

# MEMORANDUM

## CITY OF PHILADELPHIA Office of Human Resources

**Date:** May 6, 2016  
**To:** James Leanord, Records Commissioner  
**From:** Pedro Rodriguez, Human Resources Director  
**Subject:** Amendments of Civil Service Regulations

On May 6, 2016, the Administrative Board approved the below-listed individual amendments to the Civil Service Regulations. In accordance with Sections 7-400 and 8-407(a) of the Home Rule Charter, I am filing the regulations with the Department of Records for public inspection.

Regulation Number	Regulation	Approved By Civil Service Commission On:	Effective Date:	Hearing Request  (Not in Effect)
5.025	Career Progression Class	4/20/2016		
6.087	Appointment Rate - Career Progression Classes	4/20/2016		891243
6.0992	Types of Service	4/20/2016		
6.0993	Work Performance	4/20/2016		
6.0994	Effective Date of Increases	4/20/2016		
11.17	Appointment Age Requirements	4/20/2016		2016 MAY -6 AM 10:56

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Individual Civil Service Regulations that have been available for public inspection for 30 days and for which no hearing request has been received are effective as of the date indicated above.

Signed by \_\_\_\_\_  
Records Department

Date: \_\_\_\_\_

# MEMORANDUM

## CITY OF PHILADELPHIA Office of Human Resources

**Date:** April 19, 2016  
**To:** Marsha Greene-Jones, Acting Human Resources Director  
**From:** Nicole Morris, Chief Deputy City Solicitor, Labor and Employment Group  
**Subject:** Amendments of Civil Service Regulations

In accordance with Section 8-407(a) of the Home Rule Charter, I have approved the following individual amendments of the Civil Service Regulations. These amendments should be advertised as separate amendments.

### Civil Service Regulation 5 – Classification Plan


5.025 - Career Progression Class

### Civil Service Regulation 6 – Pay Plan

6.087– Appointment Rate - Career Progression Classes  
6.0992 – Types of Service  
6.0993 – Work Performance  
6.0994- Effective Date of Increases.

### Civil Service Regulation 11 – Requisition, Certification and Appointment

11.17 - Appointment Age Requirements

  
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APPROVED  
4/19/16  
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### III. CIVIL SERVICE REGULATIONS

REGULATION NUMBER	REGULATION	ACTION	EXPLANATION
5.025	Career Progression Class	Revision	<p>991238            Regulation is being revised to establish the L&amp;I Code F0055ment Inspector and L&amp;I Building Inspector classes as Career Progression classes for classes represented by DC 33 and to identify the appointment rate and the progression within the pay range will be dependent on possessing specific certifications. New employees who do not obtain the certifications within the specified period will have their employment terminated, employees with permanent civil service status will have their pay reduced to the first pay step in the pay. All actions will be without right to appeal, grieve, litigate or otherwise contest the action.</p> <p>The appointing authority must submit written verification to the Director that the employees possess the required certifications and experience prior to the effective date of the appointment to or progression within the career progression class. The employee's pay rate will be reduced to the appropriate pay step in the section of the pay range if the employee does not maintain all required professional certifications.</p>
6.0992	Types of Service	Revision	<p>Regulations 6.0992 and 6.0993 are being revised to allow employees in the L&amp;I Code Inspector, 6G90, class to earn an accelerated earned pay step increase in any twelve-month period. 6.0993 is being revised to specify that employees in a career progression class represented by District Council 33 must have an overall annual performance report of Satisfactory to be eligible for an accelerated earned pay step increase. Additional changes are being made to clarify that employees eligible for the accelerated pay increase receive the increase in place of the standard pay step increase.</p> <p>Regulation 6.0994 is also being revised for consistency with the changes to regulation 6.0993 and clarifies that the effective date of an accelerated pay step increase is the date on which the employee would have been eligible for a standard earned pay step increase.</p>
6.0993	Work Performance	Revision	
6.0994	Effective Dates of Increases	Revision	
6.087	Appointment Rate- Career Progression Classes	Revision	<p>This regulation is being revised to clarify that the pay plan for the non-represented career progression class is equivalent to the N pay plan. The regulation is also being revised to allow employees permanently allocated to the L&amp;I Construction Codes Specialist Trainee class to be appointed at Step 2 in CPM20-25 pay range for the first holding of the L&amp;I Building Inspector examination if they have the required certifications. The appointing authority must submit proof of certification prior to appointment.</p>
11.17	Appointment Age Requirements	Revision	<p>This regulation is being revised to increase the appointment age for the Police Officer Recruit class from age 19 to age 22.</p>

## Civil Service Regulation 5: Classification Plan

To be amended as follows:

### **5.025 - CAREER PROGRESSION CLASSES.**

A Career Progression class is a class that encompasses positions performing at different levels of responsibility within a single job class. Positions range from entry level to full performance level and from entry level to advanced performance level. Employees will be appointed to positions in career progression classes from an eligible list for the career progression class, or from an appropriate, related eligible list. Employees appointed to positions in the entry to full performance level in a career progression class will advance through the steps in the pay range in accordance with the provisions of Regulation 6.099 and the provisions identified below. Employees permanently allocated to positions in a career progression class may be eligible for accelerated advancement through the pay range in accordance with the provisions of Regulation 6.099.

A Career Progression class that includes positions from an entry level to a full performance level will be designated as an A level class. A Career Progression class that includes positions from an entry level to an advanced performance level will be designated as an AB level class.

#### **5.025-1 Condition of Employment For A Career Progression Class**

Upon appointment to a career progression class represented by District Council 33 each employee shall be paid at the same base pay rate as the employee was paid in his or her previous classification. The employee shall continue to receive that same pay rate until the employee is eligible for an earned pay step increase

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.

#### **FOR THE FIRST EXAMINATION HOLDING FOLLOWING ESTABLISHMENT OF THE L&I BUILDING INSPECTOR (6H90) CLASS**

Employees permanently allocated to the L&I Construction Codes Specialist Trainee (6G20) class will be eligible to be appointed to Step 2 of the CPM20-25 pay range provided that they have possession of Certifications 1-4 at the time of appointment. The appointing authority must submit proof of certification prior to appointment to the class.

Employees appointed, promoted or reassigned to one of the career progression classes represented by District Council 33 listed below must acquire all required certifications as defined in the class specification within the specified period and maintain the certifications during tenure of employment.

The appointing authority must submit written verification to the Director that the employees possess the required certifications and experience prior to the effective date of the appointment to, or progression within, the career progression class. The appointment or the

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progression will not be effective until the Director verifies the employee's eligibility. The appointing authority must effectuate appointment by entering the transaction in the City's human resources information system.

Other provisions of the regulations notwithstanding, new employees who are initially appointed to one of the classes who do not obtain the certifications within the specified period will have their employment terminated without right to appeal, grieve, litigate or otherwise contest the termination.

Other provisions of the regulations notwithstanding, the pay rate of employees who had permanent civil service status at time of appointment will be reduced to the appropriate pay step in the standard section of the pay range if the employee does not obtain the certifications within the specified period without right to appeal, grieve, litigate or otherwise contest the restoration.

The employee's pay rate will be reduced to the appropriate pay step in the standard section of the pay range if the employee does not maintain all required professional certifications

#### **5.025-2 Advancement through the steps in the pay range**

Employees assigned to one of the career progression classes shall be paid at the same base pay rate as the employee was paid in his or her previous classification. The employee shall continue to receive that same pay rate until the employee is eligible for an earned pay step increase through the standard section of the pay range.

Other provisions in Regulation 6.099 notwithstanding, Employees appointed, promoted or reassigned to one of the career progression classes represented by District Council 33 listed below must possess the required certifications and seniority as defined in the class specification to advance to the next highest pay step in the standard or advanced sections of the pay range.

The employee's pay rate will be reduced to the appropriate pay step in the advanced or standard section of the pay ranges listed below if the employee does not maintain all required professional certifications.

#### **Classes:**

- L&I Code Enforcement Inspector-(6G90)
- L&I Building Inspector -(6H90)

#### **Pay Ranges**

- CPM 15-20, Standard Section- Steps 1 - 5, Advanced Section- Steps 6-8
- CPM 20-25, Standard Section Steps 1 - 4, Advanced Section- Step 5

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

**6.0992 - Types of Service.**

- A. **Transferred and Demoted Employees.** Time worked by transferred and demoted employees in their previous positions shall be included in computing length of service.
- B. **Seasonal Employees.** Seasonal employees must work the equivalent of one (1) year's full time employment.
- C. **Dual Class and Relief Employees.** Regular employees having status in two (2) or more classes of positions shall include total time worked in both or several classes as time worked in each class.
- D. **Combination of Permanent and Other Types of Appointment.** Time worked under provisional, emergency, temporary, or seasonal appointment, when followed immediately by permanent appointment shall, upon the recommendation of the appointing authority, be included in computing length of service.
- E. **Employees Serving in Exempt Positions.** The period during which an employee with permanent Civil Service status is on leave of absence without pay to serve the City in an exempt position shall be included in computing such employee's length of service in the position in which such employee has permanent status, anything elsewhere in these Regulations to the contrary notwithstanding.
- F. **Police Officer Recruit to Police Officer I.** Employees who have completed one (1) year of satisfactory, continuous employment in the Police Officer Recruit and/or the Police Officer I classes, shall receive an earned pay step increase to the second step of the range for the Police Officer I class.
- G. **Service in a Career Progression Class.** Employees permanently allocated to a career progression class may receive an accelerated earned pay increase of two pay steps in the career progression pay range when the employee secures professional certification or a graduate degree related to the work of the class and defined in the career progression class specification. An employee is eligible for only one accelerated earned pay increase except employees permanently allocated to the L&I Code Inspector (6G90) class are eligible for one accelerated earned pay increase during any twelve-month period consistent with the provisions of Regulations 5.025-1 and 5.025-2. Employees eligible for the accelerated earned pay increase shall receive the increase in place of the standard earned pay step increase. The accelerated pay step increase for such employees shall become effective on the date on which the employee would have been eligible for a standard earned pay step increase.
- An accelerated pay step increase must be authorized in writing by the appointing authority, who must file written justification for the pay increase with the Director. The accelerated pay step increase will not become effective until such justification is received by the Director and in accordance with Regulation 6.0994.

- 6.0993 - Work Performance.** The overall performance rating to be considered shall be the last report on file with the Office of Human Resources.

- A. **Performance Required for an Earned Pay Step Increase.** An employee must have an overall annual performance rating of at least Satisfactory.
- B. **Performance Not Counted Toward Earned Pay Step Increase.** When an employee receives Improvement Needed, Unacceptable, or Unsatisfactory as an overall rating on his or her last annual performance report, the next earned pay step increase shall be postponed until the effective date of the next overall performance rating of Satisfactory or better.

When an employee receives Improvement Needed, or Unacceptable, or Unsatisfactory as the overall rating on a special performance report, his or her next earned pay step increase may, at the discretion of the appointing authority, be postponed the number of full pay periods between the effective date of such rating and the effective date of the next overall performance rating of Satisfactory or better. When the earned pay step increase is postponed under the terms of this Section, the effective date of the postponed increase shall be the new salary adjustment anniversary date for the employee.

- C. **Performance Required for an Accelerated Earned Pay Step Increase in a Career Progression Class.** An employee permanently allocated to a career progression class must have an overall annual performance rating in the career progression class of at least Superior for non-represented classes or Satisfactory for classes represented by District Council 33.

#### **6.0994 - Effective Date Of Increases.**

- A. **Standard Earned Pay Step Increases.** Earned pay step increases shall become effective on the date on which the employee is eligible for an earned pay step increase.
- B. **Accelerated Pay Step Increase.** An accelerated pay step increase will be effective on the date that the Director receives the justification for the increase as required by Regulation 6.0992(G) on which the employee would have been eligible for a standard earned pay step increase.

## Civil Service Regulation 6 – Pay Plan

### To be amended as follows:

#### **6.087 Appointment Rate - Career Progression Classes**

##### **Non-Represented Classes.**

Employees may be appointed from an eligible list at the pay step in the non-represented career progression class that is consistent with the qualifications possessed by the employee and the following standard for appointment rates.

Assignment Level	Equivalent EPN Pay Range, step	Initial Appointment Rate - CP step	Entry Level For:
Full Performance	EPN19, 2	4	Master's degree or Certification + 2 years' experience or Bachelor's +3 years' experience
Full Performance	EPN19, 1	3	Master's degree or Certification +1-year experience or Bachelor's +2 years' experience
Intermediate	EPN13, 1	2	Master's degree or Certification; or Bachelor's +1 year experience
Entry	EPN10, 1	1	Bachelor's degree

**District Council 33 Career Progression Classes.** Other provisions of regulation 5.025 notwithstanding, for the first examination holding following establishment of the L&I Building Inspector (6H90) class, employees permanently allocated to the L&I Construction Codes Specialist Trainee (6G20) class will be eligible to be appointed to Step 2 of the CPM20-25 pay range provided that they have possession of Certifications 1-4 at the time of appointment. The appointing authority must submit proof of certification prior to appointment to the class.

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**11.17 - APPOINTMENT AGE REQUIREMENTS.**

Class	Minimum Age on Date of Appointment
Police Officer Recruit	<u>22</u>
<del>Police Officer Recruit</del> , Police Officer 1	19
Firefighter	18
Correctional Officer	20

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