

## Civil Service Regulation 5 - Classification Plan

### To be amended as follows:

#### **5.15-8 – Classes Eligible for In-Position Promotion**

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

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

##### **F.O.P Classes**

| <b>Level 1</b>                        | <b>Level 2</b>                |
|---------------------------------------|-------------------------------|
| 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.

780149

| <b>Level 1</b>                            | <b>Level 2</b>                           | <b>Level 3</b>                                  | <b>Level 4</b>             |
|---|--|---|----------------------------|
| Systems Programmer- 1E62                  | Systems Program Project Specialist- 1E63 | None  | None                       |
| 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                       |

DEPARTMENT OF RECORDS  
2014 MAR 28 AM 11:21

| <b>Level 1</b>                            | <b>Level 2</b>                                       | <b>Level 3</b>                                       | <b>Level 4</b> |
|---|--|--|----------------|
| 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           |
| 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           |

| <b>Level 1</b>  | <b>Level 2</b>  | <b>Level 3</b>                                    | <b>Level 4</b> |
|---|---|---|----------------|
| Geographic Information Systems Specialist Trainee- 3E19 | Geographic Information Systems Specialist 1- 3E20     | Geographic Information Systems Specialist 2- 3E21 | None           |
| Biologist Trainee- 3H11                                 | Aquatic Biologist 1- 3H12                             | Aquatic Biologist 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- 5G11          | Health Education & Training Specialist 2- 5G12        | None  | None           |
| 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                      |
| <u>Payroll Examiner 1</u><br><u>1B21</u>        | <u>Payroll Examiner 2</u><br><u>1B22</u>        | 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                      |
| Pension Counselor Trainee- 2H39                 | Pension Counselor 1- 2H40                       | Pension Counselor 2- 2H41 |
| <u>Forensic Technician 1- 4A41</u>              | <u>Forensic Technician 2- 4A42</u>              | <u>None</u>               |
| <u>Forensic Investigator 1- 4A44</u>            | <u>Forensic Investigator 2- 4A45</u>            | <u>None</u>               |
| 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                      |

780150

DEPARTMENT OF RECORDS  
2014 MAY 28 AM 11:21

## Civil Service Regulation 6 – Pay Plan

To be amended as follows:

### **6.32 - HIRING BONUS - EMPLOYEES IN DESIGNATED CLASSES THAT REQUIRE COMPLETION OF A SPECIFIED COLLEGE DEGREE OR PROFESSIONAL CREDENTIALS**

Employees in designated classes that require completion of a specified college degree or professional credentials who are newly hired 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. Current employees who have permanent civil service status are not eligible for the bonus. The bonus will be paid in two parts: after the employee has completed three months of satisfactory full-time probationary employment with the City (for employees hired on or after September 1, 2001) and after the employee has completed twelve months of satisfactory full-time employment with the City in one of the designated classes or a higher level class in the same occupational series. Employees must be actively working in the designated class or a higher level class in the same occupational series to receive the bonus.

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 hired as Real Property Evaluators 1 who have not established residence in Philadelphia are not eligible for either installment. The employees are eligible for both installments at any time before the expiration of the residence waiver for their position when the employees satisfy all residency requirements.

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   |
| Real Property Evaluator 1                                  | January 1, 2014   | \$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   |

| Eligible Classes   | Effective Date  | Education                     | Experience    |   |
|--|-----------------|-------------------------------|---------------|---|
|  |                 |                               | No Experience | At Least One Year Experience As A Licensed Pharmacist |
| <ul style="list-style-type: none"> <li>Pharmacist</li> <li>Pharmacy Manager</li> <li>Pharmaceutical Services Director</li> </ul> | January 1, 2003 | Doctor of Pharmacy (Pharm.D.) | \$2000        | \$3000  |
|  | 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 6 – Pay Plan**

**To be amended as follows:**

### **6.17 - NIGHT SHIFT DIFFERENTIAL**

**6.171 - CIVILIAN EMPLOYEES (NON-UNIFORMED AND NON-INVESTIGATORY EMPLOYEES) AND DEPUTY SHERIFF PAY PLAN EMPLOYEES.** Night work premium pay shall be paid, except as provided in Subsection 6.1713 hereof, to each civilian employee, in addition to his or her other compensation for each hour worked by the employee ~~him~~:

6.1711 - between the hours of 4:00 p.m. and 12:00 midnight, at the rate of twenty-five (25) cents per hour for employees in the Deputy Sheriff pay plan and at the rate of thirty (30) cents per hour for employees in the District Council 33, Correctional, N or EP pay plans.

6.1712 - for each hour worked between 12:00 midnight and 8:00 a.m. at the rate of thirty-five (35) cents per hour for employees in the Deputy Sheriff pay plan and at the rate of forty (40) cents per hour for employees in the District Council 33, Correctional, N or EP pay plans.

## 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);<br>Accounting Section Supervisor 1 (2A11);<br>Accounting Section Supervisor 2 (2A12);<br>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     |
| 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;<br>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               |

780152

DEPARTMENT OF RECORDS  
2015 MAR 28 AM 11:22



| <b>Series</b>   | <b>Classes</b>  | <b>Departments</b>   |
|---|---|--|
| 3H - Sciences   | All Classes   | Health Department,<br>Police Department,<br>Water Department |
| 4A - Health Technical<br>and Medical Related;<br>4C - Nursing;<br>4D Medical;<br>4F - Dental          | All Classes   | Health Department  |
| 4E - Dental Tech  | Public Health Dental Hygiene Practitioner (4E17)  | Health Department  |
| 4J - Environmental<br>Health  | Industrial Hygienist (4J60)   | All Departments  |
| 5A - Social Work  | Classes Above the Trainee Level   | All Departments  |
| 5C - Housing and<br>Neighborhoods   | Human Relations Deputy Director - Compliance<br>(5C35)<br>Human Relations Deputy Director – Community<br>Relations (5C34)   | Commission on<br>Human Relations                             |
| 5F – Health Program<br>Development and<br>Monitoring  | Behavioral Health/Intellectual Disability Services<br>Program Director (Behavioral Health) (Intellectual<br>Disability Services) (5F30); Behavioral Health<br>Administrator (5F31); Chronic Disease<br>Epidemiologist (5F61); Food Policy Coordinator<br>(5F62) | Health Department;<br>Office of<br>Behavioral Health         |
| 5H - Correctional   | Deputy Sheriff Officer (5H41)   | Sheriff's Office   |
| 6A - Police   | Police Officer 1 (6A02)   | Police Department  |
| 6C - Police and Fire<br>Technical   | Firearms Examiner Trainee (6C02); Firearms<br>Examiner (6C04); Firearms Examination<br>Specialist (6C06); Fingerprint Identification Lead<br>Expert (6C30)  | Police Department  |
| 6J - Communications   | 3-1-1 Contact Center Agent (6J56);<br>3-1-1 Contact Center Agent Supervisor (6J57)  | Managing<br>Director's Office                                |
| 6H- Code Adm/Tech   | L&I Codes Compliance Specialist (6H33)  | Licenses and<br>Inspection                                   |
| 7F - Automotive<br>Maintenance and<br>Trades  | Automotive Maintenance Technician (7F02);<br>Heavy Duty Vehicle Maintenance Technician<br>(7F03)  | Office of Fleet<br>Management                                |
| 7J - Mechanical<br>Maintenance and<br>Trades;<br>7K - Electrical and<br>Electronic<br>Maintenance and | Plumbing and Heating Maintenance Worker<br>(7H22);<br>HVAC Mechanic 2 (7J02);<br>Electrician 2 (7K02);<br>Industrial Electrician 1 (7K15);<br>Electronic Technician 2 (7K64)  | All Departments  |

| Series         | Classes                                    | Departments          |
|----------------|--|----------------------|
| Trades         |  |                      |
| 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.

780153

DEPARTMENT OF RECORDS  
2014 MAR 28 AM 11:22

## Civil Service Regulation 6: Pay Plan

### To be amended as follows:

**6.111-8 - Accumulated Compensatory Time.** Accumulated compensatory time off may be used in accordance with the following provisions:

6.111-81 - The granting of any such compensatory time off shall be at the sole discretion of the appointing authority.

6.111-82 - No employee may accumulate or have to his credit at any time eligibility under this section for compensatory time in excess of one hundred and twenty (120) hours, in addition to the compensatory time to which an employee may be entitled for work on a holiday and compensatory time granted in lieu of a holiday(s).

6.111-83 - Any employee's accumulated eligibility for compensatory time for which he has not been granted compensatory time off prior to fourteen (14) days before the date of his separation from service shall be granted him during the fourteen (14) days immediately prior to his separation from service.

**6.111-84 - Employees of the First Judicial District of Pennsylvania Who Are Appointed To A Civil Service Position Immediately After Termination of Employment With the First Judicial District**

An employee holding a regular, full time position with the First Judicial District of Pennsylvania, who terminates employment with the First Judicial District and who is immediately appointed to a civil service position shall be entitled to transfer accrued compensatory time that was accumulated with the First Judicial District.

Transfer of compensatory time is subject to the maximum accumulation limits as defined by Regulation 6.111-82.

An employee shall not be entitled to any terminal leave payment from the First Judicial District for any leave transferred to the City of Philadelphia. An employee who receives a terminal leave payment from the First Judicial District is not entitled to transfer the same leave to the City.

All other relevant provisions of Regulation 6.11 shall apply to employees who are appointed to a civil service position immediately after termination of employment with the First Judicial District.

## **Civil Service Regulation 18: Hours of Work and City Service**

### **To be amended as follows:**

18.04 - CONTINUOUS SERVICE. All paid City service, between date of appointment and date of separation, shall constitute continuous service when computing vacation or sick leave earned. Any time spent on a furlough shall be included in computing length of continuous service. Periods not exceeding fifteen (15) consecutive working days during which an employee is in an unpaid status for the following reasons shall also be included in computing length of continuous service.

- Separation or lay off from the City service immediately prior to reinstatement or reappointment;
- Leave of absence without pay; or
- Suspension without pay.

(Previously 20.011 and 21.012)

18.041 - EXCEPTIONS. An approved leave of absence without pay, suspension without pay, layoff, or separation based on a service connected disability or a non-service connected disability, for a period exceeding fifteen (15) consecutive working days is not to be included in computing length of continuous service. Service immediately following such a break in continuous service shall be considered a continuation of the service immediately preceding it when computing vacation or sick leave earned.

18.042 - COMBINATION OF PERMANENT AND OTHER TYPES OF APPOINTMENT. Time worked under emergency, temporary or seasonal appointment, when followed immediately by permanent or provisional appointment may, upon the recommendation of the appointing authority and approval of the Director, be included in computing length of continuous service when computing vacation or sick leave earned.

#### 18.043 - Credit For Time Worked For The First Judicial District of Pennsylvania

An employee holding a regular, full time position with the First Judicial District of Pennsylvania, who terminates employment with the First Judicial District and who is immediately appointed to a civil service position shall be granted City credit for time worked for the First Judicial District for the purpose of calculating the amount of vacation and sick leave to be earned with the City.

All other provisions of Regulation 18 shall apply to employees who are appointed to a civil service position immediately after termination of employment with the First Judicial District.

## Civil Service Regulation 20: Vacation Leave

To be amended as follows:

### 20.03 – ALLOWANCE

#### 20.034 - Employees of the First Judicial District of Pennsylvania Who Are Appointed To A Civil Service Position Immediately After Termination of Employment With the First Judicial District

An employee holding a regular, full time position with the First Judicial District of Pennsylvania, who terminates employment with the First Judicial District and who is immediately appointed to a civil service position shall be entitled to transfer accrued vacation leave that was accumulated with the First Judicial District.

Such employees will be granted City credit for time worked for the First Judicial District for the purpose of calculating the amount of vacation leave to be earned with the City.

Transfer of vacation leave is subject to the maximum accumulation limits as defined by Regulation 20.04.

An employee shall not be entitled to any terminal leave payment from the First Judicial District for any leave transferred to the City of Philadelphia. An employee who receives a terminal leave payment from the First Judicial District is not entitled to transfer the same leave to the City.

All other provisions of Regulation 20 shall apply to employees who are appointed to a civil service position immediately after termination of employment with the First Judicial District.

780455

DEPARTMENT OF RECORDS  
2025 MAR 28 AM 11:22

## Civil Service Regulation 21: Sick Leave

To be amended as follows:

**21.034 - TRANSFERS, PROMOTIONS AND DEMOTIONS.** An employee who moves from one position to another in the City service, by transfer, promotion, or demotion, shall be credited in his new position with his unused sick leave accrued in his prior position.

### **21.034-1 Employees of the First judicial District of Pennsylvania Who Are Appointed To A Civil Service Position Immediately After Termination of Employment With the First Judicial District**

An employee holding a regular, full time position with the First Judicial District of Pennsylvania, who terminates employment with the First Judicial District and who is immediately appointed to a civil service position shall be entitled to transfer accrued sick leave that was accumulated with the First Judicial District.

Such employees will be granted City credit for time worked for the First Judicial District for the purpose of calculating the amount of sick leave to be earned with the City.

Transfer of sick leave is subject to the maximum accumulation limits as defined by Regulation 21.04.

An employee shall not be entitled to any terminal leave payment from the First Judicial District for any leave transferred to the City of Philadelphia. An employee who receives a terminal leave payment from the First Judicial District is not entitled to transfer the same leave to the City.

All other provisions of Regulation 21 shall apply to employees who are appointed to a civil service position immediately after termination of employment with the First Judicial District.

## Civil Service Regulation 31 - Interim Regulations

### To be amended as follows:

#### 31.814 - LUMP SUM RATIFICATION BONUS FOR EMPLOYEES REPRESENTED BY DISTRICT COUNCIL 47.

All permanent full-time employees in classes represented by District Council 47, Local 2186 and 2187 who are on the active payroll as of March 5, 2014 (the date of the ratification of the 2009-2017 Memorandum of Agreement between the City and District Council 47, Local 2187) shall receive two thousand dollar (\$2,000) lump sum ratification bonus. All permanent part-time employees in classes represented by District Council 47 who work at least eighteen (18) hours per week and who are on the active payroll as of March 5, 2014 shall receive a one thousand dollar (\$1000) lump sum ratification bonus.

A permanent full-time employee represented by District Council 47 who is on a leave of absence without pay as of March 1, 2014 will be eligible for the lump sum ratification bonus only if he/she returns to the active payroll before September 1, 2014 and remains on the active payroll for at least sixty (60) consecutive calendar days thereafter.

The payment of the lump sum bonus will be made within thirty (30) days of written notification to the City of ratification of the Memorandum of Agreement by District Council 47, Local 2187. The lump sum payment will not be added to the employee's base salary rates. Pension contributions shall not be made on lump sum payments and the lump sum payment shall not affect pension benefits. The provisions of this Regulation shall be effective retroactive to the date the City receives written notification of the Union's ratification of the Memorandum of Agreement.

780155

DEPARTMENT OF PERSONNEL  
2015 MAR 28 AM 11:22