

FAQ: Extended Ranges

Q. What are “Extended Ranges?”

A. *Extended ranges are a new benefit under the 2006-2009 MOU between Local 21 and CCSF. Employees in certain job classes may be eligible for placement in an extended pay range based on defined criteria.*

Q. How much is an extended range?

A. *Extended ranges can be set at 2.5%, 5% or 7.5% above the top step of the salary grade of the existing classification.*

Q. Which classes are eligible?

A. *Classes with no opportunity to promote and remain in Local 21 are eligible for consideration for an extended range. For example, a Health Program Coordinator I can promote to Health Program Coordinator II and remain in Local 21, and so is not eligible for extended ranges. A Health Program Coordinator II can promote to Health Program Coordinator III, and so is not eligible for extended ranges. There is no Local 21 classification that a Health Program Coordinator III can promote to within our Local 21 bargaining unit, and so this classification can be considered for an extended range.*

Some classifications have already been identified as meeting the standard of no further in-unit promotive opportunity (see attached list). However, there may be other classes that meet this standard. Classes that meet the standard may be added to the list after meeting with the City.

Q. What are the criteria for receiving an extended range if the classification is eligible?

A. *There must be recruitment or retention needs, or use of special skills, or a special project of limited duration, or exemplary performance.*

Q. Are there other restrictions?

A. *Employees may not receive an extended range and also receive exemplary pay, CIP incentive or leadership/special skills pay, acting assignment or supervisory differential.*

Q. If an extended range is granted, is it permanent?

A. *It depends on the reason it is granted. For example, if it is granted for work on a special project of limited duration, it will end when the special project ends. Recruitment or retention actions are generally treated as permanent.*

Q. What is the process and timeline for receiving an extended range?

A. *The Appointing Officer submits a list to DHR which verifies that the class is eligible and the criteria are met, then the Controller and Mayor’s office certifies the Department has funds.*

Q. Is it grievable if an employee is denied an extended range?

A. *Since this is our first MOU that provides for Extended Range, as with many foot-in-the-door provisions, receipt of an Extended Range by an employee is not grievable. However, the MOU does have language obligating the City to work cooperatively with Local 21 to ensure the success of the program.*



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Article III, B., 26 Extended Ranges

- 251 1. Employees in classifications listed in the paragraph below shall be eligible for placement in an extended salary range with a value not to exceed 7.5% of the top step of the classification's existing salary range.
- 252 2. The following classifications are eligible for placement in an extended salary range under this section:
- a. IS Engineer-Principal (1044)
 - b. IS Project Director (1070)
 - c. Principal Personnel Analyst (1246)
 - d. Senior Systems Accountant (1657)
 - e. Financial Systems Supervisor (1670)
 - f. Supervising Auditor (1686)
 - g. Supervising Performance Auditor (1801)
 - h. Senior Statistician (1806)
 - i. Supervising Purchaser (1958)
 - j. Physicians Assistant (2218)
 - k. Forensic Toxicologist (2458)
 - l. Laboratory Services Manager (2489)
 - m. Health Program Coordinator III (2593)
 - n. Senior Employee Assistance Counselor (2595)
 - o. Volunteer/Outreach Coordinator (3374)
 - p. Principal Real Property Officer (4143)
 - q. Principal Personal Property Auditor (4224)
 - r. Principal Real Property Appraiser (4267)
 - s. Safety Officer (5177)
 - t. Principal Engineer (5212)
 - u. Principal Architect (5273)
 - v. Planner V (5283)
 - w. Traffic Sign Manager (5306)
 - x. Project Manager I-IV (5502-5508)
 - y. Chief Housing Inspector (6274)
 - z. Signal & Systems Engineer (9197)
- 253 3. The parties may agree to provide extended salary ranges for additional classifications; provided, however, that extended ranges shall be limited to those classes where there is no further in-unit promotive opportunity.
- 254 4. Subject to the requirements set forth in this section, Appointing Officers may seek approval to place incumbent employees at a rate of pay in an extended range based on consideration of whether the adjustment would serve one or more of the following purposes:
- (a) to address demonstrated recruitment or retention issues;
 - (b) to compensate an employee exercising a special skill;
 - (c) to compensate for a special project of limited duration; and/or
 - (d) to recognize exemplary performance.

- 255 5. Subject to the requirements as set forth in this section, Appointing Officers may select employees in the above eligible classifications for temporary placement in an extended range. For example, employees may be temporarily placed in an extended range to compensate for assignment to a special project of limited duration; placement in an extended range would be granted for the duration of that special assignment only.
- 256 6. Placement in an extended salary range shall be assigned in increments of 2.5% above base pay (i.e., placement may be at 2.5%, 5.0% or 7.5% above base pay), set at the nearest existing salary grade, not to exceed 7.5% above base pay.
- 257 7. The Department of Human Resources shall verify that employees selected for placement in an extended range under this section satisfy the foregoing criteria upon written certification by the Appointing Officer detailing the basis for the placement.
- 258 8. Placement in extended salary ranges under this section shall be funded through Departmental budgets, and shall require certification by the Controller's Office and the Mayor's Budget Office that adequate funds are available.
- 259 9. Employees placed in an extended range under this section shall not be eligible to receive additional pay under any of the following:
- (a) Exemplary Performance Pay pursuant to section III.B of this Agreement; or
 - (b) The Pilot Capital Project Incentive Program pursuant to the Capital Projects MOU Addendum (Appendix C of this Agreement); or
 - (c) Leadership Pay or Special Skills Pay pursuant to the Capital Projects MOU Addendum (Appendix C of this Agreement); or
 - (d) Acting Assignment Pay pursuant to section III.B. of this Agreement; or
 - (e) Supervisory Differential Adjustment section III.B. of this Agreement.
- 260 10. The City and the Union agree to work cooperatively to ensure the success of this program.
- 261 11. Placements in extended ranges under this section are discretionary. The granting or failure to grant placement in an extended range is not subject to the grievance procedure or any other type of appeal.