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Agreement between the San Francisco District Attorney Investigators' Association and the City and County of San Francisco, 2001-2003

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Union San Francisco District Attorney Investigators' Association

Local

Occupations Represented
Judges, magistrates, and other judicial workers

Bargaining Agency City and County of San Francisco

Agency industrial classification (NAICS):

92 (Public Administration)

BeginYear 2001 **EndYear** 2003

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Notes

Contact

Full text contract begins on following page.



COLLECTIVE BARGAINING AGREEMENT

BETWEEN

THE CITY AND COUNTY OF SAN FRANCISCO

AND

**THE SAN FRANCISCO DISTRICT ATTORNEY
INVESTIGATORS' ASSOCIATION**

JULY 1, 2001 – JUNE 30, 2003

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ARTICLE I - REPRESENTATION

1. **THIS COLLECTIVE BARGAINING AGREEMENT** (hereinafter "CBA") is entered into by the City and County of San Francisco (hereinafter "City") through its designated representatives and the San Francisco District Attorney Investigators' Association (hereinafter "Association").

I.A. RECOGNITION

2. The City acknowledges that the Association has been properly certified as the recognized employee representative, pursuant to the provisions set forth in the City's Employee Relations Ordinance, for the following classifications:

Class OT Symbol Title

8132	L	District Attorney Investigator Assistant
8146	L	District Attorney's Investigator
8147	Z	Senior District Attorney's Investigator
8149	Z	Assistant Chief District Attorney's Investigator

3. Recognition shall be extended to individual classes appropriately accreted to existing bargaining units covered by this CBA, and the CBA shall apply prospectively to such classes.

I.B. INTENT

4. It is the intent of the parties signatory hereto that the provisions of this Agreement shall not become binding until adoption or acceptance by the Board of Supervisors by appropriate action in accord with City Charter §A8.409 and ratification by the Association.
5. 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 §A8.409.

I.C. OBJECTIVE OF THE CITY

6. 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 CBA within their respective roles and responsibilities.
7. The Association recognizes the City's right to establish and/or revise performance levels, standards or norms notwithstanding the existence of prior performance levels, norms or standards. Such standards, developed by usual work measurement procedures, may be used to determine acceptable performance levels, prepare work schedules, and to measure the performance of each employee or group of employees.

8. Employees who work at less than acceptable levels of performance as determined by the District Attorney may be subject to disciplinary measures in accordance with any rights they may have under Government Code 3300 et seq. Nothing in this CBA shall be construed to alter, modify, or restrict in any manner the exercise of the rights, authority or discretion conferred on the District Attorney by Charter Section 10.104(13) which states that District Attorney's Investigators "serve at the pleasure of the appointing authority."

I.D. MANAGEMENT RIGHTS

9. The City shall have authority for the policies and administration of the Department and the power to organize, reorganize and manage the District Attorney's Office and its employees. Nothing in this document shall be interpreted as abrogating the Charter in any of its parts. Said authority shall include, but not be limited to, work rules and regulations. This Paragraph is not to be interpreted as a limitation on the rights of the Association under the Meyers-Milias-Brown Act.

I.E. NO STRIKE PROVISION

10. During the period of time this CBA is in effect, the Association and members of the bargaining unit agree not to initiate, engage in, cause, instigate, encourage or condone a strike, work stoppage, slowdown, mass absenteeism, sympathy strike, or any other disruptive activities which are detrimental to the conduct of City and County business and services.

I.F. NEGOTIATION RESPONSIBILITY

11.
 1. Except in cases of emergency, the City/Department shall give reasonable written notice to the Association of any proposed change in matters within the scope of representation as specified in Government Code §3504.5. The Association shall be provided with the opportunity to meet and confer with regard to any such proposed change should it desire to do so.
12. In cases of emergency when the City/Department determines that a proposed change as described herein must be adopted immediately without prior notice or meetings with the Association, the City/Department shall provide such notice and opportunity to meet at the earliest practicable time following the adoption of such change.
13.
 2. If the Association does not respond within fifteen (15) calendar days from the date of receipt or written notification of a proposed change as described above in subsection 1, the Association shall be deemed to have waived its opportunity to meet and confer on the proposed change.
14.
 3. If the Association timely requests the opportunity to meet and confer as provided herein, the City/Department, with the direct assistance and participation of the Employee Relations Division, agrees to meet and confer

with the Association over such proposed change or changes within fifteen (15) calendar days of such timely request, unless a longer period of time is mutually agreed upon, in order to freely exchange information, opinions and proposals and to endeavor to reach agreement on the proposed change or changes.

15. 4. Except as provided in subsection 3, above, the Association agrees that it will make no proposals for change in the terms and conditions of employment of bargaining unit members for the duration of this CBA.
16. 5. This CBA sets forth the full and entire understanding of the parties regarding the matters set forth herein, and any and all prior and existing Memoranda of Understanding, Understandings, or Agreements, whether formal or informal, are hereby superseded or terminated in their entirety. This CBA may be modified, but only in writing, upon the mutual consent of the parties and ratification by the Board of Supervisors.

I.G. GRIEVANCE PROCEDURE

17. A grievance is any dispute, which involves the interpretation or application of any provisions of the Collective Bargaining Agreement relating to working conditions arising out of this Agreement. Disciplinary matters are excluded from the provisions of this Section. Grievances must be in writing and include: a) the name or names of the grievant, b) the basis and date of the grievance as known at the time of submission, c) the sections of the CBA which the Association believes have been violated, and d) the remedy or solution being sought by the grievant. Failure by the Association 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. Grievances shall be processed in the following manner:
 18. 1. The grievance shall be presented either by the employee or by an authorized Association representative to the designated supervisor of the employee within fifteen (15) calendar days after the cause of such grievance occurs.
 19. 2. The designated supervisor shall have fifteen (15) calendar days from date of receipt of grievance in which to respond. If the grievance is not satisfactorily adjusted within this period, within fifteen (15) calendar days of receipt of the supervisor's response, the shall be presented in writing either by the employee or by an authorized Association representative to the department head or to such representative as he/she may designate.
 20. 3. The department head or a designated representative shall have fifteen (15) calendar days from date of receipt of grievance in which to respond. If the grievance is not satisfactorily adjusted within this period, within fifteen (15) calendar days of receipt of the department head's decision, the grievance shall be presented in writing either by the employee or by an authorized

Association representative to the Employee Relations Division or to such representative as he/she may designate.

21. 4. The Employee Relations Division (ERD) shall have thirty (30) calendar days from date of receipt of the grievance in which to respond. If the grievance is not satisfactorily adjusted by ERD, within fifteen (15) calendar days of receipt of the ERD response, the Association has the right to advance the grievance to final and binding arbitration before an impartial arbitrator who shall be designated by mutual agreement between the Association and the Director of Human Resources. The fees and expenses of the arbitrator and of a court reporter shall be shared equally by the Association and the City. Each party, however, shall bear the cost of its own presentation including preparation and post hearing briefs, if any.
22. 5. Decisions of arbitrators on matters properly before them shall be final and binding on the parties hereto, to the extent permitted by the Charter of the City and County of San Francisco. It is the intent of this provision that Arbitrator Awards be implemented.
23. No arbitrator shall entertain, hear, decide or make recommendations on any dispute unless such dispute involves a position in a unit represented by the Association and unless such dispute falls within the definition of a grievance.
24. Proposals to add to or change this Collective Bargaining Agreement or written agreements or addenda supplementary hereto shall not be arbitrable and no proposal to modify, amend or terminate this Collective Bargaining Agreement, nor any matter or subject arising out of or in connection with such proposal, may be referred to arbitration under this Section. No arbitrator shall have the power to amend or modify this Collective Bargaining Agreement or written agreements or addenda supplementary hereto or to establish any new terms or conditions of employment.
25. All complaints involving or concerning the payment of compensation shall be initially filed in writing with the District Attorney or his authorized representative. Only such complaints which allege that employees are not being compensated in accordance with the provisions of this Collective Bargaining Agreement shall be considered as grievances. Any other matters of compensation are to be resolved in the meeting and conferring process and if not detailed in the Collective Bargaining Agreement which results from such meeting and conferring process shall be deemed withdrawn until the meeting and conferring process is next opened for such discussion. No adjustment shall be retroactive for more than thirty (30) days from the date upon which the complaint was filed.
26. 6. Time Off for Grievances. If an employee desires the assistance of a

representative of the Association in the processing of a grievance, the City agrees to permit one (1) Association representative reasonable time off during regular work hours, without loss of compensation or other benefits for this purpose. The grievant and/or authorized representative shall obtain the approval of their immediate supervisor before leaving their duty or work station or assignment for the purpose of processing a grievance.

I.H. EMPLOYEE REPRESENTATIVES

27. Employee representatives shall be allowed to distribute Association material and contact members on City property, provided the contact will be made during the employees' rest periods or before or after their work.
28. Up to two (2) official Association representatives shall be allowed time off without loss of pay to meet and confer with representatives of the City and County of San Francisco on matters within the scope of representation as provided in Administrative Code §16.219, which is appended for informational purposes only.

I.I. ASSOCIATION SECURITY

29.
 1. **PAYROLL DEDUCTIONS.** The Association shall provide the Employee Relations Director and the City Controller with a complete list of the City classifications subject to this Section represented by members of the Association, a statement of the membership dues for members in each classification, and a list of members in said classifications who have signed authorizations for payroll dues deductions. Such list of represented classifications and statement of membership dues shall be amended as necessary. The Controller may take up to thirty (30) days to implement such changes. The Controller shall make required membership dues payroll deductions for the Association as designated from the list submitted by the Association.
30. Each pay period, the Controller shall make membership dues deductions, as appropriate, from the regular periodic payroll warrant of each Association member described above.
31. The Controller will promptly pay over to the Association all sums withheld for membership dues.
32.
 2. **MAINTENANCE OF MEMBERSHIP.** Employees covered by this CBA who have voluntarily joined the Association, and have authorized payroll deduction of dues, shall, for the administrative convenience of the parties, be permitted to revoke authorization for the deduction of Association dues only during the month of May for any year. 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, Personnel and Payroll Division, 875 Stevenson Street,

San Francisco, CA 94103. The City shall deliver a copy of any revocation notice to the Association not later than July 1.

33.
 3. **NOTIFICATION.** By the tenth day of each month, the City shall provide the Association with either: (1) a list, by classification, of all employees working in those classifications represented by the Association or (2) a list, by classification, of all new employees hired in the prior month in those classifications represented by the Association.

ARTICLE II - EMPLOYEE CONDITIONS

II.A. NON DISCRIMINATION CLAUSE

34. 1. The City and the Association 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, age, political affiliation or opinion, or sexual orientation, nor shall such a person be the subject of sexual or racial harassment.
35. This Paragraph shall not be construed to restrict or proscribe voluntary equal employment opportunity efforts by the Department; nor shall any rule, policy, procedure, order, action, determination or practice which pertains to the purpose, goals or requirements of a consent decree be restricted by the provisions of this Paragraph.
36. 2. Neither the City nor the Association shall interfere with, intimidate, restrain, coerce or discriminate against any employee because of the exercise of rights pursuant to the Employee Relations Ordinance of the City and County of San Francisco and the Meyers-Milias-Brown Act.
37. 3. Employees of the City shall have the right to form, join and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employee relations. Employees of the City and County shall also have the right to refuse to join or participate in the activities of employee organizations.

II.B. DISABILITIES

38. The parties agree that the City is obligated to provide reasonable accommodations for persons with disabilities, in order to comply with the provisions of the Americans with Disabilities Act, the Fair Employment and Housing Act and all other applicable federal, state and local disability anti-discrimination statutes. The parties further agree that this CBA shall be interpreted, administered and applied in a manner consistent with such statutes. The City reserves the right to take any action necessary to comply therewith.

II.C. FAIR LABOR STANDARDS ACT

39. The City agrees that it will, at a minimum, compensate in a manner and consistent with the Fair Labor Standards Act. No employee covered by this Agreement shall suffer any reduction in benefits as the result of the application of this language.

II.D. INJURY RELATED LEAVES

40. The City will make a good faith effort to return employees who have sustained an occupational or non-occupational injury or illness to temporary modified duty within the employee's medical restriction. 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, 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, and/or in another department, provided the assignment must be approved by the District Attorney and does not violate Section 3303(j) of the Government Code. The decision to provide modified duty and/or the impact of such decisions shall not be subject to grievance or arbitration, except that alleged violations of Government Code Section 3303(j) shall be subject to grievance and/or arbitration. Modified duty assignments may not exceed three (3) months.

41. 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. Use of compensatory time requires the employee's Appointing Officer's approval.
42. An employee who wishes to not supplement, or 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. 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.
43. 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.
44. 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.
45. Nothing in this CBA is intended to affect any rights an employee covered by this CBA may have under Labor Code Section 4850.

II.E. LAYOFFS

46.
 1. Advance Notice. Any employee whose position is eliminated shall be given at least thirty (30) calendar days advance written notice. The Association shall receive a copy of any layoff notice.
47.
 2. Request to Meet & Confer. Prior to any layoff, the Association shall have ten (10) calendar days from the date of the layoff notice, as specified in subsection 1 above, to make a written request to meet and confer with the

City. If such request is provided, the City shall meet and confer to consider any proposal(s) advanced as an alternative to layoff and/or on the impact of such layoff.

48. The Association's rights under this provision shall not alter the effective date of the layoffs without the written agreement of the City.

ARTICLE III - PAY, HOURS AND BENEFITS

III.A. SCHEDULES OF COMPENSATION

49. Compensation for the respective classifications of employment shall be paid for services under a normal work schedule as defined in Section III hereof. Compensations listed are gross amounts and are paid on a biweekly basis unless otherwise specified. The salary grade plan of seniority increments is contained herein.
50. Effective July 1, 2001, wages of all bargaining unit members shall be increased Three (3%) Percent, rounded to the closest Salary Grade; effective January 5, 2002, wages of all bargaining unit members shall be increased Two (2%) Percent, rounded to the closest Salary Grade; effective July 1, 2002, wages of all bargaining unit members shall be increased Two and One-Half (2.5%) Percent, rounded to the closest Salary Grade; effective January 4, 2003, wages of all bargaining unit members shall be increased Two and One-Half (2.5%) Percent, rounded to the closest Salary Grade.
51. In addition, effective July 1, 2001, there shall be a Three (3%) Percent base wage adjustment for the classifications of 8146 District Attorney Investigator, 8147 Senior District Attorney Investigator and 8149 Assistant Chief District Attorney's Investigator. This will be followed by a Two (2%) Percent base wage adjustment on July 1, 2002, for these same classifications.
52. Wage rates are set forth in Attachment A.

III.B. WORK SCHEDULES

1. NORMAL WORK SCHEDULES

53. a. Unless otherwise provided in this agreement, a normal work day is a tour of duty of eight (8) hours completed within not more than nine (9) hours.
54. Upon request of the appointing officer, the Department of Human Resources may authorize work schedules for executive, administrative or professional employees which are comprised of eight (8) hours within twelve (12) or a forty (40) hour work week in four, five or six consecutive days. Such change in the number of work days shall not alter the basis for, nor entitlement to, receiving the same rights and privileges as provided all five-day, forty hour-a-week employees.
55. All classifications of employees having a normal work day of eight (8) hours within nine (9) hours may voluntarily work in flex-time programs authorized by appointing officers and may voluntarily work more than or less than eight (8) hours within twelve (12) hours, provided, that the employee must work five (5) days a week, eighty (80) hours per payroll period, and must execute a document stating

that the employee is voluntarily participating in a flex-time program and waiving any rights he or she may have on the same subject.

56. The Employee Relations Division of the Department of Human Resources may authorize any department head, board or commission to meet and confer with an employee, group of employees, or their representatives on proposals offered by the employee, group of employees, or their representatives or the department relating to alternate scheduling of working hours for all or part of a department. Such proposals may include but are not limited to core-hour flex time, full time work weeks of less than five (5) days, work days of less than eight (8) hours or a combination of plans which are mutually agreeable to the employee, group of employees, and their representatives and the department concerned. Any such agreement shall be submitted to the Mayor's Budget Office for its approval or rejection.
57. b. A normal work week is a tour of duty on each of five consecutive days.
58. c. **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 work week for a specified period of time. Such reduced work week shall not be less than twenty (20) hours per week nor less than three (3) continuous months during the fiscal year. Pay, Vacation, Holidays and Sick Pay shall be reduced in accordance with such reduced work week.

2. **PART-TIME WORK SCHEDULE**

59. a. A part-time work schedule is a tour of duty of less than forty hours per week.

III.C. COMPENSATION FOR VARIOUS WORK SCHEDULES

1. **PART-TIME WORK SCHEDULE**

60. Salaries for part-time services shall be calculated upon the compensation for normal work schedules proportionate to the hours actually worked.

III.D. ADDITIONAL COMPENSATION

1. **SUPERVISORY DIFFERENTIAL ADJUSTMENT**

61. The Human Resources Director is hereby authorized to adjust the compensation of a supervisory employee whose schedule of compensation is set herein subject to the following conditions:

62. a. 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.
63. b. The organization is a permanent one 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.
64. c. 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.
65. d. The compensation schedule of the supervisor is less than one full step (approximately 5%) over the compensation schedule, exclusive of extra pay, of the employee supervised.
66. e. The adjustment of the compensation schedule of the supervisor shall be to the nearest compensation schedule representing, but not exceeding, one full step (approximately 5%) over the compensation schedule, exclusive of extra pay, of the employee supervised.
67. If the application of this Section adjusts the compensation schedule of an employee in excess of his/her immediate supervisor, the pay of such immediate supervisor covered by this agreement shall be adjusted to an amount \$1.00 bi-weekly in excess of the base rate of his/her highest paid subordinate, provided that the applicable conditions under this section are also met.
68. f. The decision of the Department of Human Resources as to whether the compensation schedule of the supervisory employee shall be adjusted in accordance with this section shall be final and shall not be grievable.
69. g. Compensation adjustments are effective retroactive to the beginning of the current fiscal year of the date in the current fiscal year upon which the employee became eligible for such adjustment under these provisions.
70. To be considered, requests for adjustment under the provisions of this section must be received in the offices of the Department of Human Resources not later than the end of the current fiscal year.
71. h. In no event will the Human Resources Director approve a supervisory salary adjustment in excess of 2 full steps (approximately 10%) over the

supervisor's current basic compensation. If in the following fiscal year a salary inequity continues to exist, the Human Resources Director may again review the circumstances and may grant an additional salary adjustment not to exceed 2 full steps (approximately 10%).

- 72. i. It is the responsibility of the appointing officer to immediately notify the Department of Human Resources of any change in the conditions or circumstances that were and are relevant to a request for salary adjustment under this section either acted upon by or pending.
- 73. j. An employee shall be eligible for supervisory differential adjustments only if they actually supervise the technical content or subordinate work and possess education and/or experience appropriate to the technical assignment.

2. **STANDBY PAY**

- 74. Employees 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 emergency service for the performance of their regular duties, shall be paid 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. When such employees are called 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. However, standby pay shall not be allowed in classes whose duties are primarily administrative in nature.
- 75. Employees assigned to standby status as part of the officer-involved shooting team shall be compensated for the period of standby status as follows: Employees may be assigned to standby when normally off-duty from 8 a.m. Monday to 8 a.m. the following Monday ("duty week"). For each duty week the employee is assigned to standby status, the employee shall receive eighteen (18) hours of compensatory time. In addition, when such employees are called to perform their regular duties in emergencies during the period of such standby status, they shall be paid while engaged in such emergency service the usual rate of pay for such service as provided herein.
- 76. If employees assigned to the child abduction unit or the arson task force are assigned to standby status when normally off-duty, the City shall notify the Association and agree to meet and confer regarding the compensation of such employees while on standby status.

3. **CALL BACK**

- 77. Employees (except those at remote locations where city supplied housing has been

offered, or who are otherwise being compensated) who are called back to their work locations following the completion of his/her work day and departure from his/her place of employment, shall be granted a minimum of four (4) hours compensation (pay or compensatory time off as appropriate - "Z" employees can only take overtime in the form of compensatory time off) at the applicable rate or shall be compensated for all hours actually worked at the applicable rate, whichever is greater. This section shall not apply to employees who are called back to duty when on standby status. The employee's work day shall not be adjusted to avoid the payment of this minimum.

4. **ACTING ASSIGNMENT PAY**

78. Adjustment of compensation shall occur if all the following conditions are met:

- 1) The assignment shall be in writing;
- 2) Assigned position must be budgeted;
- 3) The employee is assigned to perform the duties of a higher classification for eleven (11) consecutive work days, after which acting assignment pay shall be retroactive to the first (1st) day of the assignment.

79. Upon written approval, as determined by the City, an employee shall be authorized to receive an increase to a step in an established salary grade that represents at least 5% above the employee's base salary and that does not exceed the maximum step of the salary grade of the class to which temporarily assigned. Premiums based on percent of salary shall be paid at a rate which includes the acting assignment pay.

80. Where the above requirements are satisfied but an employee does not receive a premium, the employee must file a grievance within sixty (60) calendar days of not receiving acting assignment pay.

81. An employee who is asked to perform the duties of a higher classification is entitled to have the assignment in writing.

5. **TIME OFF FOR VOTING**

82. 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.

III.E. OVERTIME COMPENSATION

83. 1. Appointing officers may require employees to work longer than the normal work day or longer than the normal work week. Any time worked under proper authorization of the appointing officer or his/her designated representative or any hours suffered to be worked by an employee, exclusive of part-time employees, in excess of the regular or normal work day or week

shall be designated as overtime and shall be compensated at one-and-one-half times the base hourly rate; provided that employees working in classifications that are designated in Section III.B. of this agreement as having a normal work day of less than eight (8) hours or a normal work week of less than forty (40) hours shall not be entitled to overtime compensation for work performed in excess of said specified normal hours until they exceed eight (8) hours per day or forty (40) hours per week, provided further, that employees working in a flex-time program shall be entitled to overtime compensation as provided herein when required to work more than eight hours in a day or eighty hours per payroll period. Overtime compensation so earned shall be computed subject to all the provisions and conditions set forth herein.

84. There shall be no eligibility for overtime compensation if there has been sick pay, sick leave or disciplinary time off on the preceding workday, or if sick pay, sick leave or disciplinary time off occurs on the workday following the last overtime assignment.
85. The Department of Human Resources shall determine whether work in excess of eight (8) hours a day performed within a sixteen (16) hour period following the end of the last preceding work period shall constitute overtime or shall be deemed to be work scheduled on the next work day.
86. No appointing officer shall require an employee not designated by a "Z" symbol in the Annual Salary Ordinance to work overtime when it is known by said appointing officer that funds are legally unavailable to pay said employee, provided that an employee may voluntarily work overtime under such conditions in order to earn compensatory time off at the rate of time and one-half, pursuant to subsection 2, below.
87.
 2. Employees occupying positions determined by the Department of Human Resources as being exempt from the Fair Labor Standards Act and designated by a "Z", shall not be paid for over-time worked but may be granted compensatory time off at the rate of one-and-one-half times for time worked in excess of normal work schedules.
88. Those employees subject to the provisions of the Fair Labor Standards Act who are required or suffered to work overtime shall be paid in salary unless the employee and the Appointing Officer mutually agree that in lieu of paid overtime, the employee shall be compensated with compensatory time off. Compensatory time shall be earned at the rate of time and one half. Employees occupying non "Z" designated positions shall not accumulate a balance of compensatory time earned in excess of 240 hours calculated at the rate of time and one half. Those employees occupying positions designated "L", shall not accumulate in excess of 480 hours calculated at time and one half.

89. The use of any sick leave shall be excluded from determining hours worked in excess of 40 hours in a week for determining eligibility for overtime payment.

III.F. HOLIDAYS AND HOLIDAY PAY

90. 1. A holiday is calculated based on an eight hour day. The following days are designated as holidays:

January 1 (New Year's Day)
the third Monday in January (Martin Luther King, Jr.'s birthday)
the third Monday in February (Presidents' Day)
the last Monday in May (Memorial Day)
July 4 (Independence Day)
the first Monday in September (Labor Day)
the second Monday in October (Columbus Day)
November 11 (Veterans' Day)
Thanksgiving Day
the day after Thanksgiving
December 25 (Christmas Day)

91. Provided further, if January 1, July 4, November 11 or December 25 falls on a Sunday, the Monday following is a holiday.

92. 2. In addition, any day declared to be a holiday by proclamation of the Mayor after such day has heretofore been declared a holiday by the Governor of the State of California or the President of the United States.

III.G. HOLIDAY ELIGIBILITY

93. Three floating days off in each fiscal year to be taken on days selected by the employee subject to the approval of the appointing officer subject to prior scheduling approval of the appointing officer. Employees (both full time and part-time) must complete six (6) months continuous service to establish initial eligibility for the floating days off. Employees hired on an as-needed, intermittent or seasonal basis shall not receive the additional floating days off. Floating days off may not be carried forward from one fiscal year to the next except with the approval of the Appointing Authority. No compensation of any kind shall be earned or granted for floating days off not taken off.

III.H. HOLIDAY PAY FOR EMPLOYEES WHO SEPARATE

94. Employees who have established initial eligibility for floating days off and who subsequently separate from City employment, may, at the sole discretion of the appointing authority, be granted those floating day(s) off to which the separating employee was eligible and had not yet taken off.

III.I. HOLIDAYS THAT FALL ON A SATURDAY

95. For those employees assigned to a work week of Monday through Friday, and 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. 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 the appointing officer in the current fiscal year.

III.J. HOLIDAY COMPENSATION FOR TIME WORKED

96. 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 of one additional day's pay at time-and-one-half the usual rate in the amount of 12 hours pay for 8 hours worked or a proportionate amount for less than 8 hours worked provided, however, that at the employee's request and with the approval of the appointing officer, an employee may be granted compensatory time off in lieu of paid overtime pursuant to the provisions of Section III.E.2.
97. Executive, administrative and professional employees designated in the Annual Salary Ordinance with the "Z" symbol shall not receive extra compensation for holiday work but may be granted time off equivalent to the time worked at the rate of one-and-one-half times for work on the holiday.

III.K. HOLIDAY PAY FOR EMPLOYEES LAID OFF

98. An employee who is laid off at the close of business the day before a holiday who has worked not less than five previous consecutive work days shall be paid for the holiday.

III.L. PART-TIME EMPLOYEES ELIGIBLE FOR HOLIDAYS

99. Part-time employees, including employees on a reduced work week schedule, who regularly work a minimum of twenty (20) hours in a bi-weekly pay period shall be entitled to holidays as provided herein on a proportionate basis.
100. Regular full-time employees, are entitled to 8/80 or 1/10 time off when a holiday falls in a bi-weekly 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 bi-weekly pay period. Holiday time off shall be determined by calculating 1/10 of the hours worked by the part-time employee in the bi-weekly 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.
101. 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.

III.M. SALARY STEP PLAN AND SALARY ADJUSTMENTS

102. 1. Appointments to positions in the City and County Service shall be at the entrance rate established for the position except as otherwise provided herein.
- a. Promotive Appointment in a Higher Class
103. An employee or officer who is a permanent appointee following completion of the probationary period or six months of permanent service, and who is appointed to a position in a higher classification, either permanent or temporary, deemed to be promotive by the Department of Human Resources shall have his/her salary adjusted to that step in the promotive class as follows:
104. (1) 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 steps in the compensation schedule over the salary received in the lower class but not above the maximum of the salary range of the promotive classification.
105. (2) 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 7.5% above the salary received in the class from which promoted. The proper step shall be determined by the bi-weekly compensation schedule and shall not be above the maximum of the salary range of the promotive class.
106. (3) If the appointment deemed promotive described above is a temporary appointment, and the employee, following a period of continuous service at least equal to the prescribed probationary period is subsequently given another appointment either permanent or temporary, deemed promotive from the prior temporary appointment class, the salary step in the subsequent promotive appointment shall be deemed promotive in accordance with subsections 1 & 2, above.
107. For purpose of this section, appointment of an employee as defined herein to a position in any class the salary schedule

for which is higher than the salary schedule of the employee's permanent class shall be deemed promotive.

- b. Non-Promotive Appointment
108. An employee or officer who is a permanent appointee following completion of the probationary period or six months of permanent service, and who accepts a non-promotive appointment in a classification having the same salary schedule, or a lower salary schedule, the appointee shall enter the new position at that salary step which is the same as that received in the prior appointment, or if the salary steps do not match, then the salary step which is immediately in excess of that received in the prior appointment, provided that such salary shall not exceed the maximum of the salary schedule. Further increments shall be based upon the seniority increment anniversary date in the prior appointment.
- c. Appointment above Entrance Rate
109. Subject to the Controller's certification of available funds, and procedures to be established by the Department of Human Resources, appointments may be made by an appointing officer at any step in the salary grade under any of the following conditions:
- 110. (1) A former permanent City employee, following resignation with service satisfactory, is being reappointed to a permanent position in his/her former classification; or
 - 111. (2) Loss of compensation would result if appointee accepts position at the normal step; or
 - 112. (3) A severe, easily demonstrated and documented recruiting and retention problem exists; or
 - 113. (4) The appointee possesses special experience, qualifications, and/or skills, which, in the Appointing Officer's opinion, warrants appointment above the entrance rate.
- d. Exempt Appointive Position
114. An employee who holds an exempt appointive position whose services are terminated, through lack of funds or reduction in force, and is thereupon appointed to another exempt appointive position with the same or lesser salary schedule, shall receive a salary in the second position based upon the relationship of the duties and responsibilities and length of prior continuous service as determined by the Department of Human Resources.

e. Reappointment within Six Months

115. A permanent 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.

2. COMPENSATION ADJUSTMENTS

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

117. The Department of Human Resources is hereby authorized to adjust the salary and anniversary increment date of 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 which the promotional.

3. FEDERAL MINIMUM WAGE

118. Notwithstanding any of the other provisions contained herein, no employee working in a federally funded position shall be paid at a rate less than the established Federal Minimum Wage if that is a condition upon receipt of the Federal funds.

III.N. METHODS OF CALCULATION

1. **BI-WEEKLY**

119. An employee whose compensation is fixed on a bi-weekly basis shall be paid the bi-weekly salary for his/her position for work performed during the bi-weekly payroll period. There shall be no compensation for time not worked unless such time off is authorized time off with pay.

2. **PER DIEM OR HOURLY**

120. An employee whose compensation is fixed on a per diem or hourly basis shall be paid the daily or hourly rate for work performed during the bi-weekly payroll period on a bi-weekly pay schedule. There shall be no compensation for time not worked unless such time off is authorized time off with pay.

III.O. SENIORITY INCREMENTS

1. ENTRY AT THE FIRST STEP

121. Permanent employees shall advance to the second step upon completion of six months service and to each successive step upon completion of the one year required service.

2. ENTRY AT OTHER THAN THE FIRST STEP

122. 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 year required service. Further increments shall accrue following completion of the required service at this step and at each successive step.

3. DATE INCREMENT DUE

123. Increments shall accrue and become due and payable on the next day following completion of required service as a permanent employee in the class, unless otherwise provided herein.

4. EXCEPTIONS

124. a. An employee shall not receive a salary adjustment based upon service as herein provided if he/she has been absent by reason of suspension or on any type of leave without pay (excluding a military, educational, or industrial accident leave) for more than one-sixth of the required service in the anniversary year, provided that such employee shall receive a salary increment when the aggregate time worked since his/her previous increment equals or exceeds the service required for the increment, and such increment date shall be his/her new anniversary date; provided that time spent on approved military leave or in an appointive or promotive position shall be counted as actual service when calculating salary increment due dates.

III.P. ADDITIONAL BENEFITS

125. The following 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.

1. HEALTH AND WELFARE AND DENTAL INSURANCE

126. a. The City agrees to maintain its contribution for health and dental benefits at present levels for the life of the agreement.
127. b. Benefits that are made available by the City to the domestic partners of other City employees shall simultaneously be made available to the domestic

partners of these bargaining unit members.

128. c. Hepatitis B Vaccine. The City shall provide at its expense Hepatitis B vaccine immunization for all bargaining unit members.
129. d. As set forth in Administrative Code section 16.701(b), covered employees who are not in active service for more than twelve (12) weeks, shall be required to pay the Health Service System for the full premium cost of membership in the Health Service System, unless the employee shall be on sick leave, workers' compensation, mandatory administrative leave, approved personal leave following family care leave, disciplinary suspensions or on a layoff holdover list where the employee verifies they have no alternative coverage.

2. **DEPENDENT HEALTH CARE BENEFITS**

130. 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 coverage 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 charged for the employee plus two or more dependents category.

3. **"MEDICALLY SINGLE" EMPLOYEES**

131. For "medically single" employees, i.e., benefited employees not receiving the 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.

III.Q. RETIREMENT PICK-UP

132. The City shall pick up the full amount of the employee's contribution to retirement.
133. Pursuant to San Francisco Administrative Code Section 16.61-1(4)(a), the Association has elected to place all employees covered by this agreement into a full retirement status. The parties recognize that the implementation of full contribution rather than reduced contribution is irrevocable.
134. 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.
135. Retirement Seminar Release Time. Subject to development, availability and scheduling by SFERS and PERS, employees shall be allowed not more than one day during the life of this agreement to attend a pre-retirement planning seminar sponsored by SFERS or PERS.

136. Employees must provide at least two-weeks advance notice of their desire to attend a retirement planning seminar to the appropriate supervisor. An employee shall be released from work to attend the seminar unless staffing requirements or other Department exigencies require the employee's attendance at work on the day or days such seminar is scheduled. Release time shall not be unreasonably withheld.
137. All such seminars must be located within the Bay Area.
138. This section shall not be subject to the grievance procedure.

III.R. POST AND/OR EDUCATION PREMIUM PAY

139. Employees in classifications 8146 District Attorney Investigator, 8147 Senior District Attorney Investigator and 8149 Assistant Chief District Attorney Investigator, and any other District Attorney Investigator classification with peace officer status subsequently accreted to this bargaining unit, who successfully maintain the State required minimum of completing twenty-four (24) hours of POST training within a twenty (24) month period, shall receive a premium equal to Four (4%) Percent of their base rate of pay.
140. Any employee who (1) was hired as a 8146 District Attorney Investigator, 8147 Senior District Attorney Investigator or 8149 Assistant Chief District Attorney Investigator (or any other District Attorney Investigator classification with peace officer status subsequently accreted to this bargaining unit) before July 1, 1990, or (2) possesses a valid Advanced POST Certificate, shall receive a premium equal to Six (6%) Percent of his/her base rate of pay. Any employee who receives the 6% premium shall not receive the 4% premium described in paragraph 139.

III.S. BILINGUAL PAY

141. Bilingual pay, in the amount of Thirty Five Dollars (\$35.00) biweekly, shall be paid to employees who have been certified by the City as having proficiency in the Spanish or Chinese languages. Employees certified by the City as having proficiency in other languages, including sign language for the hearing impaired and braille for the visually impaired, shall, upon the approval of their supervisor, receive such pay when they are required to utilize such skills and subject to Department of Human Resources guidelines.

III.T. SEVERANCE PAY

142. The City agrees that when removing or releasing a represented employee from employment, the appointing officer will endeavor to inform the employee at least thirty (30) calendar days before his/her final day of work. In the event that the appointing officer fails or declines to inform an employee a full thirty (30) days in advance, the employee shall receive pay in lieu of the number of days less than thirty (30) upon which he/she was informed.

III.U. PILOT WELLNESS INCENTIVE PROGRAM

143. The City hereby establishes a pilot "wellness incentive program" to promote workforce

attendance.

144. Effective July 1, 2002, any full-time employee leaving the employment of the City upon service or disability retirement may receive payment of a portion of accrued sick leave credits at the time of separation.
145. The amount of this payment shall be equal to two-and-one-half percent (2.5%) of accrued sick leave credits at the time of separation times the number of whole years of continuous employment times an employee's salary rate, exclusive of premiums or supplements, at the time of separation. Vested sick leave credits, as set forth under Civil Service Commission Rules, shall not be included in this computation.
146. Example of Calculation

Employee A retires with 20 years of service.
Employee A has a sick leave balance of 500 hours.
Employee A has a base salary rate of \$25.00 per hour at the time of separation.

Wellness Incentive = 2.5% for each year of service x 20 years of service = 50%
50% x 500 hours = 250 hours.
250 hours x \$25.00 (base salary at time of separation) = \$6,250.00

147. The number of hours for which an employee may receive cash payments shall not exceed one thousand forty (1040) hours, including any vested sick leave.
148. A wellness incentive bonus payment shall not be considered as part of an employee's compensation for the purpose of computing retirement benefits.

III.V. VOLUNTEER/PARENTAL RELEASE TIME

149. Represented employees shall be granted paid release time to attend parent teacher conferences of four (4) hours per fiscal year (for children in kindergarten or grades 1 to 12).
150. 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.

ARTICLE IV - WORKING CONDITIONS

IV.A. SAFETY EQUIPMENT AND TRAINING ACCOUNT FOR DISTRICT ATTORNEY INVESTIGATORS

151. All items in this Section apply solely to employees in classifications 8146 – District Attorney Investigator, 8147 – Senior District Attorney Investigator and 8149 – Assistant Chief District Attorney Investigator (and any other District Attorney Investigator classification with peace officer status subsequently accreted to this bargaining unit).
152. 1. The City will budget for and make available \$1,000.00 worth of on duty ammunition to the Department for distribution during each year of this Agreement.
153. 2. The City will budget for and make available \$2,000.00 worth of practice ammunition to the Department for distribution during each year of this Agreement.
154. 3. The City will budget for and make available up to \$700.00 for reimbursement of the cost to each District Attorney Investigator of miscellaneous safety equipment, as approved by the District Attorney upon the presentation of valid purchase receipts, during each fiscal year of this Agreement. This amount will increase to \$750.00 starting on July 1, 2002. The reimbursable miscellaneous safety equipment includes any of the following:
- One (1) off-duty weapon (i.e. .40 caliber, 9mm, .38 caliber, .357 caliber, .380 caliber), holster, extra magazines or speed loader, magazine holder or speed loader holder
 - Handcuffs, handcuff keys, handcuff case
 - ASP (expandable baton 16” or 24”), holder
 - Flashlight, flashlight charger or batteries, flashlight holder
 - Shooting glasses, ear protection
 - Gun cleaning kit
 - Fanny gun pack or other type of plain clothes gun carrying case
 - Attaché case or Briefcase
 - Duffel bag/equipment bag for carrying or storing BDU gear
 - Wallet flat badge, belt holder for issued badge, plain clothes badge holder that hangs from neck chain
 - Utility folding knife
 - SFDAI polo shirts, jacket cap
 - Riot gear (helmet, shield, 36” baton and grommet)
 - Binoculars
 - Business cards (prior approval of supervisor required)
 - Tape recorder, telephone recording device
 - Cellular telephone, charger, car adapter, spare battery

- Various books, e.g. Thomas Street Guide, California Penal Code, Criminal Investigations Manual
- Luggage Cart
- Vinyl portfolio or metal report folder
- Gloves
- Uniform patches
- Whistle
- Raingear – jacket, pants, hood
- MACE, MACE holder
- The replacement of Battle Dress Uniform items listed in paragraph 159.

155. The above list of reimbursable safety equipment can be updated periodically with the mutual consent of the District Attorney and the Association.

156. In addition, the City will permit these monies to be made available to reimburse each District Attorney Investigator for all P.O.S.T. Certified trainings and the following non-P.O.S.T. trainings:

- California Department of Justice – Organized Crime Training
- National White Collar Crime Center Training
- California Welfare Fraud Investigators Training
- California State District Attorney Investigator Training
- Child Abduction and Recovery Training
- Child Abduction Intervention and Resource Training
- California Arson Investigators Training
- Environmental/Hazard Material Investigators Training
- California Sexual Assault Investigators Training
- High Tech Crime Investigators Training
- Cyber Crime Training
- California Insurance Fraud Training
- Real Estate Fraud Training
- Narcotics-related Training
- Elder Abuse Training
- Domestic Violence Training
- Northern California Fraud Investigators Training
- Training offered at the FBI National Academy and Federal Law Enforcement Center
- Training on Interviewing and Preparing Children for Court
- Training by the California Law Enforcement Association of Background Investigation

157. The above list of reimbursable trainings can be updated periodically with the mutual consent of the District Attorney and the Association. All such

trainings must be approved by the District Attorney in advance and will be reimbursed according to the Controller's reimbursement guidelines.

158. 4. The City will provide each District Attorney Investigator with peace officer status (classes 8146, 8147 and 8149 and any other District Attorney Investigator classification with peace officer status subsequently accreted to this bargaining unit) with body armor, specifically soft body armor vests, that meet the National Institute of Justice Standard 0101.03 and a minimum threat level protection IIIA. Soft body armor replacement shall be made available in accord with the manufacturer's recommended replacement schedule.

159. The City agrees to provide each District Attorney Investigator in classifications 8146, 8147 and 8149, who is new to City employment, with the following items:

Battle Dress Uniform (BDU)

ITEM	QUANTITY
BDU Top – LAPD Blue	1 (one)
BDU Pant – LAPD Blue Includes (a) custom embroidery with STAR and NAME, (b) shoulder patches	1 (one)
Boots – Rocky Black	1 (one)
Windbreaker (Raid Jacket)	1 (one)
Uniform Jacket	1 (one)
Nylon Duty Belt	1 (one)
Nylon Pant Belt	1 (one)
Nylon Mag Pouch	1 (one)
Nylon Cuff Case	1 (one)
Nylon Keepers	4 pack (four)
Nylon Radio Holder	1 (one)
26” Baton	1 (one)
Baton Grommet	1 (one)
Holster	1 (one)
.40 Caliber Semi-Automatic Handgun	1 (one)

ARTICLE V - SCOPE

V.A. SCOPE OF AGREEMENT

- 160. 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.
- 161. In the event the City seeks to institute any change in methods or operations within the scope of representation, which it believes is not covered by this CBA, the City shall so notify the Association and shall meet and confer with the Association pursuant to the provisions of the Meyers-Milias-Brown Act prior to instituting such change.

V.B. DURATION OF AGREEMENT

- 162. The term of this Agreement shall be from July 1, 2001 through and inclusive of June 30, 2003.

V.C. SEVERABILITY

- 163. Should any part hereof or any provision herein contained be declared invalid by reason of conflicting with a Charter provision or existing ordinances or resolutions which the Board of Supervisors had not agreed to alter, change or modify, or by any decree of a court of competent jurisdiction, such invalidation of such part or portion of this CBA shall not invalidate the remaining portions hereof and they shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on this _____ day of _____, 2001.

FOR THE ASSOCIATION

FOR THE CITY AND COUNTY

DUANE HADLEY
President

LINDA M. ROSS
Chief Labor Attorney

PETER NUSSBAUM, ESQ.
Counsel for the Association

ANDREA R. GOURDINE
Human Resources Director

GEOFFREY ROTHMAN
Director, Employee Relations Division

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

LINDA M. ROSS
Chief Labor Attorney

FOR INFORMATION PURPOSES ONLY

San Francisco Administrative Code

Section 16.219. EMPLOYEES MEETING ON CITY AND COUNTY TIME.

(a) Official representatives of a recognized employee organization shall be allowed time off from their duties without loss of pay for the purpose of meeting and conferring in good faith or consulting with representatives of the City and County on matters within the scope of representation, provided that the number of representatives shall not exceed two without the approval of the Employee Relations Director. The use of official time for this purpose shall be reasonable and shall not interfere with the performance of City and County services. Official representatives shall receive approval from their department head in advance of the proposed time away from their work station or assignment.

(b) Official representatives of registered employee organizations shall be entitled to the same privileges and charged with the same duties as set forth in paragraph (a) of this section for purposes of consulting with representatives of the City and County on matters within the scope of representation. *[Amended Ord. 313-76; App. 7/30/76]*

SIDELETTER
CITY AND COUNTY OF SAN FRANCISCO
AND THE DISTRICT ATTORNEY INVESTIGATORS' ASSOCIATION
MAY 1, 2001

The parties agree to the following clarification of language that is contained in the CBA for the period July 1, 2001 through June 30, 2003.

The CBA deletes the following sentence: "Compensation for overtime worked as provided in this Section shall be paid on an hourly basis." By deleting this sentence the parties do not intend to make any change in the way that overtime is paid. The City shall continue to pay overtime according to its current standard practice.

The CBA adds a "Pilot Wellness Incentive Program." The term "continuous employment" contained in paragraph 145 of that section means employment without separation from the City workforce.