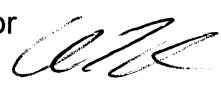


MEMORANDUM**CITY OF PHILADELPHIA
Office of Human Resources**

Date: February 27, 2015

To: Joan Decker, Records Commissioner

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

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 February 27, 2015.

Regulation Number	Regulation	Approved By Civil Service Commission On:
5.158	Classes Eligible for In-Position Promotion	1/28/2015
6.1451	Collection Customer Representatives, Revenue Collection Representatives and Tax Assessors with Responsibility for Billing and Collections of Multiple Taxes	1/28/2015
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	1/28/2015
6.32	Hiring Bonus- Employees in Designated Classes That Require Completion of a Specific College Degree or Professional Credentials	1/28/2015
9.0664	Additional Credits for Firefighter 1 Open Competitive Examinations	1/28/2015
6.1142	Uniformed Fire Personnel	2/25/2015
6.11410	Uniformed and Investigatory Supervisory Personnel	2/25/2015
6.173	Fire Service Paramedics	2/25/2015
9.066	Additional Credits for Firefighter and Paramedic Promotional Examinations	2/25/2015
31.025	Implementation of IAFF Interest Arbitration Award - 2015	2/25/2015
31.10	Payment For Unused Accumulated Leave For Uniformed Employees Of The Police Department With Permanent Status In Classes At Or Below The Rank Of Police Captain In The Event Of Extended Participation In The DROP Program	2/25/2015

MEMORANDUM

CITY OF PHILADELPHIA Office of Human Resources

Date: January 28, 2015
To: Nicole Morris, 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 5 – Classification Plan

5.158 - Classes Eligible for In-Position Promotion

Civil Service Regulation 6 – Pay Plan

6.1451- Collection Customer Representatives, Revenue Collection Representatives and Tax Assessors with Responsibility for Billing and Collections of Multiple Taxes

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

6.32 - Hiring Bonus- Employees in Designated Classes That Require Completion of a Specific College Degree or Professional Credentials

Civil Service Regulation 9 - Examinations

9.0664 - Additional Credits for Firefighter 1 Open Competitive Examinations



APPROVED



DATE

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RECEIVED
2015 FEB 07 PM 2:30

Civil Service Regulation 5 – Classification Plan

To be revised as follows:

5.158 - CLASSES ELIGIBLE FOR IN-POSITION PROMOTION.

Non-Represented Classes

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

F.O.P. Classes

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

District Council 47.

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

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

		Only)	
Auditor Trainee – 2A40	Auditor 1 – 2A41	Auditor 2 – 2A42	None
Accountant/Revenue Examiner Trainee – 2A05 Auditor Trainee – 2A40	Contracts Auditor 1 – 2A65	Contracts Auditor 2 – 2A66	None
Accountant/Revenue Examiner Trainee – 2A05	Revenue Examiner 1 – 2B31	Revenue Examiner 2 – 2B32	None
Tax Analyst Trainee – 2B49	Tax Analyst 1 – 2B50	Tax Analyst 2 – 2B51	None
Administrative Technical Trainee – 2L04	Real Property Evaluator 1 – 2D16	Real Property Evaluator 2 – 2D17	None
Research and Information Analyst 1 – 2F21	Research and Information Analyst 2 – 2F22	None	None
Archivist 1 – 2G02	Archivist 2 – 2G03	None	None
Public Relations Specialist Trainee – 2J01	Public Relations Specialist 1 – 2J02	Public Relations Specialist 2 – 2J03	None
Administrative Technical Trainee – 2L04	Procurement Technician 1 – 2E02	Procurement Technician 2 – 2E03	None
Administrative Technical Trainee – 2L04	Minority Business Enterprise Specialist 1 – 2E32	Minority Business Enterprise Specialist 2 – 2E33	None
Administrative Technical Trainee – 2L04	Administrative Specialist 1 – Non-Confidential – 2L31	Administrative Specialist 2 – Non-Confidential – 2L32	None
Prosecution Assistant 1 – 2M88	Prosecution Assistant 2 – 2M89	None	None
Airport Operations Trainee – 2P01	Airport Properties Specialist 1 – 2P02	Airport Properties Specialist 2 – 2P03	None
Airport Operations Trainee – 2P01	Airport Assistant Operations Officer – 2P10	Airport Operations Officer – 2P11	None
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	Mechanical Engineer	Mechanical	None

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DEPARTMENT OF PROGRESS
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Engineer – 3B20	1 – 3B21	Engineer 2 – 3B22	
Graduate Environmental Engineer – 3B60	Environmental Engineer 1 – 3B61	Environmental Engineer 2 – 3B62	None
Architectural Projects Trainee – 3D01	Architectural Projects Coordinator 1 – 3D04	Architectural Projects Coordinator 2 – 3D05	None
City Planner Trainee – 3E01	City Planner 1 – 3E02	City Planner 2 – 3E03	None
Geographic Information Systems Specialist Trainee – 3E19	Geographic Information Systems Specialist 1 – 3E20	Geographic Information Systems Specialist 2 – 3E21	None
Graduate Environmental Scientist – 3H11	Environmental Scientist 1 – 3H12	Environmental Scientist 2 – 3H13	None
Graduate Chemist – 3H25	Analytical Chemist 1 – 3H26	Analytical Chemist 2 – 3H27	None
Forensic Scientist 1 – 3H48	Forensic Scientist 2 – 3H49	None	None
Medical Technologist 1 – 3H67	Medical Technologist 2 – 3H66	None	None
Public Health Sanitarian – 4J41	Sanitarian Specialist – 4J45	None	None
Social Services Trainee – 5A03	Social Work Services Manager 1 – 5A06	Social Work Services Manager 2 – 5A07	None
Social Work Intern – 5A04	Social Work Services Manager 1 – 5A06	Social Work Services Manager 2 – 5A07	None
Social Work Services Trainee – 5A05	Social Work Services Manager 1 – 5A06	Social Work Services Manager 2 – 5A07	None
Social Work Services Trainee – 5A05	Health Services Social Worker 1 – 5A61	Health Services Social Worker 2 – 5A62	None
Human Relations Representative 1 – 5C31	Human Relations Representative 2 – 5C32	None	None
Mental Health Emergency	Mental Health	None	None

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DEPARTMENT OF DOCUMENTS
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Services Coordinator 1 – 5E06	Emergency Services Coordinator 2 – 5E07		
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

884507

District Council 33.

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

Level 1	Level 2	Level 3
Clerk 1 – 1A02	Clerk 2 – 1A03	None
Clerk Typist 1 – 1A11	Clerk Typist 2 – 1A12	None
Word Processing Specialist 1 – 1A41	Word Processing Specialist 2 – 1A42	None
Payroll Examiner 1 – 1B21	Payroll Examiner 2 – 1B22	None
Payment Processing Clerk 1 – 1B80	Payment Processing Clerk 2 – 1B81	None
Assessment Clerk – 2D50	Assessment Aide – 2D51	None
Title Registration Aide 1 – 2D55	Title Registration Aide 2 – 2D56	None
Pension Counselor Trainee – 2H39	Pension Counselor 1 – 2H40	Pension Counselor 2 – 2H41
<u>Construction Projects Technician 1 (S) – 3A17</u>	<u>Construction Projects Technician 2 (S) – 3A18</u>	<u>None</u>
Forensic Technician 1 – 4A41	Forensic Technician 2 – 4A42	None
Forensic Investigator 1 – 4A44	Forensic Investigator 2 – 4A45	None

<u>Youth Detention Counselor Trainee (B)- 5B21</u>	<u>Youth Detention Counselor 1 (B)- 5B22</u>	<u>None</u>
<u>Traffic Investigator 1– 6E15</u>	<u>Traffic Investigator 2– 6E16</u>	<u>None</u>
Airport Communications Center Operator 1 – 6J06	Airport Communications Center Operator 2 – 6J07	None
Police Communications Dispatcher Trainee – 6J31	Police Communications Dispatcher – 6J32	None
Fire Equipment Dispatcher Trainee – 6J41	Fire Equipment Dispatcher 1 – 6J42	None
3-1-1 Contact Center Trainee – 6J55	3-1-1 Contact Center Agent – 6J56	None

884508

DEPARTMENT OF REVENUE
2015 FEB 27 PM 2:30

Civil Service Regulation 6 – Pay Plan

To be revised as follows:

6.1451 – COLLECTION CUSTOMER REPRESENTATIVES, REVENUE COLLECTION REPRESENTATIVES AND TAX ASSESSORS WITH RESPONSIBILITY FOR BILLING AND COLLECTIONS OF MULTIPLE TAXES. The Revenue Department full-time employees permanently allocated to the classes of Collection Customer Representative (2B02), Revenue Collection Representative (Multiple Tax Specialty only) (2B18), and Tax Assessor (2B28) who have been assigned the responsibility for explaining and applying multiple tax ordinances and regulations, calculating taxes owed and establishing payment agreements related to all taxes shall be compensated at the rate of pay of the corresponding pay step in the next higher pay range than their regular rate of pay. The employees must perform the work in the following units of the following divisions: Intake Unit, Telephone Unit and Correspondence & Research Unit of the Taxpayer Services Division; Compliance Unit (Tax Assessors only) or Investigations/Tax Clearance Unit of the Discovery & Administration Division; Accounting Unit of the Revenue Collections Division; and the Legal Services Division. The employees must have responsibility for assisting customers with payments for multiple tax receivables related to business, earnings, school income tax, real estate tax and other ordinances, and providing a single source for explanation and resolution of a variety of tax billing issues. The differential will only be paid for the duration of the assignment and will cease immediately if the employee is relieved of this responsibility. Only hours worked with the assigned responsibility will be determined compensable at the rate of the differential. The differential received will be considered full compensation for any additional duties and responsibilities performed as a result of this assignment. Employees must have a performance rating of Satisfactory or higher and not have been subject to disciplinary action within one year to receive the differential.

DEPARTMENT OF PERSONNEL
2015 FEB 27 PM 2:30

Civil Service Regulation 6 – Pay Plan

To be revised as follows:

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.

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, the Department of Public Property or in the Water Department, or employees permanently allocated to the Planning (3E) series of classes listed below in the City Planning Commission or the Streets 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 Water Department	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) • LEED-AP Neighborhood Development (LEED AP ND) • LEED-AP Homes
<u>City Planner 2, 3, Supervisor and City Planner Manager (3E03-3E06)</u> <u>Deputy Planning Director (3E17)</u>	<u>City Planning Commission</u> <u>Streets Department</u>	
Airport Administrative (2P) Engineering (3B, 3C)	Airport Units: • Maintenance • Engineering and Planning	Accredited Airport Executive (A.A.E.) as issued by the American Association of Airport Executives

Architectural and Landscaping (3D)	<ul style="list-style-type: none"> • Operations • Security • Properties 	
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884511

DEPARTMENT OF PROGRESS
2015 FEB 27 PM 2:30

Civil Service Regulation 6 – Pay Plan

To be revised 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 appointed on or after the effective date for the class as defined in the table below will receive a lump sum hiring bonus as specified in the table. The employees must meet all requirements and be appointed to one of the classes that are listed in the table below from an open competitive eligible list. Starting on or after July 1, 2014, current employees who have permanent civil service status and who previously have not received a hiring bonus in any class will be eligible if they are being appointed to a class which is in a different series of classes than their current class. (For example, a Graduate Chemist in the 3H series being appointed as a Graduate Civil Engineer in the 3B series.) Current employees with permanent civil service status are not eligible for the bonus if they have received tuition reimbursement from the City of Philadelphia for the degree required by the designated class.

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.

Employees hired as Management Trainees must be assigned to the Office of Human Resources and must possess a Masters degree at the time of appointment in Human Resources Administration, Industrial Relations, Personnel Administration, Industrial Psychology, Management, Business Administration, Public Administration or a related field to be eligible for the hiring bonus. This bonus will be effective for examinations announced after January 1, 2015.

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	October 1, 2000	\$1500	\$1000

Eligible Classes	Effective Date	After Three Months of Satisfactory Employment	After Twelve Months of Satisfactory Employment
Engineer			
Assistant Surveyor and Regulator	April 1, 2015	\$1500	\$1000
Chief Engineer and Surveyor	December 1, 2012	\$1500	\$1500
Management Trainee (subject to the above restrictions)	April 1, 2015	\$1000	\$1000
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"> Pharmacist Pharmacy Manager Pharmaceutical Services Director 	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 9 - Examinations
To be amended as follows:

9.0664 - Additional Credits for Firefighter 1 Open Competitive Examinations. For open competitive examinations for the class of Firefighter announced after June 1, 2011, but prior to January 1, 2015, additional points will be added to the examination score of any candidate who has passed the open competitive examination and who is currently certified as a/an:

- Firefighter 1 by the Office of the State Fire Commissioner of the Commonwealth of Pennsylvania;
- Emergency Medical Technician (Basic or Paramedic) by the Commonwealth of Pennsylvania

Such candidates will be awarded:

- Two (2) points for certification as a Firefighter 1 and / or
- Three (3) points for certification as an Emergency Medical Technician.

884515

DEPARTMENT OF PERSONNEL
2015 FEB 27 PM 2:31

MEMORANDUM

CITY OF PHILADELPHIA Office of Human Resources

Date: February 9, 2015
To: Nicole Morris, 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

- 6.114 - Overtime Pay For Uniformed And Investigatory Personnel
 - 6.1142 - Uniformed Fire Personnel
 - 6.11410 - Uniformed and Investigatory Supervisory Personnel
- 6.17 - Night Shift Differential
 - 6.173 - Fire Service Paramedics

884516

Civil Service Regulation 9 - Examinations

- 9.0665 - Additional Credits for Firefighter and Paramedic Promotional Examinations.

Civil Service Regulation 31 - Interim Regulations

- 31.025 – Implementation of IAFF Interest Arbitration Award - 2015

31.10 - Payment For Unused Accumulated Leave For Uniformed Employees Of The Police Department With Permanent Status In Classes At Or Below The Rank Of Police Captain In The Event Of Extended Participation In The DROP Program

DEPARTMENT OF STREETS
2015 FEB 17 PM 2:31



APPROVED

2/12/15

DATE

Civil Service Regulation 6 – Pay Plan

To be amended as follows:

6.114 - OVERTIME PAY FOR UNIFORMED AND INVESTIGATORY PERSONNEL

6.1142 - Uniformed Fire Personnel. Uniformed Fire personnel, other than supervisory personnel at or above the rank of Battalion Chief will be paid at the rate of time and one-half (1_1/2) computed on an hourly rate equal to 1/40th of the annual weekly salary.

- A. **Special Pay Rate for Uniformed Employees of the Fire Department.** Effective January 1, ~~2009~~2013, there shall be an additional three and one-half (3 1/2) hours pay for the two hours in the average work week of uniformed Fire Employees above forty hours. Said compensation shall be based upon the hourly rate for a forty-hour work week. This pay is not to be considered base pay for overtime pay purposes unless such an employee has exceeded maximum hours as provided in Section 6.0725. Said compensation shall not apply to employees whose work schedule does not result in an average work week of forty-two hours.
- B. **Special Pay Rate for Employees at the Rank of Fire Battalion Chief and Fire Deputy Chief in the Fire Department.** Effective January 1, 2015, Employees holding the rank of Fire Battalion Chief and Fire Deputy Chief in the Fire Department may cash in one hundred and twenty eight (80120) hours of accumulated, unused compensatory time per year provided that all cashed-in compensatory time shall be deducted from an employee's balance of unused compensatory time. Said payment shall be made the last week of June each year.
- C. **Effect of Uncertified Sick Leave on Overtime.** Effective January 1, 2015, uniformed employees who use uncertified sick leave will not be permitted to work voluntary overtime for the two weeks following their return to work.

80451
DEPARTMENT OF PERSONNEL
FEB 27 PM 2:31

Civil Service Regulation 6 – Pay Plan

To be amended as follows:

6.114 - OVERTIME PAY FOR UNIFORMED AND INVESTIGATORY PERSONNEL

6.11410 - Uniformed and Investigatory Supervisory Personnel. Overtime pay shall not apply to uniformed and investigatory personnel in the Police Department and the District Attorney's Office at the rank of Captain or above and supervisory personnel in the Fire Department at the rank of Battalion Chief and above, but such personnel shall be entitled to time off from work with pay (compensatory time), on an hour for hour basis for all hours of overtime work in accordance with Subsections 6.1143 to 6.1145 inclusive ~~and~~, 6.1146 and 31.06 of the Regulations, such time to be used at the sole discretion of the appointing authority.

1. Employees at the rank of Captain or above in the Police Department and District Attorney's Office shall be granted compensatory time in lieu of overtime for all hours worked in excess of eight (8) hours per day or forty (40) hours per week. Compensatory time shall be computed on an hour for hour basis, and may be accrued up to a one thousand three hundred (1,300) hours maximum.
2. Employees at the rank of Fire Battalion Chief and Fire Deputy Chief in the Fire Department shall be granted compensatory time in lieu of overtime in accordance with these regulations. Compensatory time shall be computed on an hour for hour basis or at the rate of one and one-half (1 1/2) hours for each hour of overtime worked when assigned to fill in for another officer of the same rank, ~~and~~. Compensatory time may be accrued up to a one thousand ~~one two~~ hundred (1,100 200) hour maximum.
3. Upon the retirement of an employee holding the rank of Captain and above in the Police Department and District Attorney's Office, or Fire Battalion Chief and Fire Deputy Chief in the Fire Department the City shall purchase up to five hundred fifty (550) hours of the accumulated compensatory time under Sections 1 and 2 above.
4. An employee holding the rank of Captain and above in the Police Department and District Attorney's Office shall have the right to take annually five (5) days of compensatory time consecutively, to be scheduled with the approval of the appointing authority.
5. The lump sum purchase of the five hundred fifty (550) hours of accumulated unused compensatory time shall be in addition to the compensatory time that employees at the rank of Captain and above in the Police Department and District Attorney's Office or Fire Battalion Chief and Fire Deputy Chief in the Fire Department may presently take off prior to the effective date of their retirement, which is not to exceed one hundred twenty (120) hours. In no event, however, shall the run off and purchase of compensatory time exceed six hundred seventy (670) hours.

884518

DEPARTMENT OF RECORDS
2015 FEB 27 PM 2:31

Civil Service Regulation 6 – Pay Plan

To be amended as follows:

6.17 - NIGHT SHIFT DIFFERENTIAL

6.173 - FIRE SERVICE PARAMEDICS. Effective January 1, 2015, Fire Service Paramedics permanently assigned to steady night shift work shall be paid a differential of One Dollar and Fifty cents (\$1.50) for each hour worked on the night shift. The differential will not be paid to other employees working overtime on the night shift or when Fire Service Paramedics permanently assigned to the night shift work overtime or work a detail on any other schedule.

884519

DEPARTMENT OF RECEPTION
2015 FEB 27 PM 2:31

Civil Service Regulation 9 - Examinations

To be amended as follows:

9.0665 - Additional Credits for Firefighter and Paramedic Promotional Examinations.

- A. For eligible lists established after July 1, 1992, and prior to eligible lists published or established as the result of examinations announced before January 9, 2015, candidates who successfully pass the promotional examination for Fire Lieutenant or Fire Captain who have completed an Associate's Degree, a Bachelor's Degree or a Master's Degree in public safety, or a closely related field including, but not limited to public safety management, fire science, public administration, or psychology will have .50 points added to their final score if the highest degree received is an Associate's Degree, 1.0 point added to their final score if the highest degree received is a Bachelor's Degree, and 1.5 points added to their final score if the highest degree received is a Master's Degree.
- B. For eligible lists established after July 1, 2007, and prior to eligible lists published or established as the result of examinations announced before January 9, 2015, candidates who successfully pass the promotional examination for Fire Battalion Chief or Fire Deputy Chief who have completed an Associate's Degree or a Bachelor's Degree in public safety, or a closely related field including, but not limited to fire science, public administration, or a closely related field will have .50 points added to their final score if the highest degree received is an Associate's Degree, and 1.0 point added to their final score if the highest degree received is a Bachelor's Degree.
- C. For promotional examinations announced after the issuance of the January 9, 2015 Act 111 interest arbitration award, candidates who have completed a degree from an accredited college or university in fire science, public safety, business administration, or management and who successfully pass the examination
- For Fire Lieutenant, Fire Captain, Fire Boat Engineer, and Fire Boat Pilot will have .50 points added to their final score if the highest degree received is an Associate's Degree, 1.0 point added to their final score if the highest degree received is a Bachelor's Degree, and 1.5 points added to their final score if the highest degree received is a Master's Degree.
 - For Fire Battalion Chief, Fire Deputy Chief and Fire Special Operations Deputy Chief will have .50 points added to their final score if the highest degree received is an Associate's Degree, and 1.0 point added to their final score if the highest degree received is a Bachelor's or Master's Degree.
- D. For promotional examinations announced after the issuance of the January 9, 2015 Act 111 interest arbitration award, candidates who have completed a degree from an accredited college or university in public health, emergency medical services, health planning and administration, business administration, or management and who successfully pass the examination
- For Fire Paramedic Lieutenant, Fire Paramedic Captain and Fire Service Paramedic Exposure Control Officer will have .50 points added to their final score if the highest degree received is an Associate's Degree, 1.0 point added to their final score if the highest degree

received is a Bachelor's Degree, and 1.5 points added to their final score if the highest degree received is a Master's Degree.

- For Fire Paramedic Services Chief and Fire Paramedic Deputy Chief will have .50 points added to their final score if the highest degree received is an Associate's Degree, and 1.0 point added to their final score if the highest degree received is a Bachelor's or Master's Degree.

884521

DEPARTMENT OF RECORDS
2015 FEB 27 PM 2:31

Civil Service Regulation 31 - Interim Regulations

To be amended as follows:

31.025 – Implementation of IAFF Interest Arbitration Award - 2015

The changes to regulations 6.11410 to implement the Act 111 interest arbitration award, dated January 9, 2015, covering the uniformed employees of the Fire Department shall be effective January 1, 2015.

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DEPARTMENT OF RECORDS
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Civil Service Regulation 31 – Interim Regulations
To be amended as follows:

31.10 - Payment For Unused Accumulated Leave For Uniformed Employees Of The Police Department With Permanent Status In Classes At Or Below The Rank Of Police Captain In The Event Of Extended Participation In The DROP Program

Employees- of the -Police Department with permanent status in the classes of Police Officer, Police Corporal, Detective, Police Sergeant, Police Graphic Artist, Police Lieutenant and -Police- Captain who were or will be- required to separate from City employment between November 8, 2014 and November 13, 2015 as a result of entry into the Deferred Retirement Option Program (DROP), may make a one-time election to extend participation in the DROP by up to one (1) additional year from the date of their scheduled separation (the "original DROP date"). The period of extended employment after the original DROP date shall last no longer than one (1) year from the original DROP date and there shall be no further extensions.

The terms of this regulation are retroactive to November 8, 2014 and will expire November 13, 2016.

A. Sick Leave

The employee's earned and unused sick leave, except for 40 hours, will be paid to the employee in accordance with Regulation 21.142 as soon as practicable after the original DROP date, but no later than on the 15th day of the third month following the end of the employee's tax year or the employer's tax year, whichever is later, in which the original DROP date occurs.

In lieu of a cash payment, the employee may elect to use accumulated sick leave, except forty hours, to purchase an extension of the five (5) year period of retiree health coverage provided under Regulation 27.0117. The employee must purchase additional health benefits before the original DROP date if the original DROP date has not passed, or as soon as practicable, but in all circumstances before payment of unused sick leave if their original DROP date has passed.

Forty hours of sick leave are reserved for use during the one year of continued employment. The employee will continue to earn sick leave and may use accumulated sick leave during the period of continued employment subject to all civil service regulations, City policies and Police Department directives regarding use of sick leave. At the time the employee separates from City service, any unused sick leave shall be compensable, or may be converted to purchase additional post-retirement health, medical, dental, optical and prescription coverage, as provided in Civil Service Regulations 21.142 and 21.142-1.

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B. Vacation –Leave

The employee's earned and unused vacation leave, except for 40 hours, will be paid to the employee in accordance with Regulation 20.0852 as soon as practicable after the original DROP date, but no later than on the 15th day of the third month following the end of the employee's tax year or the employer's tax year, whichever is later, in which the original DROP date occurs.

Forty hours of vacation leave are reserved for use during the one year of continued employment. The employee will continue to earn vacation leave and may use accumulated vacation leave during the period of continued employment subject to all civil service regulations, City policies and Police Department directives regarding use of vacation leave. At the time the employee separates from City service, any unused vacation leave shall be compensable as provided in Civil Service Regulations 20.044 and 20.0852.

C. Holiday Compensatory Time:

The employee's earned and unused holiday compensatory time will be paid to the employee in accordance with Regulation 19.0132 as soon as practicable after the original DROP date, but no later than on the 15th day of the third month following the end of the employee's tax year or the employer's tax year, whichever is later, in which the original DROP date occurs.

No holiday compensatory time may be reserved for use during the one year of continued employment. The employee will continue to earn and may use holiday time during the period of continued employment, as provided in Civil Service Regulation 19.0132, subject to all City policies and Police Department directives regarding use of holiday compensatory time.

D. Police Captains' Compensatory Time (in lieu of Overtime):

Compensatory time earned but unused by Police Captains will not be purchased at the time of the original DROP date. Additional Compensatory time may be earned during the period of continued employment and accumulated up to the contractual limit of 1300 hours. The employee may use compensatory time during the period of continued employment subject to all civil service regulations, City policies and Police Department directives regarding use of compensatory time. Police Captains must consider the Police Department's operational needs before "running off" any portion of their accumulated compensatory time during the period of continued employment. At the time the employee separates from City service, unused compensatory leave shall be compensable as provided in Civil Service Regulations 6.11410 and 6.1171 and all contractual terms regarding the City's purchase of compensatory time.

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