

FAQ: EXEMPLARY PERFORMANCE PAY

Q. What is “Exemplary Performance Pay?”

A. *Exemplary Performance Pay is a new benefit under the 2006-2009 MOU between Local 21 and CCSF. Employees may be considered for Exemplary Performance Pay each year, which will be based on performance in the preceding fiscal year.*

Q. How much is Exemplary Performance Pay?

A. *Exemplary Performance Pay is paid in a lump sum amount between 1.0% and 2.5% of the employee’s base pay which is based on salary during the preceding fiscal year. This pay is considered to be compensation for retirement purposes, and is applied toward retirement for the fiscal year in which it was paid.*

Q. Who qualifies for Exemplary Performance Pay?

A. *To qualify and be eligible for Exemplary Performance Pay, an employee:*

- *must have been at the top of their salary range for at least three years;*
- *must be in a Local 21 class on or before 12/31 and continuing to 6/30 of the preceding fiscal year;*
- *must demonstrate exemplary performance.*

Q. Are there any restrictions on eligibility to receive exemplary performance pay?

A. *Employees may not receive exemplary pay **and** be in an extended range (Article III, B., 26 of the MOU), or also receive additional compensation under the Pilot Capital Project Incentive Program in the Capital Projects MOU Addendum (Appendix C of the MOU). An employee may try for all of these pay options, but will receive only one if more than one is applicable.*

Q. What is the process and timeline for receiving Exemplary Performance Pay?

A. *Appointing Officers will submit to DHR the request for Exemplary Performance Pay no later than September 1 following the fiscal year. DHR will verify employees are qualified to receive the pay. It will be paid out no later than November 30 of each year in a lump sum. Exemplary Performance Pay will begin in 2007. It will be funded through Departmental budgets.*

Q. If an employee does not receive Exemplary Performance Pay, is this grievable?

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

