

# MEMORANDUM

## CITY OF PHILADELPHIA Office of Human Resources

**Date:** March 9, 2016  
**To:** Marsha Greene-Jones, Acting Human Resources Director  
**From:** Nicole Morris, Chief Deputy City Solicitor, Labor and Employment Group  
**Subject:** Amendments of Civil Service Regulations

In accordance with Section 8-407(a) of the Home Rule Charter, I have approved the following individual amendments of the Civil Service Regulations. These amendments should be advertised as separate amendments.

### Civil Service Regulation 6 – Pay Plan

- ✓ 6.0992 – Types of Service
- ✓ 6.0993 – Work Performance
- ✓ 6.14-51 - Collection Customer Representatives, Revenue Collection Representatives And Tax Assessors With Responsibility For Billing And Collections Of Multiple Taxes

### Civil Service Regulation 10 – Eligible Lists

- ✓ 10.092 – Removal Names From Lists

### Civil Service Regulation 2 – Definitions AND Civil Service Regulation 10 – Eligible Lists AND Civil Service Regulation 11 – Requisition, Certification and Appointment

- ✓ 2.60 – Sensitive Positions
- ✓ 10.0931 – Removal Of Names From Lists
- ✓ 10.095 - Process For Removal Of An Eligible From An Eligible List Or Certification For A Felony Or Misdemeanor Conviction
- ✓ 11.08 – Removal Of An Eligible From A Certification Only
- ✓ 11.09 – Appointment Of Eligibles
- ✓ ~~11.093~~ Civil Service Regulation 20 – Vacation Leave

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DEPARTMENT OF PERSONNEL  
2016 APR - 8 AM 11:43



APPROVED

3/9/16

DATE

REGULATION NUMBER	REGULATION	ACTION	EXPLANATION
6.0992	Types of Service	Revision	These regulations are being revised to clarify the intent and practice of career progression employees' ability to receive an accelerated earned pay increase. Regulation 6.0992 is being revised to limit employees to only one accelerated earned pay increase and a new subsection of 6.0993 is being established to specify that an employee in a career progression class must have an overall annual performance rating of at least Superior to be eligible for accelerated increase.
6.0993	Work Performance	Revision	
6.14-51	Collection Customer Representatives, Revenue Collection Representatives and Tax Assessors with responsibility for billing and collections of multiple taxes	Revision	This regulation is being revised for consistency with the revisions made to the class of Revenue Collection Representative earlier in the agenda. References to the Multi-Tax Specialty were revised to the Multi-Tax assignment to be consistent with the class specification.
10.0927	Removal of Names from List	Establishment	Regulation 10.0927 is being established as a subsection of this regulation to allow the Director to remove from a list, with notice, the duplicate applications of a candidate. Only the name associated with the first application the candidate filed will remain on the list.
20.061	Holiday falling within vacation period	Revision	Regulation 20.061, subsections 20.0611 and 20.0612 are being revised to correct the omission of references to employees in the N Pay Plan for Non-Represented and DC47 Local 2186 employees. The regulation was not updated in October 2012 when the N pay schedule was established.

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DEPARTMENT OF STENOGRAPHY

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

6.0992 - Types of Service.

- A. **Transferred and Demoted Employees.** Time worked by transferred and demoted employees in their previous positions shall be included in computing length of service.
- B. **Seasonal Employees.** Seasonal employees must work the equivalent of one (1) year's full time employment.
- C. **Dual Class and Relief Employees.** Regular employees having status in two (2) or more classes of positions shall include total time worked in both or several classes as time worked in each class.
- D. **Combination of Permanent and Other Types of Appointment.** Time worked under provisional, emergency, temporary, or seasonal appointment, when followed immediately by permanent appointment shall, upon the recommendation of the appointing authority, be included in computing length of service.
- E. **Employees Serving in Exempt Positions.** The period during which an employee with permanent Service status is on leave of absence without pay to serve the City in an exempt position shall be included in computing such employee's length of service in the position in which such employee has permanent status, anything elsewhere in these Regulations to the contrary notwithstanding.
- F. **Police Officer Recruit to Police Officer I.** Employees who have completed one (1) year of satisfactory, continuous employment in the Police Officer Recruit and/or the Police Officer I classes, shall receive an earned pay step increase to the second step of the range for the Police Officer I class.
- G. **Service in a Career Progression Class.** Employees permanently allocated to a career progression class may receive an accelerated earned pay increase of two pay steps in the career progression pay range when the employee secures professional certification or a graduate degree related to the work in the class and defined in the career progression class specification. An employee is eligible for only one accelerated earned pay increase during any twelve month period.

An accelerated pay step increase must be authorized in writing by the appointing authority, who must file written justification for the pay increase with the Director. The accelerated pay step increase will not become effective until such justification is received by the Director

6.0993 - **Work Performance.** The overall performance rating to be considered shall be the last report on file with the Office of Human Resources.

- A. **Performance Required for an Earned Pay Step Increase.** An employee must have an overall annual performance rating of at least Satisfactory.
- B. **Performance Not Counted Toward Earned Pay Step Increase.** When an employee receives Improvement Needed, Unacceptable, or Unsatisfactory as an overall rating on his or her last annual performance report, the next earned pay step increase shall be postponed until the effective date of

the next overall performance rating of Satisfactory or better.

When an employee receives Improvement Needed, or Unacceptable, or Unsatisfactory as the overall rating on a special performance report, his or her next earned pay step increase may, at the discretion of the appointing authority, be postponed the number of full pay periods between the effective date of such rating and the effective date of the next overall performance rating of Satisfactory or better. When the earned pay step increase is postponed under the terms of this Section, the effective date of the postponed increase shall be the new salary adjustment anniversary date for the employee.

**B.C. Performance Required for an Accelerated Earned Pay Step Increase in a Career Progression Class.** An employee permanently allocated to a career progression class must have an overall annual performance rating in the career progression class of at least Superior.

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DEPARTMENT OF REVENUE  
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## Regulation 6 – Pay Plan

To be amended as follows:

6.14-51 - COLLECTION CUSTOMER REPRESENTATIVES, REVENUE COLLECTION REPRESENTATIVES AND TAX ASSESSORS WITH RESPONSIBILITY FOR BILLING AND COLLECTIONS OF MULTIPLE TAXES. The Revenue Department full-time employees permanently allocated to the classes of Collection Customer Representative (2B02), Revenue Collection Representative (Multiple Tax Specialty Assignment only) (2B18), and Tax Assessor (2B28) who have been assigned the responsibility for explaining and applying multiple tax ordinances and regulations, calculating taxes owed and establishing payment agreements related to all taxes shall be compensated at the rate of pay of the corresponding pay step in the next higher pay range than their regular rate of pay. The employees must perform the work in the following units of the following divisions: Intake Unit, Telephone Unit and Correspondence & Research Unit of the Taxpayer Services Division; Compliance Unit (Tax Assessors only) or Investigations/Tax Clearance Unit of the Discovery & Administration Division; Accounting Unit of the Revenue Collections Division; and the Legal Services Division. The employees must have responsibility for assisting customers with payments for multiple tax receivables related to business, earnings, school income tax, real estate tax and other ordinances, and providing a single source for explanation and resolution of a variety of tax billing issues. The differential will only be paid for the duration of the assignment and will cease immediately if the employee is relieved of this responsibility. Only hours worked with the assigned responsibility will be determined compensable at the rate of the differential. The differential received will be considered full compensation for any additional duties and responsibilities performed as a result of this assignment. Employees must have a performance rating of Satisfactory or higher and not have been subject to disciplinary action within one year to receive the differential.

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## Civil Service Regulation 10 – Eligible Lists

To be amended as follows:

**10.092** - The Director *shall*, with notice specified in Regulation 10.0942, remove the name of an eligible from an eligible list for any of the following reasons:

**10.0921** - Failure to respond or report, within the time specified in the notice, to any inquiry of the Director concerning availability of employment.

**10.0922** - Lack of any of the published requisite qualifications established by the Director for the examination for the position for which he or she applied.

**10.0923** - Practice or attempt to practice any deception or fraud in his or her application, in his or her declarations in securing eligibility to compete in a civil service examination process.

**10.0924** - For all classes except Police Officer Recruit and Deputy Sheriff Officer, three times waiving or declining an interview for or an appointment to permanent positions in the class for which the list was established to which he or she has been certified.

**10.09241** - Two times waiving or declining an interview for or an appointment to permanent positions in the class of Police Officer Recruit or Deputy Sheriff Officer

**10.0925** - Three times failing to enter into an agreement to pay debts, taxes, fees, judgments, claims, and other accounts and obligations due and owing to the City as defined in Regulation 11.14.

**10.0926** - Failing a pre-employment drug or alcohol screen.

**10.0927** – Having a duplicate application of which only the name associated with the first application submitted shall remain on the eligible list.

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DEPARTMENT OF PERSONNEL  
2016 APR -8 AM 11:43

## Regulation 20 – Vacation Leave

To be amended as followed:

### 20.061 - HOLIDAY FALLING WITHIN VACATION PERIOD.

**20.0611 - Employees Whose Annual Rate Of Pay Does Not Exceed The Maximum Pay Rate Of Pay Range 24 In The Pay Plan For Mandatory Classes Or Pay Range EP 21 In The Executive And Professional Pay Plan Or Pay Range N21 in the N Pay Plan for Non-Represented and DC47 Local 2186 employees.** In the event that one of the enumerated holidays provided for in the Regulations falls within the vacation period of an employee whose annual pay rate is not higher than the maximum rate of pay of Pay Range 24 in the Pay Plan for Mandatory Classes, ~~or Pay Range EP 21 in the Executive and Professional Pay Plan, or Pay Range N21 in the N Pay Plan for Non-Represented and DC47 Local 2186 employees,~~ he may elect to receive the pay for the holiday in addition to his vacation grant or to be charged one day less of vacation leave.

**20.0612 - Employees Whose Annual Pay Rate Is More Than The Maximum Pay Rate Of Pay Range 24 In The Pay Plan For Mandatory Classes Or Pay Range EP 21 In The Executive And Professional Pay Plan OR Pay Range N21 in the N Pay Plan for Non-Represented and DC47 Local 2186 employees.** In the event that one of the enumerated holidays provided for in the Regulations falls within the vacation period of an employee whose annual pay rate is more than the maximum pay rate of Pay Range 24 in the Pay Plan for Mandatory Classes ~~or, Pay Range EP 21 in the Executive and Professional Pay Plan or Pay Range N21 in the N Pay Plan for Non-Represented and DC47 Local 2186 employees,~~ he ~~shall~~ be charged one day less of vacation leave. He may not elect to receive the pay for the holiday in addition to his vacation grant.

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