

Regulation Number	Regulation	Action	Explanation
5.025	Career Progression Classes	Revision	<p>This regulation was added after the initial distribution of the agenda.</p> <p>This regulation is being revised to change the stated career progression of employees in the L&I Code Enforcement Inspector (6G90) and L&I Building Inspector (6H90) classes. Employees appointed to the class through promotion on or after July 31, 2017 shall be appointed to the step in the broadband range in accordance with 6.092 and permanent Civil Service status in his/her previous Civil Service class. Other changes to the regulation include eligibility for the earned pay step increases will be determined in accordance with the criteria for certifications, seniority, and performance rating for progression through the broadband pay range as defined in the class specifications and the provisions of Regulation 6.099. The pay for employees who do not maintain the required certifications was revised and shall be reduced to the appropriate next lower step in the broadband pay range based on the number of certification possessed, whereas formerly the employee's pay was reduced to the first step in the pay range if the required certifications were not maintained.</p>
6.114-10	Uniformed and Investigatory Supervisory Personnel	Revision	<p>Subsection 6.114-10 of Regulation 6.114 on Overtime Pay is being revised to implement the Act 111 Arbitration Award covering uniformed and investigatory employees of the Police Department and District Attorney's Office dated August 15, 2017 to increase the total number of compensatory hours to be cashed out upon retirement to a maximum of 690 hours for bargaining unit members at the rank of Captain or above in the Police Department and District Attorney's Office.</p>
6.117	Payment for Compensatory Time for Retiring Employees	Revision	<p>Subsections 6.117 and 6.118 of Regulation 6.11 on overtime are being revised to state that employees represented by District Council 33 who are not covered by the Fair Labor Standards Act shall be compensated for accumulated, unused compensatory time upon separation from the City for retirement or for any reason other than retirement.</p>
6.118	Payment for Compensatory Time for Other Than Retiring Employees	Revision	<p>These changes are being made to codify the terms of the collective bargaining agreement between District Council 33 and the City effective July 1, 2008.</p>
9.0669	Additional Credits on Open Competitive Examinations for Candidates Who Have Completed a Term of Service with AmeriCorps or the Peace Corps	Revision	<p>Subsection 9.0669 of Regulation 9.06 on Scoring Procedures is being revised to clarify the acceptable documentation for proof of Peace Corps service for National Volunteer Service Points. In addition, revisions are being made to recognize candidates who have completed a term of service of one year with the Peace Corps for candidates to be eligible to receive three additional points, all other provisions of the regulation withstanding.</p>
27.0125	Life Insurance for Uniformed and Investigatory Police Classes	Revision	<p>Subsection 27.0125 of 27.012 on Life Insurance Plan is being revised to update the existing life insurance benefit to \$35,000 in coverage effective December 1, 2017 for uniformed and investigatory classes in the Police Department and</p>

			District Attorney's Office in accordance with the Act 111 Arbitration Award dated August 15, 2017.
31.02-7	Interim Regulation for Cash Out of Compensatory Time for Act 111 Arbitration Award dated August 15, 2017	Establishment	This regulation is being established to codify the revisions to 6.114-10 effective August 15, 2017 wherein the maximum hours of compensatory time to be cashed out upon retirement increase to a maximum of 690 hours for bargaining unit employees at the rank of Captain or above.
31.32	Interim Regulation for One-Time Lump Sum Payment for Court Notices by Act 111 Arbitration Award dated August 15, 2017	Establishment	This regulation is being established to codify the one-time lump sum payment of \$1,300 to each bargaining unit member no later than October 15, 2017 in accordance with the Act 111 Arbitration Award covering uniformed and investigatory employees of the Police Department dated August 15, 2017 for the purpose of resolving all outstanding issues involving the electronic delivery of court notices to members.

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

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

5.025-1 - Condition of Employment For A Career Progression Class Upon appointment to a career progression class represented by District Council 33, each employee shall be paid at the same base pay rate as the employee was paid in his or her previous classification. employees promoting to the class on or after July 31, 2017 shall be paid at the step in the broadband pay range based on his/her permanent Civil Service status in his/her previous class and in accordance with Regulation 6.092. New employees will be appointed at Step 1 of the pay range for the class. The employee shall continue to receive that same pay rate until the employee is eligible for an earned pay step increase and progression through the broadband pay range as defined in the class specification.

When the employee is eligible for the earned pay step increase, the employee's salary will be increased to the pay step in the broadband pay range for the his or her class in accordance with the criteria for certifications, seniority and performance rating for progression through the broadband pay range as defined in the class specification and the provisions of Regulation 6.099 that is closest to, but higher than the employee's salary at the time of appointment to the Civil Service class.

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

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

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

The appointing authority must submit written verification to the Director that the employees possess the required certifications and experience prior to the effective date of the appointment to, or progression within, the career progression class. The appointment or the progression will not be effective until the Director verifies the employee's eligibility. The appointing authority must effectuate appointment by entering the transaction in the City's human resources information system.

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

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

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

5.025-2 - Advancement through the steps in the pay range Employees who were assigned to one of the classes consolidated into the career progression classes shall be paid at the same base pay rate as the employee was paid in his or her previous classification. The employee shall continue to receive that same pay rate until the employee is eligible for an earned pay step increase through the standard section of the pay range.

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

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

Classes:

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

Pay Ranges

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

6.114 - OVERTIME PAY FOR UNIFORMED AND INVESTIGATORY PERSONNEL

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 a maximum of six hundred (600) hours of the accumulated compensatory time under Sections 1 and 2 above.
- 3.4. Upon the retirement of an employee holding the rank of Captain and above in the Police Department and District Attorney's Office, the City shall purchase a maximum six hundred ninety (690) hours of the accumulated compensatory time under Sections 1 and 2 above.
- 4.5. 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.
6. The lump sum purchase of the six hundred (600) 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 seven hundred twenty (720) hours.

5-7. The lump sum purchase of the six hundred ninety (690) 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 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 eight hundred ten (810) hours.

6.117 - PAYMENT FOR COMPENSATORY TIME FOR RETIRING EMPLOYEES. An employee who leaves the City service in order to retire under the Municipal Retirement System shall be continued on the payroll after his/her last day of work unless, at or before that time he/she has elected to the contrary, for the period representing the balance of the compensatory time (overtime and holiday) to the employee's credit at the time of his/her retirement. Payment for such compensatory time shall not be made, however, for the same period that an employee is receiving any pension payment under the Municipal Retirement System. An employee, other than an employees represented by District Council 33, who is not covered by the overtime provisions of the Fair Labor Standards Act and who elects to retire without being continued on the payroll for the period representing the balance of his/her accrued compensatory time shall thereby forfeit such balance of accrued compensatory time. An employee represented by District Council 33 who is not covered by the overtime provisions of the Fair Labor Standards Act who elects to retire without being continued on the payroll for the period representing the balance of his/her accrued compensatory time shall be compensated for such accumulated, unused compensatory time upon separation from employment. (Refer to Section 20.085.) Any employee who is covered by the overtime provisions of the Fair Labor Standards Act and elects to retire without being continued on the payroll for the period representing the balance of his/her accrued compensatory time shall upon termination of employment, be paid for unused compensatory time at a rate of compensation not less than:

- A. the average regular rate received by such employee during the last 3 years of the employee's employment, or
- B. the final regular rate received by such employee, whichever is higher.

6.118 - PAYMENT FOR COMPENSATORY TIME FOR OTHER THAN RETIRING EMPLOYEES. An employee, other than an employee represented by District Council 33, who is not covered by the overtime provisions of the Fair Labor Standards Act and leaves the City service for any reason other than to retire shall not receive payment for any compensatory time which may be credited to him/her at the time of separation, but such shall be treated in accordance with the provisions of Subsection 6.11183 of the Regulations. An employee represented by District Council 33 who is not covered by the overtime provisions of the Fair Labor Standards Act who leaves the City service for any reason other than to retire shall be compensated for such accumulated, unused compensatory time upon separation from employment. An employee who becomes entitled to Regulation 32 benefits shall, at the time of authorization for such benefits, be paid by the department in which he/she was last employed for all hours of compensatory time (overtime and holiday) to the employee's credit at his/her then regular rate of pay. Any employee who is covered by the overtime provisions of the Fair Labor Standards Act and leaves the City service for any reason shall be paid for unused compensatory time at a rate of compensation not less than:

- A. the average regular rate received by such employee during the last 3 years of the employee's employment, or

- B. the final regular rate received by such employee, whichever is higher. (Refer to Section 20.086)

Civil Service Regulation 9 – Examinations

9.0669 - 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 Country Director or a Certification of Service issued by the 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
Peace Corps	One year	3
AmeriCorps VISTA	One year term 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.

27.012 - LIFE INSURANCE PLAN.

27.0125 - Uniformed and Investigatory Police Classes. A uniformed or investigatory employee of the Police Department or District Attorney's Office shall be given group life insurance coverage in the amount of \$235,000.

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31.02 – Retroactive Regulations

31.02-7 - The provisions of Section 6.114-10 (3) and (7) implementing the Act 111 Arbitration award dated August 15, 2017 covering uniformed and investigatory employees of the Police Department and District Attorney's Office shall be effective August 15, 2017.

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Regulation 31 – Interim Regulations

31.32 - ONE-TIME BONUS FOR UNIFORMED EMPLOYEES OF THE POLICE DEPARTMENT FOR COURT NOTICES. Within sixty (60) days of the issuance of the arbitration award dated August 15, 2017 and no later than October 15, 2017, each bargaining unit member as of the date of the award shall receive a one-time cash bonus of One Thousand and Three Hundred dollars (\$1,300) for the purpose of resolving all outstanding issues related to the electronic delivery of court notices and to compensate members for any costs incurred in connection with electronic receipt of court notices.

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