

MEMORANDUM

CITY OF PHILADELPHIA Office of Human Resources

Date: July 25, 2014

To: Joan Decker, Records Commissioner

From: Albert L. D'Attilio, Human Resources Director

AD / MMA

Subject: Amendments of Civil Service Regulations

In accordance with Sections 7-400 and 8-407(a) of the Home Rule Charter, listed below are amendments of the Civil Service Regulations approved by the Administrative Board on July 25, 2014.

| Regulation Number | Regulation | Approved By Civil Service Commission On: |
|-------------------|---|---|
| 6.1214 | Stand-By Time For Non-Represented Employees In Classes Exempted From The Overtime Payment Provisions Of The Fair Labor Standards Act. | 6/25/2014 |
| 6.1215 | Departments, Units, Assignments and Classes Eligible for Stand-By Time. | 6/25/2014 |
| 6.31-C | Credential Based Pay - Employees In The Classes Listed Below Who Secure And Maintain Professional Registration As A Microsoft Certified Systems Engineer (MCSE-2002), Microsoft Certified Solutions Associate (MCSA), Microsoft Certified Solutions Expert (Mcse-2014), Or A Certified Novell Engineer (CNE). | 6/25/2014 822226 |
| 6.31- H | Credential Based Pay – Employees Located In Specific Units Of The Airport, The Department Of Public Property Or In The Water Department Who Complete And Receive A Specified Credential Determined To Be Related To The Performance Of Job Duties. | 6/25/2014 |
| 6.31- I | 6.31-I- Credential Based Pay –Employees In The Human Resources 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. | 6/25/2014 JUL 25 AM 11:05 DEPARTMENT OF RECORDS |

MEMORANDUM

CITY OF PHILADELPHIA Office of Human Resources

Date: June 17, 2014

To: Suzanne Reilly, Chief Deputy City Solicitor, Labor and Employment Group

From: Albert L. D'Attilio, Human Resources Director

Subject: Amendments of Civil Service Regulations

In accordance with Section 8-407(a) of the Home Rule Charter, I am forwarding for your review the attached amendment of the Civil Service Regulations.

Civil Service Regulation 6 – Pay Plan

6.1214 - Stand-By Time For Non-Represented Employees In Classes Exempted From The Overtime Payment Provisions Of The Fair Labor Standards Act.

6.1215 - Departments, Units, Assignments and Classes Eligible for Stand-By Time.

6.31-C - Credential Based Pay - Employees In The Classes Listed Below Who Secure And Maintain Professional Registration As A Microsoft Certified Systems Engineer (MCSE-2002), Microsoft Certified Solutions Associate (MCSA), Microsoft Certified Solutions Expert (MCSE-2014), OR A Certified Novell Engineer (CNE)

6.31-H - Credential Based Pay – Employees Located In Specific Units Of The Airport, The Department Of Public Property Or In The Water Department Who Complete And Receive A Specified Credential Determined To Be Related To The Performance Of Job Duties.

6.31-I - Credential Based Pay – Employees In The Human Resources 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.



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6.1214 - STAND-BY TIME FOR NON-REPRESENTED EMPLOYEES IN CLASSES EXEMPTED FROM THE OVERTIME PAYMENT PROVISIONS OF THE FAIR LABOR STANDARDS ACT.

Employees in Non-Represented classes in the departments and organizational units specified in Regulation 6.1215 who are exempted from the overtime payment provisions of the Fair Labor Standards Act and who, in accordance with a pre-arranged or emergency authorized schedule, are required to be available to report to work following regular working hours or on days when such employees are not normally expected to work and who are required to wear a beeper or pager, carry a cellular phone, or leave word with the appointing authority specifying where they may be reached, may be compensated for such standby time at the discretion of the appointing authority.

Employees paid below the maximum rate of Pay Range EP N21 may be compensated either at one-half of their regular straight-time rate of pay for each hour of such duty or in compensatory time off in lieu of cash compensation at the rate of one-half hour of compensatory time for each hour of such stand-by time, with the determination as to whether such employees will be compensated in cash or compensatory time at the discretion of the appointing authority.

Employees paid above the maximum rate of Pay Range EP N21, with the exception of those listed in 6.12141 shall not be eligible for cash compensation for standby duty but may be compensated for each such hour of standby duty in compensatory time at the rate of one-half hour compensatory time for each hour of standby duty. Hours compensated for as stand-by shall not be counted in determining the total hours worked in a given week for overtime purposes.

6.12141 Employees whose positions are allocated to the following departments, classes and assignments may be compensated either at one-half of their regular straight-time rate of pay for each hour of standby duty or in compensatory time off in lieu of cash compensation at the rate of one-half hour of compensatory time for each hour of such stand-by time, with the determinations as to whether such employees will be compensated in cash or compensatory time at the discretion of the appointing authority.

Water Department

- Water Operations Administration Manager (2M79)
- Water Transport Engineer 2 (3B48)
- Environmental Engineer 3 - Bureau of Laboratory Services and Assistant Plant Managers (3B63)
- Sanitary Engineer 4 - Bureau of Laboratory Services and Plant Manager (3B64)
- Water Engineering Assistant Manager (3C08)
- Chief Water Transport Operations Engineer (3C27)
- Water Plant Manager (3C28)
- Laboratory Director (Water) - Bureau of Laboratory Services(3H38)

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- Administrative Scientist – Bureau of Laboratory Services (3H79)
- Water Conveyance System Superintendent (7B07)

6.1215 - Departments, Units, Assignments and Classes Eligible for Stand-By Time. Sections 6.1212, 6.1213, and 6.1214 shall apply only to employees in the following units and assignments of City Departments:

| | |
|---------------------------------------|---|
| Department of Commerce: | <ul style="list-style-type: none"> • Aviation Division. |
| Department of Public Health: | <ul style="list-style-type: none"> • Forensic Investigation Unit; • Compliance and Enforcement Unit; • Hazardous Air Pollutants Unit. • Ambulatory Health Services Division Hotline - employees in the following 4C (Nursing) series of classes: <ul style="list-style-type: none"> ○ 4C02 - Community Health Registered Nurse ○ 4C03 - Community Health Nursing Supervisor ○ 4C19 - Health Care Coordinator. |
| Department of Water: | <ul style="list-style-type: none"> • <u>Operations Division.</u> • <u>Planning and Environmental Services</u> |
| Commission on Human Relations: | <ul style="list-style-type: none"> • Community Relations Division. |
| Department of Human Services: | <ul style="list-style-type: none"> • Child Abuse Hotline; • Emergency Intake Services; • Youth Study Center - Resident Services. |
| District Attorney's Office: | <ul style="list-style-type: none"> • Charging Unit. |
| Office of Fleet Management: | <ul style="list-style-type: none"> • Public Health and Safety Facility - Emergency Repair of Fire Department Apparatus. |
| Police Department: | <ul style="list-style-type: none"> • Chemistry Unit, Criminalistics Unit - all employees in the 3H (Sciences) series of classes. |

Employees in departments or organizational units other than those listed above shall not be eligible for standby duty compensation.

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6.31-C - CREDENTIAL BASED PAY - EMPLOYEES IN THE CLASSES LISTED BELOW WHO SECURE AND MAINTAIN PROFESSIONAL REGISTRATION AS A MICROSOFT CERTIFIED SYSTEMS ENGINEER (MCSE-2002), MICROSOFT CERTIFIED SOLUTIONS ASSOCIATE (MCSA), MICROSOFT CERTIFIED SOLUTIONS EXPERT (MCSE-2014), OR A CERTIFIED NOVELL ENGINEER (CNE), OR A CERTIFIED NOVELL ADMINISTRATOR (CNA). Employees permanently allocated to the Network Support Associate (1D54), Network Support Specialist (1D55), Network Administrator (1E06), Local Area Network Administrator (1E07) and Human Resources Information Systems Manager (1E57) classes who secure and maintain one of the registrations listed below shall be eligible for a lump sum salary differential as specified in the table below.

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 must meet all currency requirements established by the organization issuing the registration to remain eligible to receive the differential in subsequent years and must submit proof of current registration each year.

Employees will be eligible to receive only one differential authorized by this regulation during any year.

The initial differential shall be paid in a lump sum in the first pay period of December 2002 for those employees who secure the registration prior to December 1, 2002. Beginning in December 2014, only employees who already received the initial bonus for the legacy certifications will continue to receive the subsequent bonus for those certifications.

| <u>Legacy Certification</u> | <u>Initial Bonus</u> | <u>Bonus - Subsequent Years</u> |
|--|----------------------|---------------------------------|
| Microsoft Certified Systems Engineer (MCSE-2002) | \$2,000N/A | \$1,000 |
| Certified Novell Engineer NetWare 5 (CNE) | \$2,000N/A | \$1,000 |
| Certified Novell Administrator NetWare 5 (CNA) | \$1,000 | None |

The initial differential shall be paid in a lump sum in the first pay period of December 2014 for those employees who secure the following certifications prior to December 1, 2014.

| <u>Certification</u> | <u>Initial Bonus</u> | <u>Bonus - Subsequent Years</u> |
|--|----------------------|---------------------------------|
| Microsoft Certified Solutions Expert (MCSE-2014) | \$2,000 | \$1,000 |
| Microsoft Certified Solutions Associate (MCSA) | \$1,000 | None |

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6.31-H - CREDENTIAL BASED PAY – EMPLOYEES LOCATED IN SPECIFIC UNITS OF THE AIRPORT, OR IN THE DEPARTMENT OF PUBLIC PROPERTY OR IN THE WATER WHO DEPARTMENT WHO COMPLETE AND RECEIVE A SPECIFIED CREDENTIAL DETERMINED TO BE RELATED TO THE PERFORMANCE OF JOB DUTIES.

Employees permanently allocated to one of the Engineering (3B, 3C), Architectural and Landscaping (3D), or the Airport Administrative (2P) series of classes in the Airport's Engineering and Planning unit, ~~or in the Department of Public Property or in the Water Department~~ who secure and maintain one of the LEED AP (Leadership in Energy and Environmental Design) Professional Credentials listed below as issued by the Green Building Certification Institute (GBCI) shall be eligible for an annual lump sum salary differential of \$2,000.

Employees will be eligible to receive only one differential based on possession of any one of the LEED AP Professional certifications authorized by this regulation during any year.

Employees permanently allocated to one of the of the Engineering (3B, 3C), Architectural and Landscaping (3D), or the Airport Administrative (2P) series of classes in the Maintenance, Engineering and Planning, Operations, Security or Properties unit who secure and maintain an A.A.E. (Accredited Airport Executive) credential as issued by the American Association of Airport Executives (AAAE) shall be eligible for an annual lump sum salary differential of \$2,000.

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 must meet all currency requirements established by the organization issuing the credential to remain eligible to receive the differential in subsequent years and must submit proof of current registration each year.

The initial differential shall be paid in a lump sum in the first pay period of December 2013 for those employees who secure the credential prior to December 1, 2013.

| Series of Classes | Department/Unit(s) | Credential |
|---|--|---|
| Airport Administrative (2P) Engineering (3B, 3C) Architectural and Landscaping (3D) | Airport • Engineering and Planning unit Department of Public Property <u>Water Department</u> | Leadership in Energy and Environmental Design (LEED AP) Professional by the Green Building Certification Institute (GBCI) • LEED AP Building Design + Construction (LEED AP BD+C) • LEED AP Operations + Maintenance (LEED AP O+M) • LEED AP Interior Design + Construction (LEED AP ID+C) |
| Airport Administrative (2P) Engineering (3B, 3C) Architectural and Landscaping (3D) | Airport Units: • Maintenance • Engineering and Planning • Operations • Security • Properties | Accredited Airport Executive (A.A.E.) as issued by the American Association of Airport Executives |

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Civil Service Regulation 6 – Pay Plan

To be amended as follows:

6.31-I- CREDENTIAL BASED PAY –~~NON-REPRESENTED EMPLOYEES IN THE~~ 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 an annual lump sum salary differential of \$1,000.

Non-represented and District Council 47 employees permanently allocated to a class in the (2H) series of classes in the departments listed in the chart at the end of this section who secure and maintain certification as a Senior Professional in Human Resources (SPHR) by the Human Resources Certification Institute (HRCI) shall be eligible for an annual lump sum salary differential of \$1,000. Non-represented and District Council 47 employees permanently allocated to a class in the (2H) series of classes in the departments listed in the chart at the end of this section who secure and maintain certification as a Professional in Human Resources (PHR) by the Human Resources Certification Institute (HRCI) shall be eligible for a one-time lump sum salary differential of \$1,000.

Non-represented and District Council 47 employees permanently allocated to a class in the (2H) series of classes in the departments listed in the chart at the end of this section who have or obtain a Masters Degree in Human Resources, Business Administration, Public Administration, Management, Labor Relations, Organizational Development, Occupational Safety, Industrial Hygiene, or a closely related area shall be eligible for an annual 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.

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

| <u>Classes</u> | <u>Department(s)</u> | <u>Credentials</u> | <u>Bonus Amount</u> |
|--|---|--|--------------------------------------|
| <u>2H- Personnel series of classes</u> | <u>Office of Human Resources</u> | <u>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</u> | <u>\$1,000 annual lump sum</u> |
| | | <u>Certified Associate in Project Management issued by the Project Management Institute</u> | <u>\$1,000 one-time lump sum</u> |
| | | <u>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</u> | <u>\$1,000 annual lump sum</u> |
| <u>2H- Personnel series of classes</u> | <u>Airport, Behavioral Health, Controller's Office, Health, Human Services, Finance, Fire, Free Library, Licenses & Inspections, Police, Prisons, Office of Property Assessment, Revenue, Office of Supportive Housing, Streets</u> | <u>Senior Professional in Human Resources (SPHR) by the Human Resources Certification Institute (HRCI)</u> | <u>\$1,000 annual lump sum</u> |
| | | <u>Professional in Human Resources (PHR) by the Human Resources Certification Institute (HRCI)</u> | <u>\$1,000 one-time lump sum</u> |
| | | <u>Master Degree in Human Resources, Business Administration, Public Administration, Management, Labor Relations, Organizational Development, Occupational Safety, Industrial Hygiene or closely related area</u> | <u>\$1,000 annual lump sum</u> |

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