to the organization and have a normal, logical relationship to each other in terms of their respective duties and levels of responsibility and accountability in the organization.
261. 4. The compensation schedule of the supervisor is less than five (5) percent or one (1) full step over the compensation schedule, exclusive of extra pay, of the employee supervised.
262. 5. The adjustment of the compensation schedule of the supervisor shall be to the nearest compensation schedule representing, but not exceeding five (5) percent or one (1) full step over the compensation schedule, exclusive of extra pay, of the employee supervised. If the application of this section adjusts the rate of pay of an employee in excess of his/her immediate supervisor, the pay of such immediate supervisor shall be adjusted to an amount One Dollar (\$1.00) biweekly in excess of the base rate of his/her highest paid subordinate, provided that the applicable conditions under this section are also met.
263. 6. Compensation adjustments are effective retroactive to the beginning of the current fiscal year or the date in the current fiscal year upon which the employee became eligible for such adjustment under these provisions.



Standby Pay

264. Employees who, as part of the duties of their positions are required by the appointing officer to stand by when normally off duty to be instantly available on call for immediate emergency service for the performance of their regular duties, shall be paid twenty-five (25) percent of their regular straight time rate of pay for the period of such standby service, except that employees shall be paid ten (10%) percent of their regular straight time rate of pay for the period of such standby service when outfitted by their Department with an electronic paging device, and the employee voluntarily accepts said standby service. When such employees are called on to perform their regular duties in emergencies during the period of such standby service, they shall be paid while engaged in such emergency service the usual rate of pay for such service as provided herein. Notwithstanding the general provisions of this section, standby pay shall not be allowed in classes whose duties are primarily administrative in nature.
265. No employee shall be compensated for standby service unless the appointing officer assigns said employee to such standby service.

DPH-SFGH Standby Pay, Trauma Response Members

266. Trauma Response Members (classes 2494, 2495 and 2310) who, as part of the duties of their positions are required by the appointing officer to standby when normally off duty to be instantly available on call for immediate Trauma Service, shall be paid (50) percent of their regular straight time rate of pay for the period of such standby service, except on recognized holidays when they shall be paid seventy-five (75) percent of their regular straight time rate of pay.
267. When such employees are required to return to the worksite during the period of standby service, they shall be paid at the appropriate rate for hours worked.

Callback/Holdover Pay

1. Call-Back/Call-in/Holdover Provision

268. Employees called back or called in to their work locations, except those at remote locations where City-Supplied housing has been offered, shall be granted a minimum of four (4) hours pay at the applicable rate or shall be paid for all hours actually worked at the applicable rate, whichever is greater. The employee's workday shall not be adjusted to avoid the payment of this minimum.
269. Full-time employees who are held over to work after having worked their regularly scheduled shift shall be paid one and one-half (1-1/2) times their regular rate of pay for all time from the end of their regularly scheduled shift until they are relieved.

2. Rest Period

270. Every full-time employee shall have an unbroken rest period of at least twelve (12) hours between shifts, and of at least fifty-five (55) hours between shifts when said employee is off on the weekend or two (2) consecutive days off, and of at least thirty-one (31) hours between shifts when said employee is off on a holiday or on a single day off. All hours worked within the above rest periods shall be paid at the rate of time and one-half (1-1/2) or in compensatory time at the rate of time and one-half (1-1/2).

271. This provision may be waived on the request of said employee and the approval of the appointing officer or appropriate designated representative. Employees on callback resume their regular work schedule on the day after callback. If his/her regular schedule calls for him/her to come in within eight (8) hours after callback, the employee has the option to not work or work at time and one-half (1-1/2) until s/he has twelve (12) consecutive hours' rest time.

3. Rest Period for 9131 Station Agent, Municipal Railway

272. There shall be an eight (8) hour rest period between shifts for employees in the classification 9131 Station Agent, Municipal Railway.

273. This provision may be waived on the request of said employee and the approval of the appointing officer or appropriate designated representative.

Employees Covered by Former Word Processing Premium

274. Employees who received a word processing premium under the provisions of the previous MOU shall continue to receive a ninety-one cents (\$.91) per hour premium above the salary to which they are entitled for such time as they are assigned to and actually work with word processing equipment.

275. "Word processing" shall be defined as the clerical process of typing documents into a computerized memory and printing system; revising and editing said documents; retrieving a completed document from said system and does not include data entry operations.

276. The parties agree that the definition of word processing added to Section IV.Q of the 1982-83 Salary Standardization Ordinance shall not restrict employees performing duties which are currently covered by the premium from receiving the premium under the agreement.

Referral Unit

277. Employees in general clerical and personnel clerical classes assigned to the Referral Unit of the Department of Human Resources (except the Unit Supervisor) shall receive fifty cents (\$.50) per hour in addition to the regularly established salary rates.

Public Safety Communications Dispatcher Premium

278. Employees in the classification 8238 Public Safety Communications Dispatcher, who are required to train and evaluate performance of probationary 8238 employees on-the-job, shall be paid a premium of two dollars (\$2.00) per hour for those hours, or portions thereof, when such duties are assigned. Said training and evaluation shall be performed in accordance with the standards established by the San Francisco Police Department Communications Division.

Lead Person Premium

279. Employees shall be entitled to a five dollar (\$5.00) per day premium when designated by their supervisor as authorized in writing by the Appointing Officer or designee as a lead person when required to perform a majority of the following duties: plan, design, sketch, layout, detail, estimate, order materials or take the lead on any job when at least two employees are working together and one acts as the lead person.

Underwater Diving Pay

280. Employees shall be paid ten dollars (\$10.00) per hour more than the base hourly rate, exclusive of any additional compensation for other assignments, when assigned and actually engaged in duties and operations requiring underwater diving.

Security Guard

281. When a Security Guard (8202) is assigned to the museums and performs the duties of a Museum Guard (8226), said employee shall receive the rate of pay of a Museum Guard (at a comparable step) for the period of time so assigned and performing appropriate duties for an entire shift.

Parking Control Officer Training Premium

282. Employees in class 8214 Parking Control Officer who are assigned by the Appointing Officer or designee to train and evaluate the performance of employees in class 8214 shall receive a premium of two dollars (\$2.00) per hour payable in hourly increments for each hour when they are actually training and evaluating, indoors or out doors, employees in class 8214.
283. The most senior employees shall be assigned to train and evaluate probationary employees on a voluntary basis.

Out Of Class Work

Acting Assignment Pay

284. An employee assigned in writing by the Department Head to perform a substantial portion of the duties and responsibilities of a higher classification shall be entitled to out of class pay after the tenth (10th) work day (within a sixty working day period) of such an assignment, retroactive to the first (1st) day of the assignment.
285. Employees who believe they have been assigned to do the work of a higher classification, whether in writing or not, and do not receive such pay must file an out of class pay claim with the Department Head within forty-five (45) working days of such alleged assignment.
286. The Department Head or designee shall review the claim and shall either approve and submit the claim for payment, or deny the claim. In cases of denial, the Department Head or designee shall state the reason for denials. Denials may be based on either of the following:
287. 1. The Department Head disagrees that the assignment is out of class or;
288. 2. the Department Head considers the assignment improper, in which case the assignment shall be terminated, but the employee's pay claim will be honored.
289. Denials based on (1) above are appealable through the grievance procedure of this Agreement.
290. Upon written approval by the Appointing Officer, an employee shall be authorized to receive an increase of one salary step above the employee's base salary (except for employees who are at the top step, who shall receive at least five (5) percent more than their base rate) but which does not exceed the maximum step of the salary schedule of the class to which temporarily assigned. Such pay shall be

retroactive to the first day of such assignment. Premiums based on percent of salary shall be paid at a rate which includes the out of class pay.

- 291. Employees shall not normally be required to perform the duties of a higher classification.
- 292. Work assignments of employees shall not be changed for the sole purpose of evading the requirements of providing acting pay to an employee who would otherwise be eligible.
- 293. Requests for classification or reclassification review shall not be governed by this provision but shall be submitted to the Civil Service Commission whose determination is final and not subject to the grievance procedure.

Volunteers, SWAP, CAL WORKS, CAAP Workfare, or others not covered by this agreement

- 294. Employees who supervise or direct the work of volunteers, or CAL WORKS, CAAP Workfare, SWAP workers or other similar programs shall be paid a differential of five percent (5%) above their base hourly rate. (See Article II. Contracting Out, paragraph numbers 107-109).

Medi-Cal Screen/Process Premium

- 295. Employees in class 2903 Eligibility Worker who are assigned to screen and process Medi-Cal applications at San Francisco General Hospital shall receive the rate of pay assigned to Class 2908 Hospital Eligibility Worker. Such assignment shall be certified by the appointing officer of the Department of Public Health and Administrator of San Francisco General Hospital.

Premium Pay for 8214/8216 Parking Control Officers

- 296. Employees in the Classes 8214 Parking Control Officer and 8216 Senior Parking Control Officer engaged in intersection and/or traffic control duty, shall be paid a five percent (5%) premium for the duration of such activity.

Premium Pay for 2940 Court Liaisons

- 297. The 2940 positions assigned to Court Liaisons Unit shall receive a premium of two and one half percent (2.5%) of their base salary.

Premium Pay for Emergency Response Protective Service Workers

- 298. The City agrees that because of the complexity of emergency response assignments in the Family & Children's Services Division of the Department of Human Services, Class 2940 Protective Services Workers and Class 2944 Protective Services Worker Supervisors assigned to emergency response positions shall be paid a premium of 5% above their base pay.

Adult Protective Service Unit Premium

- 299. Adult Protective Service unit employees occupying 2910 Social Worker, 2912 Senior Social Worker, 2914 Social Worker Supervisor positions shall receive a ten percent (10%) premium above their base salary.

Airport Field Officer Training Premium

- 300. Employee(s) in the 9209 Airport Police Service Aide, 9212 Airfield Safety Officer, and, 9202 Airport Communications Dispatcher classifications who are assigned by the Appointing Officer or designee to

train employees in their respective classifications shall receive a premium of one dollar and forty (\$1.40) per hour above their base wage, for each hour they are assigned as a Field Training Officer.

301. Assignment shall be by seniority among qualified employees. The department shall determine the qualifications of the assignment. The determination of qualifications shall not be arbitrary. The assigned training and evaluations shall be performed in accordance with the standards established by the department.
302. Employees in the 9212 Airfield Safety Officer classification holding a position in the training section pursuant to the current practice of the department shall also receive this premium for each hour they are designing and developing training materials and training employees in the Airfield Safety series of classes, which shall include interns and trainees, and other City employees.

Radiologic Technologists

303. The City agrees to conduct a study of the compensation structure of the following classes: 2494 Staff Radiologic Technologist and 2495 Senior Radiologic Technologist. The study will be completed by December 31, 2000. The study will include investigation of the compensation structure in surveyed jurisdictions of Radiologic Technologists or comparable employees who perform the following modalities:

Computed Tomography (CT Scan)  
Magnetic Resonance (MRI)  
Interventional Radiology, Special Procedures  
Mammography

304. Prior to beginning the study, the City will meet with the Union to review and discuss the methods and scope of the study. Upon completion of the study, the City will meet and confer with the Union regarding changes in the compensation structure of classes 2494 and 2495. This meet and confer process will be completed in order to implement any changes in compensation structure no later than July 1, 2001.

Skilled Nursing Facility “Pass Through”

305. In recognition of the fact that: the State of California has designated funds for the direct compensation of persons who provide health care services in Skilled Nursing Facilities; the monies involved derive directly from the State of California and not from the funds of the City and County of San Francisco; the State of California seeks to provide “pass through” compensation for health care employees who are assigned to skilled nursing facilities for which the City and County receives funds through the State of California pursuant to the provisions of Welfare and Institutions Code Section 14110.6; the state law requires an “August 1 to July 31” window period for determining compliance with the “pass through;” and that the law requires the City to repay such monies plus a 10% penalty should the City fail to comply:
306. Either party may request to re-open these provisions consistent with the Welfare and Institutions Code Section 14110.6 solely for consideration of qualifying for “pass through” funds, if available, for fiscal years 2000-2001, 2001-2002 and 2002-2003.

307. The total aggregate cost of the premium paid to all eligible employees including rollup and related costs shall not exceed the amount of state funding for all eligible “pass through” compensation and related costs. The amount is to be determined by the parties and approved by the Board of Supervisors. The parties shall determine the exact amount of the premium and what services qualify for the premium.
308. This benefit is separate and apart from wages and compensation as previously established by the Board of Supervisors.

Longevity Premium

309. Effective July 1, 1995- Notwithstanding the provisions of sub-sections (1), (2) or (3) of section III.I. SALARY STEP PLAN, after completion of ten (10) years of service for the City and thereafter in any classification an employee shall be granted an additional thirty cent (\$.30) per hour longevity increment.
310. Effective July 1, 1997: An employee who voluntarily moves to another classification shall not be eligible for longevity pay until he/she has served ten (10) continuous years in the classification. Notwithstanding the preceding sentence, an employee who currently receives longevity pay shall continue to receive longevity pay, unless he/she voluntarily moves to another classification.

**E. PARAMEDIC BENEFITS**

311. The City agrees to maintain the provisions of Section 16.171 of the San Francisco Administrative Code relating to disability benefits for 2526 Ambulance Driver, 2530 Senior Medical Steward, 2532 Paramedic and 2534 Paramedic Supervisor, except that eligibility of disability benefits shall begin with the first day of injury.
312. The City shall pay both the local and state EMS recertification fees for all EMT-Paramedics (permanent and temporary) who have worked a minimum of 1,000 hours in the previous twelve (12) months prior to recertification. The fees shall be paid by the City at least forty-five (45) days in advance of the due date imposed by state and local agencies.

**F. PAY EQUITY**

313. The City agrees to create a fund of \$1.1 million during the term of this agreement for the purpose of conducting a pay equity study and implementing pay equity adjustments which may be called for under the study’s findings. Of the \$1.1 million fund, the parties agree that \$200,000 of this fund shall be set aside to fund the costs associated with the pay equity study. The study will evaluate relative job valuations of such classes based on generally accepted job valuation factors, and shall be completed by July 1, 2001 unless the parties mutually agree to extend this date.
314. The pay equity study shall be overseen by a Joint-Labor Management Committee consisting of six (6) representatives from SEIU (two from local 250, 535, 790) and six (6) from management representatives.
315. The SEIU members of this committee shall be granted release time with no loss of pay to attend committee meetings. The parties shall name their respective Joint Labor-Management Committee members within thirty (30) days of ratification of this Agreement. This Joint Labor-Management

Committee shall convene within sixty (60) days of the ratification of this Agreement. All decisions shall be by mutual agreement.

316. The tasks of this committee include: defining the objectives of this study consistent with this section; preparing an RFP consistent with City purchasing guidelines to solicit and evaluate proposals; selecting the represented classifications to be studied; and, selecting the consultant to perform the study.
317. The study's findings will include specific recommendations regarding which represented classifications are eligible for an adjustment. Based on the recommendations and data provided by the study, the parties will mutually agree on which classifications shall receive available funds as described above. Implementation of pay equity adjustments will begin effective July 1, 2002.

**G. OVERTIME COMPENSATION**

318. Overtime is hereby defined to mean time worked in excess of eight (8) hours per day or forty (40) hours per week except those electing to work ten (10) or twelve (12) hour work days. In the event an employee elects to work a ten (10) hour day, for example, he/she shall begin earning overtime rates after ten (10) hours.

Assignment of Overtime

319. When an overtime assignment must be made, the most senior qualified employees shall be given the first opportunity to volunteer for the overtime assignment. If there is an insufficient number of volunteers, assignment may begin with the least senior employees able to do the work.
320. Any employee working in excess of the regular or normal work day or week shall be compensated at the overtime rate of one-and-one-half times the base hourly rate which shall include a night differential if applicable.
321. Overtime compensation so earned shall be computed subject to all the provisions and conditions set forth herein.
322. Overtime shall be distributed on a voluntary, rotational basis. The rotation shall begin with the most senior qualified employee in the classification, in the department or in the facility and continue down through the seniority list which shall be provided to the Union upon request. Overtime shall be equalized among all volunteers on an annual basis. Each department shall provide its overtime records to the Union Steward upon request. Appointing Officers shall give as much notice as possible of available overtime to be worked.
323. Whenever possible, available overtime shall be posted a minimum of two (2) weeks in advance. This posting shall include the name of the first eligible employee to sign up for said overtime. The posting shall also include a cut-off date and time for signing up. Once the sign-up has been completed, the names of the employees who are to work the overtime shall be posted. In the event of an insufficient number of volunteers, employees shall be drafted to work the overtime by reverse seniority.
324. All contact attempts made for offering overtime shall be documented. Upon request, this information will be made available to the Union.

325. For the purposes of this provision, the evaluation of an employee's qualifications shall not be arbitrary.

Overtime for Non-"Z" Employees

*1. Overtime Pay or Compensatory Time*

326. Non "Z" designated employees and employees in Class 2450 Pharmacist who work or, who are suffered to work overtime shall be paid in salary unless the individual employee requests in writing compensatory time off in lieu of paid overtime. Compensatory time shall be earned at the rate of time and one-half (1-1/2).

*2. Maximum Accrual of Compensatory Time*

327. Employees occupying non "Z" designated positions and designated "L" positions may accumulate a balance of compensatory time earned in excess of 240 hours calculated at the rate of time and one half (1-1/2). Those employees occupying positions designated as "L" shall not accumulate in excess of four hundred eighty (480) hours calculated at time and one-half.

*3. Use of Compensatory Time*

328. Non-"Z" and "L" designated employees shall be allowed to take any accrued compensatory time upon request to his/her supervisor. Requests for use of accrued compensatory time off shall not be unreasonably denied. At the employee's option, any accrued compensatory time off shall be paid at the end of the fiscal year. If the employee does not exercise such option, accrued compensatory time will be carried over to the next fiscal year.

*4. Pay out of compensatory time for non-"Z" and "L" class employees at termination of employment*

329. Any compensatory time earned but not used at the time of an employee's termination of employment shall be paid in cash.

Overtime for "Z" Employees

330. Employees occupying positions determined to be exempt from the Fair Labor Standards Act and designated by a "Z" shall not be paid for overtime worked but shall be granted compensatory time off at the rate of one-and-one-half times for time worked in excess of normal work schedules. Unused accrued compensatory time will be carried over to the next fiscal year.

331. For employees occupying positions in 2940 Protective Service Workers and 2944 Protective Services Supervisors who have accrued one hundred fifty (150) hours or more of CTO, the department can mandate that the CTO time be scheduled and taken within the next six (6) months. Scheduling shall be by mutual agreement. Upon receipt of such notice of accrual of one hundred fifty (150) or more hours of CTO, the employee shall request days to take off as CTO with the next six (6) month period. The department shall not unreasonably deny a CTO request pursuant to this paragraph. CTO will be taken in full work-day blocks unless an alternative is mutually agreed upon.

332. Any employee covered by this Section who accrues more than two hundred forty (240) hours of compensatory time shall be paid for all hours over two hundred and forty on a quarterly basis.



333. Other classifications subject to this Agreement shall be added to this listing, and shall be entitled to the benefits of this provision if the Union can show that such classes are also subject to excessive accrual or problems utilizing compensatory time off. The City shall review all Z-symbol classifications periodically for conformity with FLSA.
334. If employees subject to the provisions of paragraphs 331-333 at the time of separation from employment have accrued compensatory time off they shall be entitled to cash out up to eighty (80) hours of said CTO time upon their separation. A written notice of separation from employment is given by the employee to his/her supervisor not less than three (3) months prior to the date of separation, unless the employee and the supervisor mutually agree otherwise. If employees are denied a reasonable opportunity to use their comp time prior to their separation, and they have submitted a notice of separation as aforesaid, then the employee shall be entitled to the full cash-out of all accrued compensatory time off up to a maximum of two hundred and forth (240) hours.

## **H. HOLIDAYS**

### Designation of Holidays

335. Except when normal operations require, or in an emergency, employees shall not be required to work on the following days hereby declared to be holidays for such employees:
336. January 1; the day designated for observation of Martin Luther King, Jr.'s Birthday; the third Monday in February (Washington's Birthday); the last Monday in May; July 4; first Monday in September (Labor Day); the second Monday in October (Columbus Day); November 11; Thanksgiving Day; the Day After Thanksgiving; December 25; and any day declared to be a holiday by proclamation of the Mayor, the Governor of the State of California or the President of the United States. Provided, if January 1, July 4, November 11 or December 25 falls on a Sunday, the Monday following is a holiday.

### Floating Holidays

337. Employees are allowed floating holidays totaling twenty-four (24) hours off (pro-rated for eligible part-time employees) selected by the employee, subject to the approval of the Appointing Officer. Effective Fiscal Year 2002-2003, employees are allowed floating holidays totaling thirty-two (32) hours off (pro-rated for eligible part-time employees) selected by the employee, subject to the approval of the Appointing Officer. Floating Holidays may be taken in hourly increments up to and including the number of hours contained in the employee's regular shift.

### Saturday Holidays

338. In the event a legal holiday falls on Saturday, the preceding Friday shall be observed as a holiday; provided, however, that except where the Governor declares that such preceding Friday shall be a legal holiday, each department head shall make provision for the staffing of public offices under his/her jurisdiction on such preceding Friday so that said public offices may serve the public as provided in Section 7.702 of the Charter. Those employees who work on a Friday which is observed as a holiday in lieu of a holiday falling on Saturday shall be allowed a day off in lieu thereof as scheduled by mutual agreement with the appointing officer within one (1) calendar year of the date of the holiday.

Holidays for the School & College Districts

339. The San Francisco Unified School District and San Francisco Community College District may, for its own employees and employees regularly assigned from other departments, substitute for the holidays declared above an equal number of different holidays.

Holiday Compensation for Time Worked

340. Employees required by their respective appointing officers to work on any of the above-specified or substitute holidays, excepting Fridays observed as holidays in lieu of holidays falling on Saturday, shall be paid extra compensation at the rate of time and one-half (1-1/2) the usual rate of pay for all regularly scheduled hours worked; provided, however, that at an employee's request and with the approval of the appointing officer, an employee may be granted compensatory time off in lieu of paid overtime at the rate of time and one-half (1 1/2).
341. Ten (10) and twelve (12) hour employees shall receive full holiday compensation for the regularly scheduled shift worked on a holiday.
342. No designated "Z" employee shall receive overtime pay for working on a holiday. All such overtime shall be compensated in the form of compensatory time accrued.

Holidays for Employees on Work Schedules Other Than Monday Thru Friday

343. Employees assigned to seven (7) day-operation departments or employees working a five (5) day workweek other than Monday through Friday shall be allowed another day off if a holiday falls on one of their regularly scheduled days off. Employees whose holidays are changed because of shift rotations shall be allowed another day off if a legal holiday falls on one of their days off.
344. Employees regularly scheduled to work on a holiday which falls on a Saturday or Sunday shall observe the holiday on the day it occurs, or if required to work shall receive holiday compensation for work on that day. Holiday compensation shall not be paid for work on the Friday preceding a Saturday holiday nor on the Monday following a Sunday holiday.
345. If the provisions of this section deprive an employee of the same number of holidays that an employee receives who works Monday through Friday, s/he shall be granted additional days off to equal such number of holidays. The designation of such days off shall be by mutual agreement of the employee and the appropriate supervisor with the approval of the appointing officer. Such days off must be used in the current or next fiscal year after the day off has been earned. In no event shall the provisions of this section result in such employee receiving more or less holidays than an employee on a Monday through Friday work schedule. Departments will use their best efforts to grant each employee qualifying for paid holidays at least one (1) of the following two (2) holidays off: Christmas Day and the following New Year's Day.

Holiday Pay for Employees Laid Off

346. An employee who is laid off at the close of business the day before a holiday who has worked not less than five (5) previous consecutive workdays shall be paid for the holiday.

Employees Not Eligible for Holiday Compensation

347. Persons employed for holiday work only, or persons employed on a part-time work schedule which is less than twenty (20) hours in a biweekly pay period, or, except as provided in paragraph 389 (Benefits for Non-Permanent employees) of this Agreement, persons employed on an intermittent part-time work schedule (not regularly scheduled), or persons on leave without pay status both immediately preceding and immediately following the legal holiday shall not receive holiday pay.

Part-time Employees Eligible for Holidays

348. Part-time employees who regularly work a minimum of twenty (20) hours in a biweekly pay period shall be entitled to holidays on a proportionate basis.
349. Regular full-time employees are entitled to 8/80 or 1/10 time off when a holiday falls in a biweekly pay period, therefore, part-time employees, as defined in the immediately preceding paragraph, shall receive a holiday based upon the ratio of 1/10 of the total hours regularly worked in a biweekly pay period. Holiday time off shall be determined by calculating 1/10 of the hours worked by the part-time employee in the biweekly pay period immediately preceding the pay period in which the holiday falls. The computation of holiday time off shall be rounded to the nearest hour.
350. The proportionate amount of holiday time off shall be taken in the same fiscal year in which the holiday falls. Holiday time off shall be taken at a time mutually agreeable to the employee and the appointing officer.

Time Off for Voting

351. If an employee does not have sufficient time to vote outside of working hours, the employee may request so much time off as will allow time to vote, in accordance with the State Election Code.

**I. SALARY STEP PLAN AND SALARY ADJUSTMENTS**

Salary Step Plan

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

1. Promotive Appointment in a Higher Class

353. An employee who is a permanent appointee following completion of the probationary period or an employee who has served six (6) months of continuous service, and who is appointed to a position in a higher classification, deemed to be promotive by the Department of Human Resources shall have his/her salary adjusted to a step in the promotive class as follows:
354. a. If the employee is receiving a salary in his/her present classification equal to or above the entrance step of the promotive class, the employee's salary in the promotive class shall be adjusted to two (2) steps to the closest step representing a 10% increase in the salary grade over the salary received in the lower class but not above the maximum of the salary range of the appropriate classification.
355. b. If the employee is receiving a salary in his/her present classification which is less than the entrance step of the salary range of the promotive classification, the employee shall receive a salary step in the promotive class which is closest to an adjustment of

10% above the salary received in the class from which promoted. The proper step shall be determined in the biweekly salary grade and shall not be above the maximum of the salary range of the promotive class.

2. Provisional to Promotive

356. Consistent with the Temporary Employees' Agreement attached hereto, a provisional appointee who accepts appointment to a promotive position from a regular eligible list shall have his/her salary in the promotive appointment based on the salary in his/her regular civil service next lowest rank position from which s/he gained promotive eligibility, except as herein provided.
357. If the following conditions are met, the salary in the promotive appointment shall be not less than the salary received under provisional appointment:
358. a. That the employee was serving under permanent provisional appointment for at least six (6) months immediately prior to accepting such regular promotive appointment.
359. b. That the employee received a salary above the entrance rate of the compensation schedule in the permanent limited tenure appointment.
360. c. That if the salary steps in the provisional class and the regular promotional class do not match, the employee shall be advanced to the salary step in the compensation schedule nearest that received in the provisional appointment.
361. d. Further increments in the compensation schedule in the regular promotive class shall be based on the date of permanent appointment to the regular promotional appointment.

3. Nonpromotive Appointment

362. When an employee accepts an appointment in a class having the same or lower salary grade, the employee shall be placed at the step nearest to, but not less than their current salary, not to exceed the maximum of the salary grade.

4. Appointment Above Entrance Rate

363. Appointments may be made at any step in the salary grade upon mutual agreement with the Union under any one of the following conditions::
364. a. A former permanent City employee, following resignation with service satisfactory, is being reappointed to a permanent position in his/her former classification.
365. b. Loss of compensation would result if appointee accepts position at the normal step.
366. c. A severe, easily demonstrated and documented recruiting and retention problem exists, such that all city appointments in the particular class should be above the normal step.
367. d. The appointee possesses special experience, qualifications and/or skills which, in the Appointing Officer's opinion, warrants appointment above the entrance rate.

368. e. If a new employee is hired above Step 1 under section (4)(c) above, all incumbents in the same classification shall be advanced to the same step at which the new employee is hired. In this case, the incumbents shall maintain their original anniversary date in the class for future step increases.

5. Appointive Position

369. An employee whose position is affected by the provisions of II.D. Layoff of this Agreement and is thereupon appointed to another appointive position shall receive a salary in the second position based upon the relationship of the duties and responsibilities and length of prior continuous service.

6. Reappointment Within Six Months

370. An employee who resigns and is subsequently reappointed to a position in the same classification within six (6) months of the effective date of resignation shall be reappointed to the same salary step that the employee received at the time of resignation.

Compensation Adjustments

*1. Prior Fiscal Year Promotion*

371. When an employee promoted to a higher classification during a prior fiscal year receives a lesser salary than if promoted in the same class and from the same salary step during the current fiscal year, his/her salary shall be adjusted on July 1 to the rate s/he would have received had s/he been promoted in the current fiscal year.

372. The salary and anniversary increment date shall be adjusted for any employee promoted from one class to a higher classification who would receive a lesser salary than an employee promoted at a later date to the same classification from the same salary step in the same base class from the promotional examination was held.

*2. Salary Increase in Next Lower Rank Classification*

373. When a classification that was formerly a next lower rank in a regular civil service promotional examination receives a salary schedule higher than the salary schedule of the classification to which it was formerly promotive, the rate of pay to an employee who was promoted from such lower class shall be equivalent to the salary s/he would have received had s/he remained in such lower class.

*3. Flat Rate Converted to Salary Range*

374. An employee serving in a class in the prior fiscal year at a flat rate which flat rate is changed to a compensation schedule number during the current fiscal year shall be paid on the effective date of such change the step in the current salary schedule closest to, but not below, the prior flat rate and shall retain the original anniversary date for future increments, when applicable.

*4. Continuation of Salary Step Earned Under Temporary Appointment*

375. When an employee is promoted under temporary appointment to a higher classification during a prior fiscal year and is continued in the same classification without a break in service in the current fiscal year, or is appointed to a permanent position in the same classification, such appointment shall be in accordance with the provisions of this Agreement, provided that the

salary shall not be less than the same step in the salary schedule the employee received in the immediately prior temporary appointment.

5. *Credit for Non Permanent Service*

376. A non permanent employee who has completed six (6) months or more of non permanent employment within the immediately preceding one (1) year period before appointment to a permanent position in the same class shall be appointed at the next higher step in the one (1) year required service from the date of permanent appointment. These provisions shall not apply to non permanent employees who are terminated for unsatisfactory services or resign their non permanent position.

6. *Salary Anniversary Date Adjustment.*

377. Permanent employees working under provisional appointment in other classifications or temporary appointments from eligible lists in other classifications shall have their salary adjusted in the provisional or temporary class when such employees reach their salary anniversary date in their permanent class.

Compensation Upon Transfer or Reemployment

1. *Transfer*

378. An employee transferred from one department to another, but in the same classification, shall transfer at his/her current salary, and if s/he is not at the maximum salary for the class, further increments shall be allowed following the completion of the required service based upon the seniority increment anniversary date in the former department.

2. *Reemployment In an Intermediate Classification*

379. An employee who has completed the probationary period in a promotive appointment that is two or more steps higher in an occupational series than the permanent position from which promoted and who is subsequently laid off and returned to a position in an intermediate ranking classification shall receive a salary based upon actual permanent service in the higher classification, unless such salary is less than the employee would have been entitled to if promoted directly to the intermediate classification. Further increments shall be based upon the increment anniversary date that would have applied in the higher classification.

3. *Reemployment In a Formerly Held Classification*

380. An employee who has completed the probationary period in an entrance appointment who is laid off and is returned to a classification formerly held on a permanent basis shall receive a salary based upon the original appointment date in the classification to which the employee is returned. An employee who is returned to a classification not formerly held on a permanent basis shall receive a salary based upon actual permanent service in the classification from which laid off.

Salary Step Placement Resulting from Status Grant

381. Employees who are granted status in another class where the salary grade is higher than the current class shall be placed at the same salary step in the new class as the employee was at in the former class and maintain his/her anniversary date.

Salary Step Increase for Class 2303 Mental Health Rehabilitation Worker

382. Effective July 1, 2000, the City shall eliminate Steps 1 through 4 in the compensation schedule for Class 2303 Mental Health Rehabilitation Worker. The new compensation schedule will be as follows: Step 5 becomes Step 1; Step 6 becomes Step 2; Step 7 becomes Step 3; Step 8 becomes Step 4; Step 9 becomes Step 5; and Step 10 becomes Step 6. All employees below the current Step 5 will be placed at the new Step 1. All employees at or above the current Step 5 shall be placed at the step corresponding to the new salary steps as defined above.
383. Effective July 1, 2001, the City shall eliminate Step 1 in the compensation schedule for Class 2303 Mental Health Rehabilitation Worker. The new compensation schedule will be as follows: Step 2 becomes Step 1; Step 3 becomes Step 2; Step 4 becomes Step 3; Step 5 becomes Step 4; and Step 6 becomes Step 5. All employees shall be placed at the step corresponding to the new salary steps as defined above.

**J. NON-PERMANENT EMPLOYEES**

Testing of Non-Permanent Employees

384. The Union and the City shall meet upon the request of either party regarding classifications that have excessive numbers of non-permanent employees. If deemed by the parties to be useful, they may establish a joint committee for the purpose of reaching an agreement which shall be submitted to the Civil Service Commission for approval, if required by Charter. Nothing herein shall be construed, however, as the Union's agreement to proceed with rule of the list appointments in a manner other than the process previously established between the Union and the Civil Service Commission under Rule 13.
385. Non-permanent employees with two years or more of continuous service in class and who: (a) are available for appointment from an eligible list, and (b) are displaced because of the appointment of another eligible, and (c) are not offered employment in a comparable position, shall receive severance pay as follows:

two to three years of service in class	one weeks of pay per year of service
four to nine years of service in class	two weeks of pay per year of service
ten or more years of service in class	three weeks of pay per year of service

Flat Step Classifications

386. Effective July 1, 1996, represented classes which are currently at a flat biweekly rate shall be converted to the corresponding salary schedule for which the third step is closest to the current flat rate. Employees in prior flat rate represented classes shall be appointed to the step which recognizes the length of service in the classification. Employees with less than six months continuous service shall be appointed to step three. Employees with more than six months, but less than eighteen months continuous service shall be appointed to step four. Employees with more than eighteen months continuous service in the same class shall be appointed to step five.

Part-Time Employees

387. A represented employee working less than full-time, who would not receive a salary increment adjustment otherwise, shall be granted a one-time step increase, not to exceed top step of class, when he or she completes 1040 hours of service in his or her classification.

Seniority

388. The first date of hire in a classification shall be used to break seniority ties of permanent employees in the same classification who have gained or shall have gained permanent status under ATP.

Benefits

389. Employees who have worked 1040 hours in any consecutive twelve (12) month period shall receive all benefits which are provided to permanent employees, including but not limited to retirement, premiums, vacation pay, sick pay, holiday pay and jury duty pay.

Data

390. It is the intent of the parties to curtail and limit the use of long-term provisional employment. Accordingly, the parties will continue to make efforts to install and support procedures and policies designed to achieve that objective. Access to relevant data is essential to the Unions' involvement in this process. It is agreed, therefore, that the Department of Human Resources shall provide to the Union a monthly report on computer diskette. Two data sets shall be included on the diskette. The first will include employee name, class name and number and employment status, time in position, and total number of employees represented by the Union by department and classification. The second will list all represented classes containing any provisional employees. It will indicate the list adoption date if a list exists and one or two additional dates related to the list adoption process. The parties may mutually agree to add data fields that may be requested by the Unions that do not infringe upon privacy or violate law.

**K. SENIORITY INCREMENTS**

Entry at the First Step

*1. Advancement Through Salary Steps*

391. Employees shall advance to the second step upon completion of one thousand forty (1,040) hours worked and to each successive step upon completion of the one (1) year required service.

*2. School District & Community College Employees*

392. Employees of the San Francisco Unified School District and Community College District appointed to school year only permanent positions and whose employment is subject to interruption because of school vacation shall be considered to have completed the first six (6) months of service for increment purposes when the aggregate working time from the date of appointment totals six (6) months. To qualify for this increment, these employees may not be absent on leave without pay during this period for more than one (1) month of the aggregate working time except as provided in paragraph I. They shall advance to the third step on the next day following the completion of one (1) additional year of service and to each successive step upon completion of required service.

Entry at Other Than the First Step

393. Employees who enter a classification at a rate of pay at other than the first step shall advance one step upon completion of the one (1) year required service. Further increments shall accrue following completion of the required service at this step and at each successive step. School term only



employees of the San Francisco Unified School District or Community College District appointed at a rate of pay in excess of the first step shall advance to the next step in accordance with the provisions of paragraph A (2) 392 of this section.

Conversion from Salary Set by Charter Section 8.400

394. Employees with at least six months continuous service in their current classification, shall be eligible to receive annual salary step increments based on their length of service in their current classification. After six months of continuous service, employees at step one shall be eligible to advance to the second step in the salary grade. Thereafter, they shall receive subsequent salary increments on the anniversary dates of the first increment until they reach the fifth step. Non-permanent employees who receive a salary step increment and thereafter become permanent, shall receive subsequent salary increments on the anniversary date of the first increment until they reach the fifth step.

Date Increment Due

395. Increments shall accrue and become due and payable on the next day following completion of required service as an employee in the class.

Lay-Off

396. An employee who (1) is "laid off" from a permanent appointment, (2) is immediately and continuously employed in another classification with the City, either permanent or temporary, and (3) is thereafter re-employed in his/her permanent position without a break in service, shall, for the purposes of determining salary increments, receive credit for time served while laid off from his/her permanent appointment.

**L. HEALTH PLAN**

Health and Dental Benefits

397. Maintenance of Benefits: The current benefits level shall be maintained for the duration of this agreement.
398. City Contribution: The City shall contribute and continue to contribute a monthly amount towards employee health benefits for each represented employee as determined by Charter Section 8.423, which provides for an annual benefits survey of the ten most populous counties.
399. Dependent Care Health Benefits  
Amount of Employee Contribution to be Paid by the City  
The City shall contribute \$225 per month per employee to provide for dependent coverage for employees with one or more dependents. However, in the event that the cost of dependent care exceeds \$225 per month, the City will adjust its pick-up level up to 75% of the cost of Kaiser's dependent health care medical premium coverage for the employee plus two or more dependents category.
400. For "medically single" employees, i.e., benefited employees not receiving this contribution paid by the City for dependent health care benefits, the City shall contribute all of the premium for the employee's own health care benefit coverage.

401. Consistent with the terms of ordinances which are adopted by the Board of Supervisors and pursuant to Charter Section 12.202, the City shall propose changes to the Health Services eligibility criteria to provide for the enrollment of provisional, regularly scheduled employees upon appointment.
402. Subject to Charter requirements and in accordance with its meet and confer obligations under the Myers Milias Brown Act, the City agrees to meet with SEIU and other affected unions in the event a Charter amendment is proposed which would require or permit the City to provide employees with health insurance coverage through CalPERS.
403. Dental: The City shall continue to contribute a monthly amount per represented employee sufficient to continue the family dental coverage specified in the Memorandum of Agreement signed and dated March 31, 1992.

**M. LONG TERM DISABILITY INSURANCE**

404. The City shall provide to employees with six months continuous service a Long Term Disability (LTD) plan that provides, after a one hundred eighty (180) day elimination period, sixty percent (60%) salary (subject to integration) up to age sixty-five. Employees who receive payments under the LTD plan shall not be eligible to continue receiving payments under the City's Catastrophic Illness Program.

**N. BENEFITS WHILE ON UNPAID LEAVE OF ABSENCE**

405. The City will cease payment of any and all contributions for employee health and dental benefits for those employees who remain on unpaid status in excess of twelve (12) continuous weeks, with the exception of approved sick leave, workers' compensation leave, family care leave, or mandatory administrative leave. Following expiration of the employee's family care leave, the employee may request personal leave due to hardship (pursuant to the procedures of the Department of Human Resources). Paid benefits shall continue during this approved personal leave. In addition, the City will continue payment of all regular contributions for employee health and dental benefits for an employee on a holdover list during the time period that the employee verifies that the employee does not have alternative health care coverage. The verification process shall be established by the Department of Human Resources and the Union.
406. It is not the intent of the City to schedule any employee less than twenty (20) hours per week for the purpose of avoiding the payment of benefits.

**O. RETIREMENT**

Pickup & Savings

City Pickup of Member Contributions

407. The City will contribute to the appropriate pension plan:
408. - full rate on pension covered gross salary for all SFERS members; and
409. - full rate on pension covered gross salary for all PERS members.
410. The aforesaid contributions shall not be considered as a part of an employee's compensation for the purpose of computing straight time earnings, compensation for overtime worked, premium pay, or

retirement benefits; nor shall such contributions be taken into account in determining the level of any other benefit which is a function of or percentage of salary. The City reserves the right to take said contributions into account for the purpose of salary comparisons with other employers.

- 411. The City shall not treat these contributions as compensation subject to income tax withholding.
- 412. The City and the Union will jointly sponsor a Charter Amendment on the November 2000 ballot to provide all employees of the bargaining unit with a retirement benefit of “2% at 60.”

Temporary Employees

- 413. Effective 5/1/95 retirement benefits will be provided to temporary employees who have worked at least 1040 hours.

Joint Union Management Committee

- 414. The City shall form a Joint Union/Management Committee to study the implementation of a 2% at age 55 provision to the San Francisco Retirement System.

Retirement Buy Back

- 415. It is the intent of the City that the Retirement System shall continue to authorize the pre-tax buyback of pension credits by qualified members.

Retirement Board

Benefit Processing Time

- 416. The Retirement Board shall process and pay retirement claims, except in cases beyond the Board's control, in the following manner:

BENEFIT

PROCESSING TIME

- |      |                                       |  |
|------|---------------------------------------|--|
| 417. | Initial monthly retirement allowance. | Initial payment shall begin within sixty (60) days after the first of the month following the date of retirement provided that the appropriate forms of the Retirement System have been submitted. |
| 418. | Withdrawal of Contributions.          | A refund of contributions will be paid within six (6) weeks following submission of the appropriate forms of the retirement System.  |
| 419. | Death Benefit.                        | A death benefit will be paid within thirty (30) days from the filing of the appropriate forms of the Retirement System.  |

Review of Retirement Portfolio

- 420. The Retirement System agrees to hold a meeting each Fall, following their annual audit, to review their portfolio with interested unions. The Retirement System will request the unions to submit questions in advance of such meeting to set an appropriate agenda.

Retirement Reopener

421. Consistent with provisions of Charter Section A8.409, this Agreement shall be reopened if the Charter is amended to enable the City and the Union to negotiate and arbitrate retirement benefits.

**P. CHILD CARE & VOLUNTEER/PARENTAL RELEASE TIME**

Child Care

422. The Joint City-Union Child Care Committee (consisting of twelve (12) members, six (6) appointed by the City and six (6) appointed by the Unions representing City workers) shall continue to study the feasibility of establishing on-site child care facilities and the feasibility of any other means of providing affordable, accessible and high quality child care for all city workers, including but not limited to, child care centers in all newly leased, constructed and extensively renovated city buildings. The Committee may also study and recommend to the Mayor changes in its structure in order to more effectively carry out its responsibilities.
423. As a result of its study and research, the Joint Committee shall issue a report of its recommendations including possible sites and operating costs to the Mayor, the Board of Supervisors and participating unions within ten (10) months of ratification of this Agreement.
424. Union appointed members are authorized to attend committee meetings on release time.
425. Upon receipt of the Committee's report, the Mayor and the Board of Supervisors shall consider the recommendations contained in the report.
426. The City shall set aside one hundred twenty-five thousand dollars (\$125,000) on July 1, 1994 for the purpose of funding a permanent child care project under the direction of the Child Care Study Committee.
427. The Committee shall continue plans and efforts to open an affordable, accessible and high quality child care for City workers on the grounds of San Francisco General Hospital (SFGH), or nearby, as soon as possible given space and financial limitations. The child care center at SFGH shall be designed into any future significant construction at SFGH if a suitable site is not located and child care center is not established by the time of planning for such construction. The \$125,000 for July 1, 1994 shall be deposited in a Child Care Fund in an interest-bearing account for use in the establishment of the child care center at or near SFGH. This \$125,000 may be combined with other funds available for a child care center at SFGH.

Volunteer/Parental Release Time

428. Represented employees shall be granted paid release time to attend parent teacher conferences of two (2) hours per semester.
429. In addition, an employee who is a parent or who has child rearing responsibilities (including domestic partners but excluding paid child care workers) of one or more children in kindergarten or grades 1 to 12 shall be granted unpaid release time of up to forty (40) hours each fiscal year, not exceeding eight (8) hours in any calendar month of the fiscal year, to participate in the activities of the school of any child of the employee, providing the employee, prior to taking the time off, gives reasonable notice of

the planned absence. The employee may use vacation, floating holiday hours, or compensatory time off during the planned absence.

**Q. DCAP PROGRAM**

430. The City shall continue to provide a DCAP program to Union members. The Union and the City shall negotiate any beneficial changes to the program or any changes that may be necessary due to tax rule changes.

**R. MUNICIPAL RAILWAY PASSES**

431. The City agrees to attempt to obtain Municipal Railway passes from the Municipal Transit Agency to be supplied to department heads. Department heads who have employees who are required to move from one City location to another during normal working hours shall be entitled to obtain sufficient Municipal Railway passes to distribute to employees as needed. It is understood that these passes are to be used by employees only during normal working hours and while on City business.

**S. PAYROLL PROCEDURES**

Overtime & Holiday Pay

432. The City agrees to take necessary action in the annual budget process and through the supplemental appropriation process, if necessary, to assure that the departmental overtime accounts will have sufficient funds to pay overtime and holiday pay to those assigned to work such overtime and holidays throughout the fiscal year.

433. The Controller agrees to process and distribute all holiday and overtime paychecks with the regular pay warrants for the period in which the overtime was earned.

Recovery of Overpayment

434. Should recovery of overpayment of salary or wages be necessary, the Controller's PPSD will make every attempt to minimize the hardship for the employee.

435. The schedule of recovery of any overpayment shall be made by mutual agreement between the City and the employee. In the absence of a mutual agreement, the City may recover no more than 20% of the total amount in any one biweekly paycheck.

436. In correcting all employee underpayment or nonpayment problems, the following guidelines will be used to correct the most significant problems first:

1. No Check on Pay Day for the Pay Period

437. Highest priority, full check to be issued as quickly as possible, within four (4) hours if PPSD or departmental payroll division is notified before noon on payday or before noon on any subsequent day. If PPSD or departmental payroll division is notified after noon but before 4 p.m., the check will be issued no later than noon on the following day.

2. Check on Pay Day is 10% or More Short of Total Due for Pay Period

438. Second priority, correcting payment to be issued as quickly as possible with the goal of three (3) working days of report to payroll.

3. Check on Pay Day is Less than 10% Short of Total Due for Pay Period

439. Third priority, correcting payment to be issued as quickly as possible, with a goal of within ten (10) working days of report to payroll.

Additional Payroll Procedures

440. Upon the request of the Union, the Director of the Controller's PPSD or (designee) agrees to meet with the Union to discuss matters related to the City's payroll procedures, including but not limited to, the creation of a fund for reimbursement of short checks, issuance of overtime, holiday, vacation, or final paychecks. Departmental representatives will be invited to participate if the Director of PPSD (or designee) deems it appropriate.

Maintenance and Charges

441. Charges and deductions for all maintenance, such as housing, meals, laundry, etc., furnished to and accepted by employees shall be made on time rolls and payrolls in accordance with the schedule of maintenance charges fixed and determined in the current Annual Salary Ordinance. Such charges will be fixed at their current rates for the term of this agreement.
442. No charge shall be made for meals furnished to cooks, bakers, dieticians, lunchroom helpers and other kitchen workers while on duty.

**T. JURY DUTY**

443. An employee shall be excused from work on a work day on which he/she performs jury service, providing he/she gives prior notification to his/her supervisor. During such excused absence, an employee shall be paid up to an amount of the difference between jury fees and his/her regular shift earnings.

Swing and Night Shift Employees

444. An employee who takes jury duty leave shall not be required to work a swing or night shift on the day(s) of the leave and shall be paid up to an amount of the difference between jury fees and his/her regular shift earnings.
445. Witness leave shall be paid as currently provided in the Civil Service rules.

**U. VACATION**

Vacation and Days Off Scheduling

446. Subject to the approval of the Appointing Officer, vacation periods and days off shall be scheduled by mutual agreement of the employee and his/her supervisor. In the event of a conflict where two or more employees desire the same vacation period or days off, the supervisor shall grant the preference of the more senior employee, after taking into account the needs of the service.

Holiday during Vacation

447. If a holiday occurs during an employee's vacation and the employee would as a matter of law have been entitled to said day as a regular day off, such holiday shall not be considered a day of vacation chargeable to the employee's vacation allowance.

Vacation when Employment Ceases

448. An employee with one year or more of service who ceases to be employed by the city and county and who has neither received nor waived his current annual vacation allowance shall receive a pro-rate payment for all service performed since January 1 of the calendar year in which he ceases to be employed, together with an amount equivalent to any accumulated vacation allowances due him.

Annual Vacations of Employees

449. Every person employed in the city and county service shall be allowed a vacation with pay annually, as long as he continues in his employment, as follows:
1. After one years' continuous service, 10 working days.
  2. After five years' continuous service, 15 working days.
  3. After fifteen years' continuous service, 20 working days.
450. Employees may elect not to take their entire vacation in any one year and in such event may accumulate the days allowable and not taken for use at some future time, provided, however, that no employee may accumulate unused vacation allowance in excess of 400 hours regardless of length of service.
451. In computing vacation pay, no employee shall be considered to work more than five days each week. Vacation pay for employees working less than a five day week shall be computed proportionately.
452. Vacation pay shall include all premiums, differentials, etc that an employee earns during the regular work year.

Authorization of Transfer of Vacation Credits

453. Employees of the City and County of San Francisco may individually transfer their vested vacation allowance credits to another individual employee of the City and County of San Francisco who has been determined to be catastrophically ill be the employee's head of department, in accord with the definition of catastrophic illness to be provided by the Health Commission, and who has exhausted her or his vacation allowance, sick leave and compensatory time off, provided that such transfer may be made only in compliance with the terms and conditions established by the board of supervisors.

**V. STATE UNEMPLOYMENT AND DISABILITY INSURANCE**

454. Upon certification by the Union that one or more representation units covered by this MOU desires to be enrolled in the State Disability Insurance Program, the Department of Human Resources shall immediately take any and all necessary action to enroll such representation units and all employees therein. The Union shall certify to the Employee Relations Director which representation units desire to be enrolled for SDI no later than forty-five (45) days prior to SDI's quarterly enrollment dates and the Board shall take necessary action to enroll such employees in time for the next SDI enrollment date.
455. Once an employee or classification is enrolled in the State Disability Insurance Program, these benefits shall continue for the employee or classification regardless of any reassignment or reclassification which may occur.

456. An employee entitled to SDI shall receive in addition thereto such portion of his/her accumulated sick leave with pay as will equal, but not exceed, the regular biweekly "take home" earnings of the employee, excluding optional deductions. Such supplementary payments shall continue for the duration of the employee's illness or disability or until sick leave with pay credited to the employee is exhausted, whichever occurs first.
457. At an employee's option, an employee's accrued vacation, holiday, and compensatory time off can also be integrated with SDI payments in the same manner as sick leave.
458. During the term of the agreement, all classifications added to the SEIU bargaining unit, where other members of the bargaining unit are covered by State Disability Insurance, shall automatically be covered by SDI.
459. The City agrees to continue participating in the State Unemployment Insurance Program as long as applicable laws so require.

**W. FAIR LABOR STANDARDS ACT**

460. To the extent that the Agreement fails to afford employees the overtime or compensatory time off benefits to which they are entitled under the Fair Labor Standards Act, the Agreement is amended to authorize and direct all City departments to ensure that their employees receive, at a minimum, such Fair Labor Standards Act benefits.

**X. EMPLOYEE ASSISTANCE PROGRAM**

461. The City shall budget one hundred twenty five thousand dollars (\$125,000) in fiscal year 2000-2001 and in each successive year of this agreement to continue a city-wide Employee Assistance Program to be administered by the Department of Public Health.
462. The Joint Employee Assistance Program Advisory Committee's purpose shall be to advise the Employee Assistance Program on matters concerning services provided by the program. This committee shall include participation by recognized employee organizations.

**Y. DIRECT DEPOSIT OF PAYCHECKS**

463. The City shall continue to provide the electronic deposit of paychecks. At the request of an employee, the City shall continue the electronic transfer at no cost to the employee to the financial institution of the employee's choice so that funds are available on payday.



**ARTICLE IV – GRIEVANCE PROCEDURE & PERSONNEL FILES**

**A. GRIEVANCE PROCEDURE**

Definition

464. A Grievance shall be defined as any dispute which involves the interpretation or application of, or compliance with this Agreement, discipline or discharge.

Grievance Description

465. The Union and the City agree that the following guidelines will be used in the submission of grievances:

466. a. The basis and date of the grievance as known at the time of submission;

467. b. The section(s) of the contract which the Union believes has been violated;

468. c. The remedy or solution being sought by the Grievant.

Procedure

469. Only the Union shall have the right on behalf of a disciplined or discharged employee to grieve the discipline or discharge action.

470. In no event shall a grievance include a claim for money relief for more than a thirty (30) working day period prior to the initiation of the grievance. In the event that the parties agree to settle a grievance through a formal settlement agreement containing a back pay provision or in the event that an arbitrator makes an award pursuant to this MOU's grievance procedure that includes back pay, the City will issue a check in the appropriate amount within 90 days from the date the settlement agreement is fully executed or, in the case of an arbitration award, within 90 days from either: (a) the date of receipt of an arbitration award that sets forth a specific dollar amount of back pay; or (b) the date the parties verify and agree on the specific back pay calculation. If the City does not meet this 90-day deadline, the grievant(s) shall be entitled to interest at the rate of 5% per year beginning on the 91st day until the date the check is issued. In the event that either party moves to judicially challenge the arbitration award, the ninety (90) day deadline shall apply upon the resolution of such challenge, assuming the resolution to the judicial challenge is final and contains a specific dollar amount as discussed above.

471. The management representative named in the Steps of this grievance procedure may appoint a designated representative to act on his/her behalf with the accompanying authority to settle the grievance at the appropriate grievance step.

Time Limits

472. The parties have agreed upon this grievance procedure in order to ensure the swift resolution of all grievances. It is critical to the process that each step is followed within the applicable timelines. Steps are skipped only with the express, prior approval of the other party, except as outlined paragraphs 477-480.

473. All time limits referred to in this section are binding on each party.

474. A time limit may be extended by the Union and the Management Official responsible for the decision making at the particular step of the process by agreement entered into prior to the expiration of the time limit. This agreement must be confirmed in writing by the party initiating the extension request. Failure by the Union to follow the time limits, unless mutually extended, shall cause the grievance to be withdrawn. Failure of the City to follow the time limits shall serve to move the grievance to the next step.
475. Any deadline date under this procedure that falls on a Saturday, Sunday or Holiday shall be continued to the next business day.

Employee Grievance Procedure

476. An employee having a grievance may first discuss it with the employee's immediate supervisor, or the next level in management, to try to work out a satisfactory solution in an informal manner. The employee may have a representative at this discussion.

Step I Immediate Supervisor

477. If a solution to the grievance, satisfactory to the employee and the immediate supervisor is not accomplished by informal discussion, the Union may pursue the grievance further.
478. The Union shall submit a written statement of the grievance to the immediate supervisor within fifteen (15) calendar days of the facts or event giving rise to the grievance, or within fifteen (15) calendar days from such time as the employee or Union should have known of the occurrence thereof. In cases alleging sexual harassment, the time limit during which to file a grievance shall be four (4) months.
479. The immediate supervisor will make every effort to arrive at a prompt resolution by investigating the issue. He/she shall respond in writing within five (5) calendar days.
480. Grievances related to a suspension or termination of an employee may be submitted initially at Step II of this procedure within fifteen (15) calendar days of the date of final notice of disciplinary action.

Step II Department Head/Designee

481. If the grievance is not satisfactorily resolved in Step I, the written grievance shall be advanced, containing a specific description of the basis for the claim and the resolution desired, and submitted to the department head or his/her designee within fifteen (15) calendar days of receipt of the Step I response. The parties shall meet within fifteen (15) calendar days, unless a mutually agreed upon alternative is established. The department head/designee shall, within fifteen (15) calendar days of receipt of the written grievance, or within ten (10) calendar days of the date the meeting is held, whichever comes later, respond in writing to the grievant and the Union, specifying his/her reason(s) for concurring with or denying the grievance.

Step III Director, Employee Relations/Designee

482. If the decision of the department head/designee is unsatisfactory, the Union may, within fifteen (15) calendar days after receipt of the Department's decision, submit the grievance in writing to the Employee Relations Director.
483. The Director or designee shall have fifteen (15) calendar days after receipt of the written grievance in which to review and seek resolution of the grievance and respond in writing.
484. Subject to applicable law, the Director of Employee Relations shall have authority to settle grievances at this step.

Step IV Final and Binding Arbitration

485. Should there be no satisfactory resolution at Step III, the Union has the right to submit and advance the grievance to final and binding arbitration within thirty (30) calendar days of receipt of the Step III response. On an annual basis, the City and the Union shall establish a Standing Arbitration Panel by each submitting a list of seven (7) arbitrators. In any grievance referred to arbitration, the parties shall alternately strike from said List until a single name remains, and said arbitrator shall be designated to hear the matter. Whether the Union or City deletes the first name in the alternating process shall be determined by lot.
486. Except when a statement of facts mutually agreeable to the Union and City is submitted to the arbitrator, it shall be the duty of the arbitrator to hear and consider facts submitted by the parties.
487. The City and the Union must commence selecting the arbitrator and scheduling the arbitration within thirty (30) calendar days of ERD's receipt of the Union's arbitration request. The parties agree to recommend to the selected arbitrator that the hearing be scheduled within ninety (90) calendar days of his/her selection. Should the designated arbitrator be unable to comply with this requirement, the parties shall by mutual agreement commence contacting other arbitrators on the panel, beginning with the last struck, until an arbitrator is selected who will meet such requirement.
488. The arbitrator shall have no authority to add to, subtract from, or modify the terms of this Agreement.
489. The parties shall encourage the arbitrator to make his/her awards within forty-five (45) calendar days following the receipt of closing arguments or briefs. The decision of the arbitrator shall be final and binding on all parties.
490. Each party shall bear its own expenses in connection therewith. All fees and expenses of the arbitrator and court reporter and report, if any, shall be borne and paid in full and shared equally by the parties. Transcript costs shall be paid separately by the party requesting the transcript. If parties mutually request, and the arbitrator agrees, a court reporter may not be required.



- c. A copy of the charges and the materials upon which the action is based; and
- d. The right to respond, either orally or in writing, to the authority initially imposing the discipline.

500. The Skelly meeting shall be presided over by a management representative who is not the employee's immediate supervisor unless the Department provides the opportunity for the employee to seek administrative review of the Skelly Officer's recommendation prior to the Appointing Officer taking final disciplinary action.

**B. PERSONNEL FILES**

501. Only one (1) official personnel file shall be maintained on any single employee. The official file shall be located in the Department's personnel office unless another location is designated and the employee notified in writing. Each employee shall have the right to review the contents of his/her official personnel file upon request. Nothing may be removed from the file by the employee but copies of the contents shall be provided to the employee at his/her request. Copies in excess of 100 pages shall be at a charge of 10 cents per page.

502. With the written permission of the employee, a representative of the Union may review the employee's personnel file when in the presence of a departmental representative and obtain copies of the contents upon request. Copies in excess of 100 pages shall be at a charge of 10 cents per page.

503. An employee shall have the opportunity to review, sign and date any and all material to be included in the file except routine matters chronicling job and pay charges. The employee may also attach a response to such materials within thirty (30) days of receipt. All material in the file must be signed and dated by the author. The City may transmit documents to the employee at the employee's last known address by means of U.S. mail or hand-delivery, except disciplinary notification, which must be sent by certified mail when the employee is on leave.

504. With the approval of his/her appointing officer or designees, the employee may include material relevant to his/her performance of assigned duties in the file.

505. No action to impose discipline against an employee shall be initiated more than thirty (30) days from the date the employer knows of the conduct after diligent and timely investigation except for conduct which would constitute the commission of a crime. Initiation of discipline for the purposes of this provision is the date of the charging letter or notice. The discipline imposed may take into account conduct which is documented in the employee's personnel file or was the subject of a prior disciplinary action.

506. Materials relating to disciplinary actions in the employee's personnel file which have been in the file three (3) years or more shall not be used. At the request of the employee, materials relating to disciplinary actions which are three (3) or more years old shall be removed, provided there has been no reoccurrence of the conduct on which the discipline was based. The performance evaluations are excluded from this provision.

## ARTICLE V - TRAINING

### A. CAREER OPPORTUNITIES

507. As described below, the City will establish a Career Opportunities Program to offer employees career advancement opportunities including educational courses and programs of study, including certification and licensure. This program does not limit any other education leave to which an employee may be entitled.

### B TUITION REIMBURSEMENT

508. The City agrees to allocate forty thousand dollars (\$40,000) per each year of this agreement to the Tuition Reimbursement Program for the exclusive use of classifications represented hereunder. Employees in said classifications may not receive more than five hundred dollars (\$500) per fiscal year from this special allocation.

509. If any portion of said allocation remains unexpended on June 30th of any fiscal year it shall be carried over to the next Fiscal Year.

510. The Union shall be sent a quarterly report of the persons who have applied for tuition reimbursements, purpose of reimbursement, and monies allocated.

511. Eligibility. Any regularly scheduled full-time or part-time employee within the City service and the School Districts who has served a minimum of one (1) year of continuous service in any class immediately prior to receipt of application may apply for tuition reimbursement. Such reimbursement shall be for training courses pertaining to the duties of a higher classification or for the purpose of improving performance in the present classification when such courses are offered by an accredited educational institution.

512. Expenses. The City will reimburse each eligible employee up to \$500 annually for tuition, books, supplies, and other fees for such course if attendance has been approved in advance. The City will attempt to make such payment promptly upon the employee's submission of proof of satisfactory completion of the course with a passing grade. If the course is not graded, or is not a credited course, an official transcript or other official document shall be deemed evidence of satisfactory completion.

513. Pre-Approval. Application for reimbursement shall be prepared on a form provided by the Department of Human Resources. Courses require pre-approval by the Appointing Officer (or designee) and the Human Resources Department, neither of which shall be unreasonably denied. Such application for tuition reimbursement shall be made prior to the date of enrollment in the course and, if approved by the Appointing Officer (or designee) and the Human Resources Department, reimbursement shall be subject to successful completion of the course. No reimbursement shall be made if the employee is eligible to receive reimbursement for said tuition under a Federal or State Veterans benefit program from other public funds.

514. Repayment. If an employee resigns from the City within two (2) years following completion of the training course, the amount of the tuition reimbursement shall be repaid by the employee to the City by cash payment or out of the employee's last pay warrant or, if applicable, retirement earnings.

**C. INSERVICE TRAINING**

515. The City agrees to institute inservice training for represented employees by mutual agreement. Training may include, but is not limited to, instruction that will qualify for required CE credits, certificate and license requirements as required for continued employment in the employee's current classification. Required attendance shall be considered a duty assignment for purposes of payment of salary.

**D. EDUCATIONAL LEAVE**

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

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

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

519. As soon as records are available, the employee shall periodically present to the appointing officer a record of completed educational work.

**E. 20/20 WORK TRAINING PROGRAM**

520. Employees under permanent civil service appointment, upon application, may be assigned with pay, not to exceed twenty (20) hours in any one (1) week, to attend classes during regular working hours in educational institutions approved by the Human Resources Director subject to the availability of funds for replacement is required subject to the following:

521. 1. Permission to attend classes during regular working hours must be approved by the appointing officer and approved by the Human Resources Director, subject to the availability of funds for replacement where replacement is required.

522. 2. The class or classes to which the employee would be promoted will be listed by the Department of Human Resources or Human Resources Director and must be in promotive classes where there is a continuing shortage of qualified employees to fill all vacancies.

523. 3. Such assigned time with pay for educational purposes shall only be granted when the class session is during a regular work shift and the employee cannot be reassigned to another work shift.

524. 4. Such assigned time for educational purposes shall not be granted if the course is available at a time other than the employee's regular work shift.

525. 5. Such assigned time for educational purposes with pay shall not be granted to employees who are eligible for other benefits through the Veterans' Administration, the State Department of Veterans' Affairs or other benefit programs.
526. 6. The department head will be responsible for reviewing and checking the attendance of the employee in class during the specified assigned time and the employee on such assigned time must return to work status when school is not in session.
527. 7. Employees granted such time to attend classes who leave the service by resignation prior to a two-year period following completion of the educational course or courses shall be subject to withholding from their final pay check or retirement contributions an amount equivalent to the payroll cost of such assigned time for educational purposes.

**F. SPECIAL EDUCATIONAL LEAVE FOR HEALTH RELATED PERSONNEL**

528. Each regularly scheduled full-time or part time employee (excluding as needed employees) who works a minimum of 20 hours per week and who has served in one of the classifications enumerated below for more than ninety (90) days which requires a valid license or re-licensure, certification or re-certification or registration or re-registration, shall be allowed the necessary number of hours of educational leave with pay per re-licensure cycle to attend formally organized courses, institutes, workshops or classes that relate to the particular classifications' studies to fulfill the requirement.
529. Such educational leave with pay shall include CPR certification for LVN's, LPT's and other classifications who are required to re-certify CPR for re-licensure, if DPH does not provide CPR on an in service basis.
530. It is the intent of the Board of Supervisors that leave pursuant to this paragraph shall be granted subject only to the reasonable staffing requirements of the departments and that in the granting of such leave, preferences shall be given to the employee having the earliest re-licensure date.

- 2302 Nursing Assistant
- 2303 Mental Health Rehabilitation Worker
- 2305 Psychiatric Technician
- 2306 Senior Psychiatric Orderly
- 2310 Surgical Procedures Technician (those who possess a LVN license)
- 2312 Licensed Vocational Nurse
- 2314 Public Health Team Leader
- 2390 Central Supply Process and Distribution Tech
- 2430 Medical Evaluations Assistant
- 2441 Diagnostic Medical Sonographer I
- 2442 Diagnostic Medical Sonographer
- 2450 Pharmacist
- 2454 Clinical Pharmacist
- 2493 Associate Radiologic Technologist
- 2494 Staff Radiologic Technologist
- 2495 Senior Radiologic Technologist
- 2517 Jail Medical Technician



2526 Ambulance Driver  
2530 Senior Medical Steward  
2532 Paramedic  
2534 Paramedic Supervisor  
2585 Health Worker I  
2586 Health Worker II  
2587 Health Worker III  
2588 Health Worker IV  
2624 Dietician  
2626 Chief Dietician  
2920 Medical Social Worker  
2922 Senior Medical Social Worker  
2930 Psychiatric Social Worker  
2932 Senior Psychiatric Social Worker  
2934 Chief Psychiatric Social Worker

531. During the term of the Agreement, the parties may mutually agree to add additional classifications to this list.

**G. TRAINING, RETRAINING AND CAREER DEVELOPMENT COMMITTEE**

532. The City and County of San Francisco supports the development of career ladder proposals and various programs of training, retraining, mentoring, and career development for City employees to be coordinated through the Department of Human Resources, the operating departments, and the Union.

533. The Parties agree to jointly advocate for the inclusion of public employees in any future Local, State or Federal legislation providing for training and retraining programs.

534. Accordingly, the Employee Relations Division will request the Human Resources Director to designate appropriate staff persons to coordinate the establishment of such programs.

535. Recognizing that proper training and mentoring of City employees promotes efficient and cost-effective public service, the parties agree to establish a joint labor-management committee consisting of six (6) representatives from labor and six (6) representatives from management. Labor's representatives shall include one (1) current City employee from each Local Union, who shall serve on paid release time. The committee shall survey and study needs, problems, and other issues related to mentoring/training, retraining, and career opportunities. The duties of the joint committee shall include, but not be limited to: a) the collection of appropriate data; b) identifying retraining opportunities; c) identifying and developing educational programs relating to retraining and reorientation; d) determining standards and qualifications regarding completion of appropriate retraining programs; e) procuring Department of Labor and/or available grants that may be used for the purposes of providing retraining or reorientation; and f) other issues related to retraining and reorientation that the parties deem appropriate. The committee shall commence meeting before September 1, 1997. The Committee shall, within 6 months of its first meeting, implement a mentoring/training program, a retraining program, and/or a career opportunities program. Said recommendations may include, but not be limited to, training for promotional opportunities or creation of career ladder classifications. Decisions shall be made by mutual agreement, subject to approval as required by the Charter or other applicable law.

**H. TRAINING FOR CLASS 2580 CORONER'S INVESTIGATORS**

536. For any training which the Chief Medical Examiner requires of Class 2580 Coroner's Investigators, the City shall reimburse such investigators for expenses directly related to that training including tuition.

**I. PUBLIC DEFENDER INVESTIGATORS: TRAINING SEMINARS AND EQUIPMENT ALLOWANCES**

537. The City agrees to allocate two thousand five hundred dollars (\$2,500) each fiscal year for the purpose of training for classes 8142 Public Defender's Investigator and 8143 Senior Public Defender's Investigator.

538. The Department will be in charge of administering this fund, and will determine the appropriate training to be funded and the attendees. Upon request, the Department will discuss these determinations with the Union.

539. The Office of the Public Defender agrees to provide equipment for Public Defender Investigators such as various photographic and recording equipment and supplies, as to be determined by the Department.

**J. TEMPORARY EXCHANGES FOR TRAINING PURPOSES**

540. Employees holding permanent civil service appointment in positions under different appointing officers or in another public agency, may, upon their written request and with the approval of the appointing officers concerned and the Human Resources Director, be exchanged in positions in the respective departments or other public agency for a period not to exceed one (1) year for training and development purposes; provided that the employees so exchanged must be permanent employees in the same class or in occupations deemed by the Human Resources Director, to be closely related in duties and responsibilities, training and experience requirements, and further provided that such temporary training service may be terminated by either appointing officer at any time during such training period.

541. Employees so exchanged will remain on the permanent payroll of their regular department and time reports will be maintained in the second department or other public agency and submitted to the original department for timekeeping purposes. Exchange assignments shall be recorded on employee history cards and employees shall be credited for the performance of the duties in the exchanged position. Employees temporarily assigned for training and development under this section of the rule will be considered as employees of the original department for any disciplinary action necessary under the Charter.

**K. PROTECTIVE SERVICE WORKER LICENSING SUPERVISION PROGRAM**

542. The City agrees to develop a Licensing Supervisor Program for Protective Service Workers in classes 2940/42 & 2944. An employee will be responsible for making individual arrangements with clinical supervisors for after-hours supervision. Eligible employees will pay the employee providing the supervision from their own funds, and will then submit the payment for reimbursement through the SEIU TUITION REIMBURSEMENT Fund. The maximum amount allowable from this fund for this

purpose is \$500.00 per employee per fiscal year. Funds will be issued (reimbursed) on a first come, first served basis.

543. The Department of Human Services will develop criteria for participation in the program taking into account state guidelines and/or requirements, a mechanism for enrollment of participants and prior approval of reimbursement from the Fund, and criteria for payment of clinical supervision, in consultation with the Union.
544. The City will monitor use of the Fund attributed to this program and the balance remaining in the fund each year. The Department will request funding in its annual budget, as needed, for continued operation of the Supervision Program.

Licensure Requirements

545. Licensed Clinical Social Workers (LCSW): LCSW's must complete the State mandated required hours of work experience. LCSW candidates must have at least one (1) hour of direct face-to-face supervision for each week of work experience. Candidates for the LCSW license have six (6) years in which to acquire these supervised hours.

Marriage and Family Therapist

546. MFT's must complete the State mandated required hours of post-degree experience. MFT candidates must receive at least one (1) hour per week of face-to-face supervision for every ten (10) hours of direct client counseling. Candidates for MFT license have six (6) years in which to acquire these supervised hours.

Supervision

547. Licensing: The City or the Department of Human Services will develop a list of Protective Services staff who are eligible to provide LCSW and/or MFT supervision. Staff will be required to provide proof of current licensure of 15 hours of state-approved supervision training for LCSW's. There is no maximum number of participants each employee may supervise, however those providing clinical supervision are expected to use judgment regarding the number of workers that can be reasonably supervised at any one time. Protective Service Worker staff seeking LCSW or MFT supervision may contact any person on the list of staff eligible to provide the supervision. Protective Service staff seeking supervision and Protective Service staff providing supervision must mutually agree to the assignment.
548. The appropriate California State Licensing Agency is responsible for investigating any liability issues arising from clinical supervision. Protective Service staff providing clinical supervision are encouraged to obtain liability insurance.

Licensing Candidate Commitment

549. Candidates for LCSW or MFT license will be required to register their application with the appropriate California State Licensing Agency and submit this information to the supervisor prior to receiving hours for licensing supervision. Candidates are required to make a two-year employment commitment to the City in return for licensing supervision. For those workers fulfilling their Title-IV-E service commitment to San Francisco, the two (2) years will be in addition to their 1 or 2 year Title IV-E agreement.

550. The voluntary agreement can be terminated by the employee under specific conditions such as unavoidable changes in personal or family circumstances. If an employee voluntarily terminates employment with the City prior to the completion of the two-year commitment, the employee shall reimburse the City the amount of \$500.00 to offset the cost of licensing supervision.

## ARTICLE VI – HEALTH & SAFETY

### A. HEALTH AND SAFETY

#### Policy

551. The City acknowledges its responsibility to provide safe, healthful work environments for City employees and users of City services. Every employee has the right to safe and healthful working conditions.
552. Upon request of the Union, Departments will meet with the Union to discuss and address safety concerns relating to facilities where employees are assigned to work alone while the facility is open to the public. These discussions may include proposals to provide cellular phones, personal alarm devices, and/or other options where appropriate.
553. Where the employee has a good faith belief that a work assignment presents health and safety risks outside those normally associated with the work, he/she may refuse to begin or continue a work assignment.
554. When in such a case an employee declines to begin or continue a work assignment, she or he shall notify his/her in-house safety officer of the situation. The in-house safety officer shall promptly investigate the complaint. While the employee is awaiting the arrival of the in-house officer, and until the officer has made his/her determination, the employee shall not be required to perform the disputed assignment.
555. If the safety officer determines that the complaint is valid, his/her decision shall override the "departmental" management decisions, including abatement procedures or employee re-assignments. If, after investigation, the in-house officer determines that the work assignment does not present such an unsafe condition, he/she shall notify the employee. The employee shall then have the following options:
1. continue the work in reliance on the decision;
  2. request a re-assignment, which shall not be unreasonably denied; or
  3. continue to refuse the work assignment.
556. If the employee elects option three, he/she shall not be paid unless he/she executes an agreement that if it is ultimately determined that the complaint was invalid, the money shall be repaid to the City. If it is ultimately determined that the employee's complaint was valid, and he/she has not elected to be paid, the employee shall be made whole for all lost wages and benefits.
557. Employees shall not be subject to discipline or retaliation for exercising any rights under this Section unless it is finally determined that the employee's complaint was a gimmick, e.g., was made or pursued in bad faith or for ulterior motives unrelated to the merits of the dispute.
558. The Union may employ or assign its own safety consultant to investigate the situation in conjunction with the City's in-house officer. If after consultation between the two, the dispute remains unresolved, it shall be submitted for final determination to a neutral arbitrator selected pursuant to the provisions of the section covering Expedited Arbitration (page 78) or another mutually agreed upon third party.

Information

559. The City (the Worker's Compensation Division) shall provide the Union departmental lists on a monthly and cumulative annual basis containing the vital information on all work related injuries and illnesses. Vital information shall include but not be limited to the nature of the illness or injury, dates, time lost, corrective action, current status of employee, cost of injury and work location.

Assault Study

560. Upon written request of the Union, the Department of Human Resources agrees to provide a report on incidents of assault against City workers, including information on department and classification of injured employees to the Union which shall be no more often than quarterly.

Direct Emergency Access for Parking Control Officers, 8214/8216

561. When practicable, classifications 8214 Parking Control Officer and 8216 Senior Parking Control Officer shall be given direct access to Police Dispatch for emergency situations via their communications equipment.

Joint SEIU Labor-Management Occupational Health and Safety Committee

562. There is hereby created a Joint Labor-Management Occupational Safety and Health Committee consisting of six (6) persons appointed by the Union and six (6) persons appointed by the Mayor. Appointees of the Union shall serve on released time subject to departmental approval which shall not be unreasonably denied.
563. The Committee shall begin to meet at least once per month by September 1, 2000. The Committee will consider health and safety hazards brought to its attention by members of the Committee.

Asbestos Abatement Requirements

564. The City will comply with the requirements provided for in the Asbestos Hazardous Abatement Reauthorization Act, ASHARA, and will use the requirements provided by CAL-OSHA in order to schedule regular hazardous substance screening for all custodians and any other employees at risk.

Video Display Equipment Working Conditions

1. Policy

565. The City and the Union agree that employees working on video display equipment shall have safe and healthy work environments. This environment shall avoid excessive noise, crowding, contact with fumes and other unhealthy conditions. The City agrees upon request of the Union to meet and confer on ways to design the flow of work to avoid long, uninterrupted use of video display equipment by employees.

2. Eye Examinations

566. The City agrees to provide a base line eye examination, followed by annual eye examinations for all employees required to use video display equipment. This subject will be given further review by the Joint Labor/Management City Safety Committee as referenced above.

3. Breaks

567. Every employee working on video display equipment shall be required to take break away from his/her screen of at least fifteen (15) minutes after two (2) hours' work. In the event the normal work schedule does not provide a lunch or rest break every two (2) hours, the employee shall be assigned duties away from the video display screen for fifteen (15) minutes after two (2) hours' of work.

4. Physical Plant

568. The City agrees to provide the following physical equipment and work environment for users of video display equipment:

569. a. When requested by the employee, effective glare screens shall be affixed to the front of such machines;

570. b. Adjustable chairs, footrests and tables to allow for adjustment of individual machines to provide each operator with optimum comfort and the minimum amount of physical stress;

571. c. Optimal lighting conditions adapted to accommodate the types of equipment in use at each work site shall be provided;

572. d. Prior to the acquisition of additional or replacement machines, the City agrees to meet and consult with the Union on the design of the machines, including such features as separate keyboards, tiltable screens, phosphor colors, brightness controls and any other features relating to operator health and well being. The City will give the Union as much advance notice as possible of such changes.

5. Inspection of Machines

573. The City agrees to inspect each machine in use on a regular basis and to maintain all equipment in proper repair, state of cleanliness and working order.

6. Pregnancy

574. Upon request, a pregnant employee shall have the right to be assigned duties or to be temporarily appointed to another position away from video display equipment for the duration of pregnancy.

Right to Know

575. Material Safety Data Sheets are available for inspection by employees and/or their Union representatives. Inspections may be coordinated through the Health Department's Hazardous Material Program Manager.

Mace Training

576. Departments may designate employees, other than uniformed members of the Police and Sheriff's Departments, but including Parking Control Officers and Juvenile Court Counselors, whose position, hours and/or work location would warrant training in the use of mace. At the Union's request, other employees may be offered this training. Such requests shall not be unreasonably denied. Training shall

be given at no cost to the employee. An initial supply of Mace, replacement when needed, and a suitable holder shall be provided at no cost to the employee. Benefits provided by this Section shall not exceed a total cost to the City of \$10,000 in any fiscal year.

Parking Control Officer- Health and Safety

577. All safety equipment shall be provided by the Department of Parking and Traffic at no cost to the employee.
578. All helmets shall immediately be replaced whenever an accident occurs and helmets show signs of impact. This procedure is consistent with the manufacturer's recommendation labeled on the inside of helmet.

Traumatic Event

579. The City will make available a trained CISD (Critical Incident Stress Debriefing) person to meet with employees who experience a traumatic event during the course of employment.

Costs of Additional Laboratory Analysis Regarding Substance Abuse Policy at San Francisco International Airport

580. The Airport will pay the costs of the additional laboratory analysis and review by the Medical Review Officer (MRO) of the new result, as well as the cost of transfer of the specimen to the second laboratory. If the test of the split sample causes the original test to be voided or to be determined as negative, the Airport will reimburse the employee for any costs collected in advance.

**B. WORKERS COMPENSATION LABOR-MANAGEMENT COMMITTEE**

581. The City and Union agree to create a Labor/Management Committee to address workers compensation issues affecting classes belonging to SEIU. The committee will be advisory to the Department of Human Resources. The committee's primary objectives are as follows:
582. 1) Identify workers compensation training and education needs of employees in SEIU-represented classifications.
583. 2) Provide a forum for labor to have input on workers compensation issues of concern, including return-to-work programs for injured employees.
584. 3) Review and discuss various CCSF and industry reports related to workers compensation activities, and make recommendations to the Department of Human Resources for possible implementation.
585. This committee will be comprised of sixteen members selected as follows: eight (8) representatives appointed by Labor, recommended to be from the top 12 City departments by workers compensation cost in SEIU-represented classifications, and eight (8) representatives appointed by the Human Resources Director to include at least one representative from the DHR's Workers Compensation Division. The committee shall meet at least quarterly.
586. Employees shall be eligible for paid release time when assigned to attend committee meetings occurring during the employee's regular work hours.



## ARTICLE VII – LEAVES OF ABSENCE & RETURN TO DUTY

### A. LEAVES OF ABSENCE

587. Requests for leave shall be subject to the approval of the appointing officer or designee. Requests for military, maternity, or witness or jury duty leave shall be granted as provided herein.
588. Except for vacation leave, witness or jury duty leave, compulsory sick leave, disability leave or disability leave, an employee requesting a leave for more than five working days shall submit such request to the appointing officer or designee. Requests for sick leave in excess of five continuous working days shall be certified by a licensed medical doctor, doctor of dental surgery, doctor of podiatric medicine, licensed clinical psychologist, Christian Science Practitioner or licensed social worker, licensed doctor of chiropractic, optometrist, nurse practitioner or nurse midwife within the scope of their practice as defined by state law. Verification of sick leave with pay for less than five working days (seven calendar days in the case of part-time employees) as provided elsewhere in this provision shall be required on an individual basis only and shall be based upon an evaluation of the individual attendance record of an employee, provided that the employee has been previously notified in writing that such certification will be required for absences of less than five days.
589. Except as otherwise provided in these provisions, leave granted for the period stated on the prescribed form may be extended or abridged only with the approval of the appointing officer or designee.
590. Except when an employee requesting sick leave has accumulated unused sick leave with pay credits and except for employees eligible for military leave with pay, witness or jury duty leave, disability leave or leave due to battery as provided elsewhere in this section, or for authorized holiday, compensatory time off, or vacation, leaves shall be without pay.
591. An authorized leave granted under this section shall not be considered as a break in the continuous service of an employee.

#### Sick Leave – General Requirements

1. *Eligibility for Sick Leave*
592. Subject to these provisions, employees who are absent from their duties because of illness or disability are eligible for sick leave.
2. *Types of Sick Leave*
593. A leave granted under this provision for one of the following reasons shall be known as "sick leave".
594. a. Sick Leave for Medical Reasons
595. b. Quarantine
- c. Bereavement
596. (1) 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 working days and shall be taken within 30 calendar days after the date of death; however, two 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.

597. (2) 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 working day; however, two additional working days shall be granted if travel outside the State of California is required as a result of the person's death.

d. Sick Leave - Maternity

598. Maternity leave shall not exceed six months provided that such leave may be extended for employees if a physician certifies that a longer convalescence period is required. Such extensions shall be subject to the provisions of this section governing sick leave without pay.

e. Sick Leave - Illness or Medical Appointment of Child or Dependent Adult

599. 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 or because of the illness, injury or medical or dental appointment of a dependent adult.

600. f. Sick Leave – Compulsory

3. *Retirement Automatically Terminates Sick Leave*

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

4. *Abridgment of Sick Leave*

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

Sick Leave with Pay

1. *Sick Leave with Pay Eligibility*

603. Sick leave with pay may be granted to employees who have earned sick leave with pay credits and who have served a total of six continuous months of regularly scheduled paid service except that supplemental disability credits may be used to supplement disability indemnity payments as provided elsewhere in this section regardless of length of service and except that an authorized leave of absence with or without pay granted under this section shall not be considered as a break in the continuous service of an employee.

604. A break in service of more than six continuous months by any employee other than an employee designated as a "holdover" will cause prior accumulated sick leave with pay credits to be canceled and eligibility for sick leave with pay must be re-established.

605. There shall be a limit on the accumulation of sick leave of 1040 hours.
606. No single employee may contribute more than six months of accrued sick leave to the catastrophic illness program.
607. The rate of earning and accumulating sick leave with pay credits and authorization for its use under this agreement shall in no way inhibit or restrict the right of an appointing officer to establish reasonable and uniform standards
608. The rate of earning and accumulating sick leave with pay credits and authorization for its use under this Rule agreement shall in no way inhibit or restrict the right of an appointing officer to establish reasonable and uniform standards of attendance.
2. *Prohibition Against Employment While on Sick Leave with Pay*
609. Employees are prohibited from working in any other employment while on sick leave with pay unless, after considering the medical reason for the sick leave with pay, the appointing officer with the approval of the Human Resources Director, grants permission for the employee to engage in a secondary employment subject to the provisions of these Rules governing such employment.
3. *Calculation of Sick Leave with Pay Credits*
610. Sick leave with pay credits shall be earned at the rate of .05 hours for each hour of regularly scheduled paid service excluding, 1) overtime exceeding 40 hours per week and 2) holiday pay, except that an employee on disability leave shall earn sick leave with pay credits at the normal rate. Employees working a ten (10) hour shift shall earn sick leave at the rate of .0625 hours per hour worked until they earn 104 hours of paid sick leave. For twelve (12) hour shift employees the rate shall be .075 per hour worked.
4. *Disbursement of Sick Leave with Pay Credits*
611. Sick leave with pay credits shall be used and deducted at the minimum rate in units of one one-quarter (1/4) hour for those employees whose credits are calculated in hours.
5. *Conversion of Sick Leave with Pay Credits from Days to Hours*
612. Sick leave with pay credit balances shall be converted from days to hours based on the equivalent number of hours in such employee's sick leave with pay credit balances. The equivalent number of hours shall be based on the employee's authorized normal daily work schedule.
6. *Employees Injured by Battery and/or Assault (To be referred to as Battery in this Section)*
613. Sick leave under this section shall not be charged against earned sick leave with pay credits.
614. Approved sick leave under this section shall be paid retroactive to the first day of injury.

Sick Leave without Pay

615. Sick leave without pay may be approved for employees for the period of the illness provided that requests for prolonged leave shall be renewed every six (6) months and provided further that such leave shall not be extended beyond a period of one (1) continuous year unless a designated physician advises that there is a reasonable probability that the employee will be able to return to employment.

*1. Prohibition Against Employment While on Sick Leave Without Pay*

616. Employees are prohibited from working in any other employment when on sick leave without pay unless, after considering the medical reason for the sick leave without pay, the appointing officer grants permission for the employee to engage in outside employment.

Compulsory Sick Leave

617. An appointing officer or designee who has reason to believe that an employee is not medically or physically competent to perform assigned duties, and if allowed to continue in employment or return from leave may represent a risk to co-workers, the public and the employee, may require the employee to present a medical report from a physician designated by the Human Resources Director certifying the employee's medical or physical competency to perform the required duties.

618. The appointing authority shall notify the employee in writing of the specific incidents or behavior that is considered to cause risk to co-workers, the public or the employee.

619. If the employee refuses to obtain such physician's certificate or if as a result of a medical evaluation, the employee is found not to be medically or physically competent, the appointing officer or designee may place the employee on compulsory sick leave and shall immediately report such action to the Human Resources Director. If the examining physician determines that the employee is not medically or physically competent and recommends the imposition of sick leave, the physician shall specify the duration of such leave.

620. At the request of the employee, the appointing authority or designee at the level of Departmental Manager shall meet with the employee - and if the employee requests, a representative of the Union - prior to the imposition of a compulsory leave. The employee shall be informed of his/her right to have a representative present.

621. Written notice of the imposition of compulsory leave shall be sent to the employee prior to the effective date of the leave.

*Appeal of Imposition of Compulsory Sick Leave Following Re-examination*

622. An employee placed on compulsory sick leave may appeal the imposition of compulsory sick leave to the Human Resources Director within fifteen (15) calendar days of the effective date of the leave. The Human Resources Director shall appoint a medical specialist not in the City and County service who practices in the City and County of San Francisco, to conduct an evaluation and to report the findings. This evaluation shall be conducted at the cost of the City and County. The decision of the medical specialist shall be final and no further appeal shall be allowed. If the medical specialist confirms the compulsory sick leave, the specialist shall specify the duration of the leave.

623. An employee may remain on compulsory sick leave until such time as the employee is found to be competent to return to duty by a physician designated by the Human Resources Director. The compulsory sick leave may be abridged with the approval of the physician designated by the Human Resources Director.

Disability Leave

624. An employee who is absent because of disability leave and who is receiving disability indemnity payments may request, by submitting a signed option statement to the employee's department following the release from disability leave, that the amount of disability indemnity payment be supplemented with salary to be charged against the employee's supplemental disability credits so as to equal the full salary the employee would have earned for the regular work schedule. The regular work schedule shall be that schedule in effect at the commencement of the disability leave.
625. Supplemental disability credits shall be an account separate from, but equivalent to, the employee's accumulated unused sick leave with pay credit balance except that the supplemental disability credit account shall be adjusted as provided below.
626. Failure to exercise the option to supplement disability indemnity payments within 90 calendar days following release from disability leave will preclude later requests.
627. Supplemental disability credits shall be used at the minimum rate in units of one hour.
628. The employee's department shall submit separate timerolls to reflect this action only after the Retirement System certifies the amount of disability indemnity payment, if any, for the period.
629. Salary may be paid on regular timerolls and charged against the unused sick leave with pay credit balance during any period prior to the commencement of the determination of eligibility for disability indemnity payment without requiring a signed option by the employee.
630. When an employee has used sick leave with pay credits and the Retirement System subsequently determines that the employee was entitled to disability indemnity payment for the period of absence, provision shall be made for adjusting the employee's sick leave with pay credit balance and for reimbursing the appropriate City fund for the amount of sick leave with pay credits charged and paid.
631. An employee who uses supplemental disability credits to supplement disability indemnity payments shall, while on disability leave, earn supplemental disability credits at the same rate as sick leave with pay credits.
632. Upon return to duty, an employee who has used supplemental disability credits shall earn sick leave with pay credits at the normal rate and shall earn supplemental disability credits at twice the rate that sick leave with pay credits are earned until such time as the total hours of supplemental disability credits used are regained.
633. Should an employee suffer a recurrence or a new injury before all supplemental disability credits are regained, the supplemental disability credit balance shall be that balance existing at the beginning of the pay period in which the recurrence or new injury occurs and shall be adjusted for the amount of supplemental disability credits subsequently earned and sick leave with pay credits subsequently used.

Use of Sick Leave with Pay Credits to Supplement State Disability Insurance

634. Sick leave with pay credits shall be used to supplement State Disability Insurance (SDI) at the minimum rate in units of one hour.
635. Vacation, CTO, or other paid time as well as SDI payments to an employee who qualifies and who has accumulated and is eligible to use sick leave with pay credits shall be supplemented with sick leave with pay credits so that the total of SDI and sick leave with pay calculated in units of one-hour provides up to , but does not exceed, the regular take home salary the employee would have received (excluding voluntary or optional deductions) for the normal work schedule excluding overtime.
636. An employee who wishes not to supplement, or who wishes to supplement with compensatory time or vacation, must submit a written request to the appointing officer or designee within seven calendar days following the first date of absence.
637. Employees who are supplementing SDI earn sick leave with pay credits at the normal rate only for those hours of sick leave with pay credits used.

Military Leave, War Effort and Sea Duty Leaves

*Military Leave*

1. Military Leave - Authority
638. Military leave is governed by the provisions of applicable Federal and State laws, by Charter provision and by this provision.
2. Military Leave - Time of War
639. Leaves of absence shall be granted to officers and employees for service in the armed forces of the United States or the State of California or for service on ships operated by or for the United States government in time of war and for a period not to exceed three months after the conclusion of such service, but not later than one year after the cessation of hostilities, except in case of disability incurred while in active service with the armed forces or the merchant marines when such disability shall extend beyond such period.
3. Military Leave - Time of Peace
640. Whenever any officer or employee shall, by order of the government of the United States or by lawful order of any of its departments or officers, or by lawful order of the State of California, or any of its departments or officers, be directed in time of peace to report and serve in the armed forces of the United States, or in the armed forces of the State of California, said officer or employee shall be entitled to a leave of absence from the employee's office or position during the time of such service and for a period not to exceed three months after the expiration thereof.
4. Military Leave - Permanent Appointees
641. Any officer or employee on military leave, who prior to such leave has been appointed to a permanent position in the City and County service, shall be entitled to resume such position at the expiration of the leave, and in determining and fixing rights, seniority, salary and otherwise which have accrued and shall inure to the benefit of such officer or employee, the

term of military leave shall be considered and accounted as part of the employee's service to the City and County.

5. Military Leave - Proof of Duty

642. Officers and employees requesting military leave shall file with the Human Resources Director a copy of the orders necessitating such service prior to the effective date of the leave of absence and upon return from such leave shall submit a copy of the discharge or release.

6. Military Leave - Salary While on Temporary Leave

643. Employees who have been employed by the City and County or any other public agency or have been on military duty for a period of not less than one year continuously prior to the date upon which temporary military leave not exceeding 180 calendar days begins shall, as required by the State of California Military and Veterans' Code (Section 395), receive their regular salary or compensation for a period not to exceed 30 calendar days of such military leave in any fiscal year or more than 30 calendar days during any period of continuous military leave.

*War Effort Leave*

644. The Board of Supervisors may provide by ordinance that leaves of absence shall be granted to officers and employees during time of war for service directly connected with the prosecution of the war or national defense or preparedness.

*Leave for Sea Duty as Licensed Officer*

645. In time of war or while any act authorizing compulsory military service or training is in effect, the Board of Supervisors may provide by ordinance that leaves of absence shall be granted to officers and employees for sea duty as licensed officers aboard ships operated by or for the United States government. The Commission shall amend this section to implement such ordinance.

Leave to Accept Other City and County Position

646. Such leave by an employee may be approved for the duration of such appointment

Leave for Civilian Service in the National Interest

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

Leave for Employment as an Employee Organization Officer or Representative

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

Family Care Leave

649. Permanent employees who have one 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:

650. 1) The birth of a biological child of the employee;

651. 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;
652. 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
653. 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.
654. Family care leave is unpaid leave. At the employee's request, and when approved, family care leave shall 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.

Witness or Jury Duty Leave

655. An employee who is summoned for witness or jury duty shall be entitled to leave with pay less the amount of juror or witness fee paid for the period required for such service). 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.
656. 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. But employees shall not be expected to work on any shift on days they have served as a witness or on a jury.
657. Such employees shall notify the appointing officer immediately upon receiving notice of jury duty.
658. An employee who takes vacation leave while on witness or jury duty leave shall receive regular salary.

Religious Leave

659. Religious leave shall be without pay unless the employee elects to use accumulated compensatory time off, vacation time, or floating holiday time.

Personal Leave

660. Personal leave for permanent employees may be approved for a period of up to 12 months within any two-year period.

**B. RETURN TO WORK**

661. The City will make a good faith effort to return an employee who is pregnant or who has sustained an injury or illness and whose doctors certify that he or she is temporarily unable to perform specified aspects of his or her regular job duties to temporary modified duty within the employee's medical restrictions. Duties of the modified assignment may differ from the employee's regular job duties



and/or from job duties regularly assigned to employees in the injured employee's class. Where appropriate modified duty is not available within the employee's classification, on the employee's regular shift (including regular days off), and in the employee's department, the employee may be temporarily assigned pursuant to this section to work in another classification, on a different shift (including different days off), and/or in another department. The City will make a good faith effort to avoid assigning the employee to work on a different shift or different days off, and will appropriately train the employee for the new assignment. After a period of three (3) months, the parties shall evaluate the modified duty assignment in conjunction with the employee's medical restrictions. It is understood that modified duty assignments are temporary only.

662. An employee who is absent because of an occupational or non-occupational disability and who is receiving Temporary Disability, Vocational Rehabilitation Maintenance Allowance, State Disability Insurance, may request that the amount of disability indemnity payment be supplemented with salary to be charged against the employee's accumulated unused sick leave with pay credit balance at the time of disability, compensatory time off, or vacation, so as to equal the normal salary the employee would have earned for the regular work schedule.
663. An employee who wishes not to supplement, or who wishes to supplement with compensatory time or vacation, must submit a written request to the Appointing Officer or designee within seven (7) calendar days following the first date of absence. Written requests made subsequent to this time shall be effective at the start of the payroll period following the request. Disability indemnity payments will be automatically supplemented with sick pay credits (if the employee has sick pay credits and is eligible to use them) to provide up to the employee's normal salary unless the employee makes an alternative election as provided in this section.
664. Salary may be paid on regular time-rolls and charged against the employee's sick leave with pay, vacation, or compensatory time credit balance during any period prior to the determination of eligibility for disability indemnity payment without requiring a signed option by the employee.
665. Sick leave with pay, vacation or compensatory time credits shall be used to supplement disability indemnity pay at the minimum rate of one (1) hour units.
666. Notwithstanding any other provision of this Agreement, the supplemental disability income credit program shall continue in effect during the term of this Agreement, except that the employee's pay shall be supplemented under the program up to the employee's approximate net pay rather than gross pay.

**C. FAMILY MEDICAL LEAVE**

667. The parties acknowledge the obligation of the City to enforce the rules and regulations set forth in the Family Medical Leave Act and the California Family Rights Act.

## ARTICLE VIII– SCOPE

### A. FINALITY OF AGREEMENT

668. This Agreement sets forth the full and entire understanding of the parties regarding the matters herein. This agreement may be modified, but only in writing, upon the mutual consent of the parties.
669. In the event management seeks to institute a change in methods or operations within the scope of representation under state law or the charter which it believes is not covered by this Agreement, the parties shall begin to meet and confer as required by state law within fifteen (15) working days from the date received written notice is received by the Union at the affected Union's executive offices. Said notice shall state the proposed change, an explanation of the reason(s) for said change, as well as the effect on represented employees that would result.
670. Management, except in the event of an emergency as defined by state law, shall advise the union of the date of the intended implementation of such proposed change, which shall be no sooner than forty (40) working days from the date received written notice is received by the Union.
671. In the event the parties do not reach agreement thereon, the union may grieve and take to expedited arbitration such disagreements as it may have. The authority of the arbitrator is to determine:
672. 1. Whether the city's proposed change(s) violate the terms of this agreement and, if so, what shall be the remedy;
673. 2. To determine whether there are negative practical consequences of any such proposed changes on wages, hours benefits or other terms and conditions of employment as to which the parties have not agreed and, if so, how such consequences shall be dealt with. The arbitrator, in making that determination, has no authority to negate the change of methods or operations.
674. 3. The Employee Relations Ordinance in the Administrative Code shall not apply to the application of this section.
675. 4. Failure by either party to engage in meeting and conferring in accordance with this provision will result in forfeiture of such party's rights under this section.
676. 5. Nothing in this agreement shall have application to changes of Civil Service rules excluded from bargaining pursuant to Charter Section A8.409-3 except as they may affect compensation.

### B. SAVINGS CLAUSE

677. Should any part hereof or any provisions herein be declared invalid by a court of competent jurisdiction, such invalidation of such part or portion of this Agreement shall not invalidate the remaining portions hereof and the remaining portions hereof shall remain in full force and effect for the duration of the Agreement.

**C. HOLD HARMLESS**

678. The Union shall assume the defense of, indemnify and hold the City harmless from any and all claims, demands, suits, or any other action arising from agency shop provisions herein, or from complying with any demand for termination hereunder.

**D. DURATION OF AGREEMENT**

679. This Agreement shall be effective as of July 1, 2000, subject to the provisions of paragraph 680 below, and shall remain in full force and effect through June 30, 2003 and from year to year thereafter unless either party serves written notice on the other at least sixty (60) days prior to June 30, 2003 or June 30th of any subsequent year of its desire to open the Agreement for the purpose of meeting and conferring on proposed changes.

680. The effective date of those provisions herein that have been determined by the arbitration board established pursuant to Charter Section A8.409.4 shall be the date that the board issues its decision.

ARTICLE VIII - SCOPE

IN WITNESS WHEREOF, the parties hereto have executed this MOU this \_\_\_\_\_ day of \_\_\_\_\_, 2000.

APPROVED AND ADOPTED BY THE MEMBERSHIP OF SEIU LOCALS 250, 535 AND 790 ON

APPROVED AND ADOPTED BY THE BOARD OF SUPERVISORS BY RESOLUTION NO. \_\_\_\_\_, 2000.

FOR THE UNION

FOR THE CITY AND COUNTY  
OF SAN FRANCISCO

\_\_\_\_\_  
Andrea R. Gourdine  
Director, Human Resource Services

\_\_\_\_\_  
LaWanna Preston  
Staff Director,  
SEIU Local 790

\_\_\_\_\_  
Geoffrey L. Rothman  
Director, Employee Relations Division

\_\_\_\_\_  
Daniel Martin  
Field Representative, SEIU Local 250

\_\_\_\_\_  
Alice Villagomez  
Deputy Director, Employee Relations  
Division

\_\_\_\_\_  
Linda Joseph  
Senior Field Representative, SEIU Local 535

APPROVED AS TO FORM:  
LOUISE H. RENNE, CITY ATTORNEY

\_\_\_\_\_  
Linda Ross  
Chief Labor Attorney

# ATTACHMENT A – LIST OF REPRESENTED CLASSES

## ARTICLE I. RECOGNITION

### SEIU Local 250

1428	UNIT CLERK
1429	NURSES STAFFING ASSISTANT
1431	SENIOR UNIT CLERK
2202	DENTAL AIDE
2204	DENTAL HYGIENIST
2302	NURSING ASSISTANT
2303	MENTAL HEALTH REHABILITATION WORKER
2304	PSYCHIATRIC ORDERLY
2305	PSYCHIATRIC TECHNICIAN
2306	SENIOR PSYCHIATRIC ORDERLY
2310	SURGICAL PROCEDURES TECHNICIAN
2312	LICENSED VOCATIONAL NURSE
2390	CENTRAL PROCESSING AND DISTRIBUTION TECHNICIAN
2402	LABORATORY HELPER
2406	PHARMACY HELPER
2408	SENIOR PHARMACY HELPER
2409	PHARMACY TECHNICIAN
2416	BACTERIOLOGICAL LABORATORY ASSISTANT
2420	HISTOLOGY TECHNICIAN
2424	X-RAY LABORATORY AIDE
2430	MEDICAL EVALUATIONS ASSISTANT
2432	ELECTROCARDIOGRAPH TECHNICIAN
2434	SENIOR ELECTROCARDIOGRAPH TECHNICIAN
2436	ELECTROENCEPHALOGRAPH TECHNICIAN I
2440	VETERINARY LABORATORY TECHNOLOGIST
2514	ORTHOPEDIC TECHNICIAN I
2515	ORTHOPEDIC TECHNICIAN II
2520	MORGUE ATTENDANT
2522	SENIOR MORGUE ATTENDANT
2523	FORENSIC AUTOPSY TECHNICIAN
2554	THERAPY AIDE
2583	HOME HEALTH AIDE
2604	FOOD SERVICE WORKER
2606	SENIOR FOOD SERVICE WORKER
2622	DIETETIC TECHNICIAN
2650	ASSISTANT COOK
2652	BAKER
2654	COOK
2706	HOUSEKEEPER
2736	PORTER
2738	PORTER ASSISTANT SUPERVISOR

2760 LAUNDRY WORKER  
2770 SENIOR LAUNDRY WORKER  
2772 SEWING TECHNICIAN  
3375 ANIMAL HEALTH TECHNICIAN  
7303 BARBER  
7324 BEAUTICIAN  
7524 INSTITUTION UTILITY WORKER

### **SEIU Local 535**

2903 ELIGIBILITY WORKER  
2904 SOCIAL SERVICE TECHNICIAN  
2905 SENIOR ELIGIBILITY WORKER  
2907 ELIGIBILITY WORKER SUPERVISOR  
2908 HOSPITAL ELIGIBILITY WORKER  
2909 HOSPITAL ELIGIBILITY WORKER SUPERVISOR  
2910 SOCIAL WORKER  
2912 SENIOR SOCIAL WORKER  
2913 PROGRAM SPECIALIST  
2914 SOCIAL WORK SUPERVISOR  
2915 PROGRAM SPECIALIST SUPERVISOR  
2916 SOCIAL WORK SPECIALIST  
2917 PROGRAM SUPPORT ANALYST  
2940 PROTECTIVE SERVICES WORKER  
2944 PROTECTIVE SERVICES SUPERVISOR  
2946 ELIGIBILITY SECTION MANAGER  
2948 SOCIAL SERVICES SECTION MANAGER  
2994 HOMEMAKER  
9702 EMPLOYMENT AND TRAINING SPECIALIST I  
9703 EMPLOYMENT & TRAINING SPECIALIST II  
9704 EMPLOYMENT & TRAINING SPECIALIST III  
9705 EMPLOYMENT & TRAINING SPECIALIST IV  
9706 EMPLOYMENT & TRAINING SPECIALIST V  
9708 EMPLOYMENT & TRAINING SPECIALIST VI

### **SEIU Local 790**

1201 PERSONNEL TECHNICIAN TRAINEE  
1202 PERSONNEL CLERK  
1204 SENIOR PERSONNEL CLERK  
1209 BENEFITS TECHNICIAN  
1210 BENEFITS ANALYST  
1218 PAYROLL SUPERVISOR  
1220 PAYROLL CLERK  
1222 SENIOR PAYROLL AND PERSONNEL CLERK

1224 PRINCIPAL PAYROLL AND PERSONNEL CLERK  
1226 CHIEF PAYROLL AND PERSONNEL CLERK  
1227 TESTING TECHNICIAN  
1310 PUBLIC RELATIONS ASSISTANT  
1402 JUNIOR CLERK  
1403 ELECTIONS CLERK  
1404 CLERK  
1406 SENIOR CLERK  
1408 PRINCIPAL CLERK  
1410 CHIEF CLERK  
1422 JUNIOR CLERK TYPIST  
1424 CLERK TYPIST  
1426 SENIOR CLERK TYPIST  
1430 TRANSCRIBER TYPIST  
1432 SENIOR TRANSCRIBER TYPIST  
1435 SHELTER OFFICER SUPERVISOR  
1436 BRAILLIST  
1440 MEDICAL TRANSCRIBER TYPIST  
1441 SENIOR MEDICAL TRANSCRIBER TYPIST  
1444 SECRETARY I  
1446 SECRETARY II  
1450 EXECUTIVE SECRETARY I  
1458 LEGAL SECRETARY I  
1460 LEGAL SECRETARY II  
1464 MEDICAL CLERK STENOGRAPHER  
1468 WATER SERVICES CLERK  
1470 SERVICES AND SUPPLY ASSISTANT SUPERVISOR  
1474 CLAIMS PROCESS CLERK  
1476 SENIOR CLAIMS PROCESS CLERK  
1478 SENIOR WATER SERVICES CLERK  
1480 PRINCIPAL WATER SERVICES CLERK  
1498 SUPERVISING CLERK II  
1499 SUPERVISING CLERK III  
1602 CALCULATING MACHINE OPERATOR-KEY DRIVE  
1630 ACCOUNT CLERK  
1632 SENIOR ACCOUNT CLERK  
1634 PRINCIPAL ACCOUNT CLERK  
1635 HEALTH CARE BILLING CLERK I  
1636 HEALTH CARE BILLING CLERK II  
1637 PATIENT ACCOUNTS CLERK  
1640 SENIOR ACCOUNTING MACHINE OPERATOR  
1662 PATIENT ACCOUNTS ASSISTANT SUPERVISOR  
1663 PATIENT ACCOUNTS SUPERVISOR  
1664 PATIENT ACCOUNTS MANAGER  
1704 COMMUNICATIONS DISPATCHER I  
1705 COMMUNICATIONS DISPATCHER II  
1706 TELEPHONE OPERATOR

1708 SENIOR TELEPHONE OPERATOR  
 1710 CHIEF TELEPHONE OPERATOR  
 1720 DATA ENTRY OPERATOR  
 1721 SENIOR DATA ENTRY OPERATOR  
 1727 SUPERVISING DATA ENTRY OPERATOR  
 1750 MICROPHOTO/IMAGING TECHNICIAN  
 1752 SENIOR MICROPHOTO/IMAGING TECHNICIAN  
 1760 OFFSET MACHINE OPERATOR  
 1762 SENIOR OFFSET MACHINE OPERATOR  
 1764 MAIL AND REPRODUCTION SERVICE SUPERVISOR  
 1770 PHOTOGRAPHER  
 1771 MEDIA PRODUCTION SPECIALIST  
 1774 HEAD PHOTOGRAPHER  
 1802 RESEARCH ASSISTANT  
 1810 ACTUARIAL CLERK  
 1812 ASSISTANT RETIREMENT ANALYST  
 1813 SENIOR BENEFITS ANALYST  
 1814 BENEFITS SUPERVISOR  
 1817 PROCEDURAL WRITER  
 1820 JUNIOR ADMINISTRATIVE ANALYST  
 1822 ADMINISTRATIVE ANALYST  
 1840 JUNIOR MANAGEMENT ASSISTANT  
 1842 MANAGEMENT ASSISTANT  
 1844 SENIOR MANAGEMENT ASSISTANT  
 1847 EXECUTIVE AIDE TO THE MAYOR'S OFFICE  
 1853 CONTROL CLERK, EDP  
 1855 SENIOR CONTROL CLERK, EDP  
 1920 INVENTORY CLERK  
 1922 SENIOR INVENTORY CLERK  
 1924 MATERIALS AND SUPPLIES SUPERVISOR  
 1926 SENIOR MATERIALS AND SUPPLIES SUPERVISOR  
 1929 PARTS STOREKEEPER  
 1930 WAREHOUSE WORKER  
 1931 SENIOR PARTS STOREKEEPER  
 1932 ASSISTANT STOREKEEPER  
 1934 STOREKEEPER  
 1935 PRINCIPAL PARTS STOREKEEPER  
 1936 SENIOR STOREKEEPER  
 1937 SUPERVISING PARTS STOREKEEPER  
 1938 STORES AND EQUIPMENT ASSISTANT SUPERVISOR  
 1948 CODING SUPERVISOR, PURCHASING DEPT  
 2105 PATIENT SERVICES FINANCE TECHNICIAN  
 2106 MEDICAL STAFF SERVICES DEPARTMENT SPECIALIST  
 2110 MEDICAL RECORDS CLERK  
 2112 MEDICAL RECORDS TECHNICIAN  
 2114 MEDICAL RECORDS TECHNICIAN SUPERVISOR  
 2314 PUBLIC HEALTH TEAM LEADER



2392 SENIOR CENTRAL PROCESSING AND DISTRIBUTION TECHNICIAN  
2442 DIAGNOSTIC MEDICAL SONOGRAPHER  
2450 PHARMACIST  
2454 CLINICAL PHARMACIST  
2493 ASSOCIATE RADIOLOGIC TECHNOLOGIST  
2494 STAFF RADIOLOGIC TECHNOLOGIST  
2495 SENIOR RADIOLOGIC TECHNOLOGIST  
2526 AMBULANCE DRIVER  
2530 SENIOR MEDICAL STEWARD  
2532 PARAMEDIC  
2533 EMERGENCY MEDICAL SERVICES AGENCY SPECIALIST  
2534 PARAMEDIC SUPERVISOR  
2536 RESPIRATORY CARE PRACTITIONER  
2537 RESPIRATORY CARE PRACTITIONER II  
2552 DIRECTOR OF ACTIVITIES, THERAPY AND VOLUNTEER SERVICES  
2565 ACUPUNCTURIST  
2574 CLINICAL PSYCHOLOGIST  
2575 RESEARCH PSYCHOLOGIST  
2580 MEDICAL EXAMINER'S INVESTIGATOR  
2585 HEALTH WORKER I  
2586 HEALTH WORKER II  
2587 HEALTH WORKER III  
2588 HEALTH WORKER IV  
2608 SUPPLY ROOM ATTENDENT  
2618 FOOD SERVICE SUPERVISOR  
2619 SENIOR FOOD SERVICE SUPERVISOR  
2624 DIETITIAN  
2626 CHIEF DIETITIAN  
2656 CHEF  
2708 CUSTODIAN  
2716 CUSTODIAL ASSISTANT SUPERVISOR  
2718 CUSTODIAL SUPERVISOR I  
2719 JANITORIAL SERVICES ASSISTANT SUPERVISOR  
2720 JANITORIAL SERVICES SUPERVISOR  
2740 PORTER SUPERVISOR I  
2780 LAUNDRY WORKER SUPERVISOR  
2818 HEALTH PROGRAM PLANNER  
2820 SENIOR HEALTH PROGRAM PLANNER  
2920 MEDICAL SOCIAL WORKER  
2922 SENIOR MEDICAL SOCIAL WORKER  
2930 PSYCHIATRIC SOCIAL WORKER  
2931 MARRIAGE, FAMILY AND CHILD COUNSELOR  
2932 SENIOR PSYCHIATRIC SOCIAL WORKER  
2933 CONSERVATORSHIP/CASE MANAGEMENT SUPERVISOR  
2934 CHIEF PSYCHIATRIC SOCIAL WORKER  
2935 SENIOR MARRIAGE, FAMILY & CHILD COUNSELOR  
2975 CITIZENS COMPLAINT OFFICER

2991 COORDINATOR, HUMAN RIGHTS COMMISSION  
2996 REPRESENTATIVE, HUMAN RIGHTS COMMISSION  
2998 REPRESENTATIVE, COMMISSION ON THE STATUS OF WOMEN  
3202 LOCKER ROOM ATTENDANT  
3204 SWIMMING POOL CASHIER-CLERK  
3210 SWIMMING INSTRUCTOR/POOL LIFEGUARD  
3214 SENIOR SWIMMING INSTRUCTOR  
3232 MARINA ASSISTANT MANAGER  
3256 PHOTOGRAPHY INSTRUCTOR  
3260 CRAFTS INSTRUCTOR  
3264 CAMP ASSISTANT  
3280 ASSISTANT RECREATION DIRECTOR  
3284 RECREATION DIRECTOR  
3285 JUNIOR MUSEUM DIRECTOR  
3287 ASSISTANT RECREATION SUPERVISOR  
3289 RECREATION SUPERVISOR  
3291 PRINCIPAL RECREATION SUPERVISOR  
3292 ASSISTANT SUPERINTENDENT RECREATION  
3302 VENDOR  
3310 STABLE ATTENDANT  
3322 ASSISTANT HEAD ANIMAL KEEPER  
3371 ANIMAL CARE SUPERVISOR  
3373 ANIMAL CONTROL SUPERVISOR  
3406 LAND USE AIDE  
3450 AGRICULTURAL INSPECTOR  
3480 FARMERS MARKET MANAGER  
3502 MUSEUM EXHIBIT PACKER AND REPAIRER  
3518 ASSOCIATE MUSEUM CONSERVATOR, ASIAN ART MUSEUM  
3520 MUSEUM PREPARATOR  
3522 SENIOR MUSEUM PREPARATOR  
3524 PRINCIPAL MUSEUM PREPARATOR  
3540 CURATORIAL AIDE  
3546 CURATOR IV  
3550 EXHIBITION DESIGNER  
3554 ASSOCIATE MUSEUM REGISTRAR  
3556 MUSEUM REGISTRAR  
3558 SENIOR MUSEUM REGISTRAR  
3602 LIBRARY PAGE  
3610 LIBRARY ASSISTANT  
3616 LIBRARY TECHNICAL ASSISTANT I  
3618 LIBRARY TECHNICAL ASSISTANT II  
3630 LIBRARIAN I  
3632 LIBRARIAN II  
3633 LIBRARIAN II - ASIAN ARTS  
3634 LIBRARIAN III  
4119 PERFORMING ARTS CENTER AIDE  
4202 ASSESSMENT CLERK

4203 SENIOR ASSESSMENT CLERK  
 4306 COLLECTIONS OFFICER  
 4308 SENIOR COLLECTIONS OFFICER  
 4320 CASHIER I  
 4321 CASHIER II  
 4322 CASHIER III  
 4331 SECURITY ANALYST  
 4334 INVESTIGATOR, TAX COLLECTOR  
 4335 SENIOR INVESTIGATOR, TAX COLLECTOR  
 4337 PRINCIPAL INVESTIGATOR, TAX COLLECTOR  
 4340 ASSISTANT DIRECTOR, BUR. OF DELINQUENT REVENUE  
 4366 COLLECTION SUPERVISOR  
 4372 CASHIER, TREASURER/TAX COLLECTOR  
 5264 AIRPORT NOISE ABATEMENT TECHNICIAN  
 5267 ASSISTANT AIRPORT NOISE ABATEMENT OFFICER  
 5285 AIRPORT NOISE ABATEMENT OFFICER  
 5322 GRAPHIC ARTIST  
 5406 SPECIAL ASSISTANT FOR PROGRAM COORDINATOR  
 5408 COORDINATOR OF CITIZEN INVOLVEMENT  
 5410 INTERGOVERNMENTAL AFFAIRS COORDINATOR  
 6108 ENVIRONMENTAL HEALTH TECHNICIAN I  
 6110 ENVIRONMENTAL HEALTH TECHNICIAN II  
 6218 INSPECTOR OF WEIGHTS AND MEASURES TRAINEE  
 6220 INSPECTOR OF WEIGHTS AND MEASURES  
 7108 HEAVY EQUIPMENT OPERATIONS ASSISTANT SUPERVISOR  
 7208 HEAVY EQUIPMENT OPERATIONS SUPERVISOR  
 7211 CEMENT FINISHER SUPERVISOR II  
 7218 ASBESTOS ABATEMENT WORKER II  
 7219 MAINTENANCE ESTIMATOR AND SCHEDULER  
 7227 CEMENT FINISHER SUPERVISOR I  
 7243 PARKING METER REPAIRER SUPERVISOR I  
 7259 WATER AND POWER MAINTENANCE SUPERVISOR I  
 7268 WINDOW CLEANER SUPERVISOR  
 7270 WATERSHED KEEPER SUPERVISOR  
 7282 STREET REPAIR SUPERVISOR II  
 7302 AUDIO-VISUAL EQUIPMENT TECHNICIAN  
 7367 RADIO TECHNICIAN  
 7368 SENIOR RADIO TECHNICIAN  
 7384 TYPEWRITER REPAIRER  
 7392 WINDOW CLEANER  
 7416 BOOK REPAIRER  
 7418 SENIOR BOOK REPAIRER  
 7441 TOOL ROOM MECHANIC AND CUSTODIAN  
 7450 SHADE AND DRAPERY WORKER  
 7454 TRAFFIC SIGNAL OPERATOR  
 7470 WATERSHED KEEPER  
 7542 WATERSHED WORKER (SEASONAL)

8104 VICTIM & WITNESS TECHNICIAN  
8106 LEGAL PROCESS CLERK  
8108 SENIOR LEGAL PROCESS CLERK  
8109 DOCUMENT EXAMINER TECHNICIAN  
8113 COURT CLERK  
8124 INVESTIGATOR, OFFICE OF CITIZEN COMPLAINTS  
8129 VICTIM/WITNESS INVESTIGATOR I  
8131 VICTIM/WITNESS INVESTIGATOR II  
8133 VICTIM/WITNESS INVESTIGATOR III  
8135 ASSISTANT CHIEF VICTIM/WITNESS INVESTIGATOR  
8138 COURT REPORTER  
8139 INDUSTRIAL INJURY INVESTIGATOR  
8141 WORKER'S COMPENSATION ADJUSTER  
8142 PUBLIC DEFENDER'S INVESTIGATOR  
8143 SENIOR PUBLIC DEFENDER'S INVESTIGATOR  
8157 FAMILY SUPPORT INVESTIGATOR I  
8158 FAMILY SUPPORT INVESTIGATOR II  
8159 FAMILY SUPPORT INVESTIGATOR III  
8165 WORKER'S COMPENSATION SUPERVISOR I  
8170 MEDICAL CLAIMS SUPERVISOR  
8201 SCHOOL CROSSING GUARD  
8202 SECURITY GUARD  
8204 INSTITUTIONAL POLICE OFFICER  
8207 BUILDING AND GROUNDS PATROL OFFICER  
8208 PARK PATROL OFFICER  
8210 HEAD PARK PATROL OFFICER  
8213 POLICE SERVICES AIDE  
8214 PARKING CONTROL OFFICER  
8216 SENIOR PARKING CONTROL OFFICER  
8217 STATION OFFICER  
8226 MUSEUM GUARD  
8228 SENIOR MUSEUM GUARD  
8234 FIRE ALARM DISPATCHER  
8236 CHIEF FIRE ALARM DISPATCHER  
8238 PUBLIC SAFETY COMMUNICATIONS DISPATCHER  
8239 SENIOR POLICE COMMUNICATIONS DISPATCHER  
8249 FINGERPRINT TECHNICIAN I  
8250 FINGERPRINT TECHNICIAN II  
8251 FINGERPRINT TECHNICIAN III  
8274 POLICE CADET  
8280 ENVIRONMENTAL CONTROL OFFICER  
8300 SHERIFF'S CADET  
8301 SHERIFF'S PROPERTY KEEPER  
8316 ASSISTANT COUNSELOR  
8318 COUNSELOR II  
8320 COUNSELOR, JUVENILE HALL  
8321 COUNSELOR, BOYS RANCH SCHOOL

8419 PRISONER SERVICES COUNSELOR  
8420 REHABILITATION SERVICES COORDINATOR  
8452 CRIMINAL JUSTICE SPECIALIST II  
8482 CRIME PREVENTION WORKER  
8484 SUPERVISING CRIME PREVENTION WORKER  
9102 TRANSIT CAR CLEANER  
9104 TRANSIT CAR CLEANER ASSISTANT SUPERVISOR  
9110 FARE COLLECTIONS RECEIVER  
9116 SENIOR FARE COLLECTIONS RECEIVER  
9117 PRINCIPAL FARE COLLECTIONS RECEIVER  
9118 TRANSIT REVENUE SUPERVISOR  
9122 TRANSIT INFORMATION CLERK  
9124 SENIOR TRANSIT INFORMATION CLERK  
9126 TRANSIT TRAFFIC CHECKER  
9128 SENIOR TRANSIT TRAFFIC CHECKER  
9131 STATION AGENT, MUNICIPAL RAILWAY  
9202 AIRPORT COMMUNICATIONS DISPATCHER  
9203 SENIOR AIRPORT COMMUNICATIONS DISPATCHER  
9204 AIRPORT COMMUNICATIONS SUPERVISOR  
9209 AIRPORT POLICE SERVICES AIDE  
9212 AIRFIELD SAFETY OFFICER  
9220 AIRPORT OPERATIONS SUPERVISOR  
9230 AIRPORT CUSTODIAL SERVICES SUPERVISOR  
9250 AIRPORT MAINTENANCE SUPERVISOR  
9356 WHARFINGER II  
9380 ADMINISTRATIVE SERVICE OFFICER, PORT  
9385 GENERAL SERVICE OFFICER, PORT OF SAN FRANCISCO  
9722 SPECIALIST IN AGING II  
9724 SPECIALIST IN AGING III  
9770 COMMUNITY DEVELOPMENT ASSISTANT  
9772 COMMUNITY DEVELOPMENT SPECIALIST  
9774 SENIOR COMMUNITY DEVELOPMENT SPECIALIST I  
9775 SENIOR COMMUNITY DEVELOPMENT SPECIALIST II  
9910 PUBLIC SERVICE TRAINEE  
9912 PUBLIC SERVICE AIDE - TECHNICAL  
9924 PUBLIC SERVICE AIDE - HEALTH SERVICES

# **CSC CARVE OUTS GLOSSARY**

## **Civil Service Commission Jurisdiction**

### **Leaves of Absence Definitions**

Items contained in the Civil Service Carve Outs Glossary are not subject to any grievance and arbitration procedure either under this Memorandum of Understanding or under law.

#### **Definition of Leave of Absence**

A Leave of absence is defined as an employee's absence from duty with the authorization of an appointing officer for a specific duration and purpose.

#### **Sick Leave - Definition**

A Leave due to illness or disability.

#### **Sick Leave - Medical Reasons - Definition**

A leave due to illness or injury or medical and dental appointments, other than illness or injury arising out of and in the course of City and County employment.

#### **Sick Leave - Quarantine - Definition**

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

#### **Sick leave - Bereavement - Definition**

Leave due to the death of another person

#### **Sick Leave - Maternity - Definition**

Leave due to the employee's pregnancy or convalescent period following child birth.

#### **Sick Leave - Illness or Medical Appointment - Definition**

Leave due to the illness, injury or medical or dental appointment of a person other than the employee.

#### **Sick Leave Compulsory - Definition**

Mandatory sick leave imposed by an appointing officer provided it is determined as a result of a medical evaluation conducted by a physician designated by the Human Resources Director, that the employee is not medically or physically competent, and if allowed to continue in employment will represent an imminent risk to themselves, their co-workers or the public, or if an employee refuses to obtain a physician's certificate after being requested to obtain a medical evaluation.

#### **Sick Leave With Pay - Definition**

Sick leave with compensation for eligible employees.

**Sick Leave With Pay - Battery Leave - Definition**

Leave due to bodily injury or illness received in the course of employment and caused by an act of criminal violence.

**Sick Leave Without Pay - Definition**

Sick leave granted to employees who are not eligible for sick leave with pay or employees who choose not to use their sick leave pay credits.

**Disability Leave - Definition**

Leave due to illness or injury arising out of and in the course of employment and as administered under State Workers' Compensation Laws.

**Military Leave - Definition**

Leave for active military duty.

**Leave to Accept Other City and County Position - Definition**

Leave to accept exempt, temporary civil service, or provisional appointment in the City and County service.

**Educational Leave - Definition**

Leave for the purpose of educational or vocational training.

**Leave for Civilian Service in the National Interest - Definition**

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.

**Leave for Employment as an Employee Organization Officer or Representative – Definition**

Leave for employment 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.

**Family Care Leave - Definition**

Leave for assisting or nurturing of family members.

**Definition of Family**

A unit of independent 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.

**Witness or Jury Duty Leave - Definition**

Leave to serve in a judicial proceeding in a local, State or Federal Court.

- a. as a witness on behalf of the City and County
- b. to serve as a juror

**Holiday Leave - Definition**

Paid leave for special occasions provided either by ordinance of the Board of Supervisors or in a collective bargaining agreement.

**Vacation Leave - Definition**

Paid leave of specified duration as provided in the Charter and by ordinance of the Board of Supervisors or in a collective bargaining agreement.

**Involuntary Leave of Absence - Definition**

Leave established and regulated under the layoff provision of Civil Service Rules.

**Religious Leave - Definition**

Leave when an employ's personal religious beliefs require that the employee abstain from work during certain periods of the work day or work week.

**Personal Leave - Definition**

Leave for reasons other than those covered under the Rules of the Civil Service Commission.



## **DEPARTMENTALS / SUPPLEMENTAL AGREEMENTS**

### **ADDENDUM BETWEEN DEPARTMENT OF TRANSPORTATION AND SEIU LOCAL 790 – EAP PROGRAM**

Transport Workers Union Locals 250A and 200, Automotive Mechanics Local 1414, Building Material and Construction Teamsters Local 216, International Brotherhood of Electrical Workers Local 6, Laborers Union Local 261, Service Employees International Union Local 790, Stationary Engineers Local 39, and Glazier and Glass Workers, Local 718, and the Public Transportation Department (“PTD”) hereby agree to create an Employee Assistance Program for fiscal years 1997-2000 as follows:

#### **A. Overview of EAP Program**

This Employee Assistance Program (“EAP”) shall cover employees only, and is designed to assist employees, in consultation with their families where clinically appropriate, with problems that may affect their ability to perform their jobs. The EAP shall offer counseling services, including assessment, referral, and follow-up services.

EAP’s offer assistance by helping employees assess and identify problems arising from a variety of personal areas.

EAP’s assist employees by referring them to services which lead to solutions.

EAP’s provide training and consultation services to management and union leadership regarding assisting troubled employees.

The primary goal of the EAP will be to maintain employee’s ability to be fully productive on the job. EAP’s help employees, management, and supervisors maintain a high level of service by:

Motivating employees to help;

Helping supervisors identify troubled employees with job performance problems that may be related to personal problems;

Assessing employees with alcohol abuse, drug abuse, family problems, depression, stress and other problems that can result in performance problems;

Providing easily accessible quality helping services which include short-term problem-solving and referrals to more intensive care;

Providing crisis intervention services;

Providing follow-up assistance to support and guide employees through the resolution of their problems; and by

Acting as an education and training resource.

Employees shall be able to access the EAP through calling directly (self-referral), through the Peer Assistants, or through a supervisory referral based on job performance. Participation in the EAP is voluntary.

Establishing a voluntary EAP to compliment the mandatory testing program is intended to encourage employees to seek treatment early and on their own. The EAP will assist employees in obtaining information,

guidance, and counseling to help them handle their problems before they become a drug testing or disciplinary issue.

An outside vendor has been selected and will perform the following duties:

- Maintain a toll-free telephone access for referrals and respond to calls in no more than sixty (60) seconds.
- Provide union/management consultation relative to the development and integration of organizational policies and procedures necessary for effective Employee Assistance Program implementation.
- Orient employees regarding the purpose, scope, nature and use of the Employee Assistance Program.
- Train Union (including Division Chairpersons and any other Union officials), supervisory and management staff to develop the knowledge and skills necessary to effectively utilize the program in the performance of their responsibilities.
- Provide direct one-to-one counseling utilizing licensed professional staff for crisis management and to identify and evaluate personal concerns among Employer's employees and/or their immediate dependents. Such direct counseling shall provide for three (3) sessions per family per year. Fees for any counseling sessions exceeding three (3) will become the financial responsibility of the employee and/or dependent, unless otherwise arranged for by the employer. For non-urgent situations, an appointment will be offered within seventy-two (72) hours of request. For urgent situations, an appointment will be offered on the same day as the request for service.
- Provide legal consultation, medical advice, financial consultation; one (1) consultation per incident is provided for each service, up to three (3) incidents per service, per year.
- Provide referral services to professional community resources for treatment and/or assistance, as may be appropriate.
- Provide continuing liaison and contact, when appropriate, between the employee, treatment agent or agency, and Employer to determine case status.
- Provide monthly statistical evaluation of program activity, and other reports, as needed.
- Send its principal or his designated representative to monthly meetings of the Municipal Railway Improvement Fund Board of Trustees, and any other meetings as reasonably required.
- Assess all employees involved in Critical Incidents (e.g., on the job assaults, threats and/or accidents) that occur while on duty.
- Provide up to three (3) counseling visits per employee involved in a Critical Incident.
- Develop Critical Incident Program Policies and Procedures.
- Provide Critical Incident Case management, including:
  - (a) Determination regarding an employee's ability to perform duties, including coordination with management and union personnel for employees who require time off work as a result of a Critical Incident;
  - (b) Assisting employees in securing additional counseling visits beyond the three (3) Critical Incident/trauma response visits described above, when necessary.

## **B. Organization**

### **(1) The Joint Labor-Management Committee:**

- (a) **Membership and Meetings:** Five (5) Committee members and two (2) alternate members to be appointed by the Unions. Five (5) Committee members to be appointed by the City.

If the City chooses to appoint less than five persons, it shall still have voting strength equal to that of the Unions. On the matters that come before the Committee, the City shall have one vote and the Unions shall have one vote. The vote of each side shall be controlled by the votes of the Committee members present for each respective side.

The Committee shall elect from its ranks a Chairperson and a Co-Chair, one of whom shall be a City appointee and the other the Unions' appointee. The Chair shall be held by one side for a year, then relinquished to the other side for the next year. Either the City or the Unions may replace their named Chair or Co-Chair at any time. The Chair shall preside over meetings of the Committee. In the absence of the Chair, the Co-Chair shall so preside. The PTD Director shall provide staff support to the Committee as appropriate.

A quorum for the transaction of business by the Committee shall consist of three (3) Union Committee members and a majority of the City-appointed Committee members.

- (b) **Functions:** To receive and review information regarding the Substance Abuse and Peer Assistance Programs.
- (c) **Consolidation of Committees:** The parties to this Agreement and to the Agreement concerning drug and alcohol testing and EAP between TWU Local 250A and the PTD may elect to combine the joint labor-management committee established here and in the Local 250A Agreement.

### **(2) Substance Abuse Program:**

The PTD Director or designee will manage all aspects of the FTA-mandated Substance Abuse Program. He/she shall have appointing and removal authority over all personnel working for the Substance Abuse Program personnel, and shall be responsible for the supervision of the SAP.

### **(3) EAP Services:**

The City and the Unions have concluded that it is in the best interests of all concerned to establish a uniform EAP Program for all employees. On this basis, the parties agree that the City shall engage an outside contractor to provide these services.

### **(4) The Peer Assistance System:**

#### **(a) Structure:**

The outside contractor selected to provide EAP services shall also be directly responsible for the clinical and administrative management of the Peer Assistance Program. This Program shall be established on a 24-hour, seven-day a week basis. The peer assistants shall provide coverage during regular business hours (Monday - Friday, 8:30 a.m. - 5:00 p.m.) for all Muni worksites or sections. A system-wide EAP crisis hotline shall be established. Night, weekend and holiday crisis coverage shall be provided by one of the peer assistants and shall be rotated

among the peer assistants, who shall be available on a pager. The full compensation of the Peer Assistant providing such night, weekend and holiday coverage shall be pager pay. Pager pay will not be provided for regular daily coverage.

(b) Peer Assistance Oversight Committee:

This Committee, composed of one representative from Locals 250A, 200, 6, 790 and 1414, shall be responsible for trouble-shooting and making decisions on program operations.

(c) PTD Liaison:

The PTD Liaison shall be an individual designated by the Director of PTD to serve as the City's emissary in matters such as labor relations and administrative issues.

(d) Qualifications:

- A MUNI employee who has previous counseling experience or is interested in peer counseling and is willing to make a two year commitment to pursue training and education toward certification as a drug and alcohol counselor  
OR
- A MUNI employee who was a former substance abuser who has been clean and sober for a least two years and who continues to participate in a twelve step program  
OR
- A MUNI employee who has had experience with family members' substance abuse and who had participated in a self-help group for co-dependency  
AND
- A MUNI employee who is respected by their peers, the union, and the management  
AND
- A MUNI employee who is committed to the goals of the Peer Assistance Program

(e) Duties:

- Assist employees in accessing the Voluntary Substance Abuse Program and EAP.
- Provide on-going support and case management for clients in the Voluntary Substance Abuse Program.
- Abide by state and federal confidentiality laws.
- Publicize the EAP verbally and through distribution of literature.
- Provide employees with information regarding the EAP and Voluntary Substance Abuse programs and create a forum for employees to discuss their concerns.
- Assist in publication of Voluntary Substance Abuse Program newsletter.
- Seek out opportunities to participate in training programs to further develop knowledge and skills.
- Develop and implement new ideas to increase utilization and maximize the effectiveness of the EAP and Voluntary Substance Abuse Programs.

- Develop and maintain a professional environment in which to interact with clients.
- Develop a group of volunteers in the divisions to support the goals of the EAP and Voluntary Substance Abuse Programs.
- Assist in education and training sessions for new and existing employees.
- Keep accurate records of client contacts and promotional activities.

(f) Staffing:

There shall be a clinician employed by the outside contractor for EAP Services who will be on-site a minimum of 20 hours a week. The clinician shall report directly to the outside contractor, Peer Assistance Oversight Committee and the MIF liaison. There shall be three full-time Peer Assistants reporting to the outside contractor.

(g) Volunteer Peer Assistants:

1. Up to eight (8) Volunteer Peer Assistants.
2. Assist peer assistants upon request during their off-duty time.
3. They shall participate in designated training.
4. Their activities shall be within the limits of their training.
5. Volunteer peer assistants will receive no compensation for their services.

(h) Functions:

The outside contractor, in consultation with the Peer Assistance Oversight Committee, shall develop procedures for the Peer Assistance Program.

(i) Civil Service Commission Approval:

The use of peer assistants shall be subject to the approval of the Civil Service Commission.

**C. Pay Status During Voluntary Self-Referral Treatment (Voluntary Substance Abuse Program)**

- (1) An employee who has a drug and/or alcohol abuse problem and has not been selected for drug and/or alcohol testing can voluntarily refer him/herself to the EAP for treatment. The EAP will evaluate the employee and make a specific determination of appropriate treatment. An employee who has completed two rehabilitation programs may not elect further rehabilitation under this program.
- (2) In the case of the up to two voluntary, employee-initiated referrals, the PTD will pay the employee the difference between his/her SDI benefits, use of accrued paid leaves, and any catastrophic illness benefits, and the employee's regular hourly base pay, for up to the eight hours per day for full-time employees and up to three hours per day for part-time employees, up to a maximum of 21 work days during a five-year period. This provision shall not apply in the event the employee does not receive SDI benefit payments or during the follow-up period established by the SAP after a positive test.

**D. Non-Paid Status During Treatment After Positive Test**

The employee will be in a non-pay status during any absence for evaluation or treatment, while participating in a rehabilitation program.

**E. Education and Training**

The foundation of this Program is education and voluntary compliance. It is recognized that alcohol and chemical dependency may make voluntary cessation of use difficult, and one of the Program's principal aims is to make voluntary steps toward ending substance abuse easily available.

The outside contractor shall review and develop on-going educational and training information on the adverse consequences of substance abuse and the responsibility to avoid being under the influence of alcohol or chemicals at work. Certain training required by the DOT Regulations shall be the responsibility of the Substance Abuse Program.

**F. Confidentiality**

Participation in the EAP shall be confidential and shall be conducted in accordance with DOT and DHHS standards.

**G. Funding**

During fiscal years 1997-2000 the Employee Assistance Program and the Peer Assistance Oversight Committee shall be funded by the City.

**H. Special Provisions**

Any proposed discipline resulting from the FTA Drug and alcohol testing program shall be in accordance with the MOU's, as amended June 12, 1995. The PTD and the City recognize the rights of employees and/or the Unions, who may consider themselves aggrieved by any discipline proposed, to raise such grievance through the authorized grievance procedure. The PTD Director will act in a fair and equitable manner, and shall prescribe that no personnel hired, contracted, selected or directly involved in the drug and alcohol testing program shall propose or render discipline.

**Departmental Supplementary Agreement  
Between  
Department of Public Health  
And  
Service Employees International Union  
Locals 250, 535, and 790**

**July 1, 2000 – June 30, 2003**

5/04/99

Departmental Supplementary Agreement  
Department of Public Health

This Agreement is executed this \_\_\_\_\_ day of \_\_\_\_\_, 2000, by and between the CITY AND COUNTY OF SAN FRANCISCO (hereinafter called the Department) and SERVICE EMPLOYEES INTERNATIONAL UNION JOINT COUNCIL, consisting of SEIU LOCALS 250, 535 AND 790 (hereinafter called the Union).

**SECTION 1. UNION MEMBERSHIP**

- A. The Department shall furnish to the Union upon request, but no more frequently than once a month, a list of names, classifications, and work locations as are available in the Personnel or Payroll Office of new employees in represented classes, and the names of employees separated. The Union may deliver a copy of this Supplemental Agreement to employees in the covered classifications.
- B. Semiannually, the Department shall furnish the Union with updated seniority lists for all permanent employees working in classifications represented by the Union. The work location of the employees shall be available in the office of the appropriate departmental subdivision.

**SECTION 2. BULLETIN BOARDS AND DISTRIBUTION OF MATERIALS**

**BULLETIN BOARDS**

- 1. Reasonable space will be allowed on bulletin boards as specified herein for use by the Union to communicate with employees. Material shall be posted upon the bulletin board space as designated, and not upon walls, doors, windows or any other place. Posted material shall not be obscene, or of a partisan political nature, nor shall it pertain to public issues which do not involve the city and its relations with employees. All posted material shall be signed and dated, shall bear the identity of the sponsor, shall be neatly displayed, and shall be removed when no longer timely.
- 2. Should the department have objections to material posted on approved bulletin boards, the department shall discuss the issue with the union steward prior to removing any posted notices or material.
- 3. Location of Bulletin Boards
  - a) At San Francisco General Hospital:
    - Building 80: Elevator Bank - First Floor
    - Building 20: Elevator Bank - First Floor
    - Building 10: Elevator Bank - First Floor



- Building 30: Elevator Bank – First Floor
- Outpatient Department Lobby: Elevator Bank
- Main Hospital – Basement: Outside CPD
  - First Floor: Near Rear Elevator
  - Second Floor: Near Front and Rear Elevators
  - Third Floor: Clinics Elevator
  - Third Floor: Near Front Elevator
  - Fourth Floor: Near Front Elevator
  - Fourth Floor: Near Front Elevator
  - Fifth Floor: Near Front Elevator
  - Sixth Floor: Near Front Elevator
  - Seventh Floor: Near Front Elevator
  - Laundry
  - Radiology Fileroom

b) At Laguna Honda Hospital

- Five (5) bulletin boards with locks shall be made available.
- Clarendon Hall
- Food Service Department, Tray Line Area
- Across from Nursing Office 5<sup>th</sup> Floor
- Laundry; Main Floor
- Administration Building
- General Services Manager's Office
- In Each Nursing Unit Lounge
- Social Services and Admissions/Eligibility
- Billing: Personnel
- Main Kitchen Bulletin Board

c) At Central Office Administration (101 Grove Street), Community Health Program and Mental Health Program facilities, and any other separate Departmental facility which employees represented classes:

At such locations that shall be mutually agreeable to the Department and the Union, provided that at least one bulletin board or other mutually agreeable place shall be allowed at each location.

4. All existing bulletin boards currently in place shall be maintained.

## **DISTRIBUTION OF MATERIALS**

Distribution of official Union literature and materials by a Union member, shop steward or Field Representative will be permitted, provided:

1. The employee distributes such literature outside his/her regular working hours or during break.
2. The distribution of literature to employees on duty will be accomplished during their break (rest) period or before or after their work shift.
3. Distribution of literature shall be restricted to non-work areas so as not to interfere with patient care or with the operation of any facility or institution of the Department. A non-work area is an area where an employee does not normally perform his/her duties and responsibilities. Distribution of literature to employees in office work locations shall be permitted provided the Union notifies the Department within thirty days of the ratification of this agreement of the areas or work locations where Union literature will be distributed. The distribution of literature shall not interfere with the work of any employee. If in the opinion of the office work unit manager, distribution of literature interferes with the work of employees, the department shall notify the Union in writing and meetings shall immediately commence in order to reach agreement on mutually acceptable literature distribution rules. Pending establishment of such rules, distribution of literature shall be permitted only in non-work areas as defined above.

### **SECTION 3. LOCATION OF PERSONNEL FILES**

The official personnel files of the various divisions of the Department are located as follows:

San Francisco General Hospital Human Resources

Laguna Honda Hospital Human Resources

All other Divisions:

Department of Public Health Personnel Office 101 Grove Street

In the event of reorganization or changes in facility or office location, the Department will notify the Union, and affected employees in writing of any changes in location of the official personnel files.

### **SECTION 4. CLASS SPECIFICATION**

- A. Upon request Shop Stewards shall be furnished copies of class specifications, and, where available, job descriptions for classifications of the Department positions for which they are responsible.
- B. The Department agrees that the following terminology on all Civil Service job descriptions that states: "and performs related duties" will be exercised reasonably. Disputes concerning this paragraph shall be submitted to the Civil Service Commission for determination and shall not be subject to the Grievance Procedure.

- C. Current Civil Service class specifications may not be up to date in all cases, and do not necessarily reflect presently assigned duties and responsibilities. Class specifications are descriptive of the class and shall not be considered as a restriction on the assignment of duties not specifically listed. In accordance with Civil Service rules, the Appointing Officer has the authority to assign an employee to perform work provided that it is consistent with the kind of duties and level of responsibility of the employee's classification although the work may not be specifically described in the class specification.

## **SECTION 5. COMMITTEES**

- A. A Joint Labor-Management Committee shall be established at San Francisco General Hospital, Laguna Honda Hospital, and in Mental Health Programs and Community Health Programs. The committees for SFGH and LHH shall consist of five (5) representatives appointed by the Union and five (5) representatives appointed by the Department. The committee for Mental Health Programs and Community Health Programs shall consist of three (3) representatives appointed by the Union and three (3) representatives appointed by the Department. These committees shall meet from time to time at the call of either party but no more frequently than once every two (2) months for the purpose of improvement of patient care and the improvement of staff skills, discussions concerning workload distribution, and such other related matters as may be mutually agreed by the parties. Either party may convene a meeting by submitting a proposed agenda and a proposed time and place of the meeting to the other party at least seven (7) calendar days in advance of the date proposed. The representatives of both parties shall be as broadly representative of the concerns of the Department as possible. All members of the committee shall be granted release time subject to staffing needs. Additional staff support may be added by either party subject to the approval by the Committee but all such added members will be non-voting, and shall not be eligible for release time.
- B. A Joint Labor/Management Committee on Upward Mobility Training shall be established with equal representation from both sides. The Union appointees shall be given release time to attend these meetings subject to staffing needs. Additional staff support may be added by either party subject to approval by the Committee but all such added members will be non-voting and shall not be eligible for release time.

The purpose of this committee is to explore and develop educational and vocational training opportunities for Health Department employees working in entry and middle level job classifications.

## C. THE DEPARTMENT OF PUBLIC HEALTH BLOODBORNE PATHOGEN SAFETY DEVICES COMMITTEE

### PURPOSE

The purpose of the committee is to develop and maintain a comprehensive program that reduces the risk for blood borne pathogen exposure for employees and affiliated staff working in Community Health Network (CHN) facilities. The program will integrate the evaluation and selection of the best available safety devices and the evaluation and recommendations of related user training and work practices.

### COMPOSITION

- (A) The committee will contain eight members selected by CHN management and eight selected by and from labor. Labor and management may also select additional alternative representatives that may attend in the place of their designated representatives. Labor constitutes CHN staff and staff of their representative unions. The committee may request other experts to participate in committee activities; however, expert participation will be limited to an advisory capacity only.
- (B) The committee will be co-chaired by a representative from management and a representative from labor.
- (C) Participation on the committee or in the committee's work shall not include individuals with any past or current financial interest in or affiliation with manufacturers of engineered safety devices.

### SCOPE AND AUTHORITY

- (D) The committee will report to the CHN Leadership Group (LG). Specific reporting requirements are detailed in the section on responsibilities below. The committee will have the consultation and support of the CHN LG where needed to help implement its recommendations.
- (E) The committee will have access to all non-medically confidential information necessary to fulfill its objectives including but not limited to the OSHA 200 Log, the Sharps Injury Log, and "Needle Stick Hotline" Summary Data for the CHN. The committee will obtain information on individual exposure incidents through the incident follow up conducted by the CHN Environmental Health and Safety Program.

- (F) The committee will be responsible for establishing criteria for engineered sharps safety devices selection in the CHN. The committee will employ these established criteria to oversee and guide device evaluation processes in representative groups of frontline users and determined the preferred device for purchasing. The committee will select the single best device for each clinical practice or need. The committee will communicate their recommendations directly to purchasing department in a method consistent with purchasing protocols. Recommendations made regarding resource allocation will follow the standard process for resource allocation in the CHN.
- (G) The committee will identify unsafe device use practices that contribute to blood borne pathogen exposures and work with stakeholders, supervisors, and trainers to develop and promulgate alternative and safer work practices.
- (H) The committee will identify training needs, including training frequency, content, and evaluation, required for optimum safety device use and work with stakeholders, supervisors and trainers to ensure these needs are met.
- (I) Decisions of the committee will be made by consensus wherever possible; however, in the absence of consensus the committee may make decisions by majority vote. Issues at impasse will be brought to the Executive Administrator of the CHN for resolution with an opportunity for appeal to the Director of Public Health by any committee member.
- (J) The co-chairs of the committee will serve as CHN representatives to the six-hospital safety device committee.

#### RESPONSIBILITIES

- (K) The committee will operate under the standards of CHN committees and adhere to requirements set by JCAHO, California Title 22, and CAL-OSHA.
- (L) The committee will always solicit stakeholder input in its assessments.
- (M) The committee will meet monthly for the first year after its initiation and at least every two months thereafter.
- (N) The committee will prepare for the CHN LG: (1) An action plan every 12 months with description of the following years priorities, objectives, anticipated activities, and resource requirements. (2) A progress report every 6 months detailing progress towards objectives.
- (O) Minutes of meetings will be taken and made available to CHN staff.

- (P) Union representatives will be granted release time during regular work hours with pay subject to operational and staffing requirements to attend committee meetings and work on committee assigned projects. The scheduling of meetings and work projects with sufficient advance notice will enhance the ability to grant release time.
- (Q) The Labor co-chair of the committee shall be granted up to one (1) day of release time each week to do the work of the committee co-chair. This shall be in addition to the release time granted to attend committee meetings.
- (R) The committee may assign specific work projects to one or more of its members. Participation in committee-approved work projects may occur outside of regular committee meetings. The committee will notify managers of approved work projects so that union representatives may be appropriately released or granted compensatory time off pursuant to this agreement.
- (S) Union representative members will be granted straight-time compensatory time-off for part-time employee members and time-and-one-half compensatory time-off for full-time employee members for each hour involved in committee meetings and work projects during non-work hours.

D. JOINT COMMITTEE FOR SAFER WORK AND IMPROVED PATIENT CARE IN DEPARTMENT OF PUBLIC HEALTH

1. The City recognizes the importance and necessity of safe working conditions for employees and for adequate staffing for the provision of quality patient care. To this end the Employer agrees that there should be a sufficient number of staff at all times. Staff levels will be evaluated as follows.
2. Nursing: Staffing levels in nursing units shall be based on case mix of patients, degree of complexity of care required, standards of care as identified by Title XXII, the Unit's average daily census, the skill of the personnel in the unit and clinical experience.
3. Other Subdivisions: Staffing levels in all other subdivisions within hospitals and clinics shall be based on average workload, Title XXII, and clinical experience.
4. Establishment of Staffing Standards: The City and the Unions will establish a committee for each of the following divisions: Nursing, Environmental Services, Dietary, and a fourth committee for other staff who are responsible for direct patient care.
5. Composition of Committees: The City and the Unions will each designate three (3) members to each committee. Union members will participate in committee meetings on paid time, normally not more than four (4) hours per pay period. If needed, the Director of Public Health may approve additional hours.
6. Education of Committees: The City and the Unions will agree to formulate an educational program to assist the committees in accomplishing their goals.
7. Committees' Commencement and Conclusions: The committees will begin within thirty (30) days of the ratification of this Collective Bargaining Agreement. No later than six (6) months after the ratification of this Collective Bargaining Agreement, each committee will present its conclusion as to adequate staffing standards to the Director of Public Health. If the Dietary, Environmental Services, or the committee for other staff who are responsible for direct patient care cannot reach agreement, both the Union members and the City members of the committees will each produce a report on those issues which remain unresolved to be presented to the Director of Public Health. The Director will adopt the report that ensures safe working conditions and adequate staffing for the provision of quality patient care. If both reports ensure safe working conditions and adequate staffing for the provision of quality patient care, then the plan costing the least amount of money will be adopted. Any plan adopted pursuant to this paragraph is subject to budgetary authorization.

8. If the Nursing Committee has issues that remain unresolved six (6) months after ratification of this Collective Bargaining Agreement it will defer its disputes to the following procedure:
  - a. By the end of the six (6) month period described above, the committee will produce a statement of all issues in agreement.
  - b. Within fifteen (15) days of the end of the six (6) month period described above, the Union members and the City members of the committee will each produce and forward a final report including a proposed resolution of all issues not agreed upon to the Director of Public Health for resolution.
  - c. If the Union is not satisfied with the resolution reached by the Director of Public Health, the unresolved issues will be submitted to an advisory panel made up of a representative of nursing management, a representative of the Union, and a neutral third party mutually agreed to by the City and the Union. The advisory panel shall (1) review the Director of Public Health's decision in light of the Union's specific objections; and (2) submit findings and specific recommendations for action to the Mayor who shall make the final determination within thirty (30) calendar days.
9. The City agrees to adhere to the staffing standards established through this procedure, subject to budgetary authorization.

## **SECTION 6. WORK RULES**

- A. Clean-up Time-Bargaining Units 6A and 6B, and the following classifications only:
  - 1920 Inventory Clerk
  - 1932 Assistant Storekeeper
  - 1934 Storekeeper
  - 1938 Stores and Equipment Assistant Supervisor
  - 2650 Assistant Cook

Wherever the work processes require, a reasonable amount of clean-up time, will be allowed at the end of each work shift and before lunch.

### **B. Telephone Calls**

1. All calls from a child, school, babysitters, or other persons involved in child care, and calls identified as emergencies shall be connected to the employee immediately. If the employee cannot be located or cannot be interrupted a message shall be left with the immediate supervisor or designee.



2. Employees should remind relatives, and persons in charge of the well-being of relatives, to identify their status to the staff person who takes the call. All calls of an emergency nature should be identified as such to the answering party. This is to facilitate necessary calls and to prevent unwarranted intrusions on the employee's time.
3. Rights granted under this Section shall be exercised reasonably.

#### C. Tardiness and Absence Without Leave Policy - Bargaining Units 6A and 6B Only

1. Employees who call in prior to their starting time to inform their supervisor or designee they will be reporting late will be allowed up to a thirty-minute time extension from the regular reporting time to report to duty. The employee will not be docked provided the time is made up.
2. Employees who have not called in prior to their starting time will be allowed up to a thirty-minute time extension from the regular reporting time to report to duty, and will be subject to having pay withheld. For all instances of tardiness, time will be computed in fifteen (15) minute units. If such employee who has not called in is more than fifteen (15) minutes late, he/she may be replaced by another employee on his/her assigned shift and will be given a float assignment.
3. All employees reporting late will report to the office of the designated supervisor at the time of arrival for appropriate assignment.
4. Employees over thirty minutes late will not be allowed to work and will be considered absent without leave, provided that if an employee who is over thirty minutes late is told to come to work by the facility pursuant to (1) hereof said employee shall be allowed to work the balance of the shift, if, in the judgment of the Department Head or his/her designee, the tardiness is excusable.
5. Employees who are chronically tardy may be refused permission to work when tardy after having been notified in writing in advance of such proposed action. Such refusal does not preclude the Department from taking subsequent disciplinary action.

#### D. Sick Calls

The Department will designate personnel who are authorized to receive sick calls from the employees for each department or work unit. Each department manager will provide written policies and procedures for calling in sick.

E. Institutional Police (SFGH) Shift and Assignment Bidding

1. Every six months, watch supervisors shall prepare a list of all available 8204 assignments, including investigations and traffic control, by shift and days off, based on the needs of the Department.
2. Officers shall select their assignments and shift in the order of their seniority. The primary selection criteria shall be seniority, however, officers bidding on a special assignment must demonstrate and maintain an acceptable level of performance in order to retain the assignments for the full term. If a senior candidate is not retained in the assignment, he/she shall receive a written explanation.
3. Seniority shall be determined by the length of time served in each classification at SFGH. This shall include all temporary, limited tenure and permanent time worked at SFGH provided there is no break in service in excess of six months.
4. When a shift or assignment becomes vacant more than two months prior to the twice yearly shift/assignment bidding process, the department shall post a notice for five (5) days accepting bids. The selection process shall be utilized as specified in #2 above, if staffing levels permit filling the assignment on an interim basis.
5. The department or the Union may propose changes in the procedures outlined above during the term of this agreement. Proposed changes shall be subject to the meet and confer process.

F. Radiologic Technologists, Radiology Department – SFGH

1. Job Assignments
  - a) The Department, in accordance with the Agreement, reserves the right to determine job assignments in the Radiology Department of San Francisco General Hospital.
  - b) The following factors shall be considered in determining job assignments: Performance, skills an ability, education, reliability (attendance and punctuality), affirmative action, seniority and the need for cross training.
2. Cross Training

The Department shall attempt to provide cross training, upon request, consistent with the needs of the service and quality patient care. In the event many such requests are made, employees selected for cross training shall be selected in accordance with the factors listed in Paragraph F.1.b of this section.

G. Caseload Management (Medical & Psychiatric Social Workers and Psychologists)

Upon request, unit managers shall meet with professional staff of any department work unit to discuss caseload distribution and management.

**SECTION 7. STAFFING AND WORK ASSIGNMENTS – Bargaining  
Units 6A and 6B**

A. Employee Assignments

Except as otherwise agreed upon in this Agreement, the Union recognizes it is the exclusive right of the Department to assign personnel and to make changes when necessary to meet the changing needs of the public and the patients. The Department agrees that in staffing shifts, personnel will be reasonably distributed based on the availability of staff and the assessment of departmental needs.

B. Permanent Float Employees – Nursing Departments – LHH and SFGH only.

1. A permanent float employee is an employee who does not have a regular assignment but reports to an appropriate supervisor for assignment. Assignments will be made in a fair and equitable manner.
2. The Department retains the right to determine the number of permanent float employees.
  - a) Voluntary assignment to permanent float status shall be based upon department need, employee's performance, ability and seniority.
  - b) Involuntary assignment to permanent float status shall be based upon inverse seniority providing performance and ability are equal.
3. Permanent float employees will not be assigned to the same work location more than two consecutive days in a week, unless they request longer assignments.
4. Permanent float employees may be assigned temporarily to work in place of an absent employee and, until such temporary assignment is completed, they are no longer considered on float status. At the completion of the temporary assignment, the department will notify the permanent float employee to again report to an appropriate supervisor for assignment.

5. The Department will make efforts to ensure that the employees who float will remain on an assigned ward for the duration of their shift. However, when no other resources are available, the Department retains the right to reassign the employee as needed.

**C. REGULARLY-ASSIGNED EMPLOYEES WHO ARE TEMPORARILY REASSIGNED (FLOATED) IN A GIVEN SHIFT.**

1. Employees who are regularly scheduled in a unit may be temporarily reassigned (floated) to another unit within areas of specialization, whenever applicable and practicable, in a given shift because of departmental needs.
2. Floating will be kept to a minimum. Whenever it is necessary for regularly scheduled employees to float, assignment will be made in a fair and equitable manner.
3. The Department will make all efforts to ensure that employees floated to another unit will remain on that unit for the duration of their shift. However, when no other resources are available, the Department retains the right to reassign the employee as needed.

**D. Promotional Opportunities for 2903 Eligibility Workers**

It is the intent of the City and the Union to enter into discussions for the purpose of developing career promotional opportunities for 2903 Eligibility Workers in the Department of Public Health, not later than sixty (60) days after the signing of this Agreement.

**SECTION 8. SHIFT CHANGES IN THE SAME WORK LOCATION OR WORK UNIT PARAGRAPH A. THROUGH E. APPLICABLE TO BARGAINING UNITS 6A AND 6B AND THE FOLLOWING CLASSIFICATIONS ONLY.**

1429 Nurses Staffing Assistant  
2903 Eligibility Worker  
2908 Hospital Eligibility Worker

- A. Employees of the same classification may request to change shifts within the same location or work unit. If employees desire to exchange shifts, they shall be able to implement the change with the agreement of their immediate supervisor. Such agreement shall not be unreasonably denied nor shall it be subject to the grievance procedure.
- B. If it is necessary to reassign an employee to another shift, the employee with the least seniority in the work unit, will change his/her shift, provided he/she has adequate experience and ability and provided that no other employee wants to make the change.

- C. Shift assignment may be change without regard to seniority for up to a (3) month period, provided there is a demonstrable documented need for training and/or development of such employee.
- D. This section shall not apply to changes in hours within an A.M., P.M., or night Shift as defined by the department.
- E. Except as expressed above, this section shall not be interpreted as interfering with the department's ability to reassign employees.
- F. The Department may not change shift or work assignments for punitive reasons.
- G. Except in cases of emergency, as determined by the Department, 1428 Ward Clerks at SFGH Inpatient Nursing Department shall be given a minimum of ten (10) working days advance notice

## **SECTION 9. DAYS OFF – BARGAINING UNITS 6A AND 6B ONLY**

- A. Full time employees at San Francisco General Hospital and Laguna Honda Hospital shall have fixed days off unless an election is held for rotating days off
- B. Fixed Days Off
  - 1. Fixed days off is defined as the same days off each week. Seniority shall be the governing factor in determining days off under the Section.
  - 2. The Department shall determine the available days off and in the scheduling of such days, the first choice shall go to that employee having the most seniority in a classification in the facility, department and shift. The second choice shall go to the second most senior employee and so forth.
  - 3. Seniority, as used herein, shall begin on the first day of employment in the class in the hospital
    - a) Voluntary and involuntary changes of shift or work location within the same hospital:
      - 1) Voluntary: An employee who voluntarily changes shift or work location within a hospital shall have no access to seniority earned at his/her last assignment for the first (1<sup>st</sup>) 3 months on the new assignment. Beginning with the fourth (4<sup>th</sup>) month on the new shift or work location, such employee shall regain his/her original seniority from the previous assignment for purposes of scheduling days off in the new assignment when days off become available.

- 2) Involuntary: An employee who involuntarily changes shift or work location within a hospital shall have access to seniority.
- b) Voluntary and involuntary reassignment to another hospital:
- 1) Voluntary: An employee who is voluntarily reassigned to another hospital shall have no access to seniority earned at his/her last assignment and shall begin a new seniority date for purposes of determining days off.
  - 2) Involuntary: An employee who is involuntarily reassigned to another hospital shall retain his/her original seniority and shall have the right to exercise his/her original seniority immediately upon the reassignment for purposes of determining days off.

### C. Rotating Days Off/Fixed Days Off

If a majority of employees within a department wish to explore the possibility of rotating days off/or fixed days off if currently serving rotating days off, management will meet and confer with the Union over the definition and scheduling of rotating days off. In the event an agreement is reached, elections shall then be conducted within the department to determine the manner in which days off are to be scheduled (fixed or rotating).

## **SFGH RADIOLOGY DEPARTMENT – RADIOLOGIC TECHNOLOGISTS**

1. The department shall determine available days off as agreed in Section 8, paragraph B of this Agreement.
2. If the Department determines the availability of days off based on the various specialty job assignments, and if more than one (1) employee is permanently assigned to a specialty job assignment, the most senior employee in the specialty job assignment shall have the choice of days off for the assignment.

## **SECTION 10. EMPLOYEE REQUESTS FOR REASSIGNMENT**

- A. An employee may at any time request reassignment to another position in his/her class in the Department. Each section or division within the Department shall post notices of vacant assignments, shifts, or work locations on a bulletin board in the section or division with the vacancy for a period of not less than seven (7) calendar days. Such notices shall consist of class number and title, and information regarding the assignment, shift and work location which is vacant.

Personnel Officers shall post notices of vacancies approved for filling on bulletin boards listed in this Agreement until such time as the position is filled. Such notices shall consist of class numbers and titles of job classifications in which vacancies exist and a contact person.

- B. When a vacancy occurs, employees may bid for reassignment. Seniority, performance and ability shall be considered in the event the department elects to grant a requested reassignment.
- C. When an employee is reassigned pursuant to this Section, the employee's seniority for scheduling days off and vacation shall be in accordance with Section 9B of this MOU. Temporary assignments may be made pending permanent assignments in order to provide proper care.

## **SECTION 11. HOLIDAY SCHEDULING POLICY**

### A. Definition of In-lieu Holidays

In-lieu holidays are days off taken in lieu of holidays which fall on a regular day off and shall be scheduled as follows:

1. Any employee who accumulates a day or days off in lieu of a holiday may elect to add said day or days off to his/her normal days off, and such approval shall not be unreasonably denied. The scheduling of in-lieu days shall be by mutual agreement by the employee and the Department. -Such days off must be taken within the fiscal year of the date of the holiday or the following fiscal year.
  2. An employee may elect to add accumulated days off in lieu of holiday to his/her annual vacation, provided that this election is made at the time vacation schedules are being prepared.
  3. The department shall respond to all such request in writing within ten (10) working days. If two or more employees request the same day or days, the conflict shall be resolved in favor of the employee whose request has been received first. In the event the Department shall deny an employee's request in full, it shall be for good cause only and a statement of the reasons for such denial shall be given the employee. Such denials shall not be subject to the Grievance Procedure.
- B. The Department will use its best efforts to grant each employee qualifying for paid holidays at least one (1) of the following three (3) holidays off: Thanksgiving Day, Christmas Day, and the following New Year's Day. In order to accomplish this, the Department may require employees whose regular days off fall on one or more of these holidays to temporarily alter their days-off schedule and work on a holiday. The Department will first ask employees to voluntarily request to change their days off to work a holiday. If the Department needs additional employees to work the holiday, the least senior worker will be reassigned to work the holiday.

### C. Floating Holidays

Unless otherwise agreed to in writing between the employee or Union and the supervisor, floating holidays shall be requested by employees on or before March 1 of each fiscal year. If the employee does not request his/her floating holiday by March 1, the Department will unilaterally schedule the floating holiday. The Department will notify the employee of such an assignment of a holiday one (1) week prior to the day assigned.

## **SECTION 12. VACATION SCHEDULING POLICY**

- A. Except as provided in paragraph B of this Section, vacations shall be scheduled by mutual agreement of the employee and the Department. In the event of a conflict between granting a similar request of two or more employees, the matter shall be decided in favor of the employee having the longest service in a classification and shift at the facility.
- B. In the event vacation scheduling pursuant to paragraph A hereof is impractical, the following procedure will apply. Prior to January 1<sup>st</sup> of any year, any employee may submit up to three (3) choices of a preferred vacation period. The Department shall approve such choices on the basis of employee seniority within his/her classification and shift at the facility and shall post a list of scheduled vacations within thirty (30) days. Any employee who fails to submit a choice or any new employee who misses the sign-up period shall schedule vacation by mutual agreement with the Department, provided that such scheduling shall not supersede a vacation scheduled by prior submission.
- C. The Department has the right to limit the number of employees on vacation at any one time consistent with the needs of the service.

## **SECTION 13. HEALTH AND SAFETY**

### **A. Health and Safety Committee**

#### **1. Purpose**

The Union and the department recognize the importance of safety on the job and will work cooperatively to ensure safe working conditions. The Union will actively encourage its delegates to attend safety committee meetings and to be advocates for safe working conditions.

#### **2. Membership**

The Safety Committee of Laguna Honda Hospital and San Francisco General Hospital will include a total of six (6) employee representatives. The Safety Committees of Community Health Programs and Mental Health Programs may include three (3) employee representatives each elected at large.

#### **3. Release Time**



Employee Representatives shall receive paid release time from regular duties for Safety Committee meetings and Committee-approved activities. Time off for representation should not unduly interfere with the performance of duties or with the work flow requirements of the department.

B. Employees Who Become Ill or Injured on the Job

1. Employees who become ill on the job shall report to their immediate supervisor.
2. An employee who is injured on the job shall, in all cases, immediately report to the direct supervisor who shall act in accordance with established departmental and City policies, which shall include an investigation of the incident and completion of the Employer's report of Industrial Accident/Illness. An employee may utilize his/her designated personal physician in accordance with the requirements of State law.
3. When an employee cannot be transported to an appropriate emergency station, a health practitioner will be called to the location of the injury and there determine the disposition of the case.
4. An injured employee will be given a copy of the injury report upon request.

C. Contagious Diseases

1. Some employees may be exposed to infectious and communicable diseases in the normal course of work. The Department has recommended policies and procedures designed to protect employees and patients, which include Infection Precautions, required and recommended immunizations, skin testing for tuberculosis, gammaglobulin prophylaxis for infectious hepatitis exposures, titers for Rubella (blood test), and medical examinations.
2. All known affected employees shall be contacted personally by the Department. A copy of such notice will be sent to the Union upon the employee's request. The Department will complete all workers' compensation forms in a timely manner.
3. The employer and the employee shall follow established infection control procedures.
4. The employer agrees to make AIDS education and sensitivity training part of the orientation and annual training. Representatives of the Union will consult with the employer in establishing the curriculum of this program.
5. The Department will arrange a meeting between Union Representatives and the individuals responsible for the training in handling medical wastes so the Union can review the training curriculum.

6. The Department shall provide all medical personnel and health care providers with training in health and safety, including but not limited to, training on safety devices, protection against infectious diseases, handling of hazardous materials, chemical spills and use of personal protective equipment. All training will be properly documented.
- D. The Department shall provide new 2736 Porters with a special in-service training on the handling of infectious waste. The content of this training shall be developed by the Health and Safety Committees. The content of the training shall be approved by the Department's Infection Control Committee.
  - E. The Health Department Personnel Office shall make good faith efforts to assist an employee who is denied access to an EAP Stress Reduction Program offered at the worksites due to limitations on the number of program participants to be provided with a Stress Reduction Program within three months, except in emergency situations. Individuals needing stress reduction counseling can request this counseling at any time from the EAP.
  - F. The Department will solicit input and feedback from the employees designated by the Union who use lifting equipment at SFGH and LHH. This information will be submitted to the Product Evaluation Committee prior to the purchasing of such equipment.

## **APPENDIX A: Health and Safety**

### Policy:

All employee reports of unsafe working conditions will be investigated promptly and without prejudice.

### Safety: (EXCERPTED FROM EMPLOYEE HANDBOOK FOR INFORMATION PURPOSES ONLY)

Safety is everybody's job. Be alert at all times to safety hazards. If you see an unsafe act or condition, either correct it yourself or report it to your supervisor.

Remember that accidents don't just happen – they are caused by people. There is no job so important that time cannot be taken to do it safely. What may seem like a shortcut might cost you long weeks in the hospital. For reasons of safety, clothing and footwear appropriate to the type of work being performed is to be worn.

Do not engage in playful activities which might result in injury to yourself or others.

## **SECTION 14. DURATION**

This Agreement will remain in effect through June 30, 2003 and run concurrent with the Citywide collective bargaining agreement unless extended by mutual agreement.

Dated \_\_\_\_\_

**DEPARTMENTAL SUPPLEMENTARY AGREEMENT  
BETWEEN  
PUBLIC TRANSPORTATION DEPARTMENT  
AND  
SERVICE EMPLOYEES INTERNATIONAL UNION LOCAL 790**

## **ARTICLE I RECOGNITION**

This Departmental Supplementary Agreement is entered into between the City and County of San Francisco Public Transportation Department and SEIU Local 790.

Covered under this agreement are Class 9131 Station Agents.

## **ARTICLE II REQUESTS FOR TIME OFF**

The following procedures will continue to be in effect:

- A. All requests for time off (comp. time, lieu days, one day vacation, etc.) must be submitted to Station Operations at least 10 business days prior to the requested date.
- B. All requests must be in duplicate.
  - A. All weekend requests must be made on the proper color coded sheets.
  - B. Station Operations will return the duplicate copy with approval or denial at least five (5) business days before the date requested.
  - C. Even though Station Operations will try to grant short notice requests, the operation of the subway must be our first concern.
  - D. Requests not conforming to these guidelines will be handled on an individual case basis to be resolved by the manager of Station Operations.
- E. Requests will be considered on a first come first serve basis.

## **ARTICLE III POLICY ON TARDINESS**

Station Operations defines tardiness in the following way:

- A. An employee who arrives at his/her assigned work location after the scheduled start time for a designated shift or assignment with the exception of opening agents in accordance with reporting procedures.
- B. An employee who has not followed the recognized reporting procedures.
- C. An employee reporting late, with less than one half (1/2) hour notification, to Station Operations or Control Center, prior to the start time of their regular scheduled shift or assignment.

Station Operations will use the above listed definitions as our guidelines in determining any employees late report. Station Operations reserves the right to request from the employee who has an excused late report, some type of proof that their emergency was valid, i.e. receipts from a repair service, etc. Employees violating the tardiness policy are subject to the disciplinary procedure stated in Article XII and loss of pay.

#### **ARTICLE IV VACATION POLICY**

Vacations are signed for on the calendar year. The steps outline below will be used to approve vacations:

- A. A seniority list will be posted in each Booth and at Station Operations. Sign-up for vacation will be by seniority in accordance with date of hire into the 9131 Class. Sign-up forms are arranged so that full week vacations run Saturday through Friday. Agents must sign for the full vacation week.
- B. After each Agent's name on the seniority list will be a time to call the Bid Supervisor. If Agents have any questions regarding the bid, contact the Bid Supervisor.
- C. If Agents do not call at their appointed time or submit a bid slip 5 days in advance the Bid Supervisor will place a PASS behind their name. The sign-up will continue as scheduled. Agent(s) so passed will be permitted to sign-up only on open dates available at the end of the vacation bid.
- D. Agents not signing at this time will not be able to use seniority to bump at a later date.
  - (1) Four agents per week from January to December.
  - (2) Four agents per week from May to August.
- E. Agents cannot sign-up for vacation which will not be earned at the time of selected vacation date(s).
- F. Two weeks written notice must be given to Station Operations for cancellation of vacation. Vacations signed for and later cancelled at Agent's request will be available by first come first serve.
- G. Every Agent bidding on vacation will be required to submit a signed "Vacation Request Form" and submit it to Station Operations.
- H. Station Agents shall confirm their vacation with the Bid Supervisor by phone. An approved copy will be returned to the Agent within seven (7) business days of the bid.
- I. Station Operations shall be responsible to be aware of maximum vacation time earned up to the last pay period prior to the sign-up, for each employee to guarantee full

vacation privileges as entitled. Employees are entitled to bid for all time to be earned by the time vacation is scheduled.

## **ARTICLE V STATION AGENTS SENIORITY POLICY FOR PURPOSES OF BIDDING**

Station Agents seniority shall be established by the following factors; collectively or individually:

### **Classification Service**

All Station Agents seniority will be assigned based on classification date of employment and in accordance with departmental rules and regulations.

Civil Service date of employment (City wide service) shall have no bearing on departmental seniority and cannot be used for bidding purposes.

#### **A. Place on list**

In the event of multiple applicants hired at one time, seniority will be assigned by their place on the Civil Service list. In the event of a tie, the highest last four digits of the employee's social security number will break the tie.

#### **B. Full-time/Part-time**

Status of position shall have no bearing on seniority placement. Full-time and part-time status shall be listed together on (1) department seniority list. In the event of a change in status, seniority shall remain intact and without change. This is in accordance to Section II of this policy and past practice.

#### **C. Seniority List**

One (1) department List shall be kept and maintained on the immediate job site(s) and management office at 131 Lenox Way (or future site) at all times. Management and Local 790 Chapter President or his or her designee, shall be responsible for updating seniority lists as changes occur.

Official seniority list shall be used for shift bids, vacation bids, overtime, fire drills and special events. It will be used as an important factor in the selection of out of class assignments.

## **ARTICLE VI SICK ABUSE POLICY**

- A. The following listed items will be used as the criteria to determine what Station Operations will consider as abuse of sick leave, Station Operations, to remain fair, will consider each case on an individual basis prior to placing anyone on a "Sick Abuse List". The past accumulation of large amounts of sick leave, and verifiable long term illness will be taken into consideration.



1. Using 13 days for full-time employees or proportionate use by part-time employees.
2. Calling in sick more than 3 non-continuous occasions in a quarter.
3. Establishing any type of sick use patterns, 3 or more separate incidents, within a 3 month period. (i.e. always before or after R.D.O.'s, etc.) NOTE: Employees R.D.O.'s will be taken into consideration.
  - (a) Exceptions: 10 hour agents who have split days off.
4. Establishing a pattern of going on the sick list during the middle of his/her shift.
5. A pattern of reporting sick on regular work days after working his/her R.D.O.

B. Station Operations will use the following guidelines to keep records:

1. A Sick Abuse List will be established and
  - (a) Employees will be closely monitored for a 12 month period from the date they are placed on Step II discipline;
  - (b) any employee to be placed on the sick abuse list will receive prior written notice of such including an explanation of the nature of the abuse.
2. Vacation/Lieu Time/Floating Holiday will not be used to substitute for sick days unless authorized by management.
3. Verifiable Extended illnesses will not be considered as sick abuse.

#### **BENEFICIAL PAST PRACTICES**

All verifiable past practices in effect at the time of this agreement shall remain in effect through the term of this agreement.

#### **ARTICLE VII STAFFING**

Each quarter, the Union and Station Operations agree to meet and review staffing needs. Management will provide to the Union in advance of each meeting, all documents pertaining to staffing including, but not limited to, all regular and overtime budgets, and information regarding all open requisitions.

## **ARTICLE VIII SHIFT BIDDING**

Three times annually, in January, May, and September, a new shift bid will be made available. Thirty days prior to the bid, the Union and Management will meet and confer over the terms and schedules of the bid. The Union shall be allowed to have a monitor present at each job bid.

## **ARTICLE IX HEALTH & SAFETY**

- A. Muni will make every effort to maintain staffing at a level which provides a safe and healthful environment for Station Agents and the general public.
- B. Booths must be maintained and cleaned on a regular basis.
- C. The Union and Management agree to establish a joint Health and Safety Committee consisting of 2 union representatives and 2 management representatives. The committee will study and recommend action on issues related to exhaust from the computer and other equipment and air quality and temperatures within the booth.

## **ARTICLE X OVERTIME**

Agents will be notified in advance of events where funds are available for overtime work.

## **ARTICLE XI CAREER ADVANCEMENT**

Management shall insure that all Station Agents receive notification of any classes, conferences, programs, and promotional opportunities in a timely manner.

## **ARTICLE XII DISCIPLINARY PROCEDURE**

The purpose of this procedure is to provide progressive, corrective discipline. Every effort will be made to administer discipline towards the goal of improving employee performance. Employees with chronic performance problems will be advised of the services available through Employee Assistance Program. Employees with alcohol and drug abuse problems will be allowed sufficient time off with out penalty to rehabilitate.

The following step process applies to routine minor violations of daily operations including tardiness, sick abuse, and late reports. More serious offenses may involve skipping over the initial steps and following the guidelines proposed in the PUC Disciplinary Handbook.

### Step 1 – Documented Verbal Warning

- A. Within 30 calendar days of the incident leading to discipline the employee may be given a verbal warning.
- B. The verbal warning must be given at a meeting between the supervisor and employee. The employee will be told of her/his right to have a Union Representative present.
  1. At the meeting the employee will be told:
    - a. The specific nature of the offence;
    - b. the specific corrective action needed to remedy the problem;
    - c. that the employee must not repeat the offense within the next 3 months; and
    - d. what specific further disciplinary action may be taken if the offense is repeated.
  2. The employee is required to sign a “verbal warning card.” The employees’ signature does not acknowledge guilt, it merely acknowledges the verbal warning took place.
  3. Second verbal warning. A second violation within the three (3) month probationary period shall extend the probation to six (6) months beginning from the date the second verbal warning is issued.

### Step 2

- A. Within 30 days of the incident leading to discipline the employee may be given a white Employee Conference Form and disciplinary conference. The employee is required to sign the Form. The employee’s signature does not acknowledge guilt, it merely acknowledges receipt of the form. The employee must be provided with a copy of the signed Form within 5 calendar days.

- B. The Form must state the specific nature of the offense. Corrective action is to be taken and what disciplinary action will result if the problem is not corrected.
- C. The employee must be informed of his/her right to Union representation at the conference. Management will provide notification of the conference to the Union.
- D. If the discipline is upheld the employee may not repeat the offense during the six (6) month probationary period which will begin on the date Form is issued.

### Step 3

- A. Within 30 days of the incident leading to discipline the employee must be given a D-1 and disciplinary conference. The employee is required to sign the D-1. The employee's signature does not acknowledge guilt, it merely acknowledges receipt of the D-1. The employee must be provided with a copy of the signed D-1 within 5 calendar days.
- B. The D-1 must state the specific nature of the offense, what corrective action must be taken and what disciplinary action will result if the problem is not corrected.
- C. The employee must be informed of his/her right to Union representation at the conference. Management will provide notification of the conference to the Union.
- D. If the discipline is upheld, the employee may not repeat the offense during the nine (9) month probationary period which will begin the date the D-1 is issued.

### Step 4

- A. Within 30 days of the incident leading to discipline the employee must be given a second D-1 and disciplinary conference. The employee is required to sign the D-1. The employee's signature does not acknowledge guilt, it merely acknowledges receipt of the D-1. The employee must be provided with a copy of the signed form within 5 calendar days.
- B. The D-1 must clearly state the specific nature of the offense, the purpose of discipline, corrective action to be taken and what discipline will result if the problem is not corrected.
- C. The employee must be informed of his/her right to Union representation at the conference. Management will provide notification of the conference to the Union.
- D. If the discipline is upheld, the employee must not repeat the offense for the next nine (9) months probationary period, which will begin on the date the Form III is issued.

Step 5 – Suspension

- A. Within 30 days of the incident leading to discipline the employee must be given a notice of proposed disciplinary action – suspension (Form D-2). The notice must contain:
1. A statement of the specific charges.
  2. The rule or policy violated.
  3. The date(s) of the violation.
  4. The specific discipline proposed.
  5. The date that the discipline will begin.
  6. A statement informing the employee of his/her right to a full evidentiary hearing prior to the imposition of discipline.
  7. A statement informing the employee of his/her right to seek all evidence leading to the decision to discipline.
  8. A statement informing the employee of his/her right to Union representation. Management will provide the Union with a Notice of Proposed Discipline.
  9. A statement informing the employee of other appeal rights.
- B. The employee must be informed that any reoccurrence of the same offense may lead to discharge.

Step 6 – Recommendation for Dismissal

- A. Within 30 days of the incident leading to discipline the employee must be given a Notice of Proposed Discipline – Dismissal. The notice must contain:
1. A statement of the specific charges.
  2. The rule or policy violated.
  3. The date(s) of the violation.
  4. The specific discipline proposed.
  5. The date that the discipline will begin.
  6. A statement informing the employee of his/her right to a full evidentiary hearing prior to the imposition of discipline.
  7. A statement informing the employee of his/her right to seek all evidence leading to the decision to discipline.
  8. A statement informing the employee of his/her right to Union representation. Management will provide the Union with a Notice of Proposed Discipline.
  9. A statement informing the employee of other appeal rights.

**TERM OF AGREEMENT**

This agreement shall become effective July 1, 2000 and remain in effect through June 30, 2003.

**Departmental Supplementary Agreement**  
**Between**  
**Public Transportation Department**  
**And**  
**Service Employees International Union Local 790**  
**CLASSES 9110 and 9116**

This Departmental Supplementary Agreement is between and for the City and County of San Francisco Public Transportation Department and SEIU Local 790, covering Classes 9110 and 9116, the Fare Collection Receiver series.

**SECTION 1. SENIORITY**

- A. Permanent employees will have seniority over temporary employees: Seniority will be determined by the starting date of permanent employment in the classification. In the event of a tie, seniority will be determined by the rank on the eligible list. If no eligible list exists, seniority will be determined by drawing lots. The order of seniority shall be as follows:
  - 1) Permanent
  - 2) Temporary
- B. Employees shall not receive seniority credits for leave periods which exceed one year.

**SECTION 2. SHIFT BIDS**

- A. Shift bids will be conducted every six months, to start October 1 and April 1, unless either an abridgement or extension is mutually agreed to by both the Union and the Revenue Department Manager. The Revenue Department will meet and confer over the shift bid one month prior to delivery of the shift bid package to the employees.
- B. Shift bids will include days off, shift-times, all jobs for all personnel. Jobs involving fare extraction assignments will rotate weekly during the period covered by the bid. The schedule for rotating personnel will be distributed as soon as possible but no later than the Monday prior to the scheduled work week.
- C. Shift bids will be conducted with the most senior employees bidding first; however, employees who do not submit shift bids will drop to the bottom of the list and will bid on those shifts not filled.

D. Training will be provided at the request of any employee who successfully bids on a job he or she may be unfamiliar with; training will consist of not more than seven (7) working days except as follows:

1. Training to operate:

- a. Forklifts
- b. Heavy Duty Vehicles

Which shall be for no less than 10 consecutive working days within a 14 calendar day period.

2. Receiver at Cable Car:

This training will consist of three (3) consecutive days on the shift being trained, to insure that any and all details of shift work are learned.

3. After such training, the Shift Supervisors will ascertain that the trainee is fully trained by accompanying trainee on a field trip or reviewing work performed as a cable car receiver. If the Department wishes to reassign an employee after the training period and a minimum assignment of 30 calendar days on the job (including the training period), the Department will offer to such employee an employee conference to be held at least three working days prior to the proposed reassignment. If requested by the employee, a representative of the Union may be present. At the conclusion of said conference, the Department may declare such employee reassigned and his or her position vacated.

E. Between sign-ups any vacated position(s) to be filled will be offered to remaining employees through the bidding process based strictly on seniority. If the position(s) vacated is caused through reassignment(s), the reassigned employee(s) will be assigned to the position(s) that becomes available as the result of the bidding process.

F. If a 9116 position remains unfilled after completion of the sign-up or becomes vacant between sign-ups, the vacancy may be filled by the assignment of, in inverse seniority order, qualified employees as determined by the Revenue Department Manager. The reassigned employee(s) will be given a notice of assignment at least 14 calendar days in advance of the reassignment.

G. If new shifts become available or are deleted between sign-ups, the Revenue Department Manager will conduct a new sign-up as described in Section 2.E.

H. Subject to emergencies, there will be regular relief personnel for each Cable Car shift plus as many back-up personnel as the Revenue Department deems necessary.



### SECTION 3. OVERTIME HOLIDAY PAY

- A. For purposes of this section the four work units are: Fare Extraction, Revenue Center, Pass Unit, and Cable Car.
- B. Holiday sign-ups will be held 30 calendar days prior to each scheduled holiday. The holiday sign-ups will be based on classification seniority within units as defined in Section 3A. The employee shall have the right to refuse the holiday work should the need arise. The Department will make an effort to offer holiday work to the next senior volunteer. If that effort is unsuccessful, the Department may then assign the work based on inverse order of seniority.
- C. The Department will make an effort to offer all overtime to the most senior employee on RDO assigned to the unit requiring overtime. The limit for each employee is 16 hours per pay period and/or a maximum of 200 hours per calendar year. These limits can only be exceeded upon prior approval of either the Revenue Division Manager or the Supervising Fiscal Officer. At Cable Car, the Revenue Department will offer 4-4 overtime shifts if both affected receivers can be contacted and both receivers agree to the 4-4 overtime shift. If this is not possible, an employee will be assigned by the Revenue Manager to work the required overtime.
- D. Employees will be allowed to accumulate compensatory time off when it is received in increments under 8 hours in order to take a full day off at a time they request. Requests will be granted in accordance with Section 4A of this agreement.
- E. The Revenue Manager will provide a copy of the overtime and holiday records of all Revenue employees to the Chief Steward.

### SECTION 4. REQUESTS FOR TIME OFF

- A. The Revenue Department will grant requests for paid and unpaid time off (single days) as long as they are requested within five (5) working days of the requested time off during the current sign-up period. Permission will be limited on any one day to the first requesting employee in the Revenue Center; the first requesting employee in the Pass Unit; and the first two (2) requesting employees in Fare Extraction.
- B. The Department shall hold a vacation sign-up during the second month of each year. The final vacation list will be posted no later than April 1.

The requests will be honored based on classification seniority within units. Units are defined as Fare Extraction, Pass Unit, Revenue Center, and Cable Car.

The employee shall have the right to cancel the vacation should the need arise but the employee will then be allowed vacation "time" as determined by the Revenue Manager.

In the event two or more employees within a unit sign up for the same dates, seniority will prevail. The Revenue Department Manager will determine how many employees can be granted vacation during the same period but each employee must be offered his or her amount of annually earned vacation.

Those employees who fail to sign-up within the deadline will be allowed vacation time as determined by the Revenue Manager, but must be offered his or her amount of annually earned vacation.

A copy of the final vacation list will be forwarded to the Chief Steward.

## SECTION 5. NOTIFICATION OF STARTING TIMES

- A. The Revenue Department, when determining the starting time for those employees with rotating shift assignments, will provide the Sunday to Saturday assignments on the preceding Monday for the following week. Employees not assigned to work on Monday may call the Revenue Center for their assignment schedule.
- B. The employees must give the Revenue Department a minimum notice of one hour when requesting sick leave and a minimum notice of four hours when requesting a return to duty from sick leave. If the one hour notice is not received, the employee will be placed on unpaid leave. If the four hour notice is not received, the employee will remain on leave for that shift.
- C. Starting times for each day will not be changed without at least twenty-four hours notice or only with the consent of the employee, except in emergencies. Once an employee has reported for duty and the Revenue shift Supervisor desires to reassign the employee to another Revenue worksite, the Revenue Department will provide transportation to and from the new Revenue jobsite unless employee elects to use own vehicle.

## SECTION 6. UNION ACCESS

- A. The Union representative shall be granted access to the Money Room under reasonable circumstances. Access must be pre-arranged with the Revenue Manager.

## SECTION 7. PHONE CALLS

Revenue Supervisors, upon the request of any employee, shall use a reasonable effort to transfer phone calls to the employee's work area or give the number where the employee can be reached.

This requirement shall in no way interfere with the Revenue Supervisor's right to enforce work standards or performance. Failure to transfer a phone call shall not be actionable or grievable.

## SECTION 8. SHIFT PATTERNS

The Revenue Department agrees to meet and confer with Local 790 regarding proposed shift patterns or schedule changes and will consider alternate proposals submitted by the Union.

#### SECTION 9. FAST PASS SALES

When selling fast passes, employees shall not have any deductions made from their wages or be required to reimburse the Department for any shortage or loss unless caused by dishonesty.

#### SECTION 10. CHANGES OF PROCEDURES

When the Department proposes to change procedures and/or working conditions, it will give at least 48 hours notice to those employees affected, except in case of emergency. This notice will be in writing and signed by the employee (s) receiving them or annotated that the employee(s) refused to sign. Copies of these notices will then be given to the Union.

#### SECTION 12. DISCIPLINARY ACTIONS

When an employee receives any disciplinary notice or action from the Department, the Union shall be notified at the time of such action. The Union will be notified of any disciplinary conference to be held with an employee.

#### SECTION 13. NO WORK STOPPAGES

It is mutually agreed and understood that during the period this MOU is in force and effect, the Union will not authorize or engage in any strike, sympathy strike, slowdown or work stoppage. Represented employees are also bound by the above. The City agrees not to conduct a lockout against any of the employees covered by this MOU during the term of this agreement.

#### SECTION 14. TERM

This Departmental Supplementary Agreement will remain in effect until June 30, 2003 and will be re-negotiated at that time.

**Departmental Supplementary Agreement  
Between  
San Francisco International Airport  
And  
Service Employees International Union  
Local 790**

**July 1, 2000 – June 30, 2003**

## **REPRESENTATION**

### Employee Representatives

The Airport Chapter of Local 790 will limit the appointment of official representatives as defined in the City-wide Collective Bargaining Agreement [Kagel Award] Article I.G. Official Representatives. For any section with fifty (50) SEIU represented employees or less, only one individual from any single work unit at SFIA will be designated as the official representative. For those sections with more than fifty (50) SEIU represented employees, one (1) representative from each shift may be designated as official representatives. Alternates within the same work unit may be designated. Alternates may only be granted release time when the primary representative is unavailable.

The Union must notify the Airport Human Resources Office of the names of employees for whom they are requesting official release time along with pertinent dates, times and locations. All requests must be submitted at least three (3) business days in advance of the requested date.

### Bulletin Boards/Union Access/General Information

The Airport will make space available on glass-enclosed bulletin boards in Custodial, Communications, Airfield Operations and Police Bureau sections for SEIU to post materials. For those areas that may be under lock and key, the Union must submit the materials to a designated Airport representative for posting. This material must comply with the City's standards for materials posted on public bulletin boards.

### Notification of New Employees

The City shall supply the Union with a list of new employees within forty-five (45) days of their employment. The list will contain the names, classifications and work unit of each new employee. The City shall also supply the Union with a list of resignations, retirements, transfers and promotions within forty-five (45) after their occurrence.

### Promotional Jobs Hotlines

The San Francisco International Airport will establish a "Jobs" telephone hotline for the sole purpose of providing current City & County of San Francisco employees with employment or promotional job information at San Francisco International Airport.

## WORK SCHEDULES

### Assignment of Work

#### 1. Shift Bidding

Bargaining Unit employees assigned sections within 24-hour shift shall be entitled to select their work shift on the basis of seniority consistent with the practices historically in effect at each work unit at the time of the implementation of this Agreement. If a work unit does not have an established bidding interval, employees at that work unit shall, after the effective date of this Agreement, be entitled to bid on not less than an annual basis.

The parties recognize that the Airport presently has designated certain special assignments that require unique skills or abilities. Those assignments are as follows:

#### Airport Police Bureau

#### Class 9209 Airport Police Service Aides

- 2- Purchasing/Inventory
- 2 - Lost & Found
- 1 - MIS Support

#### Custodial

#### Class 2708 Custodian

- 1 - Exhibitions

#### Airfield

#### Class 9212 Airfield Safety Officer

- 3 - Training

#### Class 9220 Airport Operations Supervisor

- 1 - Training

#### Communications

#### Class 9203 Airport Senior Communications Dispatcher

- 2 - Training
- 1 - Administrative Assistant

In filling these specialty assignment positions, the senior bidder shall be assigned unless management shall reasonably determine that the senior employee does not possess the published qualifications, knowledge, skills and abilities required by the assignment. A candidate whose bid for a special assignment position is not accepted shall be entitled to meet with the decision making supervisor to discuss the reasons why he or she was not chosen.

If, on and after the effective date of this Agreement, management determines that it wishes to establish additional special assignment positions, it shall give written notice to the Union of that intent and, upon demand, shall meet and confer with the Union with regard to any such proposal.

2. Shift Trades

Employees involved in a shift trade will be deemed to waive their right to overtime pursuant to the City-wide Memorandum of Understanding, Article III.H. Overtime Compensation..

## **TRAINING**

### Education and Career Development

1. Field Training Officer

The Airport and the Union shall designate a committee consisting of four (4) members representing management and four (4) members appointed by the Union to develop a proposal for a Field Training Officer within the Airport Communications and Police Bureau Section, and the Airport Operations Section.

## **PAY, HOURS & BENEFITS**

### Overtime

The Union and Airport Management shall mutually agree on the development and implementation of shift trade policy and overtime procedures including the distribution of overtime consistent with the operational needs of that department or particular unit.

## **LEAVES OF ABSENCE**

### Leaves of Absences – Submission of Leave Request

Except for vacation leave, witness or jury duty leave, compulsory sick leave or disability leave, an employee requesting leave for more than forty (40) hours shall submit a request in writing to the Appointing Officer or designee on an official Request for Leave form.

If the Leave is pre-scheduled, the Request for Leave Form must be submitted prior to the first day of the leave. If a leave is unscheduled, the Request for Leave form will be sent to the employee at his or her last known address by both regular and certified mail. The employee is

responsible for ensuring that the Airport Human Resources Office has his or her current address on file. This form must be returned within ten (10) days of its postmark.

## **HEALTH AND SAFETY**

### Hazardous Materials

The Airport will make available the Material Safety Data Sheets for all janitorial cleaning chemicals at each of the Custodial Divisional Offices and lunchroom within each terminal. The Union may make an appointment to inspect these documents on a bi-annual basis. Airport Management is also willing to meet to discuss any concerns regarding these documents.

### Health and Safety

The Union will not file or advance any future grievances pertaining to staffing or overtime under Article V.I., Health and Safety, of the City-wide MOU.

## **EMPLOYMENT CONDITIONS**

### Equipment and Uniforms

#### 1. Safety Clothing/7 Point Stars

Not later than 15 days after the effective date of this Agreement, the Airport and the Union shall commence meeting and conferring for the purpose of reaching agreement upon the design and distinguishing characteristics of an appropriate safety vest or belt to be worn by the Police Service Aides at the Airport. The parties shall consider, and include within their final Agreement, of whatever nature the following factors: (a) the necessity of distinguish the Police Service Aides employees from non-police traffic control employees at the Airport; (b) the fact that the vest or belt must clearly identify the wearer as a member of a law enforcement agency; (c) and that the fit and material of the vest or belt be light weight and non-restrictive as feasible, consistent with its purpose.



## **POLICY CONCERNING SUBSTANCE ABUSE**

### **I. General Policy Applicable to Airport Commission Employees**

- A. Employees are required to notify the Airport Human Resources Department in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days following such conviction. Failure to make this notification may result in disciplinary action, up to and including discharge.
  
- B. It is also the Airport's policy that the use of controlled substances and alcohol by any employee while on the job is prohibited and provides the same penalties for violation as set forth above. The definition of "use" is not limited to actual consumption of controlled substances and alcohol (or any other means of introducing such drugs or alcohol into one's system) while on the job; "use" also is defined to include evidence of the presence at the levels indicated in Appendix A, of controlled substances or alcohol in an employee's system while on the job, irrespective of when the substance may have been consumed by the employee or otherwise introduced into the employee's system. In the case of alcohol, use is further defined later in this document.
  
- C. In certain circumstances, alcohol and drug addictions may be considered illnesses. If an employee suspects that he or she has an alcohol or drug problem, help is readily available to the employee and his/her family if the employee self-identifies as outlined in D. below before commencement of an investigation or disciplinary process. Employees coming forward under these circumstances will not be disciplined absent other issues (e.g. using drugs while on duty). Information on professional and self-help programs for intervention when a substance abuse problem is suspected is available from the City's Employee Assistance Program ("EAP") and the Airport Human Resources Department.
  
- D. Under conditions described below, the Airport will assist employees who identify themselves to the Airport as having a drug and/or alcohol problem and demonstrate their willingness to seek and accept professional help for their addiction.
  - 1. Such assistance might include granting the employee a leave of absence, if such leave is determined to be necessary by substance abuse professionals, to obtain treatment for or help with the problem.
  
  - 2. An employee who self-identifies and fulfills his or her obligations for rehabilitation as recommended by an Airport-authorized Substance Abuse Professional ("SAP") may be subject to return-to-duty and follow-up testing as described in Section II.I.
  
  - 3. The employee must self-identify to an Airport supervisor prior to being approached by Airport managerial personnel with reasonable suspicion that the employee has a substance abuse problem causing unacceptable on-duty

behavior or prior to being asked to submit to a drug or alcohol test. Self-identifying after notification of a drug or alcohol test will not relieve the employee of the requirement to take a test, nor will it be cause to prevent the implementation of disciplinary action on the basis of the results of the test or refusal to be tested. Likewise, an employee's self-identification following any conduct which constitutes a violation of this policy will not prevent disciplinary action.

4. The Airport has designated the Airport Human Resources Director as the contact person responsible for answering questions about this Policy and programs to assist employees.

E The Airport retains all rights under the Civil Service Commission Rules and/or the Collective Bargaining Agreement if applicable to place employees on compulsory sick leave for on-the-job behavior that jeopardizes the safety of themselves or others.

## **II. Policy of Testing for Reasonable Suspicion**

A. The Airport may test with reasonable suspicion for the presence of alcohol and or controlled or illegal drugs at levels set forth in Appendix A, for the following classifications:

8202 Security Guard  
9202 Airport Communications Dispatcher  
9203 Senior Airport Communications Dispatcher  
9204 Airport Communications Supervisor  
9209 Airport Police Service Aide  
9212 Airfield Safety Officer  
9220 Airport Operations Supervisor

B. The Airport may test all employees under the reasonable suspicion for the presence of alcohol.

C. Purpose - The purpose of reasonable suspicion testing is to provide management with a method of identifying employees who may pose a danger to themselves and others in their performance of their job duties because of their use of drugs or alcohol, or both. Employees may be at work in a condition that raises concern regarding their safety. A supervisor must make a decision as to whether reasonable suspicion exists to conclude that substance abuse may be causing the behavior. The supervisor making this determination will be trained in the facts, circumstances, physical evidence, physical signs and symptoms, or patterns of performance and/or behavior that are associated with use.

- D. Reasonable suspicion testing will be administered when a supervisor who has received training as set forth in II.C. above observes covered employee behavior indicating possible drug use or alcohol misuse.
1. The supervisor must observe and describe specific behavioral, performance, or contemporaneous physical indicators of probable drug use or alcohol misuse. Upon making such observation, the supervisor will determine whether he or she believes the employee to be using drugs or misusing alcohol and order the employee to undergo testing as appropriate.
  2. The supervisor will obtain the opinion of a second trained supervisor, if circumstances permit. If both supervisors agree that reasonable suspicion exists, the employee will be escorted to the collection site by a supervisor and will be provided transportation home after testing is completed. The employee may, at his or her request, instead of being tested, be evaluated by a medical physician at SFO Medical Services, if a physician is available. However, such an examination may involve diagnostic tests, including the drawing of blood or urine. If a physician is unavailable, the employee shall submit to the required test.
  3. An employee who is tested for reasonable suspicion where the results are not available immediately will be placed on administrative leave without pay pending receipt of the test results. If the employee passes the test(s), all lost pay shall be restored to him or her, unless there was conduct which may supply an independent basis for disciplinary action.
  4. Testing will cover the substances listed in Section III.F.1. below.
- E. Procedures for reasonable-suspicion testing are described in Sections III.F. and G- below.
- F. Employees employed in "safety sensitive" positions as described in Section III.A., who test positive may be subject to return-to-duty and follow-up testing as described in Section III.H.

**III. Policy Applicable to Safety-Sensitive Employees**

A . The Airport has determined that the following classifications are subject to this section:

- 9202 Airport Communications Dispatcher
- 9203 Senior Airport Communications Dispatcher
- 9212 Airfield Safety Officer
- 9220 Airport Operations Supervisor

The Parties hereby acknowledge and recognizing that to the extent that federal law mandates that more stringent standards or procedures apply to Airport employees, those standards and procedures shall supersede those set forth herein. The Airport shall advise the Union of its determination that higher standards must apply, and will meet and confer with the Union regarding any impact of such a determination on matters within the scope of bargaining. Nothing herein shall constitute a waiver of the Union’s right to challenge any Airport determination that higher standards must apply through available judicial processes.

B. No employee may perform a safety-sensitive function when that employee has a prohibited drug, or an alcohol concentration of 0.02 or more, in his or her system. Employees who are covered by this section currently include all persons in the following job classifications:

- 9202 Airport Communications Dispatcher
- 9203 Senior Airport Communications Dispatcher
- 9212 Airfield Safety Officer
- 9220 Airport Operations Supervisor

C. An employee in a safety-sensitive position may not consume alcohol for at least eight hours following an accident or until the employee undergoes a post-accident alcohol test, whichever occurs first.

D. Possessing or consuming alcohol while on Airport property is also a violation of this Policy, with the following exceptions:

1. Consumption, possession, sale or purchase of alcohol in certain approved restaurant, cocktail, conference or recreational facilities of the Airport when employees are not on working time and or not in uniform; and
2. Possession of alcohol in sealed containers in an employee's private vehicle on Airport property or while being transported in compliance with applicable legal requirements.

- E. The Airport recognizes that confidentiality of information obtained in the drug and alcohol testing process is a critical concern to all employees who have been or will be tested. The Airport will handle test results and employee information in a confidential manner. All participants in the collection, testing and reporting process will be informed of their responsibility to protect the employee's privacy and testing program confidentiality. Testing records and results will be released only to the limited designated personnel authorized to receive such information.
- F. All employees performing safety-sensitive functions, as provided in III.A. above, shall be subject to urine drug testing and alcohol testing by an evidential breath testing (EBT) device, for reasonable suspicion (see G. below), following an accident (see H. below), on a random and unannounced basis, and prior to return to duty and on a follow-up basis after rehabilitation (see I. below).
1. Drugs to be tested for include marijuana, cocaine, opiates, phencyclidine (PCP), and amphetamines. Alcohol concentration is measured by EBT.
  2. If an employee in a safety-sensitive position refuses to take a required drug or alcohol test, tests positive for any of the above-listed drugs, or shows an alcohol concentration of 0.04 or greater, such employee shall be immediately relieved of his or her safety-sensitive functions, shall be referred to the Medical Review Officer ("MRO"), and may be subject to discipline based on the facts of the case, up to and including discharge.
  3. If an employee tests positive for alcohol with an alcohol concentration of at least 0.02 but less than 0.04, that employee shall immediately be removed from service; said employee shall be counseled, and shall be advised to seek professional help in the event he/she may have a substance abuse problem. More than one instance of showing an alcohol concentration in this range will subject an employee to more serious disciplinary action. If an employee is seen drinking alcohol while on duty, the employee may be subject to serious discipline, up to and including discharge for the first offense.
  4. If an employee adulterates a specimen for drug or alcohol testing or otherwise falsifies or attempts to falsify the testing process or results, such employee will be subject to severe discipline.
- G. "Reasonable suspicion" testing as used in this policy means a drug or alcohol test required when a supervisor or manager reasonably suspects an employee of using a prohibited drug or alcohol while on the job, and when a second trained supervisor or manager, if one is available, agrees that reasonable suspicion exists.
- H. "Post-accident" testing as used in this policy means a drug or alcohol test required in the event of an occurrence (accident), in which an individual dies, or any nonfatal accident involving an Airport vehicle in which an individual is injured and

immediately receives medical treatment away from the scene, or in which one or more vehicles involved sustains disabling damage as a result of the occurrence and must be towed away. A post-accident drug test will be administered to an employee or employees when an accident, as defined above, has occurred and the employee performed a safety-sensitive function that either contributed to the accident or cannot be completely discounted as a contributing factor in the accident. An employee will be subject to alcohol testing in a post-accident situation only when the employee's conduct causes a supervisor or manager reasonably to suspect that the employee may be under the influence of alcohol.

- I.. "Return-to-duty" testing as used in this policy means a drug or alcohol test required when the Airport allows an employee who did not pass a drug or alcohol test to return to work or when an employee has self-identified before any testing is required and has successfully completed an appropriate rehabilitation program. The SAP must determine that the employee may return to duty. Employees returning to duty as described in this paragraph may be given unannounced "follow-up" drug or alcohol tests, or both, if recommended by the SAP. Such follow-up tests shall not exceed a two year period, unless special circumstances prompt the SAP to recommend an extension of this period.

#### **IV. Drug and Alcohol Testing Procedures**

##### **A. Pre-Employment Testing**

1. Purpose - The purpose of pre-employment testing is to identify applicants who have consumed a prohibited drug in the recent past. This behavior has the potential to impact the workplace and may present an unacceptable safety risk to the employee, coworkers, passengers, and the general public. The Airport will not hire an applicant who tests positive in a pre-employment drug test.
2. Coverage – Applicants, except current City employees, seeking the following positions will be required to submit to urine drug testing as part of the selection process:
  - a. Candidates applying for the following positions are subject to pre-employment drug testing:
    - 8202 Security Guard
    - 9202 Airport Communications Dispatcher
    - 9203 Airport Senior Communications Dispatcher
    - 9204 Airport Communications Supervisor
    - 9209 Airport Police Services Aide
    - 9212 Airfield Safety Officer
    - 9220 Airport Operations Supervisor

- b. Applicants, except current City employees, for classifications whose incumbents must obtain security clearances because of their access to areas secured by U.S. Customs will also be subject to pre-employment testing. Such classes currently include:

2708	Custodian
2716	Custodial Assistant Supervisor
2718	Custodial Supervisor I
2719	Janitorial Services Assistant Supervisor
7268	Window Cleaner Supervisor
7392	Window Cleaner

- c. Applicants who test positive, or who decline to be tested, will not be further considered.
- 3. Pre-employment drug testing shall be administered only after the candidate has been given and has accepted a conditional job offer. The conditional offer shall specify that a final offer shall be conditioned upon, among other things, negative drug test results.
  - 4. Collection and testing procedures for pre-employment drug testing will be the same as for other types of testing as described in paragraph F, as applicable to the circumstances, except that the individual will not be escorted to or from the collection site.

**B. Random Testing**

- 1. The Airport will administer random drug tests to employees in classifications listed in Section III.A. of the Policy Concerning Substance Abuse Random drug tests will be conducted without advance notice during employees' normal working hours.
  - a. All employees will be placed in a random testing pool, from which random selection shall be made. The Human Resources Director or his/her designed representative shall notify said employees in as confidential manner as reasonably possible.
  - b. The random numbers or other identifiers assigned to all employees who have been selected for random testing shall be immediately returned to the pool, so that everyone has an equal chance of being selected for the next round of testing.

2. The Airport will annually require at least 25% of the covered employees to undergo drug testing, except that the Airport Director may revise the testing rate after reviewing data concerning the rate of positive tests in the previous calendar year. Random testing will be conducted throughout any given year at a relatively steady rate, although the days of the week and the times when testing is conducted will vary.

C. **Reasonable Suspicion Testing** All employees shall be subject to reasonable-suspicion testing in classifications set forth in Section II.A. and B.

D. **Post-Accident Testing**

1. **Purpose** - The purpose of post-accident drug testing is to determine whether substance abuse has been a causative factor in an accident in which an individual dies or is injured or disabling damage occurs to one or more vehicles involved. Although the first concern is the health of any accident victim(s), post-accident drug and alcohol tests must be performed as soon as possible after the accident and after it is determined that the employee's performance cannot be ruled out as a contributing factor.
2. Post-accident drug tests must be administered whenever a safety-sensitive employee is involved in an occurrence (accident) with an Airport vehicle in which an individual dies. Testing is also required when in an occurrence an individual suffers bodily injury and immediately receives medical treatment away from the scene of the accident, or in which the Airport vehicle or another vehicle involved incurs disabling damage and is transported away from the scene by a tow truck or other vehicle. In such nonfatal accidents, the Airport will test a covered employee on duty in the vehicle if the employee has been cited or if the Airport Human Resources Director or his/her designated representative determines the employee's performance could have contributed to the accident.
  - a. In the event of an accident described in 1. above, urine specimens must be collected, not later than eight (8) hours after the accident, from every employee who performed a safety sensitive function that either contributed to the accident or cannot be conclusively ruled out as a contributing factor to the accident. Ordinarily, specimens will be collected as soon as possible after the accident, allowing for treatment of any injuries first.



- b. Alcohol testing will be conducted only when the employee's conduct, besides the mere fact of being involved in an accident, causes a supervisor or manager reasonably to suspect the employee may be under the influence of alcohol. An alcohol test should be administered within two (2) hours of the accident, and must be administered within eight (8) hours of the accident.
  - c. The decision to administer post-accident drug and alcohol tests will be made by an Airport supervisor.
  - d. Supervisors will explain the reason for the tests to each employee to be tested and will escort employees to the collection site.
  - e. Employees involved in occurrences as defined in paragraph D.2. above must remain available for testing following the accident and should be paid for this time. The supervisor shall inform the employee(s) when he or she may leave. If an employee leaves the scene without authorization or is otherwise unavailable for testing, the employee shall be considered to have refused the test and shall be subject to appropriate discipline.
3. If reasonable suspicion (see b. above) is also found in post-accident situations, the employee will be transported home and placed on administrative leave without pay until test results are received. The employee will be reinstated and any lost pay will be restored should the test results be negative.

**E. Return-To-Duty and Follow-Up Testing**

1. Purpose - The purpose of return-to-duty testing is to provide assurance that the employee is presently free of alcohol and/or any prohibited drugs and is able to return to work without undue concern about continued substance abuse. The purpose of follow-up testing, which will be specified by the Airport's SAP according to the circumstances of each case, is to ensure that an employee's recovery from substance abuse is continuing so that the possibility of accidents and injuries is minimized.
2. Any employee who refuses to take or does not pass a required drug or alcohol test, and is not discharged, may not perform a safety sensitive function until he or she passes a drug or alcohol test, or both, and the SAP has determined that the employee may return to duty. The leave and pay status of any such employee before return to duty will depend upon the circumstances.
3. Employees who are subject to follow-up testing must undergo unannounced testing if such testing is recommended for the SAP. The duration and

frequency of their tests will also be determined by the SAP, but may not exceed 2 years unless circumstances arise which cause the SAP to recommend an extension. The terms and conditions of any return to work situation will depend upon individual facts.

4. Employees subject to follow-up testing will at all times remain in the random testing pool so that such employees may be required to undergo random testing in addition to follow-up testing.

**F. Procedures Common to Pre-Employment, Reasonable Suspicion, Post-Accident, Random, Return-to-Duty, and Follow-up Drug Testing**

1. When an employee must be tested for reasonable suspicion or following an accident, he or she will be escorted by a supervisor to the collection site. Upon arrival at the collection site, the employee will be required to follow the instructions of collection site personnel. In other situations, the employees will not be escorted.
  - a. The employee will be required to complete a urine custody and control form, the purpose of which is to ensure proper identification, handling, and confidentiality of the specimen.
  - b. The employee will provide a urine specimen in a private enclosure according to instructions of collection site personnel.
    - (1) The employee will be provided with a securely wrapped single-use collection cup or specimen bottle, to be opened in front of the employee.
    - (2) The employee will be required to provide a specimen of not less than 45 milliliters (ml.) of urine.
    - (3) The collection site person will pour the urine into two specimen bottles (if a collection cup is used) or pour off urine in excess of 30 ml. from the specimen bottle used for collection into another specimen bottle. This process will result in a split sample consisting of the primary specimen of 30 ml. of urine and the split specimen of at least 15 ml. of urine.

- c. The specimens will be sealed and labeled by collection site personnel. The employee will observe the sealing and initial the labeling. The specimens will be transported to a laboratory approved by the Department of Health and Human Services ("DHHS") for actual testing.
  - d. If the employee is unable to provide at least 45 ml. of urine, the collection site person will instruct him or her to drink not more than 24 ounces of fluids during a period of up to two hours. The employee will then be directed to provide another specimen, and if he/she provides 45 ml. of urine, the first specimen shall be discarded. If the employee fails to provide 45 ml. of urine, the specimen shall be discarded and the employee referred to the MRO, who shall refer the employee for medical evaluation to determine whether the individual's inability to provide an adequate specimen is genuine or constitutes a refusal to submit to a drug test. Applicants who do not provide 45 ml. of urine after this procedure shall not be considered further in the selection process.
  - e. Employees will be escorted or directed to report back to their work sites or vehicles, as the case may be. If an employee is being tested for reasonable suspicion, the Airport will arrange for transportation to the employee's residence.
2. In certain limited circumstances, the specimen collection will be monitored.
- a. If there is reason to believe that an individual has adulterated the specimen or otherwise compromised the collection process, that individual will be asked to provide a specimen under the direct observation of a same-gender collection site person. The following circumstances may result in a request that an individual provide a specimen under direct observation:
    - (1) The employee has presented a urine specimen that falls outside the normal temperature range (90.5-99.8F) and declines to provide a measurement of oral body temperature by sterile thermometer or shows an oral temperature that varies more than 1C/1.8F from the temperature of the specimen.

- (2) The last urine specimen provided by the employee (the most recent test) was determined by the laboratory to have a specific gravity of less than 1.003 and a creatinine concentration below .2 g/L.
  - (3) The collection site person observes conduct clearly and unequivocally indicating an attempt to adulterate the specimen (for example, substituting urine in plain view or presenting a specimen containing blue dye).
- b. If the employee refuses to cooperate with the collection process, the collection site person will inform the Airport Human Resources Director or his/her designated representative and shall fully document the non-cooperation on the urine custody and control form. Failure to cooperate may result in disciplinary action, up to and including discharge. In the case of pre-employment testing, any failure to cooperate by an applicant shall disqualify him or her for further consideration in the selection process.
3. The laboratory will perform screening of the specimens using a technique known as immunoassay. All positive results will be confirmed using a second technique known as gas chromatography/mass spectrometry.
4. All test results will be reported by the laboratory to the Airport's MRO, who is a licensed physician with knowledge of substance abuse disorders, in a manner designed to ensure confidentiality of the information. Only specimens confirmed positive by gas chromatography/mass spectrometry will be reported as positive by the laboratory to the MRO.
5. The MRO, after appropriate review, will report test results to the Human Resources Director or his/ her designated representative.
  - a. In the event of a positive test result, the MRO shall give the individual an opportunity to discuss the test result with him or her before reporting the result as positive to the Airport.
  - b. The employee shall be given twenty-four (24) hours to respond to the MRO's attempt to contact him or her; failure to respond within that time will cause the MRO to request that the Airport's Human Resources Director or his/her designated representative contact the employee and direct him or her to contact the MRO immediately.
  - c. The MRO shall examine any alternative medical explanations offered by the individual to explain any positive test result.

- d. If the MRO determines that there is a legitimate explanation for a positive test result, the MRO shall report that result to the Airport as negative.
  - e. The MRO shall verify a result as positive to the Airport without direct contact with the tested employee when:
    - (1) The employee expressly declines the opportunity to discuss the test; or
    - (2) The Human Resources Director has directed the employee to contact the MRO and more than two (2) days have passed without such contact occurring.
  - f. The MRO shall notify each employee who has a confirmed positive test that he or she has seventy-two (72) hours in which to request a test of the split specimen.
6. When the MRO reports a positive result for an employee and depending on the facts of the case, the employee may be subject to disciplinary action, up to and including discharge
7. All test results will remain strictly confidential, whether maintained by the laboratory, the MRO, or the Airport.
- a. Individual test results may be released to a third party only if the tested individual signs a specific written authorization to release the results to an identified person or if proper legal authority compels such release.
  - b. The MRO will report results only to the Human Resources Director or his/her designated representative.
  - c. The MRO will provide to the individual his or her tests result upon request by the individual.
  - d. The Human Resources Director or his/her designated representative will share this information only on absolute need-to-know basis. Those receiving this information will be informed of its confidentiality.

8. An employee (or applicant) who does not pass a drug test administered under the Policy Concerning Substance Abuse may request that the split urine sample be tested by submitting a written request to the MRO within seventy-two (72) hours of notification by the MRO to the employee of his or her right to request another test. The MRO will then direct, in writing, the laboratory to provide the split sample to another DHHS-certified laboratory for analysis.
  - a. If testing of the split sample fails to reconfirm the presence of the drug(s) or drug metabolite(s) found in the primary specimen, the MRO shall cancel the test. The MRO shall also cancel the test if the split specimen is unavailable, inadequate for testing, or untestable. The MRO shall declare that the employee has passed the test in any circumstance where a second test is not possible through no fault of the employee or that test fails to confirm the presence of any prohibited substance(s).
  - b. The employee who has not contacted the MRO within the seventy-two (72) -hour period may present to the MRO information documenting circumstances, such as serious illness or injury, that unavoidably prevented the employee's timely request for testing of the split sample. If the MRO determines the employee's information adequately explains his or her failure to contact the MRO, the MRO shall then direct the testing of the split sample be performed.
9. An employee who refuses to take a required drug test will be presumed to have tested positive, and shall be subject to appropriate disciplinary action, based upon the facts of the case, up to and including discharge.
10. An employee who does not pass, or who refuses, a required drug test and is not discharged shall be referred to the Airport's SAP for evaluation. The SAP shall be a licensed physician who has knowledge of substance abuse disorders and their treatment.

**G. Alcohol Testing Procedures**

1. Alcohol testing will be accomplished by means of an evidential breath testing device (EBT) approved by the National Highway Traffic Safety Administration and listed on its Conforming Products List. The EBT measures an employee's alcohol concentration in exhaled breath.
2. Alcohol testing will take place at a testing site or facility and will be conducted by persons qualified as Breath Alcohol Technicians.
  - a. Employees and applicants to be tested will either report or be escorted to the testing site for testing. The test will be administered by a properly trained Breath Alcohol Technician (BAT).
  - b. The BAT shall be trained to proficiency in the EBT he or she is using and in the alcohol procedures specified in this Policy.
  - c. The alcohol test shall be conducted in a manner that provides the employee with privacy to the greatest extent applicable.
  - d. The EBT must be secured with no unauthorized access at any time. Only one test will be conducted at a time, and the BAT may not leave the testing site while the preparations for testing or the test itself is in progress.
3. Testing process
  - a. The individual to be tested must present to the BAT positive photo identification (such as a driver's license or Airport identification card).
  - b. The employee or applicant and the BAT must complete, date and sign a form indicating that the employee or applicant is present and providing a breath specimen. A copy of the completed form will be provided to the tested individual.
  - c. The BAT will initially conduct a screening test.
    - (1) The BAT will open an individually sealed, disposable mouthpiece in view of the employee or applicant and attach it to the EBT.

- (2) The BAT will instruct the employee to blow forcefully into the mouthpiece for at least six seconds or until an adequate amount of breath has been obtained. The BAT will then show the employee the test result displayed on the EBT or on the printed result.
  - (3) If the result of the screening test is an alcohol concentration less than 0.02, no further testing is required and the test result will be considered as negative.
  - (4) If the test result shows an alcohol concentration of 0.02 or greater, a confirmation test will be performed.
- d. The confirmation test must be conducted at least 15 minutes, but not more than 20 minutes, after the completion of the screening test.
- (1) During the interval between tests, the employee may not eat, drink, or put any substance into his/her mouth. The employee will also be instructed not to attempt to belch. (However, the test will be conducted even if the employee disregards the instructions.)
  - (2) The confirmation test is conducted using the same procedures as the screening test, with a new mouthpiece.
  - (3) If results of the screening and confirmation tests differ, the confirmation test result is deemed to be the final result.
  - (4) If the result displayed on the EBT is not the same as that on the printed form, the test will be canceled, and the EBT removed from service.
- e. Following completion of the testing, the BAT will sign and date the form, and the employee will sign and date the certification statement. The BAT will attach the alcohol test result printout directly onto the alcohol collection form with tamper-proof tape (unless the results are printed directly on the form).
- f. In the event of an incomplete test, the BAT must begin a new test using a new alcohol testing form with a new sequential test number.



- g. Refusal by an employee to complete and sign the alcohol testing form, to provide an adequate amount of breath, or otherwise to cooperate with the directions of the BAT will be deemed a refusal to be tested, will result in a presumed positive test, and may subject the employee, depending on the facts of the case, to disciplinary action, up to and including possible discharge. Refusal by an applicant to do any of these things will result in rejection from employment.
  - (1) If the employee fails to provide an adequate amount of breath, he or she shall be immediately referred to a physician, who shall determine the employee's medical ability to provide an adequate amount of breath.
  - (2) If the physician determines that there is no valid medical reason for the inadequate breath, the employee's failure will be considered a refusal to take the test.
- h. If a screening or confirmatory test cannot be completed, the BAT must, if practicable, begin a new test using a new alcohol testing form with a new sequential test number.

4. Test Accuracy

- a. The above procedures must be followed rigorously for each test.
- b. Alcohol tests will be considered invalid when one or more of the following occur:
  - (1) The external calibration check of the EBT produces a result outside the allowed tolerance levels.
  - (2) A device other than an NHTSA-approved EBT is used.
  - (3) The BAT does not wait 15 minutes between the screening and confirmatory tests.
  - (4) The alcohol test form with the attached EBT printout is not completed correctly. Employee and BAT signatures, or relevant BAT remarks, should be included.

- (5) The EBT fails to print the confirmation results, the sequential test number on the EBT is not the same as the number on the printout, or the alcohol concentration displayed on the EBT is different from what is printed out.

5 Consequences of Positive Result

- a. Any safety-sensitive employee whose confirmation test shows an alcohol concentration of 0.02 or greater shall be removed from service and will be advised to go to the Employee Assistance Program or to seek other appropriate treatment in the event he or she may have a substance abuse problem. A second such incident will result in disciplinary action. If a safety-sensitive employee's test results are 0.04 or greater, the employee will be immediately removed from service, escorted home, and referred for an evaluation by the MRO or SAP. Depending on the facts of the case, that employee may also be subject to appropriate discipline. In addition, the MRO or SAP must approve of the employee's participation in a rehabilitation program, if appropriate, if the employee is permitted to return to work.
  - (1.) The MRO or SAP shall determine, among other things, the employee's fitness for duty, whether and what rehabilitation programs may be appropriate, the period of time the employee should be subject to follow-up alcohol testing after return to duty as discussed elsewhere, and whether follow-up drug testing should also be included.
    - (2.) Assessment by the MRO or SAP shall be scheduled as soon as is feasible. The employee shall not be permitted to work in the interim.
    - (3.) Assessment by the MRO or SAP shall not affect the Airport's right to discipline, including discipline an employee including discharge if circumstances warrant, for being under the influence of alcohol.

- b. If a non-safety sensitive employee's confirmation test is less than 0.04, the employee will be allowed to return to work, barring other extenuating circumstances. If a non-safety sensitive employee's confirmation test is 0.04 or greater, that employee will be advised to seek treatment in the event he or she may have a substance abuse problem. The employee may be counseled or disciplined, depending upon the test result level and upon the circumstances and behavior of the employee. The employee shall be relieved of duty for the remainder of the shift and escorted home a second such incident may result in more severe action.

If a non-safety sensitive employee's confirmation test is 0.08 or higher that employee shall in addition to the above, be referred to the MRO or SAP.

**V. Employee Self-Identification**

- A. Employees having substance abuse problems may self-refer to the Airport's Employee Assistance Program through an Airport supervisor or through the Human Resources Department, or may otherwise self-identify and seek rehabilitation for a chemical dependency problem without penalty. The Airport encourages employees having substance abuse problems to self-identify, and will assist in coordinating treatment, including authorizing applicable periods of leave for the employee to be treated. (Each case, however, will be evaluated on its own facts.) Self-referral or self-identification after notification of a required drug or alcohol test will not relieve the employee of the requirement to take a test, nor will it prevent the administration of disciplinary action on the basis of the test results or a refusal to be tested.

This Agreement is by and between the City and County of San Francisco (San Francisco International Airport) and Service Employees International Union Local 790. This Agreement will remain in effect through June 30, 2003 and run concurrent with the Citywide collective bargaining agreement unless extended by mutual agreement.

**Departmental Supplementary Agreement  
Between  
San Francisco Public Library  
And  
Service Employees International Union Local 790**

Section 1. Notification of New Library Employees

Personnel Office Notes (PONs)

The Library Personnel Office shall continue to publish the PONs twice each month. PONs shall include job-related information of interest to Library employees. Information contained in PONs shall contain but not be limited to the following:

- Notice of positions open for bids
- Library, city-wide and other job positions
- Resignations
- Retirements
- Promotions
- New hires
- Transfers
- Announcement of events of interest to Library employees

Section 2. Departmental Human Resources Guidelines

The Library agrees to codify current Human Resources Guidelines in the form of the Employee Handbook. Once assembled these practices shall be provided to the Union for review and comment. The Union shall notify the Library within 30 calendar days if it desires to meet and discuss the Human Resources Guidelines.

The Library reserves the right to update the Employee Handbook as required by changes in applicable City or contract changes, which shall be provided to the Union for review and comment. The Union shall notify the Library within 30 calendar days if it desires to meet and discuss these changes.

A copy of these Human Resources guidelines will be made available to each library employee and at each work location.

Section 3. Health, Safety and Emergency

In accordance with Article 6, Health and Safety, the Library agrees to continue the Library Health, Safety and Emergency Committee for the purposes of reviewing health, safety and emergency issues relating to the Library employee working conditions.

This Committee, as part of its responsibilities, will review safety and emergency procedures. This Committee shall meet not less than once every three (3) months, or as needed. The City Librarian shall designate up to seven (7) additional members which shall be representative of the staff, including paraprofessional/clerical, librarian, janitorial, security and management, including two members nominated by the Union.

The Library shall make copies of all emergency procedures readily available at all work locations.

#### Section 4. Staff Development

The Library agrees to continue the practice of providing staff committee participation in the identification, provision and funding of staff training and development.

A committee of staff representatives from all Library classifications shall be convened, under the direction of the departmental Personnel Officer, to identify and fund training opportunities, consistent with management priorities, for all Library classifications. The Union may nominate two members of this Committee. It shall be responsibility of the Committee to develop training opportunities as broadly as possible for all Library classifications and expend training funds in accordance with established Committee procedures. Library Management shall establish a review and approval procedure for individual staff training requests. Staff training requests will be reviewed and may be approved by appropriate management prior to being forwarded to the Educational Opportunity Committee, a subcommittee of the Staff Training and Development Committee, for consideration. The Staff Training and Development Committee shall, through the Departmental Personnel Officer, provide quarterly reports to Library Management of training, expenses and Library staff who have attended.

Whenever possible the Staff Development and Training Committee shall use existing City agencies to secure staff training.

Whenever possible staff training shall be provided during regular shift hours. If training occurs outside normal work hours the Library shall have the option to either change the employees work shift for the duration of the training or to provide compensatory time, based on the needs of the service.

Employees who are required to attend training shall be funded, and such required training shall not be optional.

#### Section 5. Reduced Work Schedule

The Library shall consider requests from full-time employees for voluntary reduced work schedules each fiscal year. The application process will begin in May. By June 1 the employee will be notified if his/her request is approved or rejected for the next fiscal year. Reduced work schedules shall be approved in an equitable manner. Conditions and criteria for approval of RWS shall be discussed with the Union in April of each year.

A Reduced Work Schedule shall not be less than twenty (20) hours per week or for less than three (3) continuous months during the fiscal year. Once the request is approved, the Library or the employee may request a review at three (3) month intervals. A three (3) month notice for revocation of the RWS will be given by each party. An employee may request alteration or cancellation of his/her RWS contract for promotion or reassignment purposes.

An employee may appeal a denial of his/her RWS request to the City Librarian within fourteen (14) calendar days of the denial. The City Librarian will render a decision within five (5) working days of the appeal.

#### Section 6. Attendance at Meetings

If the Library Commission requests Union representatives at the regularly scheduled Library Commission Meeting, the Library shall allow one (1) Union representative paid release time to attend that meeting. Paid release time will be granted only if the meeting is held during the representative's regularly scheduled work time.

Management will approve release time based on the needs of service and an equitable distribution among the work units in the Library.

#### Section 7. Preparation Time

Although management maintains the prerogative to structure work assignments as it sees fit and recognizes its obligation to negotiate with the Union about the effect of changes in the structure of work assignments, employees will be provided with time for preparation during the work day.

#### Section 8. Staff Lounges

The Library believes that adequate staff lounges for the Main Library and the branches are desirable, and will make efforts to provide such areas. The Library will actively seek additional space and funds so that such lounges can be provided. Should a space currently in use as a staff lounge be needed for some other purpose, including renovation, the Library will meet and discuss alternatives with the affected staff with the intent of preserving a staff lounge area for that facility.

## Section 9. Volunteers

In addition to the language that exists in the current Collective Bargaining Agreement between SEIU and the City, the Library agrees to the following language: The Union shall be given a copy of each new approved volunteer position description as soon as it is prepared by the volunteer coordinator, or shall be provided information about pending volunteer position descriptions upon request of the Union Business Representative.

The provisions of the Collective Bargain Agreement Volunteer SEIU and the City, Section 15.D.3 Volunteers, SWAP, CALWORKS, CAAP Workforce, or others not covered by the agreement shall govern the use of volunteers in the Library and the pay of the supervisors of such volunteers.

## Section 10. Meal Breaks (Unpaid)

The Library shall not require any employee during an eight (8) hour shift to take a meal break before at least three (3) hours of their shift have elapsed, nor after five (5) hours of their shift have elapsed.

## Section 11. Schedule of Work

The Library will continue the current practice of a rotating weekend schedule for FT employees, unless operational exigencies require otherwise. Each division will mutually agree with affected staff on the frequency of rotation.

The Library will consider requests by employees who wish to be on a work schedule that includes weekend hours on a continuing basis, and will try to accommodate such requests, based on the needs of public service.

## Section 12. Staff Safety

No employee shall be required to work alone on any floor of a branch or department of the Main Library during open hours, or the facility (or floor/department of the facility) shall be closed to the public.



## **Side letters / Letters of Understanding**

### Sideletter

The Library's Equal Employment Opportunity Policy is established pursuant to the Administrative Code. Library Management agrees to provide a copy of this document to the Union.

### Letter of Understanding on Reclassification

March 20, 1995

Prior to requesting reclassification, the establishment of new classes or abolishing obsolete classes, the Library will notify the Union.

## **RECREATION AND PARK SUPPLEMENTAL AGREEMENT**

### Training / Classes Preparation Time

Employees in classes 3204, 3210, 3214, 3280, 3284 and any other classes who are assigned by the Appointing Officer or designee to conduct training classes and/or training programs, shall be provided with necessary preparation time as deemed appropriate by the Appointing Officer or designee as part of their regular work schedule.

## **FINE ARTS SUPPLEMENTAL AGREEMENT**

### Museum Training

Training for classifications 8202 Security Guard, 8226 Museum Guard, and 8228 Senior Museum Guard shall continue by current practice. Approved training includes: P.C. 832 P.O.S.T., California Consumer Affairs Guard Card, California Affairs Gun Card (Initial and Re-qualification), Red Cross First Aid Certificate, Hazardous Material Training, Crowd Control, Customer Service Training, Emergency Response Training, and Fire Extinguisher Training.

## SIDELETTERS

### CITY-WIDE VOLUNTARY TIME OFF PROGRAM

The parties hereby agree to the following clarifying principles in connection with the implementation of this provision:

- (a) The Voluntary Time Off Program will be triggered by certification of a projected deficit by the Controller's Office as authorized by the Appointing Officer's approval of the VTOP request;
- (b) The Union shall provide the City with its input and recommendations as to how the present VTOP form should be amended so as to clearly express the rights and obligations of the employee and employer under this program;
- (c) The parties affirm the language of **Section 17.A.3.h.** that there shall be no mandatory unpaid administrative leaves (furloughs) of any duration for employees subject to this Agreement;
- (d) It is the intent of both parties that the VTOP contained in this MOU be administered and interpreted consistent with Civil Service **Rule 22.15B** existing on July 7, 1994 which shall be incorporated as part of this agreement.

## **HEALTH AND SAFETY**

The parties mutually agree that after the execution of this interpretive Memorandum, and the implementation of the Kagel award as modified or interpreted herein, the parties will meet and discuss the present language of Article VI. If changes are mutually agreed upon, they will modify the language of Article VI. If mutual agreement cannot be reached on any aspect of Article VI, no changes will be made.

**SIDELETTER/REFORMAT**

**SIDE LETTER  
CITY AND COUNTY OF SAN FRANCISCO  
AND SEIU, LOCALS 250, 535, AND 790  
APRIL 10, 1997**

Recognizing the importance to the City, the Union, and all affected employees of maintaining a well-organized and internally consistent agreement, the City and SEIU, Locals 250, 535, and 790 hereby agree that, during the 1997-98 fiscal year, the parties shall work together to improve the organization of their agreement by, among other things, deleting provisions of the agreement that both parties agree are no longer applicable, consolidating overlapping sections, consolidating the agreements into one document, and adding an index to the agreement. The parties intend to complete this project by June 30, 1998. The Unions' 1997 bargaining team shall be granted up to three days paid release time to approve the final agreement within fiscal year 1997-98. If necessary and with mutual agreement, additional paid time will be granted for this purpose.

Changes will be made to the document only with mutual agreement. This process is intended to result in the improved organization of the document. The process is not intended to be used, and shall not be used, to attempt to re-negotiate the substantive terms of the agreement.

/s/ John Borsos  
SEIU, LOCAL 250

/s/ Curt Kirschner  
CITY AND COUNTY OF  
SAN FRANCISCO

/s/ Linda Joseph  
SEIU, LOCAL 535

/s/ David J. Gabler  
SEIU, LOCAL 790

**SIDELETTER/SFUSD & CCD**

**SIDE LETTER  
CITY AND COUNTY OF SAN FRANCISCO  
AND SEIU, LOCALS 250, 535, AND 790  
APRIL 29, 1997**

The parties agree that nothing that occurred during their 1997 collective bargaining negotiations for a new city-wide agreement, including the addition, deletion or relocation of references to the San Francisco Unified School District ("SFUSD") and/or the Community College District ("CCD") within the Agreement shall in any way jeopardize the parties' respective positions as to whether the SFUSD and/or the CCD are bound by this Agreement.

/s/ John Borsos  
SEIU, LOCAL 250

/s/ Curt Kirschner  
CITY AND COUNTY OF  
SAN FRANCISCO

/s/ Linda Joseph 4/29/97  
SEIU, LOCAL 535

/s/ Lawanna Preston 4/29/97  
SEIU, LOCAL 790

## **HEALTH CARE REFORM**

### Letter of Agreement In Support of National Health Care Reform

The Union and the Employer agree to write and sign a joint letter in support of national health reform. The letter will be based upon the following ideas and set of principles.

Skyrocketing health care costs threaten the living standards of workers and the financial stability of state and local governments.

The parties recognize that the problem cannot be solved through collective bargaining alone. Health care costs cannot be adequately controlled on a plan-by-plan, employer-by-employer, or even on a state-by-state basis. Rather, a national framework for a health care system that works in partnership with the states is required to solve the three related problems of cost, quality, and access.

National health care reforms should recognize the best of local and state initiatives, including health care reforms that improve access, maximize delivery of cost-effective preventive care, and establish medical care payment programs designed to reduce overall medical costs. The parties recognize that cooperation between labor and management will increase their effectiveness in achieving changes in state and federal policy that both support.

**Universal Coverage:** Health system reform must guarantee health care as a right, not a privilege, with universal coverage and access for all people who live in California and in the United States, regardless of culture, class, ethnicity, and sexual orientation.

**Role of Public Health Departments and Public Sector Providers:** Public health departments provide essential population-focused health promotion and disease prevention services that are not typically included as part of individual health care benefits through insurance coverage. Examples of these services include disease control, health education, public health nursing services, disaster planning, emergency medical services and environmental protection services. These services must be recognized and adequately funded in any health reform plan.

Even under the most comprehensive national plan, public sector providers will be essential to any health care delivery system. This is for at least three reasons: First, the public sector must always be ready to respond to health care crises, such as the HIV epidemic. Second, the public sector must be available to provide services to those who do not have access to other providers. Finally, there will always be individuals whose circumstances have not been planned for in the comprehensive health care plan, and services need to be available to them through the public sector. It is absolutely essential to provide access for persons who are not able to receive appropriate health care service in other ways through the preservation of a strong and well-financed institutional safety net.

**Comprehensive Benefits:** There must be a guaranteed broad-based benefit package that emphasizes coordinated preventive and primary care services for individuals. Covered services must include disease prevention and health promotion programs which will assist in long-term cost containment. The plan should also include specified programs currently provided by public health departments, including mental health, family planning, long-term care, and substance abuse services.



Cost Containment: Health reform must include a package of cost containment measures to control operating and capital expenses because excess costs ultimately limit access to services. These measures should be based on appropriate regulatory provisions and should cover all components of the health system, without creating barriers to appropriate care. Appropriate cost controls include evaluations of technology and procedures, utilization of the most appropriate procedures at the most appropriate level of care, resource planning for distribution of capital and medical technology, and global budgeting.

Financing: Health reform must recognize that individuals in society ultimately will pay for the financing of any health system. The health system should be financed through a combination of progressive financing mechanisms that reflect ability to pay.

Quality Assurance: There must be mechanisms and safeguards to ensure effective and efficient organization of services and high quality care. Mechanisms should include a process of appeal to ensure that patient rights are respected. Quality assurance should also address the cultural competence of care and assess whether culturally and linguistically appropriate services are being delivered.

Development of Health Workforce: Comprehensive health system reform must include support for the education and training of health care workers to ensure: (1) adequate financing; (2) appropriate supply and distribution of workers, geographically and across specialties; (3) affirmative action to reach to goal of appropriate representation of all cultural and ethnic minorities in the health care workforce; and (4) culturally competent care through multicultural education and training of all providers.

Ongoing Planning and Evaluation with Consumers, Communities and Providers: To ensure accountability to providers and consumer communities and the protection and promotion of consumer rights, there must be mechanisms to ensure ongoing planning and evaluation of the system. These mechanisms include consumer satisfaction surveys, community-based needs assessment, measures of quality of care, technology assessment, and diverse representation on all advisory committees.

**The following information is provided for informational purposes only and is not part of the Collective Bargaining Agreement:**

**Handling of HIV+ and Hepatitis C+ Claims**

1. The City Attorney and the Director of the Workers' Compensation Division of the Department of Human Resources agree that in the normal course of events, they can properly manage workers' compensation claims involving HIV and Hepatitis C using a pseudonym.
2. The Deputy City Attorney assigned to the matter and the claims adjuster assigned to the matter may disclose the true identity of the applicant to the Managing Attorney of the City Attorney's Office and to the Director of DHR's Workers' Compensation Division for limited purposes, only if disclosure of applicant's identity is necessary to resolve an issue relating to payment or provision of benefits including the form, amount and duration of benefits. In such an event, the city will give unrepresented applicants or represented applicants' counsel notice of such disclosure in a timely manner.

3. In addition, the applicant's name, address and social security number shall be disclosed only as necessary to and between the parties described in paragraph 2, above, and to the treating physicians, medical and other experts and any agents of these parties requiring the information to provide the services requested.
4. The City employees described in paragraph 2, above, will maintain files involving HIV and Hepatitis C in confidence in accordance with all applicable laws.
5. Applicant may designate a trustee for purposes of payments.
6. Unless required to do so by Court order or any applicable laws, the City shall not disclose applicant's HIV positive or Hepatitis C status in the subpoena or discovery process unless the disclosure is provided in a strictly confidential manner. In such an event, the City will give unrepresented applicants or represented applicants' counsel notice of such disclosure within forty-eight (48) hours.
7. The Union understands that the City Attorney has the sole authority under the Charter to represent the City in all Workers' Compensation administrative law and court proceedings. Similarly, the Director of DHR's Workers' Compensation Division has exclusive authority over workers' compensation claims handling procedures. Applicants shall provide the City with signed releases for all medical and other records which may lead to the discovery of admissible evidence.
8. An applicant can waive any and all of the above confidentiality provisions.

## INDEX

- Acting Assignment Pay, 36
- Benefits, 2, 6, 11, 26, 27, 28, 39, 42, 44, 49, 51, 52, 53, 58, 66, 71, 74, 86, A-2, A-4, A-17, A-59, A-92, A-94
- Bilingual Pay, 33
- Callback Pay, 34
- Career Development, 15, 59
- Caseloads, 23
- Child Care, 54
- City-Wide Voluntary Time Off Program, 27, 88
- Comfort Standards, 23
- Commuter Check, 17
- Compensation Adjustments, 47
- Compensatory Time, 41
- Compulsory Sick Leave, 79
- Contracting, 11
- Data, 50, 73, A-24, A-60
- DCAP Program, 55
- Dental, 51, 52, A-1
- Department of Human Resources, 5, 12, 16, 33, 35, 45, 50, 52, 57, 64, 65, 67, 72, 74, 94
- Department of Human Services, 23, 37, 69
- Department of Parking and Traffic, 16, 74
- Department of Public Health, 14, 17, 21, 31, 37, 58, A-10, A-19, A-20, A-22, A-24, A-27, A-32
- Diagnostic Medical Sonographer, 26, 30, 66
- Discrimination, 9, 10, 62
- Educational Leave, 65, 66
- Employee Assistance Program (EAP), 58, A-13, A-14, A-15, A-16, A-17, A-18, A-38, A-61
- Employment Conditions, 9, 60
- Expense, 16
- Fair Labor Standards Act (FLSA), 42, 58
- Family Care Leave, 83, A-11
- Fees, 14
- Flat Step Classifications, 49
- Floating Holidays, 43, A-36
- Grievance Procedure, 1, 2, 6, 25, 30, 37, 59, 60, 61, 62, A-10, A-18, A-32
- Handling of HIV+ and Hepatitis C+ Claims, A-94
- Health and Safety, 72, 74, A-24, A-36, A-38, A-39, A-46, A-60, A-82, A-89
- Health Care Reform, 92
- Health Plan, 51
- Hold Harmless, 87
- Holidays, 27, 34, 42, 43, 44, 55, A-35, A-36
- Hours, 1, 2, 3, 5, 13, 14, 16, 26, 27, 28, 30, 31, 32, 33, 34, 35, 39, 40, 41, 42, 43, 44, 45, 49, 50, 52, 53, 54, 55, 57, 65, 66, 69, 73, 74, 75, 78, 81, 83, 86, A-14, A-16, A-17, A-18, A-22, A-26, A-27, A-33, A-53, A-54, A-55, A-59, A-64, 67, A-68, A-69, A-71, A-72, A-73, A-74, A-82, 83, A-84, A-94
- Jury Duty, 56, 83, A-11
- Layoff, 14, 51
- Lead Person Premium, 36
- Leave for Sea Duty as Licensed Officer, 82
- Leaves of Absence, 76, A-10, A-59
- List of Represented Classes, A-1
- Longevity Premium, 39
- Mileage, 15
- Military Leave, 81
- MUNI, 16
- Night Duty, 30, 31
- Non-Permanent Employees, 49
- Overtime, 40, 41, 42, 55, 46, 53, 59
- Paramedic Benefits, 39
- Parking, 16, 18, 20, 21, 28, 36, 37, 72, 73, 74, A-7, A-8
- Part-time, 10, 19, 28, 43, 44, 64, 76, A-18, A-26, A-44, A-45
- Pay, 3, 4, 6, 14, 15, 26, 27, 28, 30, 33, 34, 36, 37, 38, 39, 40, 41, 42, 43, 44, 47, 49, 50, 52, 53, 55, 56, 57, 58, 59, 62, 63, 64, 65, 66, 69, 74, 76, 77, 78, 79, 80, 81, 83, 84, 85, A-10, A-11, A-16, A-17, A-26, A-27, A-29, A-43, A-44, A-53, A-59, A-63, A-69, A-84, A-93
- Pay Credits, 78, 81
- Pay Equity, 40
- Personal Leave, 84, A-12
- Personnel Files, 59, 63, A-22
- Premium Pay, 52
- Privacy, 19
- Probationary, 10
- Protective Service Worker Licensing Supervision Program, 68
- Reassignment, 29, 34
- Recognition, 1, 42

Reemployment, 48  
Release Time, 54  
Religious Leave, 84, A-12  
Retirement, 52, 53, 77, 80, A-4  
Return to Duty, 76  
Return to Work, 84  
Safety, 71, A-9, A-36, A-46, A-60  
Salary Adjustments, 45  
Salary Step, 39, 45, 47, 48, 50  
Saturday Holidays, 43  
Savings Clause, 86  
Seniority, 14, 28, 49, A-30, A-33, A-35, A-44, A-51  
Sick Leave, 76, 77, 78, 79, 81, 83, A-10, A-11  
Skelly Rights, 62  
Skilled Nursing Facility, 39  
Standby Pay, 34  
State Disability Insurance (SDI), 57, 58, 81, A-17  
Stewards, 6, 22  
Supervisory Differential Adjustment, 33  
Testing, 49, 62, 63, 65, 66, 67, 68, 69, 70, 75  
Training, 15, 19, 36, 38, 64, 65, 67, 68, 73, 74, A-2, A-18, A-23, A-31, A-52, A-58, A-59, A-82, A-86, A-87  
Traumatic Event, 74  
Tuition Reimbursement, 64  
Uniforms, 19  
Vacation, 56, A-36, A-43  
Wage, 26  
War Effort Leave, 82  
Work Schedules, 26, 28, 29, 43, 58, 83

