


# MEMORANDUM

## CITY OF PHILADELPHIA Office of Human Resources

**Date:** December 2, 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

- 6.083 - Appointment Rate For Fire Service Paramedics and Emergency Medical Technicians Granted Additional Credits For Firefighter Examination ✓
- 6.114-10 Uniformed and Investigatory Supervisory Personnel ✓
- 6.173 - Fire Service Paramedics And Emergency Medical Technicians ✓

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### Civil Service Regulation 9 – Examinations

- 9.0661 - Additional Credits For Fire Service Paramedics and Emergency Medical Technicians In The Open Competitive Examination For The Class Of Firefighter ✓


### Regulation 14 – Probationary Period

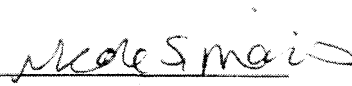
- 14.011 - Appointments from Eligible Lists for the classes of Firefighter, Fire Paramedic and Emergency Medical Technician ✓
- 14.014 - Voluntary Demotion From The Fire Service Paramedic Or Emergency Medical Technician Class To The Firefighter Class ✓

### Regulation 31 – Interim Regulations

- 31.026 - Implementation of IAFF Interest Arbitration Award of November 16, 2015 ✓

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APPROVED

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

**6.114-10 - 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 6.114-3 to 6.114-5 inclusive and 6.114-6 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. Compensatory time may be accrued up to a one thousand two hundred (1,200) 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-six~~ six hundred fifty (~~55600~~) 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-six~~ six hundred fifty (~~55600~~) 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-seven~~ seventy (~~6720~~) hours.

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**Civil Service Regulation 9 – Examinations**  
**To be amended as follows:**

**9.0661 - Additional Credits For Fire Service Paramedics and Emergency Medical Technicians In The Open Competitive Examination For The Class Of Firefighter.**

Any employee currently allocated to the class of Fire Service Paramedic with five (5) or more years of service as a Fire Service Paramedic with the City of Philadelphia who takes and passes the open competitive examination for the class of Firefighter shall have an additional ten (10) points added to his or her examination score.

Any employee currently allocated to the class of Emergency Medical Technician with five (5) or more years of service as a Emergency Medical Technician with the City of Philadelphia who takes and passes the open competitive examination for the class of Firefighter shall have an additional ten (10) points added to his or her examination score. The provisions of this regulation shall be effective November 16, 2015.

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The following regulations are being revised to implement an Act 111 Interest Arbitration Award between the City of Philadelphia and the IAFF, Local 22

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

**6.0831 - Appointment Rate For Fire Service Paramedics and Emergency Medical Technicians Granted Additional Credits For Firefighter Examination.** Any Fire Service Paramedic who has been granted an additional ten (10) points to his or her examination score for an open competitive examination for the class of Firefighter in accordance with the provisions of Regulation 9.066-1, and who is appointed to the class of Firefighter from that open competitive eligible list shall be appointed to pay step 6 in the pay range for the class of Firefighter. The provisions of this regulation shall be retroactive to July 1, 2005.

Any Emergency Medical Technician who has been granted an additional ten (10) points to his or her examination score for an open competitive examination for the class of Firefighter in accordance with the provisions of Regulation 9.066-1, and who is appointed to the class of Firefighter from that open competitive eligible list shall be appointed to pay step 6 in the pay range for the class of Firefighter. The provisions of this regulation shall be effective November 16, 2015.

**6.173 - FIRE SERVICE PARAMEDICS AND EMERGENCY MEDICAL TECHNICIANS.** 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.

Effective January 1, 2016, Emergency Medical Technicians 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 Emergency Medical Technicians permanently assigned to the night shift work overtime or work a detail on any other schedule.

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**Civil Service Regulation 14 – Probationary Period**  
**To be amended as follows:**

**14.01 - APPOINTMENTS FROM ELIGIBLE LISTS.** All persons appointed from open competitive, promotional or preferred eligible lists shall be subject to a probationary period of six (6) months, except as may be otherwise provided in the Regulations. The period of probation is expressly understood to be part of the entrance or promotional examination or reinstatement and that the status of the appointee or reinstated employee as a permanent employee is not approved until successfully completing his period of probation.

**14.011 – Appointments from Eligible Lists for the classes of Firefighter, Fire Service Paramedic and Emergency Medical Technician.** All persons appointed from open competitive, promotional or preferred eligible lists for the following classes shall be subjected to a probationary period of greater than six (6) months.

Employees appointed November 1, 2000, into the classes of Firefighter (6B01) and Fire Service Paramedic (6B22) after November 1, 2000 shall be subject to a probationary period of twelve (12) months.

Employees appointed into the class of Emergency Medical Technician (6B21) after November 16, 2015, shall be subject to a probationary period of twelve (12) months.

The period of probation is expressly understood to be part of the entrance or promotional examination or reinstatement and that the status of the appointee or reinstated employee as a permanent employee is not approved until successfully completing his period of probation.

**14.0142 - APPOINTMENT FOLLOWING LAYOFF UTILIZING A LAYOFF LIST FOR APPOINTMENT TO A RELATED CLASS.** A person whose name is on a layoff list who is appointed to a position in a related or comparable class shall be subject to a probationary period of six (6) months. Rejection of the probationer during the probationary period would result in restoring his name to the layoff list on which his name appeared; however, the period of time during which his name will remain on the layoff list will in no case extend beyond two (2) years from the date of layoff.

**14.0142-1 - Appointment To A Related Or Comparable Class As An Alternative To Layoff.** An employee scheduled for layoff who is transferred to another department and placed in a related or comparable class as an alternative to layoff prior to the layoff effective date shall be subject to a probationary period of six (6) months. Any employee rejected

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during the probationary period will have his or her name restored to the layoff list on which his or her name appeared.

**14.0112-2 - Probationary Period Not Required.** Employees appointed to a related or comparable class in lieu of layoff are not subject to a probationary period if they are appointed to:

- A. Any position in the same department in which the layoff occurred
- B. A lower level class in the career advancement series in which they had permanent status

**14.0123 - CREDIT FOR TEMPORARY EMPLOYMENT FOR EMPLOYEE IN DISTRICT COUNCIL 47 REPRESENTED CLASS.** If an employee has served in a permanent District Council 47 represented position on a temporary appointment from an eligible list immediately prior to a probationary appointment to that same position and a satisfactory performance report is submitted for the aforesaid period of temporary employment, this period of temporary employment shall be credited toward the required probationary period.

**14.0134 - VOLUNTARY DEMOTION FROM THE FIRE SERVICE PARAMEDIC OR EMERGENCY MEDICAL TECHNICIAN CLASS TO THE FIREFIGHTER CLASS.** Employees who have not had previous status in the class of Firefighter who demote voluntarily from the classes of Emergency Medical Technician or Fire Service Paramedic to the class of Firefighter shall be subject to a probationary period of six (6) months.

**14.0145 - VOLUNTARY DEMOTION FROM THE POLICE OFFICER RECRUIT CLASS TO THE CORRECTIONAL OFFICER TRAINEE CLASS.** Employees who do not have permanent Civil Service status in the class of Police Officer Recruit who demote voluntarily from that class to the class of Correctional Officer Trainee shall be subject to a probationary period of six (6) months. An employee who accepts such a voluntary demotion, and who does not pass probation as a Correctional Officer Trainee, will be terminated without any reinstatement rights to Police Officer Recruit.

**14.0156 - VOLUNTARY DEMOTION FOR CLASSES IN DESIGNATED SKILLED TRADES SERIES OF CLASSES.** Employees who do not have permanent Civil Service status and who voluntarily demote to a lower level trades class in accordance with Regulation 17.034 shall be subject to a probationary period of six (6) months in the lower level class. An employee who accepts such a voluntary demotion, and who does not pass probation in the lower level trades class will be terminated without any reinstatement rights to any other class.

**Civil Service Regulation 31 – Interim regulations  
To be established as follows:**

**31.026 – Implementation of IAFF Interest Arbitration Award of November 16, 2015.**  
The provisions of regulations 6.0831, 9.0661-1, 14.011 and 14.014 to implement the Act 111 interest arbitration award, dated November 16, 2015, covering Emergency Medical Technicians, shall be effective November 16, 2015 and the provisions of regulation 6.173 shall be effective January 1, 2016.

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