



SIDELETTER

This letter is to confirm additional agreements reached between the City and County of San Francisco and Local 21 of the International Federation of Professional and Technical Engineers on matters not covered by the arbitration award issued by arbitrator Cossack.

1. Technical Engineers

- a. Subject to the Civil Service Rules for the City and County of San Francisco and to approval by the Civil Service Commission, the Department of Human Resources will make the following changes:
  - i. Consolidate the Mechanical/Electrical/Civil Engineering Associate I disciplines into a single classification (across the line, not defined by specialty); and
  - ii. Consolidate the Mechanical/Electrical/Civil Engineering Assistant disciplines into a single classification (across the line, not defined by specialty).
- b. Subject to the Civil Service Rules for the City and County of San Francisco and to approval by the Civil Service Commission, the Department of Human Resources will make the following changes to the classification specifications for the Junior Engineer (5201) and the Assistant Engineer (5203) classifications:
  - i. Modify the Minimum Qualifications of the Junior Engineer (5201) to add an alternative of two (2) years of verifiable professional engineering experience at a level equivalent to the City and County of San Francisco Engineering Associate I; and
  - ii. <sup>CD, DJ</sup> ~~include a new paragraph 4:~~ Modify the Minimum Qualifications of the Assistant Engineer (5203) to add an alternative of two (2) years of experience of verifiable professional engineering experience at a level equivalent to the City and County of San Francisco Engineering Associate II.
- c. Hold a meeting with the Technical Engineers no later than 30 days after implementation of the changes to minimum qualifications. This meeting will include:
  - i. Discussion of where employees can get Engineer-in-Training training/certification; and
  - ii. any specific funding sources (including the Employee Development Fund) to fund Engineer-in-Training training/certification;

2. MCCP Settlement

- a. As specified in the attached Settlement Agreement, Local 21 has agreed to dismiss with prejudice its entire lawsuit challenging the MCCP Settlement [San

<i>italics</i> = moved existing language	<b><u>bold, double underline</u></b> = new language
<del>struck out, italics</del> = existing language prior section	<del>struck out</del> = removed language



Francisco Superior Court Case No. 506-128] and the grievance entitled "Violations of 'Tripartite MCCP Settlement,'" originally lodged by David Coleman, Local 21 Research Assistant, on May 20, 2005 and set for hearing before Arbitrator Bonnie Bogue on June 20, 2006 (ERD case number 00-05-1440).

- b. 1825 Classification
  - i. Subject to the Civil Service Rules for the City and County of San Francisco and to approval by the Civil Service Commission, the Department of Human Resources will establish Classification Number 1825;
  - ii. The parties will meet to discuss the functions and rate of pay for the 1825 classification.

3. Project Manager Series

Subject to the Civil Service Rules for the City and County of San Francisco and to approval by the Civil Service Commission, the Department of Human Resources will expand the utilization of the Project Manager Series so that it is no longer limited solely to construction projects.

4. Other Classification Issues

- a. The City agrees to meet with Local 21 to discuss Local 21's issues concerning the 1827 Administrative Service Manager Classification
- b. Flexible Staffing Pilot Program:
  - i. Subject to the Civil Service Rules for the City and County of San Francisco and to approval by the Civil Service Commission, the Department of Human Resources will establish a Flexible Staffing Pilot Program with the following parameters:
    - 1. Only applicable to movement from Entry-level to Journey-level classifications
    - 2. "Flexing" permitted only where there is a demonstrated Departmental need and where the Department has a budgeted position (details of how budgeted/funded to be determined)
    - 3. To qualify, the "Candidate" (incumbent in the lower classification) must meet the Minimum Qualifications for higher class (i.e., the incumbent must qualify for both classifications)
    - 4. The Candidate must demonstrate satisfactory performance in the entry level classification
    - 5. In filling a vacancy, the employing Department will have discretion to utilize either:
      - a. flexible staffing; or
      - b. open recruitment.
  - ii. Classifications which Qualify for the Flexible Staffing Program

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1. Professional Engineers: Assistant (5203) to Associate (5207)
  2. Health Program Coordinator I (2589) to Health Program Coordinator II (2591)
  3. Epidemiologist I (2802) to Epidemiologist II (2803)
  4. IT Series (DTIS Only)
    - a. Technician-Assistant (1011) to Technician-Journey (1012)
    - b. Administrator I (1021) to Administrator II (1022)
    - c. Engineer-Assistant (1041) Engineer-Journey (1042)
    - d. Business Analyst Assistant (1051) to Business Analyst (1052)
    - e. Program Analyst- Assistant (1061) to Programmer Analyst (1062)
  5. Survey Assistant I (5310) to Survey Assistant II (5312)
  6. The Department of Human Resources will also consider the possibility of flexibly staffing the 1203 Personnel Technician and 1241 Personnel Analyst classifications
- iii. Timeframe of Pilot program
1. Program shall be initiated six (6) to twelve (12) months after adoption of the 2006-2009 Memorandum of Understanding (this period shall be used to establish the parameters for the pilot program)
  2. Review Period
    - a. One year after the initiation of the pilot program, the Department of Human Resources will begin a review of the program
    - b. Local 21 may propose additional classifications at that time

5. Special Conditions

No later than September 1, 2006, the City shall provide Local 21 with a list of all existing special conditions, sorted by Local 21 classes. Upon review of the list of special conditions, Local 21 may present to the City any concerns regarding existing special conditions for discussion.

Further, on a recurring basis as new special conditions are proposed, the City will provide Local 21 with the “summary forms” which contain information describing the special condition. Upon request, DHR will request that the Department seeking the special condition provide Local 21 with any existing underlying documents it relied on in developing the identified special conditions and will provide those documents to Local 21.

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6. Layoffs and Bumping

The Department of Human Resources agrees to issue a letter to the City's department heads on an annual basis emphasizing the importance of providing proper orientation to employees who are returned to duty to a permanent appointment in their department following layoff (i.e., employees who "bump" into their department following a layoff) toward the goal of ensuring successful employee transitions and operational stability. The letter shall relay the following:

- a) Supervisors are encouraged to provide meaningful orientation for new subordinate employees "bumping" into their department. This should include the identification of the essential functions of the position as well as identification of the supervisor's specific expectations for the employee, including performance objectives.
- b) Supervisors are encouraged to monitor the new employee's performance during the employee's probationary period and review with the employee any needed improvements in performance to successfully meet expectations.
- c) Feedback on performance should occur as early as possible in the probationary period to allow the employee an opportunity to rectify any performance problems.
- d) Departments are encouraged to provide available basic training that would provide an employee with tools for success in their new appointment when possible and appropriate.

7. Letter to the Parking Commission

The Director of Human Resources agrees to write a letter to the Parking Commission regarding parking permits for rehabilitation professionals no later than August 31, 2006.

8. Meeting with Health Service System

The Director of Human Resources agrees to convene a meeting with the Director of the Health Service System and representatives from Local 21 to discuss health insurance benefits no later than September 29, 2006.

9. Job Announcement Posting

No later than August 31, 2006, the Director of Human Resources agrees to issue a memorandum to Appointing Officers indicating that all Permanent Civil Service job announcements are to be posted on the Department of Human Resources website. In addition, the memorandum will urge Appointing Officers to post Exempt job announcements to the extent appropriate.

10. DPH Travel Reimbursement

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No later than August 31, 2006, the Department of Public Health agrees to write a memorandum clarifying Departmental policy that for health educators supported by grant funding, such employees will receive travel reimbursement when travel is required by the grant ~~funding~~ and the grant funding provides for such travel reimbursement.

*DN CD*

11. **Audiometrist, Audiologist and Speech Pathologist Salary Plan**

The City hereby confirms that Classes 2538 Audiometrist, 2540 Audiologist and 2542 Speech Pathologist have six steps (set at existing salary grades at intervals nearest to 5%) as provided in the Compensation Manual. To qualify for the sixth step, employees in these classifications must serve at least five (5) years at Step 5.

*CDP*  
*1/25/06*

*Das*  
*5-25-06*

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