

Civil Service Regulation 5 - Classification Plan

To be amended as follows:

5.15-5 - Probationary Period For In-Position Promotion. The employee will serve a probationary period in each class and level in the career advancement series of classes as required in-by Civil Service Regulation 14.03. An employee returning to City service from an approved military leave of absence is subject to a probationary period as defined in Civil Service Regulation 22.08.

5.15-8 – Classes Eligible for In-Position Promotion

Non-Represented Classes

Level 1	Level 2	Level 3
Budget Analyst 1 – 2C11	Budget Analyst 2 – 2C12	None
Management Trainee (All Specialties) – 2L03	Human Resources Professional - 2H90	Human Resources Professional - 2H90 or Personnel Analyst 2 – 2H02
Management Trainee (All Specialties) – 2L03	Administrative Specialist 1 (Confidential) – 2L16	Administrative Specialist 2 (Confidential) – 2L17

F.O.P Classes

Level 1	Level 2
Deputy Sheriff Officer Recruit (5H40)	Deputy Sheriff Officer (5H41)
Police Officer Recruit – 6A01	Police Officer 1 – 6A02

District Council 47

In-Position promotions through a Career Advancement Series of Classes for the District Council 47 classes below will be in accordance with Civil Service Regulation 5.15 and 31.08.

Level 1	Level 2	Level 3	Level 4
Systems Programmer- 1E62	Systems Program Project Specialist-	None	None

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Level 1	Level 2	Level 3	Level 4
	1E63		
Information Technology Trainee- 1E70	Programmer Analyst 1- 1E75	Programmer Analyst 2- 1E76	Programmer Analyst 3- 1E77
Accountant/Revenue Examiner Trainee- 2A05	Accountant 1- 2A06	Financial Accountant- 2A09 (Finance Dept. Only)	None
Auditor Trainee- 2A40	Auditor 1- 2A41	Auditor 2- 2A42	None
Auditor Trainee- 2A40	Contracts Auditor 1- 2A65	Contracts Auditor 2- 2A66	None
Accountant/Revenue Examiner Trainee- 2A05	Revenue Examiner 1- 2B31	Revenue Examiner 2- 2B32	None
Tax Analyst Trainee- 2B49	Tax Analyst 1- 2B50	Tax Analyst 2- 2B51	None
Administrative Technical Trainee- 2L04	Real Property Evaluator 1- 2D16	Real Property Evaluator 2- 2D17	None
Research and Information Analyst 1 - 2F21	Research and Information Analyst 2- 2F22	None	None
Archivist 1-2G02	Archivist 2-2G03	None	None
Public Relations Specialist Trainee- 2J01	Public Relations Specialist 1-2J02	Public Relations Specialist 2- 2J03	None
Administrative Technical Trainee- 2L04	Procurement Technician 1- 2E02	Procurement Technician 2- 2E03	None
Administrative Technical Trainee- 2L04	Minority Business Enterprise Specialist 1- 2E32	Minority Business Enterprise Specialist 2- 2E33	None
Administrative Technical Trainee- 2L04	Administrative Specialist 1 - Non- Confidential- 2L31	Administrative Specialist 2 - Non- Confidential- 2L32	None
Prosecution Assistant 1- 2M88	Prosecution Assistant 2- 2M89	None	None
Airport Operations Trainee- 2P01	Airport Properties Specialist 1- 2P02	Airport Properties Specialist 2- 2P03	None
Airport Operations Trainee- 2P01	Airport Assistant Operations Officer- 2P10	Airport Operations Officer- 2P11	None

Level 1	Level 2	Level 3	Level 4
Graduate Civil Engineer- 3B04	Civil Engineer 1- 3B05	Civil Engineer 2- 3B06	None
Graduate Electrical Engineer- 3B10	Electrical Engineer 1- 3B11	Electrical Engineer 2- 3B12	None
Graduate Mechanical Engineer- 3B20	Mechanical Engineer 1- 3B21	Mechanical Engineer 2- 3B22	None
Graduate Environmental Engineer- 3B60	Environmental Engineer 1- 3B61	Environmental Engineer 2- 3B62	None
Architectural Projects Trainee- 3D01	Architectural Projects Coordinator 1- 3D04	Architectural Projects Coordinator 2- 3D05	None
City Planner Trainee- 3E01	City Planner 1- 3E02	City Planner 2- 3E03	None
Geographic Information Systems Specialist Trainee- 3E19	Geographic Information Systems Specialist 1- 3E20	Geographic Information Systems Specialist 2- 3E21	None
Biologist Trainee- Graduate Environmental Scientist- 3H11	Environmental Scientist 1-Aquatic Biologist 1-3H12	Aquatic Biologist 2- Environmental Scientist 2- 3H13	None
Graduate Chemist- 3H25	Analytical Chemist 1- 3H26	Analytical Chemist 2- 3H27	None
Forensic Scientist 1 – 3H48	Forensic Scientist 2- 3H49	None	None
Medical Technologist 1- 3H67	Medical Technologist 2- 3H66	None	None
Public Health Sanitarian- 4J41	Sanitarian Specialist- 4J45	None	None
Social Services Trainee- 5A03	Social Work Services Manager 1- 5A06	Social Work Services Manager 2- 5A07	None
Social Work Intern- 5A04	Social Work Services Manager 1- 5A06	Social Work Services Manager 2- 5A07	None
Social Work Services Trainee- 5A05	Social Work Services Manager 1- 5A06	Social Work Services Manager 2- 5A07	None
Social Work Services Trainee- 5A05	Health Services Social Worker 1- 5A61	Health Services Social Worker 2- 5A62	None
Human Relations Representative 1- 5C31	Human Relations Representative 2- 5C32	None	None
Mental Health Emergency Services Coordinator 1 – 5E06	Mental Health Emergency Services Coordinator 2 – 5E07	None	None
Health Education & Training Specialist 1-	Health Education & Training Specialist 2-	None	None

Level 1	Level 2	Level 3	Level 4
5G11	5G12		
Criminal Investigative Research Analyst Trainee- 6C20	Criminal Investigative Research Analyst- 6C21	None	None
Park Management Trainee- 7N50	Park Manager 1- 7N51	Park Manager 2- 7N52	None
Librarian 1- 9B02	Librarian 2- 9B03	None	None
Recreation Leader Trainee-9D10	Recreation Leader 1- 9D11	None	None

District Council 33

In-Position promotions through a Career Advancement Series of Classes for the District Council 33 classes below will be in accordance with Civil Service Regulation 5.15 and 31.08.

Level 1	Level 2	Level 3
Clerk 1 - 1A02	Clerk 2 - 1A03	None
Clerk Typist 1 -1A11	Clerk Typist 2 -1A12	None
Word Processing Specialist 1 - 1A41	Word Processing Specialist 2 - 1A42	None
Payroll Examiner 1 1B21	Payroll Examiner 2 1B22	None
Payment Processing Clerk 1 - 1B80	Payment Processing Clerk 2 - 1B81	None
Assessment Clerk (2D50)	Assessment Aide (2D51)	None
Title Registration Aide 1 – 2D55	Title Registration Aide 2 - 2D56	None

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**DEPARTMENT OF RECORDS
2014 MAY 30 AM 10:52**

Pension Counselor Trainee- 2H39	Pension Counselor 1- 2H40	Pension Counselor 2- 2H41
Forensic Technician 1- 4A41	Forensic Technician 2- 4A41	None
Forensic Investigator 1- 4A44	Forensic Investigator 2- 4A45	None
Airport Communications Center Operator 1 - 6J06	Airport Communications Center Operator 2 - 6J07	None
Police Communications Dispatcher Trainee - 6J31	Police Communication Dispatcher - 6J32	None
Fire Equipment Dispatcher Trainee - 6J41	Fire Equipment Dispatcher 1 - 6J42	None
3-1-1 Contact Center Trainee- 6J55	3-1-1 Contact Center Agent- <u>6J56</u>	None

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Civil Service Regulation 6 – Pay Plan

To be amended as follows:

6.086 - APPOINTMENT RATE FOR EMPLOYEES HIRED FROM OPEN COMPETITIVE ELIGIBLE LISTS FOR THE FOLLOWING DEPARTMENTS AND CLASSES:

Series	Classes	Departments
1E - Data Processing Programming and Analysis	All Classes	All Departments
2A - Accounting and Fiscal	Auditor Trainee	City Controller's Office
2A - Accounting and Fiscal	Accountant/Revenue Examiner Trainee (2A05)	All Departments
2A - Accounting and Fiscal	Accounting Section Assistant Supervisor (2A10); Accounting Section Supervisor 1 (2A11); Accounting Section Supervisor 2 (2A12); Accounting Manager (2A13)	Finance
2D - Property Management	Real Property Evaluator 1 (2D16); Real Property Evaluator 2 (2D17)	Office of Property Assessment
2F - Analysis	Classes Above the Trainee Level	All Departments
2H - Personnel	Classes Above the Trainee Level	Office of Human Resources All Departments
2H - Personnel	Safety Manager (2H28); Occupational Safety Administrator 1 and 2 (2H77, 2H78)	Finance Department
2J - Publicity	Legislative and Regulatory Affairs Manager (2J52)	All Departments
2L - General Administration	Public Administration Analyst	All Departments
2P - Airport Administration	All Classes	Airport
3B - Engineering; 3C - Engineering Management	All Classes	All Departments
3D - Architecture and Landscape Architecture	All Classes	All Departments
3E - City Planning and Environmental Sciences	All Classes	All Departments

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2014 MAY 30 AM 10:52

DEPARTMENT OF RECORDS

Series	Classes	Departments
3F - Surveying	All Classes	All Departments
3H - Sciences	All Classes	Health Department, Police Department, Water Department
4A - Health Technical and Medical Related; 4C - Nursing; 4D Medical; 4F - Dental	All Classes	Health Department
4E - Dental Tech	Public Health Dental Hygiene Practitioner (4E17)	Health Department
4J - Environmental Health	Industrial Hygienist (4J60)	All Departments
5A - Social Work	Classes Above the Trainee Level	All Departments
5C - Housing and Neighborhoods	Human Relations Deputy Director - Compliance (5C35) Human Relations Deputy Director – Community Relations (5C34)	Commission on Human Relations
5F – Health Program Development and Monitoring	Behavioral Health/Intellectual Disability Services Program Director (Behavioral Health) (Intellectual Disability Services) (5F30); Behavioral Health Administrator (5F31); Chronic Disease Epidemiologist (5F61); Food Policy Coordinator (5F62)	Health Department; Office of Behavioral Health
5H - Correctional	Deputy Sheriff Officer (5H41)	Sheriff's Office
6A - Police	Police Officer 1 (6A02)	Police Department
6C - Police and Fire Technical	Firearms Examiner Trainee (6C02); Firearms Examiner (6C04); Firearms Examination Specialist (6C06); Fingerprint Identification Lead Expert (6C30)	Police Department
6J - Communications	3-1-1 Contact Center Agent (6J56); 3-1-1 Contact Center Agent Supervisor (6J57)	Managing Director's Office
6H- Code Adm/Tech	L&I Codes Compliance Specialist (6H33)	Licenses and Inspection
7F - Automotive Maintenance and Trades	Automotive Maintenance Technician (7F02); Heavy Duty Vehicle Maintenance Technician (7F03)	Office of Fleet Management
<u>7H – Building Maintenance and Trades</u>	Plumbing and Heating Maintenance Worker (7H22); HVAC Mechanic 2 (7J02); Machinery and Equipment Mechanic (7J15)	All Departments
7J - Mechanical		

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Series	Classes	Departments
Maintenance and Trades; 7K - Electrical and Electronic Maintenance and Trades	Electrician 2 (7K02); Industrial Electrician 1 (7K15); Electronic Technician 2 (7K64)	
9B - Librarian	Classes Above the Trainee Level	Free Library
9E - Museum	Museum Collections and Exhibitions Curator	Parks and Recreation

The appointing authority or his/her designee will be authorized to determine which step in the pay range for a class will be used as the appointment rate for employees hired from open competitive eligible lists for the departments and classes listed in the above table. The appointment rate must be set at one of the pay steps in the pay range for the class.

This regulation will facilitate recruitment by allowing the specified departments to offer competitive starting salaries to candidates hired from open competitive eligible lists. The regulation recognizes the fluctuating salaries in the labor market for these occupations, and the necessity to offer competitive salaries to candidates without extended delays.

The appointing authority of the specified departments or his/her designee must submit an annual written report to the Director of Human Resources listing all appointments made under the provision of this regulation. The Human Resources Director will present an annual report on the effectiveness of the regulation to the Civil Service Commission.

The Director of Human Resources or the Civil Service Commission may suspend the regulation if the departments do not comply with any requirement of this regulation.

Civil Service Regulation 6 – Pay Plan

To be amended as follows:

**6.31-I- CREDENTIAL BASED PAY – NON-REPRESENTED EMPLOYEES OF THE OFFICE OF HUMAN
RESOURCES IN THE CLASSES LISTED BELOW WHO SECURE AND MAINTAIN A PROFESSIONAL
CERTIFICATION OR COMPLETE AN ADVANCED DEGREE IN A SPECIFIED CURRICULUM DETERMINED TO
BE RELATED TO THE PERFORMANCE OF JOB DUTIES.**

Non-represented employees of the Office of Human Resources permanently allocated to a class in the (2H) series of classes who secure and maintain certification as a Certified Compensation Professional (CCP) or a Certified Benefits Professional (CBP) issued by World At Work, or Certified Employee Benefits Specialist (CEBS) issued by the International Foundation of Employee Benefit Plans or Project Management Professional issued by the Project Management Institute shall be eligible for an annual lump sum salary differential of \$1,000. Non-represented employees of the Office of Human Resources permanently allocated to a class in the (2H) series of classes who secure certification as a Certified Associate in Project Management issued by the Project Management Institute shall be eligible for a one-time lump sum salary differential of \$1,000.

Non-represented employees of the Office of Human Resources permanently allocated to a class in the (2H) series of classes who have or obtain a Masters Degree in Human Resources, Business Administration, Public Administration, Labor Relations, Industrial or Organizational Psychology, Tests and Measurement, Quantitative Psychology or a closely related area or a J.D Degree shall be eligible for a lump sum salary differential of \$1,000.

The initial differential shall be paid in a lump sum in the first pay period of December 2014 for those employees who have completed the degree program or secured the required certification prior to, or during 2014.

Employees will be eligible to receive only one differential based on a certification and one differential based on an advanced degree during any year.

Civil Service Regulation 10 – Eligible Lists

To be amended as follows:

10.09 - REMOVAL OF NAMES FROM LISTS.

10.093 - Upon satisfaction of the requirements of Regulation 10.0943 and upon the written request of an appointing authority, the Director may, at his or her discretion, remove the name of an eligible from an eligible list for any of the following reasons:

10.0931 - Felony or misdemeanor convictions in this state or elsewhere which relate to the applicant's suitability in such a way as to preclude them from employment in the position for which they applied and/or are being considered.

10.0932 - Dismissal from the public service or private employment for inefficiency, delinquency or misconduct.

10.0933 - Previous work performance in either public or private employment found to have been unsatisfactory as to efficiency, delinquency or conduct.

~~10.0934 - Failure to respond or report, within the time specified in the notice, to any inquiry of the appointing authority concerning availability of employment.~~

10.0935 - Information revealed during the pre-employment background investigation that indicates that the applicant is unsuitable for appointment to the position for which they applied and/or are being considered.

10.0936 - Disability that prevents the eligible, with or without a reasonable accommodation, from satisfactorily carrying on the duties of the position.

10.0937 - Failure to pass an evaluation of fitness for duty for the classes of Police Officer Recruit, Police Officer 1, Deputy Sheriff Officer, Deputy Sheriff Officer Recruit or Correctional Officer.

10.0938 - Practice or attempt to practice any deception or fraud in his or her declarations to the appointing authority in securing employment.

Civil Service Regulation 16 – Layoffs

To be amended as follows:

16.012 - SENIORITY CREDIT. Seniority credit shall be granted at the rate of one point for each year, or major portion thereof, of City and active military service.

16.0121 - City Service. For the purpose of computing seniority credits for employees in classes not included in Regulation 16.0122, service shall include all paid City employment of an employee between date of appointment and date of layoff, or demotion in lieu of layoff, provided however, that periods not exceeding fifteen (15) consecutive calendar days during which an employee is (a) on leave of absence without pay, (b) suspended without pay, or (c) awaiting reinstatement or reappointment in the City service following separation or layoff, shall also be included as service. Time served by an employee on a leave of absence without pay as a representative of an employee organization, as provided for in Section 22.10 of the Regulations, shall be included as service. While an approved leave of absence without pay, suspension without pay, or layoff, for a period exceeding fifteen (15) consecutive calendar days is not to be counted as service, time worked immediately preceding and that immediately following such breaks in employment is counted as service. If a person had a break in City service for reasons other than layoff, approved leave of absence, or suspension without pay for more than fifteen (15) continuous calendar days, he or she shall upon re-employment earn seniority as a new employee, provided however, in computing the length of service for purposes of seniority of a person employed by the City as of March 1, 1955, he shall be credited with all service prior to that date.

16.01211 - Combination of Permanent and Other Types of Appointment. Time worked under provisional appointment, when followed immediately by permanent appointment, shall be included in computing length of service.

16.01212 - Seniority Credit for Military Service. Seniority credit shall be granted for each year or major portion thereof of active service in the armed forces of the United States or in any women's organization officially connected therewith, during any war or armed conflict in which the United States engaged and which was gained prior to entry in the City Service. A veteran who was reinstated from military leave shall receive seniority credits for the time spent on such leave on the same basis as if it were City service.

16.0122 – City Service - Employees In Classes Represented by Locals 2186 and 2187 of District Council 47 and Non-Represented employees.

The employee's longevity date, as maintained by the Office of Human Resources Information System, will be used to compute the employee's seniority credit.

DEPARTMENT OF RECORDS
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16.02 - FURLough. Placing an employee temporarily in a non-pay, non-duty status because of lack of work or lack of funds or other economic reasons as determined by the Finance Director. All furloughs must be authorized in advance by the Finance Director and the Director of Human Resources. Time spent on furlough shall be an unpaid leave of absence and shall be treated as an unpaid leave of absence such for purposes of accruing pension and service credit. The City shall not be required to follow the layoff procedure set forth in Civil Service Regulation 16.01 and its sub-parts with regards to such furloughs. The City will continue to make health benefit contributions on behalf of the employee during the furlough period. Furloughs shall not be considered a separation from service.

16.021 - APPLICABILITY. The regulations set forth in 16.02 and its sub-parts, unless otherwise stated, are applicable to those employees represented by the Fraternal Order of Police, Lodge 5, employees represented by Local 2186 of District Council 47 and non-represented, civil service employees.

Civil Service Regulation 17: Dismissals, Demotions, Suspensions and Appeals

To be amended as follows:

17.03 - DEMOTIONS. The appointing authority may demote an employee whose performance of required duties falls below standard or for disciplinary purposes. Notice of involuntary demotion must be given as provided in Section 17.01 of this Regulation.

17.031 – DEMOTIONS, TEMPORARY. With the employee's consent, an appointing authority may temporarily demote an employee with permanent Civil Service status ~~for reasons of health or temporary disability or for disciplinary purposes~~ when such procedure is more advantageous to both employee and the employing department than a leave of absence or separation from the City service. A temporary demotion, to which the employee involved consents, is not appealable to the Commission. A temporary demotion must be for a stipulated period at the termination of which the employee is to be reinstated in his or her former position; provided however, such demotions ~~for reasons of health or temporary disability~~ may, with the consent of the employee, be extended for additional periods.

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DEPARTMENT OF RECORDS

2014 MAY 30 AM 10:52

Civil Service Regulation 6 – Pay Plan

To be abolished:

~~6.1417 RECREATION, SPECIAL FACILITIES MANAGEMENT, EMPLOYEES WORKING IRREGULAR SHIFTS.~~ Employees in the classes of Electrician, Electronic Technician I, Electronic Technician Group Leader, Electrical Group Leader II, Equipment Operator II, Maintenance Mechanic I, Maintenance Mechanic II, Maintenance Group Leader, Utility Equipment Mechanic II, Plumber, Brick Mason, and Semi-Skilled Laborer, Labor Crew Chief I, Carpenter I, Equipment Operator I, Carpentry Group Leader I, Carpentry Group Leader II, who work at the Department of Recreation, Special Facilities Management, and who by order of the appointing authority or his/her designated representative, are assigned to work on irregular shift schedules, shall for the duration of any such assignments be compensated at the rate of pay of the corresponding pay step in the next higher pay range than that of their regular rate of pay.

~~6.1431 SEASONAL MAINTENANCE ATTENDANT OPERATING POWER EQUIPMENT.~~ Employees in the class of Seasonal Maintenance Attendant who, by order of the appointing authority or his or her designated representative, are assigned to operate a variety of power equipment and tools such as mowers, hedge trimmers, leaf blowers, mulchers and non-riding snow blowers, or other equipment as assigned, shall, for time actually worked on such equipment, be compensated at a rate which is \$1.00 per hour higher than their regular hourly rate of pay (effective January 1, 2007).

Civil Service Regulation 6 – Pay Plan

To be amended as follows:

6.1116 - Absence From Work Affecting Overtime.

A. For the categories of employees listed in the table below, no paid leave, other than vacation and education and training leave, will be considered hours of work for the purpose of determining when overtime is due as defined in Regulation 6.111 and its subsections. Sick time, compensatory time, annual administrative leave, paid holidays, paid leaves of absence, funeral leave and all other types of paid leave, other than vacation and education and training leave, will not be included in determining hours or days worked in a work day or a work week for determining when overtime is due.

Employees must work or use vacation or education and training leave for a total of eight hours in a work day before an employee is eligible for overtime. If an employee uses any type of leave other than vacation leave or education and training leave during a work day, the employee will be paid at their normal straight time rate of pay until the employee works or uses vacation or education and training leave for a total of eight hours in the work day. After the employee works or uses vacation or education and training leave for a total of eight hours in a work day, the employee will be eligible for overtime pay.

Categories of Employees Covered by 6.1116 A

Categories of Employees Covered by 6.1116 A

Employees in the Civil Service Job Classifications with the Payroll Union Code - "I", Correctional classes who are eligible for interest arbitration in accordance with the Order of the Pennsylvania Labor Relations Board in case number PERA-C-04-446 E.

B. For the categories of employees listed in the table below, ~~no paid leave, other than vacation or education and training leave will be considered hours of work for the purpose of determining when premium rate overtime or holiday overtime is due as defined in Regulation 6.111 and its subsections. Sick leave time, compensatory time, annual administrative leave, paid holidays, paid leaves of absence, funeral leave and all other types of paid leave, other than vacation and education and training leave, will not be included in determining hours or days worked in a work day or a work week for determining when premium rate overtime or holiday overtime is due.~~

~~Employees must work or use vacation or education and training leave other than sick leave for a total of forty hours in a work week before an employee is eligible for premium~~

rate overtime or holiday overtime. If an employee uses sick any type of leave other than vacation or education and training leave during a work week, the employee will be paid at the rates defined in Regulation 6.1134 until the employee works or uses vacation or education and training leave other than sick leave for a total of forty hours in the work week. After the employee works or uses vacation or education and training leave other than sick leave for a total of forty hours in a work week, the employee will be eligible for premium rate overtime or holiday overtime as defined in Regulation 6.1134.

Categories of Employees Covered by 6.1116 B

Employees in the Civil Service Job Classifications with the Payroll Union Code:
"N", Non-Represented classes
"H", District Council 47, Local 2186 represented classes.

C. All Other Employees

To be eligible for overtime compensation on the sixth day of the work week, an employee must have completed a minimum of forty (40) hours of work at regular rates in that week, unless the employee's absence from work on any day of the week arises under the following circumstances:

1. a paid holiday, paid vacation or sick leave or compensatory time comes within the week and on which no work is done;
2. a leave of absence granted because of a death in the employee's family;
3. a legitimate illness or an accident suffered while at work preventing the employee from working before the completion of forty (40) hours in that particular week and of which timely proof must be submitted to the satisfaction of such employee's superior.

Employees who work a thirty-seven and one-half (37-1/2) hour work week as provided by Section 18.012 must have completed a minimum of thirty-seven and one-half (37 1/2) hours to be eligible for overtime compensation except for the circumstances above. The sixth day is at regular time if the required minimum hours have not been worked. The seventh day is always double time, except for employees covered by Regulation 6.1116 A.

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DEPARTMENT OF RECORDS

Civil Service Regulation 6 – Pay Plan
To be amended as follows:

6.113 - OVERTIME PAY FOR EMPLOYEES IN THE EXECUTIVE AND PROFESSIONAL PAY PLAN AND THE N PAY PLAN.

6.1131 - Employees in Classes Represented by District Council 47, Locals 2186 and 2187

A. Employees in classes represented by District Council 47 Local 2187 in the Executive and Professional Pay Plan whose annual pay does not exceed the maximum rate of pay of Pay Range EP14 21 and employees in classes represented by District Council 47, Local 2186 whose annual pay does not exceed the maximum rate of Pay Range N21 shall be compensated in accordance with Section 6.111 and its subsections. Any such employee may in lieu of cash pay for such overtime, elect to be credited with compensatory time off at the premium rates specified in Section 6.111 and its subsections for each such overtime hour worked. Such election must be made at or before the end of each payroll period during which the overtime was worked and prior to the submission of the payroll time records to the Office of the Director of Finance. (Accumulation and utilization of compensatory time shall be subject to the limitations and restrictions set forth in Subsections 6.11182 and 6.11183 of these Regulations.)

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6.1132—Employees in classes assigned to the Executive and Professional Pay Plan whose annual pay rates are between the maximum rates of Pay Ranges EP14 and EP21 shall be compensated for overtime work in accordance with the provisions of Section 6.111 and its subsections, except that for the computation of overtime compensation their rate of pay shall be deemed to be the maximum pay rate of Pay Range EP14. Any such employee may, in lieu of cash pay for such overtime, elect to be credited with compensatory time off at the premium rates specified in Section 6.111 and its subsections for each such hour worked. Such election must be made at or before the end of each payroll period during which the overtime was worked and prior to the submission of the payroll time records to the Office of the Director of Finance. (Accumulation and utilization of compensatory time shall be subject to the limitations and restrictions set forth in Subsections 6.11182 and 6.11183 of these Regulations.)

6.1133—B. Employees in classes represented by District Council 47, Local 2187 in the Executive and Professional Pay Plan whose annual pay rate is higher than the maximum pay rate of Pay Range EP21 and employees in classes represented by District Council 47, Local 2186 whose annual pay rate is higher than the maximum pay rate of Pay Range N21 are not eligible for extra pay for overtime and holiday work. However, if such employee works in excess of eight (8) hours in any one calendar day or forty (40) hours in any one calendar week, or on a recognized holiday (see 19.01), he shall be credited with compensatory time off at the premium rates specified in Section 6.111 and its subsections for each such hour

worked. (Accumulation and utilization of compensatory time shall be subject to the limitations and restrictions set forth in Subsections 6.11182 and 6.11183 of these Regulations.)

6.1134 - Overtime and Holiday Pay for Employees in Non-Represented Classes in the N Pay Plan.

A. Premium Rate Overtime.

Full-time employees in Non-Represented classes in the N Pay Plan who either (1) work or use vacation or education and training leave other than sick leave more than forty (40) hours in any one work week or (2) perform work on a sixth or seventh day of a work week in which the employee has worked or used leave other than sick leave for at least their regularly-scheduled work hours will be compensated at the premium rate overtime pay or compensatory time for overtime hours worked as follows:

Employees in Non-Represented classes in the N Pay Plan whose annual pay rate is:

1. less than or equal to the maximum rate of pay of Pay Range N14 21 shall be compensated at the rate of one and one-half (1.5) times the regular rate of pay
2. between the maximum rates of Pay Ranges N14 and N21 shall be compensated at the rate of one and one-half (1.5) times the rate of pay of the top pay step of Pay Range N14
3. 2 higher than the maximum pay rate of Pay Range N21 are not eligible for extra pay for overtime.
4. 3 Employees in all Non-Represented classes in the N Pay Plan may elect to be credited with one and one-half hours of compensatory time off for every hour of premium rate overtime worked.

If employees, whose regular weekly work schedule is 37.5 hours, do not use sick leave other than vacation or education and training leave during a work week in which the employees work on the sixth or seventh day, it will be assumed that the employees have worked forty (40) hours during the first five days of the work week for the purpose of determining when the employees are eligible for premium rate overtime on the sixth or seventh day of the work week.

B. Standard Rate Overtime.

Full-time employees in Non-Represented classes in the N Pay Plan who use any sick leave time other than vacation or education and training leave during a work week in which the employee works overtime will not be eligible for premium rate overtime pay or compensatory time until the employee has either (1) worked or used vacation or education and training leave other than sick leave in excess of forty (40) hours in the work week or (2) performed work on a sixth or seventh day of a work week in which the employee worked or used

781606

DEPARTMENT OF RECORDS
2014 MAY 30 AM 10:53

~~vacation or education and training leave other than sick leave~~ for at least the hours required by the employee's normal full-time weekly work schedule. Until that time, the employees will be compensated as follows for hours worked outside of their regular work schedule, except that employees who are regularly scheduled to work 37.5 hours per week will continue to be paid for working forty (40) hours per week and are not entitled to any additional compensation for work performed during their regularly-scheduled work days unless the employees actually work or take ~~vacation or education and training leave other than sick leave~~ in excess of forty (40) hours in the work week:

Employees in Non-Represented classes in the N Pay Plan whose annual pay rate is:

1. less than or equal to the maximum rate of pay of Pay Range N14 21 shall be compensated at their regular rate of pay
2. between the maximum rates of Pay Ranges N14 and N21 shall be compensated at the regular pay rate for the top pay step of Pay Range N14
- 3.2. higher than the maximum pay rate of Pay Range N21 are not eligible for extra pay for overtime and holiday work.
- 4.3. Employees in all Non-Represented classes in the N Pay Plan may elect to be credited with compensatory time on an hour for hour basis for every hour overtime worked.

C. Holiday Pay.

Employees shall receive eight hour's pay at the employee's regular pay rate in compensation for each recognized holiday (see 19.01).

D. Premium Rate Holiday Overtime for Hours Worked on a Holiday.

Employees in Non-Represented classes in the N Pay Plan who work on a recognized holiday (see 19.01) during a work week in which the employee works or uses ~~vacation or education and training leave other than sick leave~~ in excess of forty (40) hours will be compensated for hours worked on the holiday at the premium rate for overtime as defined above in Regulation 6.1134 A.

If employees, whose regular weekly work schedule is 37.5 hours, do not use sick leave other than ~~vacation or education and training leave~~ during a work week in which the employees work on a holiday, it will be assumed that the employees have worked forty (40) hours during the work week for the purpose of determining when the employees are eligible for premium rate overtime on the holiday.

E. Standard Rate Holiday Overtime for Hours Worked on a Holiday.

Employees in Non-Represented classes in the N-Pay Plan who work on a recognized holiday (see 19.01) during a work week in which the employee uses any sick leave time other than vacation or education and training leave will not be eligible for premium rate overtime or compensatory time until the employee has either (1) worked or used vacation or education and training leave other than sick leave in excess of forty (40) hours or (2) performed work on a holiday during a work week in which the employee worked or used vacation or education and training leave other than sick leave for at least the hours required by the employee's normal full-time weekly work schedule. Until that time, such employees will be compensated for holiday overtime or compensatory time at the standard rate for overtime as defined above in Regulation 6.1134 B.

(Accumulation and utilization of compensatory time shall be subject to the limitations and restrictions set forth in Subsections 6.11182 and 6.11183 of these Regulations.)

781607
DEPARTMENT OF RECORDS
2014 MAY 30 AM 10:53

6.31-B - CREDENTIAL BASED PAY - EMPLOYEES IN THE ENGINEERING (3B, 3C), ARCHITECT (3D) OR SURVEYOR (3F) SERIES OF CLASSES WHO SECURE AND MAINTAIN PROFESSIONAL REGISTRATION OR COMPLETE ADVANCED DEGREES. Employees permanently allocated to one of the classes in the Engineering (3B, 3C) or Architect (3D) series of classes who secure and maintain registration as a professional engineer as issued by the Pennsylvania State Registration Board for Professional Engineers or registration as a professional architect as issued by the Pennsylvania State Professional State Board of Examiners of Architects shall be eligible for an annual lump sum salary differential of \$2,000. Employees in the Architect (3D) series of classes who secure and maintain registration as a professional landscape architect as issued by the Pennsylvania State Registration Board for Professional Landscape Architects shall be eligible for an annual lump sum salary differential of \$2,000. Employees in the Engineering (3B, 3C), or Architect (3D) series of classes who have, or who obtain a Master's Degree or Ph.D. in Engineering, or Architecture, or Sustainable Design shall be eligible for an annual lump sum salary differential of \$1,000. Employees permanently allocated to one of the classes in the Surveyor (3F) series of classes who secure and maintain registration as a Professional Land Surveyor as issued by the Pennsylvania State Registration Board shall be eligible for an annual lump sum salary differential of \$2,000. Employees permanently allocated to one of the classes in the Surveyor (3F) series of classes will also be eligible to receive a one-time lump sum bonus of \$1,000 for passing the Surveyor in Training examination on or after October 1, 2001.

Employees who have been the subject of any disciplinary action leading to suspension during a calendar year will not be eligible to receive the differential during that calendar year.

Employees will be eligible to receive only one differential based on a registration and one differential based on an advanced degree authorized by this regulation during any year.

Series Of Classes	Credential	Bonus Amount	Initial Payment
Engineering (3B, 3C)	Professional Engineer	Annual lump sum \$2,000.	December 1999
Architect (3D)	Professional Architect	Annual lump sum \$2,000.	December 1999
Architect (3D)	Professional Landscape Architect	Annual lump sum \$2,000.	December 2000
Engineering (3B, 3C), Architect (3D)	Master's Degree or Ph.D. in Engineering, or Architecture, or Sustainable Design	Annual lump sum \$1,000.	December 2000

Surveyor (3F)	Professional Land Surveyor	Annual lump sum \$2,000.	December 2002
Surveyor (3F)	Passing the Surveyor in Training examination	One-time lump sum \$1,000.	December 2002

781608

DEPARTMENT OF RECORDS

2014 MAY 30 AM 10:53

6.32 - HIRING BONUS - EMPLOYEES IN DESIGNATED CLASSES THAT REQUIRE COMPLETION OF A SPECIFIED COLLEGE DEGREE Employees in designated classes that require completion of a specified college degree who are newly hired appointed on or after the effective date for the class as defined in the table below will receive a lump sum hiring bonus as specified in the table. The employees must meet all requirements and be appointed to one of the classes that are listed in the table below from an open competitive eligible list. Starting on or after July 1, 2014, current employees who have permanent civil service status and who previously have not received a hiring bonus in any class will be eligible if they are being appointed to a class which is in a different series of classes than their current class. (For example, a Graduate Chemist in the 3H series being appointed as a Graduate Civil Engineer in the 3B series.) Current employees with permanent civil service status are not eligible for the bonus if they have received tuition reimbursement from the City of Philadelphia for the degree required by the designated class.

Employees will not be eligible for any pro-rated portion of the bonus who:

- Do not complete the probationary period - six months of satisfactory full-time employment in the designated class or a higher level class in the same occupational series
- Terminate employment for any reason in the designated classes or a higher level class in the same occupational series prior to accruing the required amount of experience
- Have a less than satisfactory performance rating

Employees who do not satisfy all residency requirements will not be eligible for the second installment of the bonus.

An employee is eligible to receive the bonus for only one class during his/her career with the City.

Employees will be required to enter into an agreement to return all or part of the bonus if they do not complete one year of satisfactory employment with the City in one of the designated classes or a higher level class in the same occupational series.

The bonus is based on recruitment experience for the classes and on the academic credentials that prepare the employees for successful performance of the duties of their class. The bonus will not be added to the calculation of pensions and will not be considered as part of salary when determining pay rate adjustments in accordance with regulation 6.092.

Any department that pays a hiring bonus to any employee under the provisions of this regulation must notify the Office of Human Resources in writing upon the employee's completion of all requirements and prior to paying the bonus. The Office of Human Resources will then notify the Finance Department of the employee's eligibility to

receive the bonus. The Office of Human Resources will evaluate the bonus program on an annual basis and submit a report to the Civil Service Commission. All components of the program may be continued, adjusted or discontinued by the Civil Service Commission upon the recommendation of the Director of Human Resources.

Eligible Classes	Effective Date	After Three Months of Satisfactory Employment	After Twelve Months of Satisfactory Employment
Auditor Trainee, Revenue/Accountant Trainee	October 1, 2000	\$1000	\$1500
Airport Operations Trainee	March 1, 2008	\$1000	\$1500
Graduate Civil Engineer, Graduate Environmental Engineer	October 1, 2000	\$1000	\$ 500
Graduate Electrical Engineer, Graduate Mechanical Engineer	October 1, 2000	\$1500	\$1000
Chief Engineer and Surveyor	December 1, 2012	\$1500	\$1500
Airport Engineering Manager	April 1, 2013	\$1500	\$1500
Airport Enterprise Asset Manager	October 1, 2013	\$1500	\$1500
Medical Technologist 1, Community Health Registered Nurse	September 1, 2008	\$1000	\$1000
Medical Technologist 2	April 1, 2011	\$1000	\$1000
Dentist, Certified Registered Nurse Practitioner	September 1, 2008	\$1500	\$1500
Industrial Hygienist	June 1, 2011	\$1500	\$1500
Librarian 1, Librarian 2	June 1, 2001	\$1000	\$1000

781609

DEPARTMENT OF RECORDS
JULY 30 2014

Eligible Classes	Effective Date	Education	Experience	
			No Experience	At Least One Year Experience As A Licensed Pharmacist
• Pharmacist • Pharmacy Manager	January 1, 2003	Doctor of Pharmacy	\$2000	\$3000

• Pharmaceutical Services Director		(Pharm.D.)		
	January 1, 2003	BS	\$1000	\$2000

The bonus will be paid in two equal installments as described above for all Pharmacists hired on or after January 1, 2003.

Civil Service Regulation 8 – Applications

To be amended as follows:

8.05 – Applications For An Examination Announced for the Bilingual Specialty and Another Specialty of a Class

Applicants will be required to complete only a single application when one examination is announced to fill positions both in the bilingual specialty of a class and in another specialty of the same class.

Any person who wants to apply for the bilingual specialty must respond affirmatively that he or she is fluent in a Non-English language or in American Sign Language as part of the application for employment. An applicant who does not respond affirmatively that he or she is fluent in a Non-English language or in American Sign Language at the time of application subsequently may apply for the bilingual specialty by submitting a written request at any time prior to the administration of the first part of the examination.

All applicants will be considered to have applied for the specialty that does not require fluency in a Non-English language or in American Sign Language.

781610

DEPARTMENT OF RECORDS
2014 MAY 30 AM 10:53

Civil Service Regulation 9 – Examinations

To be amended as follows:

9.054 Qualifying Examinations For the Bilingual Specialty of a Class

A. Examination Announced for the Bilingual Specialty and Another Specialty of a Class

When a single examination is announced to fill positions both in the bilingual specialty of a class and in another specialty of the same class, all candidates must take and pass all weighted parts of the same examination. All candidates (Bilingual and other specialty) who pass the weighted parts of the examination will be placed on the combined eligible list and will be eligible to fill positions in the specialty that does not require fluency in a Non-English language or in American Sign Language.

Candidates who applied for the bilingual specialty who have passed all weighted parts of the examination will be required to pass a qualifying examination as verification of their ability to communicate fluently in a Non-English language or in American Sign Language. Candidates who pass the qualifying examination will be identified on the eligible list as bilingual - fluency verified in a specified language or languages. Such candidates will be eligible to fill positions for the bilingual specialty.

Candidates who fail the bilingual qualifying examination will not be eligible to fill positions in the bilingual specialty, but will remain on the eligible list in their original rank and will be eligible to fill positions in the specialty that does not require fluency in a Non-English language or in American Sign Language.

If additional points for fluency in another language are being awarded, the qualifying bilingual examination must be administered prior to the establishment of the eligible list to all candidates who applied for the bilingual specialty and who have passed all other parts of the examination in accordance with Regulation 9.066-8.

B . Examination Announced for the Bilingual Specialty Only

When an examination is announced for the bilingual specialty only, candidates must take and pass all weighted parts of the examination. Candidates who have passed all weighted parts of the examination will be required to pass a qualifying examination as verification of their ability to communicate fluently in a Non-English language or in American Sign Language. Candidates who pass the qualifying examination will be eligible to fill positions for the bilingual specialty. Candidates who fail the qualifying examination will be removed from the eligible list.

The Director may administer qualifying examinations to verify fluency for all candidates, or only for the number of highest ranking candidates required to fill immediate vacancies. For the remaining

candidates, qualifying examinations will occur when the Director determines that all vacant positions cannot be filled by the candidates who were successful in the initial qualifying examination.

C. Passing Grade May Be Applied To Other Bilingual Examinations

During the two year period from the date that a candidate has passed the bilingual qualifying examination, the candidate's bilingual qualifying passing grade may be applied to any other bilingual examination for the same language. The passing grade for the bilingual qualifying examination may also be applied to examinations that include a test administered to determine eligibility for selective factor certification. The candidate will be considered bilingual - fluency verified in the specified language or languages for the duration of any eligible list to which the initial passing grade has been applied. The candidate must pass all other parts of an examination before the passing grade for the bilingual qualifying examination may be applied.

Applicants must provide documentation, such as notice of results or the examination number, that they passed the bilingual qualifying examination. Applicants who do not provide this documentation will be tested for fluency for each examination they apply to that requires a qualifying bilingual examination.

781611

DEPARTMENT OF RECORDS
2014 MAY 30 AM 10:53

9.066-8 – Additional Credits For Open Competitive Examinations For Candidates Who Have Demonstrated Fluency In A Non-English Language

Any candidate who has passed all other parts of an open competitive examination announced on or after July 1, 2014 will be awarded three (3) additional points for verified ability to communicate fluently in any non-English language or in American Sign Language. The additional points will be awarded for all open competitive examinations announced:

- With a bilingual specialty, or
- With a selective factor certification of fluency in a non-English language or in American Sign Language, or
- For other open competitive examinations for classes that, for the good of the service, the Director has determined require regular interaction with non-English language speakers.

A maximum of three points may be awarded for each examination.

A. Examination Announcement

Each examination announcement must include notice that the additional points will be awarded for verified ability to communicate fluently in a non-English language or in American Sign Language. If such notice is not included in the examination announcement, the additional points may not be awarded.

B. Candidate Request For Additional Points

The candidate must:

- Respond affirmatively that he or she is fluent in a Non-English language or in American Sign Language while preparing an application for employment for each examination; or
- Submit a written request for the additional points for each examination. The request must be submitted in accordance with the time restrictions defined Regulation 8.05.

C. Verification of Fluency

The Office of Human Resources will verify the candidates' ability to communicate fluently in the non-English language or languages or in American Sign Language (except for classes listed in Regulation 9.066-3). Passing a bilingual qualifying examination or a test administered to determine eligibility for selective factor certification will be considered verification of fluency.

Verification of fluency and awarding of additional points will occur after the eligible list has been published and before the eligible list is established for all candidates who have passed all other parts of the examination and who have applied for the additional points before the eligible list is published.

Verification of fluency and awarding of additional points for candidates who pass all other parts of the examination, or who claim the additional points after the eligible list has been published will be scheduled at such times as the Director determines to be necessary or convenient.

Candidates who successfully demonstrate fluency in a non-English language or in American Sign Language will be awarded 3 additional points.

Any such candidate who fails the qualifying oral examination or other demonstration of fluency will not be awarded the additional points, but his or her name will remain on the eligible list for appointment to positions that do not require fluency in a non-English language or in American Sign Language.

D. Additional Points May Be Applied To Other Examinations

Candidates who successfully demonstrated fluency in a non-English language or in American Sign Language and have been awarded additional points do not have to be retested for a period of 2 years after the test date. During the two year period, the additional points may be applied to any other examination that awards additional points for fluency in the same language. Applicants must provide documentation, such as notice of results or the examination number, that they have been awarded additional points. Applicants who do not provide documentation will be tested for fluency to determine eligibility for the additional points for each examination.

781612

DEPARTMENT OF RECORDS
2014 MAY 30 AM 10:53

Civil Service Regulation 10 – Eligible Lists

To be amended as follows:

10.018 Combined Eligible List for the Bilingual Specialty and another Specialty of a Class

When a single examination is announced to fill positions both in the bilingual specialty of a class and in another specialty of the same class, a combined eligible list will be produced containing the names of all candidates who have passed all weighted parts of the examination. Candidates for the bilingual specialty must pass a qualifying examination as verification of their ability to communicate fluently in a Non-English language or in American Sign Language. Candidates who pass the bilingual qualifying examination will be identified on the eligible list as bilingual - fluency verified in a specified language or languages and will be eligible for certification and appointment to positions in the bilingual specialty. Candidates who fail the bilingual qualifying examination will not be eligible to fill positions in the bilingual specialty but will remain on the eligible list in their original rank and will be eligible to fill positions in the specialty that does not require fluency in a Non-English language or in American Sign Language.

Civil Service Regulation 10 – Eligible Lists

To be amended as follows:

10.09 - REMOVAL OF NAMES FROM LISTS.

10.092 - The Director shall, with notice specified in Regulation 10.0942, remove the name of an eligible from an eligible list for any of the following reasons:

10.0921 - Failure to respond or report, within the time specified in the notice, to any inquiry of the Director ~~or appointing authority~~ concerning availability of employment.

10.0922 - Lack of any of the published requisite qualifications established by the Director for the examination for the position for which he or she applied.

10.0923 - Practice or attempt to practice any deception or fraud in his or her application, in his or her declarations in securing eligibility to compete in ~~a civil service examination process.~~

10.0924 — For all classes except Police Officer Recruit, three times waiving or declining an interview for or an appointment to permanent positions in the class for which the list was established to which he or she has been certified.

10.0924-1 Two times waiving or declining an interview for or an appointment to permanent positions in the class of Police Officer Recruit.

10.0925 - Failing to enter into an agreement to pay debts, taxes, fees, judgments, claims, and other accounts and obligations due and owing to the ~~the~~ DEPARTMENT OF RECORDING 2014 MAY 30 AM 10:53

10.0926 - Failing a pre-employment drug or alcohol screen.

10.093 - Upon satisfaction of the requirements of Regulation 10.0943 and upon the written request of an appointing authority, the Director may, at his or her discretion, remove the name of an eligible from an eligible list for any of the following reasons:

10.0931 - Felony or misdemeanor convictions in this state or elsewhere which relate to the applicant's suitability in such a way as to preclude them from employment in the position for which they applied and/or are being considered.

10.0932 - Dismissal from the public service or private employment for inefficiency, delinquency or misconduct.

10.0933 - Previous work performance in either public or private employment found to have been unsatisfactory as to efficiency, delinquency or conduct.

10.0934 - Failure to respond or report, within the time specified in the notice, to any inquiry of the appointing authority concerning availability of employment.

10.0935 - Information revealed during the pre-employment background investigation that indicates that the applicant is unsuitable for appointment to the position for which they applied and/or are being considered.

10.0936 - Disability that prevents the eligible, with or without a reasonable accommodation, from satisfactorily carrying on the duties of the position.

10.0937 - Failure to pass an evaluation of fitness for duty for the classes of Police Officer Recruit, Police Officer 1, Deputy Sheriff Officer, Deputy Sheriff Officer Recruit or Correctional Officer.

10.0938 - Practice or attempt to practice any deception or fraud in his or her declarations to the appointing authority in securing employment.

Civil Service Regulation 11 – Requisition, Certification and Appointment

To be amended as follows:

11.037 Certification From A Combined Eligible List Used To Fill Positions In The Bilingual Specialty Of A Class

When a combined eligible list is used to fill positions both in the bilingual specialty of a class and in another specialty of the same class and a position requiring the ability to communicate in a Non-English language or in American Sign Language is to be filled, the top two candidates who are identified as fluent in the specified language will be certified to fill the position regardless of their rank on the overall eligible list.

Civil Service Regulation 31 – Interim Regulations

To be amended as follows:

31.70 – Effective Date - Revisions to Regulations 6.1116 and 6.113

Revisions to Regulations 6.1116 and 6.113 affecting employees in classes represented by District Council 47, Locals 2186 and 2187, and employees in Non-Represented classes shall be effective as of July 1, 2014.

781614

DEPARTMENT OF RECORDING
2014 MAY 30 AM 10:54