

MEMORANDUM

CITY OF PHILADELPHIA Office of Human Resources

Date: September 26, 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 September 26, 2014.

Regulation Number	Regulation	Approved By Civil Service Commission On:
6.086	Appointment Rate For Employees Hired From Open Competitive Eligible Lists For The Following Departments And Classes	8/13/2014
6.1155	Cash Overtime for Employees Exempted From the Overtime Provisions of the Fair Labor Standards Act	8/13/2014
6.26	Lump Sum Longevity Payment - District Council 33 Local 159B – To be abolished	8/13/2014
6.31-J	Credential Based Pay - Employees In The Water Department Who Secure And Maintain A Class A Or Class E Water Or Wastewater Operator Certification In Accordance With Pennsylvania Act 11, Issued By The Commonwealth Of Pennsylvania, Department Of Environmental Protection	8/13/2014
10.09	Removal Of Names From Lists	8/13/2014
11.14	Payment Agreement And Payroll Deduction Required For Appointment.	8/13/2014
31.56	Special Provisions Relating to Leave Entitlement of Employees of the Park Trust Fund Working for the Department of Parks and Recreation Subsequently Hired into the City Civil Service	8/13/2014
31.57	Special Provisions Relating to Leave Entitlement of Employees of the School District of Philadelphia working for the Board of Revision of Taxes Subsequently Hired Into the City Civil Service	8/13/2014

Regulation Number	Regulation	Approved By Civil Service Commission On:
31.58	Seniority Credit For Certain Former School District Employees	8/13/2014
31.59	Effect on Pay Rates for Certain Former School District Employees Working for the Board of Revision of Taxes Upon Appointment to the City Civil Service	8/13/2014
31.60	Effect On Pay Rates For Certain Park Trust Fund Employees Upon Appointment To The City Civil Service	8/13/2014
31.99	Expired Interim Regulations	8/13/2014

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MEMORANDUM

CITY OF PHILADELPHIA Office of Human Resources

Date: July 28, 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

6.26 - Lump Sum Longevity Payment - District Council 33 Local 159B – To be abolished

6.086 Appointment Rate For Employees Hired From Open Competitive Eligible Lists For The Following Departments And Classes

6.1155 - Cash Overtime for Employees Exempted From the Overtime Provisions of the Fair Labor Standards Act

6.31-J - Credential Based Pay - Employees In The Water Department Who Secure And Maintain A Class A Or Class E Water Or Wastewater Operator Certification In Accordance With Pennsylvania Act 11, Issued By The Commonwealth Of Pennsylvania, Department Of Environmental Protection

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Civil Service Regulation 10: Eligible Lists

10.09 - Removal Of Names From Lists

Civil Service Regulation 11: Requisition, Certification and Appointment

11.14 - Payment Agreement And Payroll Deduction Required For Appointment.

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Civil Service Regulation 31: Interim Regulations

31.56 - Special Provisions Relating To Leave Entitlement Of Employees Hired Into The City Civil Service Following Employment In Designated Agencies

31.58 Seniority Credit For Certain Former School District Employees

31.59 – Effect On Pay Rates For Certain Former Employees Of Designated Agencies Upon Appointment To The City Civil Service.

31.99 – Expired Interim Regulations



APPROVED

8-9-14

DATE

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Civil Service Regulation 6 – Pay Plan

To be abolished:

~~6.26 — LUMP SUM LONGEVITY PAYMENT — DISTRICT COUNCIL 33 LOCAL 159B.~~
Effective July 1, 1987, employees in the following classes shall be eligible to receive lump sum longevity payments:

~~Correctional Officer Trainee
Correctional Officer
Correctional Sergeant
Correctional Lieutenant
Youth Detention Counselor I
Youth Detention Counselor II
Prison Baker
Prison Cook
Prison Maintenance Mechanic
Prison Trades Worker~~

~~Such longevity payment shall be made in accordance with the following schedule:~~

Completed Years of Service	Lump Sum Longevity Payment
3	\$150
6	\$200

~~For purposes of the lump sum longevity payment only service in the above classes will be credited.~~

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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); Accounting Information Systems Supervisor (2A15); City Treasurer Accounting Manager (2A18)	Finance / City Treasurer's Office
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	All Departments
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
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 & Neighborhoods	Human Relations Deputy Director – Compliance (5C35); Human Relations Deputy Director – Community Relations (5C34)	Commission on Human Relations

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Series	Classes	Departments
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 Inspections
7F – Automotive Maintenance and Trades	Automotive Maintenance Technician (7F02); Heavy Duty Vehicle Maintenance Technician (7F03)	Office of Fleet Management
7H – Building Maintenance and Trades; 7J – Mechanical Maintenance and Trades; 7K – Electrical and Electronic Maintenance and Trades	Plumbing and Heating Maintenance Worker (7H22); HVAC Mechanic 2 (7J02); Machinery and Equipment Mechanic (7J15); Electrician 2 (7K02); Industrial Electrician 1 (7K15); Electronic Technician 2 (7K64)	All Departments
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.

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Civil Service Regulation 6- Pay Plan

To be revised as follows:

6.1155 - Cash Overtime for Employees Exempted From the Overtime Provisions of the Fair Labor Standards Act.

Other provisions of the Regulations notwithstanding, employees in the following departments, classes and assignments, who are otherwise ineligible to earn cash compensation for overtime hours worked, may be compensated as follows for the duration of the designated assignment in cash at their regular rate of pay:

- A. Employees in Classes Assigned to Pay Plans Other Than Pay Plan N – for all hours worked in excess of eight (8) hours in any one calendar day or forty (40) hours in any one calendar week, or for work on a recognized holiday, subject to the restrictions described below.
- B. Employees in Classes Assigned to Pay Plan N – for all hours worked in excess of forty (40) hours in any work week, subject to the restrictions described below and contained in Regulation 6.1134.

Non-represented employees may not elect to be credited with compensatory time off in lieu of cash for overtime worked in the designated assignment.

- A. Streets Department, Airport, Department of Public Property, Department of Parks and Recreation, Office of Innovation and Technology, and Water Department - Snow Removal and Other Weather Emergency Operations
- B. Police Department - Effective July 1, 2008, officers at the rank of Police Captain and above shall receive straight time pay for all hours worked on the following four occasions: Mummer's Parade, Fourth of July, Greek Picnic and Bike Race.
- B.C. Police Department – Effective October 1, 2014 – Forensic Scientist 4

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Cicvil Service Regulation 6 – Pay Plan

To be amended as follows:

6.31-J - CREDENTIAL BASED PAY - EMPLOYEES IN THE WATER DEPARTMENT WHO SECURE AND MAINTAIN A CLASS A OR CLASS E WATER OR WASTEWATER OPERATOR CERTIFICATION IN ACCORDANCE WITH PENNSYLVANIA ACT 11, ISSUED BY THE COMMONWEALTH OF PENNSYLVANIA, DEPARTMENT OF ENVIRONMENTAL PROTECTION.

Employees in the Water Department in the classes and assignments listed below who are responsible for process control decisions and who secure and maintain a Class A or E Water or Wastewater Operator Certification shall be eligible for an annual lump sum salary differential in accordance with the conditions of this regulation.

Employees must submit proof of current certification. Employees must meet all currency requirements established by the Pennsylvania Department of Environmental Protection to remain eligible to receive the differential in subsequent years and must submit proof of current registration each year.

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.

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

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

<u>Classes</u>	<u>Assignment</u>	<u>Bonus Amount</u>
<ul style="list-style-type: none"><u>Water Plant Manager</u><u>Water Plant Assistant Manager</u><u>Environmental Engineer 3 & 4</u>	<u>Operations</u> <u>Division</u>	<u>\$1000</u>

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<u>Classes</u>	<u>Assignment</u>	<u>Bonus Amount</u>
<ul style="list-style-type: none"> • <u>Water Transport Engineer 1& 2</u> • <u>Water Conveyance Systems Superintendent</u> • <u>Water Engineering Assistant Manager</u> • <u>Chief Water Transport Operations Engineer</u> • <u>Water Plant Manager</u> • <u>Water Pollution Control Plant Operations Supervisor</u> • <u>Water Maintenance Superintendent (Water Treatment)</u> 		
<ul style="list-style-type: none"> • <u>Water Treatment Plant Operator</u> • <u>Water Treatment Plant Operations Crew Chief</u> • <u>Water Maintenance Superintendent (Wastewater Treatment)</u> • <u>Water Pollution Control Plant Maintenance Supervisor</u> • <u>Water Maintenance Supervisor</u> • <u>Water Conveyance Systems Assistant Superintendent</u> • <u>Water Transport Systems Operator</u> • <u>Science Technician (Water)</u> • <u>Chemical Technician Supervisor</u> • <u>Industrial Waste Control Technician 2</u> • <u>Industrial Waste Control Supervisor</u> • <u>Engineering Specialist (Civil) (Environmental (Mechanical))</u> • <u>Environmental Engineer 2</u> • <u>Civil Engineer 2</u> • <u>Mechanical Engineer 2</u> 	<u>Operations Division</u> <u>Bureau of Laboratory Services</u>	<u>\$500</u>

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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 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.

10.09241 - Two times waiving or declining an interview for or an appointment to permanent positions in the class of Police Officer Recruit.

10.0925 — Three times failing to enter into an agreement to pay debts, taxes, fees, judgments, claims, and other accounts and obligations due and owing to the City as defined in Regulation 11.14.

10.0926 - Failing a pre-employment drug or alcohol screen

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Civil Service Regulation 11: Requisition, Certification and Appointment

To be amended as follows:

11.14 - PAYMENT AGREEMENT AND PAYROLL DEDUCTION REQUIRED FOR APPOINTMENT. As a condition of employment with the City, any person offered employment on or after the effective date of this regulation shall be required to certify that such person either is fully current on any and all debts, taxes, fees, judgments, claims, and other accounts and obligations due and owing to the City; or has voluntarily entered into a payment agreement with the City. For so long as the person is employed by the City, the amount of the payment as set forth in the payment agreement (not to exceed, for any pay period, twenty percent (20%) of the person's gross pay for such period, without the person's consent) shall be withheld from each paycheck until such payment agreement is fully satisfied.

Such person shall also be required to certify as a condition of employment that he or she is fully current on any and all debts, taxes, fees, judgments, claims, and other accounts and obligations due and owing to the Philadelphia Gas Works (PGW) or has voluntarily entered into a payment agreement with PGW.

Failure to enter into a payment agreement shall result in the cancellation of the appointment and removal from the certification. ~~The name of the eligible candidate will be returned to the eligible list.~~

A candidate who fails ~~Cancellation of appointment and removal from the certification due to failure to enter into a payment agreement~~ three times will be ~~considered equivalent to declining appointment and will be basis for removal~~ considered equivalent to declining appointment and will be basis for removal from the eligible list in accordance with Regulation 10.092.

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Civil Service Regulation 31: Interim Regulations

To be amended as follows:

31.56 SPECIAL PROVISIONS RELATING TO LEAVE ENTITLEMENT OF EMPLOYEES OF THE PARK TRUST FUND WORKING FOR THE DEPARTMENT OF PARKS AND RECREATION SUBSEQUENTLY HIRED INTO THE CITY CIVIL SERVICE FOLLOWING EMPLOYMENT IN DESIGNATED AGENCIES

Employees holding a regular full-time position in the Park Trust Fund and performing work for the Department of Parks and Recreation on or before June 30, 2013, or employees holding a regular full-time position in the School District of Philadelphia and performing work for the Board of Revision of Taxes on April 9, 2010 who are subsequently appointed to a position in the Civil Service before August 1, 2014 without a change of duties, shall be entitled to:

- A. transfer sick leave accumulated as of the date of appointment;
- B. purchase credit for vacation leave up to the amount of vacation leave and compensatory time that the employee had accumulated at the time of appointment to the City Civil Service.

Transfer of leave or purchase of credit for leave is subject to the maximum accumulation limits as defined by these regulations.

31.57 SPECIAL PROVISIONS RELATING TO LEAVE ENTITLEMENT OF EMPLOYEES OF THE SCHOOL DISTRICT OF PHILADELPHIA WORKING FOR THE BOARD OF REVISION OF TAXES SUBSEQUENTLY HIRED INTO THE CITY CIVIL SERVICE.

Employees holding a regular full-time position in the School District of Philadelphia and performing work for the Board of Revision of Taxes on April 9, 2010, who are subsequently appointed to a position in the Civil Service without a change of duties, shall be entitled to:

- A. Transfer sick leave accumulated as of the date of appointment
- B. Purchase credit for vacation leave up to the amount of vacation leave and compensatory time that the employee had accumulated at the time of appointment to the City Civil Service.

Transfer of leave or purchase of credit for leave is subject to the maximum accumulation limits as defined by these regulations.

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A. **31.58 - SENIORITY CREDIT FOR CERTAIN FORMER SCHOOL DISTRICT EMPLOYEES.**

A. Each current City employee who was appointed to the Civil Service through Qualifying examination, following employment in a regular full-time School District position in the Revenue or Law Department, shall be granted City seniority credit for the School District employment. Such seniority credit shall be granted as of January 1, 1987, subject to existing Civil Service regulations.

B. Any employee holding a regular full-time position in the School District of Philadelphia and performing work for the Board of Revision of Taxes on April 9, 2010 who is appointed to the civil service before August 1, 2014 without a change of duties shall be granted City seniority credit for the School District employment for purposes of leave accruals, anniversary date and layoffs. Such seniority credit shall be granted as of the date of hire into the civil service, subject to existing civil service regulations.

C. Any employee holding a regular full-time position in the Park Trust Fund and performing work for the Department of Parks and Recreation on or before June 30, 2013, who is appointed to the Civil Service before August 1, 2014 without a change of duties shall be granted City seniority credit for the Park Trust Fund employment for purposes of leave accruals and anniversary date.

Such seniority credit shall be granted as of the date of hire into the Civil Service, subject to existing Civil Service regulations.

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31.59 - EFFECT ON PAY RATES FOR CERTAIN FORMER SCHOOL DISTRICT EMPLOYEES OF DESIGNATED AGENCIES WORKING FOR THE BOARD OF REVISION OF TAXES UPON APPOINTMENT TO THE CITY CIVIL SERVICE.

FORMER SCHOOL DISTRICT EMPLOYEES WORKING FOR THE BOARD OF REVISION OF TAXES

Upon appointment to a civil service class before August 1, 2014, following employment in a regular full-time School District position in the Board of Revision of Taxes, each employee shall be paid at the same base pay rate as the employee was paid in the School District position. The employee shall continue to receive that same pay rate until the employee is eligible for an earned pay step increase as defined by Regulation 6.0991. When the employee is eligible for the earned pay step increase, the employee's salary will be increased to the pay step in the pay range for his or her class that is closest to, but higher than the employee's salary at the time of appointment to the Civil Service class.

The salary of any employee appointed to a civil service class following employment in a regular full-time School District position in the Board of Revision of Taxes which is in excess of the range prescribed for the class to which his or her position has been

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allocated shall not be reduced. Such employees, however, shall not be eligible to receive any salary increases except in the event that general increases in salaries shall raise the maximum of the pay range above their present salary.

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**31.60—EFFECT ON PAY RATES FOR CERTAIN PARK TRUST FUND EMPLOYEES
UPON APPOINTMENT TO THE CITY CIVIL SERVICE.**

FORMER PARK TRUST FUND EMPLOYEES

Upon appointment to a civil service class before August 1, 2014, following employment in a regular full-time Park Trust Fund position, each employee who is paid:

- A. at or above the pay rate equivalent to the first step in the pay range for the class to which his or her position has been allocated shall be paid at the same base pay rate as the employee was paid in the Park Trust Fund position. The employee shall continue to receive that same pay rate until the employee is eligible for an earned pay step increase as defined by Regulation 6.0991. When the employee is eligible for the earned pay step increase, the employee's salary will be increased to the pay step in the pay range for his or her class that is closest to, but higher than the employee's salary at the time of appointment to the Civil Service class.
- B. lower than the first step in the pay range for the class to which his or her position has been allocated shall be paid at the first step of the pay range for the Civil Service class.

The salary of any employee appointed to a civil service class following employment in a regular full-time School District position in the Board of Revision of Taxes or Park Trust Fund position which is in excess of the range prescribed for the class to which his or her position has been allocated shall not be reduced. Such employees, however, shall not be eligible to receive any salary increases except in the event that general increases in salaries shall raise the maximum of the pay range above their present salary.

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31.99 - Expired Interim Regulations

31.5599-01 - SPECIAL PROVISIONS RELATING TO LEAVE ENTITLEMENT OF CERTAIN CITY EMPLOYEES IN THE CLERK OF QUARTER SESSIONS OFFICE APPOINTED TO POSITIONS IN THE FIRST JUDICIAL DISTRICT OF PENNSYLVANIA. Each employee leaving City employment on or about July 1, 2010 by reason of resignation or discharge from employment in the Office of the Clerk of Quarter Sessions or its successor agency, when that resignation or discharge is followed within five business days by employment by the First Judicial District of Pennsylvania, shall have his or her accrued but unused vacation leave, sick leave, compensatory leave and administrative leave transferred to the First Judicial District of Pennsylvania on his or her behalf. After such transfer, the employee shall no longer be entitled to any terminal leave pay pursuant to civil service regulations 20.08 and 21.14. — Expired 9/1/2014

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