

**MEMORANDUM****CITY OF PHILADELPHIA  
Office of Human Resources****Date:** November 21, 2014**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 November 21, 2014.

| Regulation Number | Regulation   | Approved By Civil Service Commission On: |
|-------------------|--|--|
| 6.11411           | Special Pay Rate for Uniformed and Investigatory Employees of the Police Department and District Attorney's Office at the Rank of Captain or Above.  | 9/24/2014<br>8<br>3<br>CJ                |
| 6.1146            | Appearance Before Civil or Judicial Bodies   | 9/24/2014                                |
| 6.11410           | Uniformed and Investigatory Supervisory Personnel  | 9/24/2014                                |
| 6.1438            | Police Captains Working As District Commanders or Other Designated Assignment  | 9/24/2014                                |
| 16.0122           | City Service – Employees in Classes Represented by Locals 2186 and 2187 of District Council 47   | 9/24/2014                                |
| 16.02             | Furlough   | 9/24/2014                                |
| 31.02-4           | Retroactive Regulation   | 9/24/2014                                |
| 31.31             | One-time Bonus Following Accreditation of the Philadelphia Police Department   | 9/24/2014<br>NO<br>RT<br>D               |
| 31.53             | Special Provisions Relating To Eligibility To Compete In Civil Service Promotional Examinations Of Certain Former Permanent Civil Service Employees Of The Clerk Of Quarter Sessions Currently Appointed To Positions In The First Judicial District Of Pennsylvania | 9/24/2014<br>21<br>RT<br>D<br>PM12:      |
| 6.1437            | Fleet Maintenance Supervisors Assigned To The Public Health And Safety Facility  | 10/22/2014                               |
| 6.11              | Overtime Pay And Compensatory Time   | 10/22/2014                               |
| 6.111             | General  | 10/22/2014                               |
| 6.111-6           | Absence From Work Affecting Overtime   | 10/22/2014                               |
| 6.112             | Overtime Pay For Employees In The Mandatory Pay Plan   | 10/22/2014                               |
| 6.113             | Overtime Pay For Employees In The Executive And Professional Pay Plan And The N Pay Plan   | 10/22/2014                               |

| <b>Regulation Number</b> | <b>Regulation</b>  | <b>Approved By Civil Service Commission On:</b> |
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| 6.11411                  | Special Pay Rate for Uniformed and Investigatory Employees of the Police Department and District Attorney's Office at the Rank of Captain or Above.  | 9/24/2014                                       |
| 6.1146                   | Appearance Before Civil or Judicial Bodies   | 9/24/2014                                       |
| 6.11410                  | Uniformed and Investigatory Supervisory Personnel  | 9/24/2014                                       |
| 6.1438                   | Police Captains Working As District Commanders or Other Designated Assignment  | 9/24/2014                                       |
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| 31.31                    | One-time Bonus Following Accreditation of the Philadelphia Police Department   | 9/24/2014                                       |
| 31.53                    | Special Provisions Relating To Eligibility To Compete In Civil Service Promotional Examinations Of Certain Former Permanent Civil Service Employees Of The Clerk Of Quarter Sessions Currently Appointed To Positions In The First Judicial District Of Pennsylvania | 9/24/2014<br><br>✓<br>∞<br>↔                    |
| 16.0122                  | City Service - Employees In Classes Represented by Locals 2186 and 2187 of District Council 47, employees in classes represented by the Fraternal Order of Police, Lodge 5 and Non-Represented employees   | 10/22/2014<br><br>✓<br>∞<br>↔                   |
| 31.805                   | Lump Sum Ratification Bonus for Employees Represented By District Council 33   | 10/22/2014                                      |
| 12.01                    | Provisional Appointments   | 10/22/2014                                      |
| 12.02                    | Temporary Employment   | 10/22/2014                                      |
| 12.03                    | Emergency Appointments   | 10/22/2014                                      |
| 12.05                    | Temporary Promotions   | 10/22/2014                                      |
| 12.05-1                  | Temporary Change In Assignment – Out Of Class Assignment   | 10/22/2014<br><br>↔                             |
| 12.05-2                  | Temporary Promotions Following Out-Of-Class Assignment   | 10/22/2014                                      |
| 13.0121                  | Upon request of the appointing authority...  | 10/22/2014                                      |
| 18.04                    | Months Of Service Or Employment  | 10/22/2014                                      |
| 18.05                    | Assignments And Transfers  | 10/22/2014                                      |
| 6.40-1                   | Mandatory Direct Deposit / Electronic Payments for Non-Represented Employees   | 10/22/2014                                      |
| 9.066-9                  | Additional Credits On Open Competitive Examinations For Candidates Who Have Completed A Term of Service with AmeriCorps or the Peace Corps   | 10/22/2014                                      |

# MEMORANDUM

# CITY OF PHILADELPHIA Office of Human Resources

**Date:** September 16, 2014

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

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

**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**

6.11411 - Special Pay Rate for Uniformed and Investigatory Employees of the Police Department and District Attorney's Office at the Rank of Captain or Above

6.1146 - Appearance Before Civil or Judicial Bodies

6.11410 - Uniformed and Investigatory Supervisory Personnel

6.1438 - Police Captains Working As District Commanders or Other Designated Assignment

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## **Civil Service Regulation 16: Layoffs**

16.012 - Seniority Credit

16.02 - Furlough

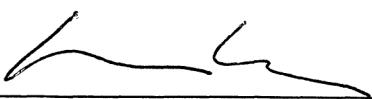
DEPARTMENT OF HUMAN RESOURCES  
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## **Civil Service Regulation 31: Interim Regulations**

Regulation 31.02-4 – Retroactive Regulation

Regulation 31.31 – One-time Bonus Following Accreditation of the Philadelphia Police Department

31.53 - Special Provisions Relating To Eligibility To Compete In Civil Service Promotional Examinations Of Certain Former Permanent Civil Service Employees Of The Clerk Of Quarter Sessions Currently Appointed To Positions In The First Judicial District Of Pennsylvania

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APPROVED

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9-25-14

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DATE

## Civil Service Regulation 6 – Pay Plan

To be amended as follows:

### 6.114 - OVERTIME PAY FOR UNIFORMED AND INVESTIGATORY PERSONNEL

**6.1141 - Uniformed and Investigatory Personnel in the Police Department and the District Attorney's Office.** All hours of overtime worked by an employee, below the rank of Captain, in excess of eight (8) hours per day, or in excess of forty (40) hours per week, shall be paid at the rate of one and one-half (1\_1/2) times the regular rate of pay. Present practices in determining what constitutes an overtime hour of work are not intended to be changed by the above change in the rate for overtime hours.

6.1141-1 - Special Pay Rate for Uniformed and Investigatory Employees of the Police Department and District Attorney's Office at above the Rank of Lieutenant Captain or above.

Employees holding the rank of Police Captain or Prosecution Detective Captain, or above may cash in two-three (23) weeks 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.

**6.1146 - Appearance Before Civil or Judicial Bodies.** (As defined in Section 6.1146-45) An employee who, in the performance of his enforcement or official duties, is required by the City to appear before designated civil or judicial bodies shall be eligible for overtime pay as follows:

**6.1146-1 - Uniformed and Investigatory Employees of the Police Department and District Attorney's Office required to appear on a scheduled working day other than during his/her regular assigned tour of duty shall receive a minimum of two (2) hours overtime pay, or, where such required appearance extends over periods aggregating more than two hours in duration on that day, shall receive overtime pay for the duration of that appearance, and in addition, if such appearance is before a Court of Record or Grand Jury and the employee's normal tour of duty is from 12:00 midnight to 8:00 A.M., 4:00 P.M. to 12 midnight or 8:00 P.M. to 4:00 A.M., the employee shall be required to report to work as scheduled and the employee shall have two (2) additional hours added to his/her earned but unused vacation time. An employee who has earned but unused vacation leave balance of 70 days (560 hours) or more shall, in lieu of additional vacation leave, have two (2) additional hours added to his/her holiday compensatory time.**

**6.1146-12 - An employee, other than a uniformed and investigatory employee of the Police Department and District Attorney's Office, required to appear on a scheduled working day other than during his/her regular assigned tour of duty shall receive for a minimum of two (2) hours overtime pay, or, where such required appearance extends over periods aggregating more than two hours in duration on that day, shall receive overtime pay for the duration of that appearance, and in addition, if such appearance is before a Court of Record or Grand Jury and the employee's normal tour of duty, in general, is:**

1. from 12:00 midnight to 8:00 A.M., the employee's tour of duty for that day shall terminate two hours before his normal quitting time.
2. from 4:00 P.M. to 12 midnight, the employee's tour for that day shall commence at the normal starting time and the employee shall have two (2) additional hours added to his/her earned but unused vacation time. An employee who has earned but unused vacation leave balance of 70 days (560 hours) or more shall, in lieu of additional vacation leave, have two (2) additional hours added to his/her holiday compensatory time.

**6.1146-2-3** - An employee, other than an employee in the Fire Department, required to appear on a scheduled day off may request to work a full tour of duty on that day (normally from 8:00 a.m. to 4:00 p.m.) by (1) reporting for work and performing his work assignment, (2) appearing before civil or judicial bodies, and (3) after such appearance returning to work and performing his work assignment for the balance of the tour of duty. Such employee shall be granted, in lieu of the day off, eight hours of overtime pay.

**6.1146-3-4** - An employee required to appear on a scheduled day off shall be paid a minimum of four (4) hours of overtime pay. When the duration of his appearance(s) on a single day extends in the aggregate for more than four (4) hours, such employee shall be paid overtime pay for the exact amount of time spent before such body.

**6.1146-4-5** - Civil or judicial bodies, as referred to in this section of the Regulations, shall include only,

- **Bureau of Highway Safety**
- **Civil Service Commission**
- **Court of Record**
- **Departmental Board of Inquiry**
- **Grand Jury**
- **Magistrate's Court**
- **Medical Examiner's Board**
- **Police Advisory Board**
- **Traffic Court**
- **State Liquor Control Board**
- **Workmen's Compensation Hearings**
- A person authorized to take depositions for use before a civil or judicial body.

- Any other civil or judicial officers or body who shall, from time to time, be or have been designated by the Director for inclusion herein.

**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 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 one-three hundred (1,3~~1~~00) 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, and may be accrued up to a one thousand one hundred (1,100) 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.

**6.1438 - POLICE CAPTAINS WORKING AS DISTRICT COMMANDERS OR OTHER DESIGNATED**

**ASSIGNMENT.** Employees in the class of Police Captain who are assigned as District Commanders, Detective Division Captain, Captain of Homicide and/or Captain of the Special Victims Unit shall receive a pay increase in accordance with the designation of the district to which they are assigned. A District Commander assigned to an "A" district will earn an additional 8% of his/her base pay. A District Commander in a "B" district will earn an additional 48% of his/her base pay. In the event of a transfer from an "A" district to a "B" district or from a "B" district to an "A" district the pay increase will be adjusted accordingly. In the event of a transfer to an assignment other than District Commander one of those specified in this regulation, the pay increase will cease.

## Civil Service Regulation 16 – LAYOFFS

To be amended as follows:

16.0122 - City Service - Employees In Classes Represented by Locals 2186 and 2187 of District Council 47, ~~employees in classes represented by the Fraternal Order of Police, Lodge 5~~ and Non-Represented employees. The employee's longevity date, as maintained by the Office of Human Resources Information System, will be used to compute the employee's seniority credit.

**16.02 - FURLOUGH.** Placing an employee temporarily in a non-pay, non-duty status because of lack of work or lack of funds or other economic reasons as determined by the Finance Director. All furloughs must be authorized in advance by the Finance Director and the Director of Human Resources. Time spent on furlough shall be an unpaid leave of absence and shall be treated as an unpaid leave of absence such for purposes of accruing pension and service credit. The City shall not be required to follow the lay off procedure set forth in Civil Service Regulation 16.01 and its sub-parts with regards to such furloughs. The City will continue to make health benefit contributions on behalf of the employee during the furlough period. Furloughs shall not be considered a separation from service.

**16.021 - APPLICABILITY.** The regulations set forth in 16.02 and its sub-parts, unless otherwise stated, are applicable to ~~these employees represented by the Fraternal Order of Police, Lodge 5 and non-represented, civil service employees.~~

**16.022 - NOTICE OF FURLOUGH.** Each employee to be furloughed shall be notified in writing at least seven (7) days before the date of furlough, except where emergency considerations found and declared by the Finance Director require a shorter period of notice. Concurrent notice shall be given to the bargaining unit of affected employees, where applicable.

**16.023 - DURATION OF FURLOUGH.** The furlough shall be for any specified period of time, and may be for consecutive days or on an intermittent basis. ~~The furlough shall not exceed thirty (30) work days in a fiscal year for employees represented by the Fraternal Order of Police, Lodge 5.~~

**16.023-1** - For employees permanently allocated to classes designated as exempt from the overtime provisions of the Fair Labor Standards Act (FLSA), if a furlough occurs on an intermittent basis, the employee shall not be permitted to make up the furlough time during the remainder of that work week and in no event shall an employee covered by this paragraph be permitted to work more than forty (40) hours during a week in which the employee is furloughed. As an alternative to requiring intermittent furlough days in a specified amount, the appointing authority may, with the approval of the Finance Director and the Director of Human Resources, reduce the employee's salary by a concomitant amount prospectively from the time of notice to the employee of the change for the remainder of the fiscal year and provide to those affected employees an equivalent number of additional administrative leave days for that fiscal year. This reduced salary rate shall not be used when calculating terminal leave payments.

**16.024 - FURLOUGH UNIT.** The appointing authority shall designate either the department or, with the approval of the Director, a recognized budget division as the organizational unit within which the furloughs are to be made. Within the organizational unit designated, the appointing authority, with the approval of the Director, shall also designate the classes to be furloughed.

**16.0241 - For FOP Represented Employees Only.** In the event of a temporary closing of a facility or work unit, all employees within the designated work unit and designated classes shall be scheduled off on furlough. Alternatively, the appointing authority may issue a schedule of furlough days. In the event that not all employees in a job title are required to serve the same number of furlough days in accordance with the schedule generated by the appointing authority, the most senior employees shall serve the smallest number of furlough days required by the schedule.

**16.025 - PAY STATUS DURING FURLOUGH.** In accordance with Regulation 6.071, an employee may not receive any compensation while in furlough status except as provided in 16.0231. Furloughed employees cannot elect to use any type of paid leave during their furlough. Employees who are on approved paid leave at the commencement of the furlough will have that leave terminated until the end of the furlough. No employee shall be paid for any recognized holiday if that holiday occurs on a day in which the employee has been assigned a furlough day.

**16.026 - EFFECT OF FURLOUGH ON LENGTH OF SERVICE.** Time spent on furlough does not reduce an employee's length of service for purposes of earned pay step increases, longevity increments, computing vacation or sick leave earned, length of service required for career advancement promotions as well as experience to qualify in examinations or continuous service for purposes of post retirement health benefit eligibility.

**16.027 - NO RIGHT TO VOLUNTARY DEMOTION.** Employees designated for furlough have no right to a voluntary demotion, transfer, equivalent position change or any other change in employment status in lieu of furlough.

**16.028 - APPEALS.** An employee may not appeal a furlough to the Civil Service Commission.

**Civil Service Regulation 31 – INTERIM REGULATIONS  
To be amended as follows:**

**31.02-4 - The changes to regulations 6.1141, 6.1146, 6.1438, 16.0122, and 16.02 to implement the Act 111 interest arbitration award dated July 30, 2014 covering the uniformed and investigatory employees of the Police Department and District Attorney's Office shall be effective July 1, 2014.**

**31.31 – One-time Bonus Following Accreditation of Philadelphia Police Department**

**Within thirty (30) days of being advised that the City of Philadelphia Police Department has been accredited by the Pennsylvania Chiefs of Police Association, and no later than September 30, 2015, each bargaining unit member shall receive a one-time cash bonus of One Thousand and Five Hundred dollars (\$1,500).**

**Civil service Regulation 31 – Interim Regulations**

**To be amended as follows:**

**31.53 - SPECIAL PROVISIONS RELATING TO ELIGIBILITY TO COMPETE IN CIVIL SERVICE PROMOTIONAL EXAMINATIONS OF CERTAIN FORMER PERMANENT CIVIL SERVICE EMPLOYEES OF THE CLERK OF QUARTER SESSIONS CURRENTLY APPOINTED TO POSITIONS IN THE FIRST JUDICIAL DISTRICT OF PENNSYLVANIA**

Any person who was a permanent civil service employee of the Office of the Clerk of Quarter Sessions on or about July 1, 2010, and, because of the closure of said Office, was either discharged or resigned from City employment and within five business days was appointed by the First Judicial District of Pennsylvania, shall be considered a permanent civil service employee on a leave of absence from civil service solely for the purposes of satisfying the permanent civil service status requirements of Regulations 9.021 and 9.026. Such employees shall be eligible to compete in city-wide promotional civil service examinations for which he or she would otherwise qualify, as long as said employee remains employed by the First Judicial District of Pennsylvania.

Seniority credit for such employees will not include time employed by the First Judicial District starting on or about July 1, 2010.

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DEPARTMENT OF RECORDS

# MEMORANDUM

# CITY OF PHILADELPHIA Office of Human Resources

Date: October 7, 2014

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

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

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

6.11 - Overtime Pay And Compensatory Time

6.111 - General.

6.111-6 - Absence From Work Affecting Overtime

6.112 - Overtime Pay For Employees In The Mandatory Pay Plan.

6.112-5 - Premium Rate Overtime

6.113 - Overtime Pay For Employees In The Executive And Professional Pay Plan And The N Pay Plan.

6.1437 - Fleet Maintenance Supervisors Assigned To The Public Health And Safety Facility or Assigned To Maintain And Monitor The Asset Management Work Order System.

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DEPARTMENT OF HUMAN RESOURCES

## Civil Service Regulation 12 - Limited-Term Appointments

12. Limited-Term Appointments And Promotions

12.01 - Provisional Appointments.

12.02 - Temporary Employment

12.03 - Emergency Appointments

~~12.04 - Seasonal Appointments To Be Abolished~~

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OCT 21 2014

12.05 - Temporary Promotions

Office of Human Resources

12.05-1- Temporary Change In Assignment – Out Of Class Assignment.

12.05-2 - Temporary Promotions Following Out-Of-Class Assignment

**Civil Service Regulation 16 – Layoffs**

16.01 - Layoffs

16.0122 - City Service

**Civil Service Regulation 18 - Hours of Work and City Service**

18.04-4 - Months Of Service Or Employment

18.05 - Assignments And Transfers.

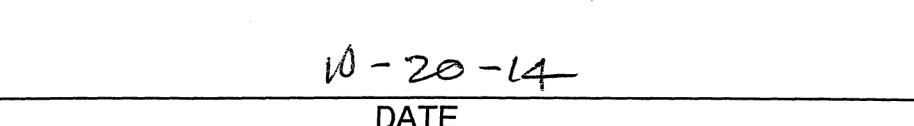
18.05-1 - No Transfer Permitted.

18.05-2 - Court Witness For City

**Civil Service Regulation 31 - Interim Regulations**

31.805 - Lump Sum Ratification Bonus For Employees Represented By District Council 33.

  
APPROVED

  
DATE

RECEIVED BY

OCT 21 2014

Office of Human Resources

## Civil Service Regulation 6 – Pay Plan

To be amended as follows:

- 6.11 - OVERTIME PAY AND COMPENSATORY TIME.** The following provisions shall apply with respect to overtime pay and compensatory time. Unless specific provisions are made in other regulations, premium rate overtime will be paid at one and one-half or two times the regular rate of pay.

### **6.111 - GENERAL.**

Daily Overtime - For all employees for whom other specific provision has not been made, and except those employees covered by Regulation 6.111-6 A, or B, time worked in excess of eight (8) hours in any work day shall be paid at the rate of one and one-half (1 1/2) times the regular rate of pay.

Sixth and Seventh Day Overtime - For all full-time employees, except those employees covered by Regulation 6.111-6 A or B or C, all hours worked on the sixth day worked in the employee's work week shall be paid for at the rate of one and one-half (1 1/2) times the regular rate of pay, and all hours worked on the seventh day in the employee's work week shall be paid for at the rate of two (2) times the regular rate of pay.

Employees covered by Regulation 6.111-6 B shall be paid in accordance with Regulation 6.1134. Employees covered by Regulation 6.111-6-C shall be paid at the premium overtime rate only after having worked the hours required by that regulation.

#### **6.111-1 Clerical and Office Employees Not Covered by Regulation 6.111-6 A or B.**

For clerical and office employees not covered by Regulation 6.111-6 A, B or C, whose regular or normal work week is thirty-seven and one-half (37 1/2) to forty (40) hours performed during five working days, the above provisions as to payment of overtime rates shall apply.

For those clerical and office employees not covered by Regulation 6.111-6 who are regularly or normally scheduled to work less than thirty-seven and one-half (37 1/2) hours during the first five days of the work week, a total of forty (40) hours of work must be completed before the overtime rate for the sixth day worked shall apply, provided however, that such forty (40) hours shall not include time worked for which daily overtime has been earned. Time worked in excess of eight (8) hours in any work day shall be paid for at the rate of one and one-half (1 1/2) times the regular rate of pay and all hours worked on the seventh day in the employee's work week shall be paid for at the rate of two (2) times the regular rate of pay.

#### **6.111-2 - Overtime for Shift Employees Not Covered by Regulation 6.111-6 A or B.**

Employees working in shift operations are defined as being any employee or group of employees engaged in an operation for which there is regularly scheduled employment on Saturdays or Sundays, in which employment said employees participate on a fixed or rotating basis. For shift employees, the work week shall consist of forty (40) hours,

five (5) days, eight (8) hours each, Monday to Sunday inclusive, except that for clerical and office employees the work week may be not less than thirty-seven and one-half (37 1/2) hours nor more than forty (40) hours. Overtime is to be compensated for on the following bases except as qualified by subsection 6.111-6 below:

**6.111-2.1 - Overtime After Eight (8) Hours.** Any work performed by an employee not covered by Regulation 6.111-6 A or -B after completing eight (8) hours of work in any work shift at his or her regular rate of pay shall be considered overtime. The employee shall be paid one and one-half (1 1/2) times his or her regular rate of pay for such overtime.

**6.111-2.2 - First Regularly Scheduled Day Off.** Any work performed by an employee not covered by Regulation 6.111-6 A, B or C on his or her first regularly scheduled day off shall be overtime. The employee shall be paid one and one-half (1 1/2) times his or her regular rate of pay for such overtime.

**6.111-2.3 - Second Regularly Scheduled Day Off.** Any work performed by an employee not covered by Regulation 6.111-6 A, B or C on his or her second regularly scheduled day off, shall be considered overtime. The employee shall be paid two (2) times his or her regular rate of pay for such overtime.

**6.111-2.4 – First or Second Regularly Scheduled Day Off For Employees covered by Regulation 6.111-6 A, B or C-** Employees covered by Regulation 6.111-6-A,B or C shall be paid at the premium overtime rate only after having worked or used the specified type of leave equivalent to their standard weekly schedule of hours in the work week.

#### **6.111-6 - Absence From Work Affecting Overtime.**

A. For the categories of employees listed in the table below, no paid leave, other than vacation and education and training leave, will be considered hours of work for the purpose of determining when overtime is due as defined in Regulation 6.111 and its subsections. Sick time, compensatory time, annual administrative leave, paid holidays, paid leaves of absence, funeral leave and all other types of paid leave, other than vacation and education and training leave, will not be included in determining hours or days worked in a work day or a work week for determining when overtime is due.

Employees must work or use vacation or education and training leave for a total of eight hours in a work day before an employee is eligible for overtime. If an employee uses any type of leave other than vacation leave or education and training leave during a work day, the employee will be paid at their normal straight time rate of pay until the employee works or uses vacation or education and training leave for a total of eight hours in the work day. After the employee works or uses vacation or education and

training leave for a total of eight hours in a work day, the employee will be eligible for overtime pay.

Categories of Employees Covered by 6.1116 A

**Categories of Employees Covered by 6.111-6 A**

Employees in the Civil Service Job Classifications with the Payroll Union Code - "I", Correctional classes who are eligible for interest arbitration in accordance with the Order of the Pennsylvania Labor Relations Board in case number PERA-C-04-446 E.

B. For the categories of employees listed in the table below, Sick leave will not be included in determining hours or days worked in a work day or a work week for determining when premium rate overtime or holiday overtime is due.

Employees must work or use leave other than sick leave for a total of forty hours in a work week before an employee is eligible for premium rate overtime or holiday overtime. If an employee uses sick leave during a work week, the employee will be paid at the rates defined in Regulation 6.1134 until the employee works or uses leave other than sick leave for a total of forty hours in the work week. After the employee works or uses leave other than sick leave for a total of forty hours in a work week, the employee will be eligible for premium rate overtime or holiday overtime as defined in Regulation 6.1134.

**Categories of Employees Covered by 6.111-6 B**

Employees in the Civil Service Job Classifications with the Payroll Union Code: "N", Non-Represented classes

C. For the categories of employees listed in the table below, Sick leave will not be included in determining overtime compensation on the sixth and seventh day of the work week for determining when premium overtime is due as defined in Regulation 6.11 and its subsections.

Forty Hour Work Week Non-Shift Employees - Employees must work or use leave other than sick leave for a total of forty hours in a work week before an employee is eligible for premium overtime on the sixth and seventh day. If an employee uses sick leave during a work week, the employee will be paid at the normal straight time rate of pay until the employee works or uses leave other than sick leave for a total of forty hours in the work week. After the employee works or uses leave other than sick leave for a total

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PENNSYLVANIA  
WORKERS COMPENSATION  
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of forty hours in the work week, the employee will be eligible for premium overtime pay on the sixth and seventh day.

**Clerical and Office Employees** - Employees who work a thirty-seven and one-half (37-1/2) hour work week as provided by Section 18.012 must work or use leave other than sick leave for a minimum of thirty-seven and one-half (37 1/2) hours during the first five days of the work week to be eligible for premium overtime. The sixth and seventh day will be paid at the normal straight time rate of pay until the employee works or uses leave other than sick leave for a total of thirty-seven and one-half (37 1/2) hours in the work week. After the employee works or uses leave other than sick leave for a total of thirty-seven and one-half (37 1/2) hours, the employee will be eligible for premium overtime pay on the sixth and seventh day.

**Shift Employees**- Employees working in shift operations are defined as being any employee or group of employees engaged in an operation for which there is regularly scheduled employment on Saturdays or Sundays, in which employees participate on a fixed or rotating basis. For shift employees, the work week shall consist of forty (40) hours, five (5) days, eight (8) hours each, Monday to Sunday inclusive, except that for clerical and office employees the work week may be not less than thirty-seven and one-half (37 1/2) hours nor more than forty (40) hours. Overtime is to be compensated for on the following basis:

— **First Regularly Scheduled Day Off**. An employee must work or use leave other than sick leave equivalent to their standard weekly schedule of hours during the first five days of his or her regular work shift in the work week to be eligible for premium overtime. If an employee uses sick leave during the first five days of his or her regular work shift, the employee will be paid at the normal straight time rate of pay until the employee works or uses leave other than sick leave equivalent to their standard weekly schedule of hours for the first five days of the work week. After the employee works or uses leave other than sick leave for a total equivalent to their standard weekly schedule of hours in the work week, the employee shall be paid one and one-half (1 1/2) times his or her regular rate of pay for such overtime.

• **Second Regularly Scheduled Day Off**. An employee must work or use leave other than sick leave equivalent to their standard weekly schedule of hours during his or her regular work shift in the work week to be eligible for premium overtime. If an employee uses sick leave during the first five days of his or her regular work shift, the employee will be paid at the normal straight time rate of pay until the employee works or uses leave other than sick leave for a total equivalent to their standard weekly schedule of hours in the work week. After the employee works or uses leave other than sick leave for a total equivalent to

their standard weekly schedule of hours in the work week, the employee shall be paid two (2) times his or her regular rate of pay for such overtime.

**Categories of Employees Covered by 6.111-6 C**  
**Effective January 1, 2015**

Employees in the Civil Service Job Classifications with the Payroll Union Code:

"H", District Council 47, Local 2186 represented classes

"J", District Council 47, Local 2187 represented classes

"A", District Council 33 represented classes

"M", District Council 33 represented classes

**CD. All Other Employees**

To be eligible for overtime compensation on the sixth day of the work week, an employee must have completed a minimum of forty (40) hours of work at regular rates in that week, unless the employee's absence from work on any day of the week arises under the following circumstances:

1. a paid holiday, paid vacation or sick leave or compensatory time comes within the week and on which no work is done;
2. a leave of absence granted because of a death in the employee's family;
3. a legitimate illness or an accident suffered while at work preventing the employee from working before the completion of forty (40) hours in that particular week and of which timely proof must be submitted to the satisfaction of such employee's superior.

Employees who work a thirty-seven and one-half (37-1/2) hour work week as provided by Section 18.012 must have completed a minimum of thirty-seven and one-half (37-1/2) hours to be eligible for overtime compensation except for the circumstances above. The sixth day is at regular time if the required minimum hours have not been worked. The seventh day is always double time, except for employees covered by Regulation 6.1116-A.

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DEPARTMENT OF RECORDS

**6.112 - OVERTIME PAY FOR EMPLOYEES IN THE MANDATORY PAY PLAN.**

**6.112-5 - Premium Rate Overtime**

Daily Overtime – One and a half times the regular pay rate after eight hours worked in any work day

Sixth Day / First Scheduled Day Off Overtime - One and a half times the regular pay rate after the total hours of work or leave other than sick leave are equivalent to the standard weekly schedule of hours during a work week

Seventh Day / Second Scheduled Day Off Overtime – Two times the regular pay rate after the total hours of work or leave other than sick leave are equivalent to the standard weekly schedule of hours during a work week

6.113 - OVERTIME PAY FOR EMPLOYEES IN THE EXECUTIVE AND PROFESSIONAL PAY PLAN AND THE N PAY PLAN.

6.1131 - Employees in Classes Represented by District Council 47, Locals 2186 and 2187.

A. Employees in classes represented by District Council 47, Local 2187 whose annual pay does not exceed the maximum rate of pay of Pay Range EP21 and employees in classes represented by District Council 47, Local 2186 whose annual pay does not exceed the maximum rate of Pay Range N21 shall be compensated in accordance with Section 6.111 and its subsections. Any such employee may in lieu of cash pay for such overtime, elect to be credited with compensatory time off at the premium rates specified in Section 6.111 and its subsections for each such overtime hour worked. Such election must be made at or before the end of each payroll period during which the overtime was worked and prior to the submission of the payroll time records to the Office of the Director of Finance. (Accumulation and utilization of compensatory time shall be subject to the limitations and restrictions set forth in Subsections 6.11182 and 6.11183 of these Regulations.)

B. Employees in classes represented by District Council 47, Local 2187 whose annual pay rate is higher than the maximum pay rate of Pay Range EP21 and employees in classes represented by District Council 47, Local 2186 whose annual pay rate is higher than the maximum pay rate of Pay Range N21 are not eligible for extra pay for overtime and holiday work. However, if such employee works in excess of eight (8) hours in any one calendar day or works or uses leave other than sick leave for a total number of hours of work or leave other than sick leave equivalent to the standard weekly schedule of hours during a work week forty (40) hours in any one calendar week, or works on a recognized holiday (see 19.01), he or she shall be credited with compensatory time off at the premium rates specified in Section 6.111 and its subsections for each such hour worked. (Accumulation and utilization of compensatory time shall be subject to the limitations and restrictions set forth in Subsections 6.11182 and 6.11183 of these Regulations.)

B.C. Premium Rate Overtime

Daily Overtime – One and a half times the regular pay rate after eight hours worked in any work day

Sixth Day / First Scheduled Day Off Overtime - One and a half times the regular pay rate after the total hours of work or leave other than sick leave are equivalent to the standard weekly schedule of hours during a work week

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Seventh Day / Second Scheduled Day Off Overtime – Two times the regular pay rate after the total hours of work or leave other than sick leave are equivalent to the standard weekly schedule of hours during a work week

**6.1437 - FLEET MAINTENANCE SUPERVISORS ASSIGNED TO THE PUBLIC HEALTH AND SAFETY FACILITY  
OR ASSIGNED TO MAINTAIN AND MONITOR THE ASSET MANAGEMENT WORK ORDER SYSTEM.**

Employees in the class of Fleet Maintenance Supervisor who have been assigned by the appointing authority to work at the Office of Fleet Management Public Health and Safety Facility or to maintain and monitor the Asset Management Work Order System of citywide vehicle and equipment repair activities shall be compensated at the rate of pay of the same pay step of the pay range two ranges higher than the standard pay range for their class. The differential will be paid to the employees for the duration of their assignment. This differential is in recognition of the complexity and responsibility of vehicle repair work performed at this facility each assignment. Assignments to work at the Public Health and Safety Facility will be made at the discretion of the appointing authority.

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DEPARTMENT OF RECORDS

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Civil Service Regulation 12 - LIMITED-TERM APPOINTMENTS

To be amended as follows:

12. LIMITED-TERM APPOINTMENTS and PROMOTIONS

12.01 - PROVISIONAL APPOINTMENTS. Whenever there is urgent need for filling a vacancy in any position in the Civil Service and the Director is unable to certify from an eligible list ~~therefor~~, he or she may authorize the filling of the position by provisional appointment. In order To be eligible for provisional appointment, a person must possess the necessary education, experience and other qualifications as set forth in the specification for the class- and not have permanent civil service status concerned. A provisional appointment shall not continue for ~~not~~ more than thirty (30) days after the Director has published an certified eligibles list for the class. position but A provisional appointment may not last in no event for more than ninety (90) days in any twelve (12) month period. The acceptance of a provisional appointment shall not confer upon the appointee any rights of permanent status, transfer, promotion or reinstatement.

12.011 - In the event that a provisional appointment expires before an eligible list is established published for the class in which the provisional appointment was granted, the Director, upon request of the appointing authority, may authorize the continuance of the incumbent in the position as a temporary appointee for six months or until such time as the eligible list is established published, whichever period is shorter. In such cases, the employee will continue to receive the benefits to which he or she was entitled had he or she continued as a provisional appointee.

12.02 - TEMPORARY-EMPLOYMENT APPOINTMENTS. Whenever an appointing authority requires the temporary employment of a person who does not have permanent civil service status to fill a ~~a~~ deems a temporary position necessary for a limited period not to exceed six (6) months, he/she shall so advise the Director, stating the duration of such period, the rate of compensation, and the duties to be performed. If, in the judgment of the Director, the position is in fact of a temporary nature, he/she shall certify the name of the one person ranked highest on an appropriate eligible list who is willing to accept temporary employment appointment. If there is no person whose name is on the appropriate list who is willing to accept such employment appointment, the Director shall certify for such temporary service employment any person deemed qualified by the appointing authority. Temporary employment can continue for the full six month term even if an eligible list is published after the commencement of the temporary employment.

The acceptance or refusal by an eligible person of a temporary employment shall not affect his or her standing on the eligible list for permanent appointment, except in the case of unskilled laborer, where acceptance of a temporary position will result in the removal of the person's name from the eligible list until the completion of the temporary appointment. The person will not be eligible for certification to other positions until completion of the temporary appointment. The person's name shall then be restored to the eligible list at the completion of the temporary appointment.

If at any time it becomes evident that the need for the temporary position will extend beyond six (6) months, the position shall, if further authorized, be made permanent and shall be filled by certification and appointment in the same manner as other permanent positions. No person shall serve as a

temporary appointee for longer than six (6) months in any twelve (12) month period. This limit may be restricted to a shorter time period at the discretion of the Director. Experience gained as a temporary appointee shall in no way vary the order of certification for permanent appointment, nor shall a period of temporary service be counted as part of the probationary service in case of subsequent appointment to a permanent position, except as may be otherwise provided in the Regulations. The acceptance of a temporary appointment shall not confer upon the appointee any rights of permanent status, transfer, promotion or reinstatement.

12.03 - EMERGENCY APPOINTMENTS. In case of an emergency which could not have been foreseen and which requires the immediate employment of one or more persons to prevent serious impairment of the public business and it is not practicable to secure the needed person or persons by certification from an eligible list in time to meet the emergency, an appointing authority may appoint any person he or she deems to be qualified person during such emergency for a period not exceeding thirty (30) days. The Director shall have the right to make such investigation as he deems necessary to determine whether an emergency actually exists, and his or her determination of this question shall be final so far as the auditing and disbursing officers are concerned. In no case shall successive emergency appointments be made and no person shall receive more than three emergency appointments in any twelve (12) month period.

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DEPARTMENT OF PROGRESS

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Civil Service Regulation 13 – Assignments and Transfers

To be amended as follows:

13. ASSIGNMENTS AND TRANSFERS

13.01 12.05 - TEMPORARY PROMOTIONS. In the absence of an appropriate departmental promotional eligible list, a temporary appointment without examination to fill a vacancy may be authorized by the Director, upon the written request of an appointing authority. The appointing authority may request a temporary promotion for any employee with permanent civil service status whom the appointing authority deems qualified to perform the work of the position. All such temporary promotions shall continue for no more than a period of six (6) months. An employee may be compensated in temporary promotions for a maximum of six months in a twelve month period. A temporary promotion shall not continue for more than thirty (30) days after the Director has published a departmental promotional eligible list for the class.

13.011 12.05-1- TEMPORARY CHANGE IN ASSIGNMENT – OUT Of CLASS ASSIGNMENT. With the approval of the appropriate department head or his deputy, there may be assigned to an employee duties appropriate to a higher class of position than that in which the employee is employed, ~~provided however, that Such out-of-class work assignment may not continue for more than sixty (60) working days during a ninety (90) day period, and also provided that excluded from the above are trainee classes involving college background.~~ Should such assignment continue beyond sixty (60) days it shall be reported to the Director and a new appointment must be made in compliance with the provisions of the Regulations relating to such appointments.

13.0111 A. - Non-Represented Personnel Working Out-Of-Class. Compensation for such out-of-class work assignment in a higher level classification up to and including pay range EP16 shall be in accordance with Regulation 6.092. The appointing authority shall file an Out-of-Class Assignments report with the Director for all out-of-class work assignments in a higher level classification, regardless of pay range.

13.0112 B. - Uniformed Fire Personnel Working Out-Of-Class. Compensation for such out-of-class work assignment in a higher classification shall be in accordance with Regulation 6.092.

13.0113 C. - Uniformed And Investigatory Personnel Of The Police Department and the District Attorney's Office Working Out-Of-Class. For acting out of rank in a higher rank, an employee shall be paid at the rate of the first pay step of the higher rank.

13.0114 D. - District Council 33 and District Council 47 Represented Employees. Compensation for such out-of-class work assignment in a higher classification shall be in accordance with Regulation 6.092 and shall be paid after the first two (2) hours of such out-of-class work in any work day for all hours worked in the higher class until the assignment to the higher class is terminated.

13.012 12.05-2 - TEMPORARY PROMOTIONS FOLLOWING OUT-OF-CLASS ASSIGNMENT. In the absence of an appropriate departmental eligible list, a temporary promotion as defined above may be authorized in accordance with the provisions of Regulation 13.01 when an employee

working in an out-of-class assignment continues to be so employed beyond sixty (60) working days as provided for in Regulation 13.011, Temporary Change in Assignment, and its subsections. Credit for service in such out-of-class assignment will be granted as experience in promotional examinations.

13.0121 Upon request of the appointing authority, approval of the Director and agreement of the employee, a non-represented employee may be given an additional out-of-class assignment, for a period of time not exceeding three months, immediately following temporary promotion. The employee shall not be compensated at a higher level but shall be granted experience credit for examination purposes for the period of such assignment. The appointing authority shall file an out-of-class assignment memo with the Director upon completion of the assignment, certifying the time period the employee worked at the higher level.

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DEPARTMENT OF RECORDS

2014 NOV 21 PM 12:08

**Civil Service Regulation 16 – LAYOFFS**

**To be amended as follows:**

16.0122 - City Service - Employees In Classes Represented by Locals 2186 and 2187 of District Council 47, employees in classes with the payroll union code "A" and "M" represented by District Council 33, employees in classes represented by the Fraternal Order of Police, Lodge 5 and Non-Represented employees. The employee's longevity date, as maintained by the Office of Human Resources Information System, will be used to compute the employee's seniority credit.

Civil Service Regulation 18 Hours of Work and City Service

To be amended as follows:

18.0504-4 - MONTHS OF SERVICE OR EMPLOYMENT. Means employment in pay status for the majority of days in a calendar month

13.02\_18.05 - ASSIGNMENTS AND TRANSFERS. An appointing authority may assign any Civil Service employee under his or her jurisdiction from one position to another in the same class ~~under his jurisdiction in the same department~~. Transfer of a Civil Service employee from a position in one department, board or commission, to a position in another, may be made with the approval of the Director and the consent of the two appointing authorities concerned, provided the positions are in the same class. An employee having permanent Civil Service status, properly transferred from one position to another in the same class, shall retain his permanent Civil Service status, and shall not be subjected to a probationary period in ~~his~~the new position.

13.03\_18.05-1 - NO TRANSFER PERMITTED. No person holding a position exempted from Civil Service shall be transferred to a Civil Service position, nor shall any person who has not been appointed ~~from an eligible list after competitive examination~~ be transferred to a position for which ~~competitive civil service~~ examinations are required.

13.04-18.05-2 - COURT WITNESS FOR CITY. An employee shall be considered detailed, with compensation, for the actual time required from ~~his~~ regularly assigned duties when:

13.041 A.- he actings as a witness in litigation on behalf of the City; or

13.042 B.- he is subpoenaed to testify as a witness other than a character witness in a criminal matter; or

13.043 C. - with the approval of the appointing authority, he appearings in any hearing or investigation at the request of any agency of federal, state, county or local government; or

13.044 D.- he is forced by subpoena to appear in his official capacity in a proceeding in which neither the employee nor the City has a direct interest.

This section does not apply to uniformed and investigatory personnel who receive compensatory time off for the extra time they expend in appearing before courts and official agencies on City business. (Refer to Sections 6.06 and 6.1116)

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DEPARTMENT OF RECORDS  
2014 NOV 21 PM12:08

## Civil Service Regulation 31 - Interim Regulations

**To be amended as follows:**

**31.805 - LUMP SUM RATIFICATION BONUS FOR EMPLOYEES REPRESENTED BY DISTRICT COUNCIL 33.** All permanent full-time employees in classes represented by District Council 33, except employees who are guards in the meaning of the Public Employee Relations Act, including those within Local 159B, who are on the active payroll as of September 9, 2014 (the date of the Union's ratification of the 2009-2016 Memorandum of Agreement between the City and the Union) shall receive a two thousand, eight hundred dollar (\$2,800) lump sum ratification bonus. All permanent part-time employees in classes represented by District Council 33, except employees who are guards in the meaning of the Public Employee Relations Act, including those within Local 159B, who work at least eighteen (18) hours per week and who are on the active payroll as of September 9, 2014 shall receive a one thousand, four hundred dollar (\$1,400) lump sum ratification bonus.

A permanent full-time employee represented by District Council 33 who is on a leave of absence without pay as of September 1, 2014 will be eligible for the lump sum ratification bonus only if he/she returns to the active payroll before March 1, 2015 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 the Union's ratification of the Memorandum of Agreement. The lump sum payment will not be added to the employee's base salary rate. 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.

# MEMORANDUM

# CITY OF PHILADELPHIA Office of Human Resources

Date: October 21, 2014

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

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

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

### 6.40 Method of Payment

## Civil Service Regulation 9 – Examinations

9.066-9 - Additional Credits On Open Competitive Examinations For Candidates Who Have Completed A Term of Service with AmeriCorps or the Peace Corps

*[Signature]*  
\_\_\_\_\_  
APPROVED

10-21-14  
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Office of Human Resources

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

**6.40 Method of Payment**

**6.40-1 Mandatory Direct Deposit / Electronic Payments for Non-Represented Employees**

All non-represented employees will be paid their regular biweekly salary through the City's direct deposit program or other electronic payment mechanism. The Finance Director may authorize payment of other compensation through the City's direct deposit program or other electronic payment mechanism. The employee's entire regular bi-weekly net pay will be deposited electronically on the employee's regularly scheduled pay day. Other forms of compensation may be deposited electronically on any day.

Each such employee shall provide to the appointing authority a written authorization for payment by direct deposit. The authorization shall include the designation of the employee's financial institution equipped to accept direct deposits, the routing number of the financial institution and the number of the account into which the funds are to be deposited. The authorization shall remain in effect until revised in writing by the employee or until dishonored by the financial institution.

Direct Deposit may be made to financial institution capable of receiving direct deposits as designated by the employee. Requests for direct deposits to financial institutions not capable of receiving direct deposits will be rejected.

As an alternative to direct deposit and in the interest of employees, the Finance Director may establish other options of electronic payment that do not involve paper checks. Such options may include the use of prepaid debit accounts issued by a financial institution selected by the City Treasurer through the City's Procurement process.

Paper payroll advices will be made available to employees enrolled in either the City's direct deposit program or alternative options to a paper check. At such time when the City develops the capability, payroll advices will be made available electronically.

**A. Reason for Direct Deposit / Electronic Payments Policy**

Direct Deposit is an electronic system of placing an employee's earnings and other compensation directly into a checking or savings account at a United States financial institution of the employee's choice.

Electronic payment allows for a secure and reliable paperless transmittal of payment to an employee between the City and the employee's financial institution. Electronic

payment also provides for a safer and more secure alternative method of receiving funds than issuing paper checks and eliminates the possibility of checks being lost, misplaced, stolen, or subject to other fraudulent activities. Use of electronic payments is more efficient and cost-effective and provides assurance to employees that their pay will be deposited to their bank accounts on each scheduled payday even if severe weather or other circumstances prevent them from reporting to work or going to a financial institution to cash or deposit their paper check. Additionally, the elimination of paper checks supports the City's sustainability efforts.

#### B. Changes To Banking Information For Direct Deposit

It is the employee's responsibility to notify the Appointing Authority when there is any change to their financial institution and/or bank account that affects their direct deposit or alternative electronic payment . Changes to banking information must be made at least 30 days before the effective date of the change.

#### C. Alternative To Direct Deposit

An employee may be exempted from participating in Direct Deposit only if he or she enrolls in another alternative electronic payment mechanism made available by the Finance Director.

#### D. Mandatory Requirement

All employees allocated, hired or promoted to permanent positions in a non-represented class on or after January 1, 2015 will be required to enroll in direct deposit or an alternative electronic payment mechanism.

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DEPARTMENT OF REVENUE  
2014 NOV 21 PM12:08

**Civil Service Regulation 9 – Examinations**

**To be amended as follows:**

**9.066-9 - Additional Credits On Open Competitive Examinations For Candidates Who Have Completed A Term of Service with AmeriCorps or the Peace Corps**

For open competitive examinations announced after January 1, 2015, additional points will be added to the examination score of any candidate who has passed all other parts of the open competitive examination and who has completed a term of national service.

Points will be awarded commensurate with the level of service defined below:

Candidates must submit official documentation of their completed service to be eligible for additional points.

Candidates claiming additional points based on service with Americorps must submit official documentation from the Corporation for National and Community Service that they have completed their AmeriCorps service commitment.

Candidates claiming additional points based on service with the Peace Corps must submit an official copy of the Description of Service (DOS) issued by the Peace Corps Office of Volunteer and PSC Financial Services that they have completed their Peace Corps service commitment.

Candidates can combine completed service terms to accumulate 5 points; however, candidates cannot receive more than 5 points for national service,

A candidate may receive a maximum of ten additional points for any one examination as a result of the points authorized by this regulation and the points authorized by any other regulation that is not mandated by law, ordinance, home rule charter or collective

bargaining. Additional points mandated by law, ordinance, home rule charter or collective bargaining are not included in this restriction.

| National Service Agency | Minimum Length of Service  | Points Awarded on Open Competitive Examinations |
|-------------------------|--|---|
| Peace Corps             | Two years  | 5   |
| AmeriCorps VISTA        | One year term<br><br>Note: AmeriCorps VISTAs who complete less than 12 months of service are not eligible for a prorated number of points. | 5   |
| AmeriCorps              | 1,700 hours  | 5   |
| AmeriCorps              | 900 hours  | 3   |
| AmeriCorps              | 675 hours  | 2   |
| AmeriCorps              | 450 hours  | 1   |

The Human Resources Director will present an annual report on the effectiveness of the regulation to the Civil Service Commission. The Civil Service Commission will then determine if the regulation will be continued and / or adjusted for another year or abolished.

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