

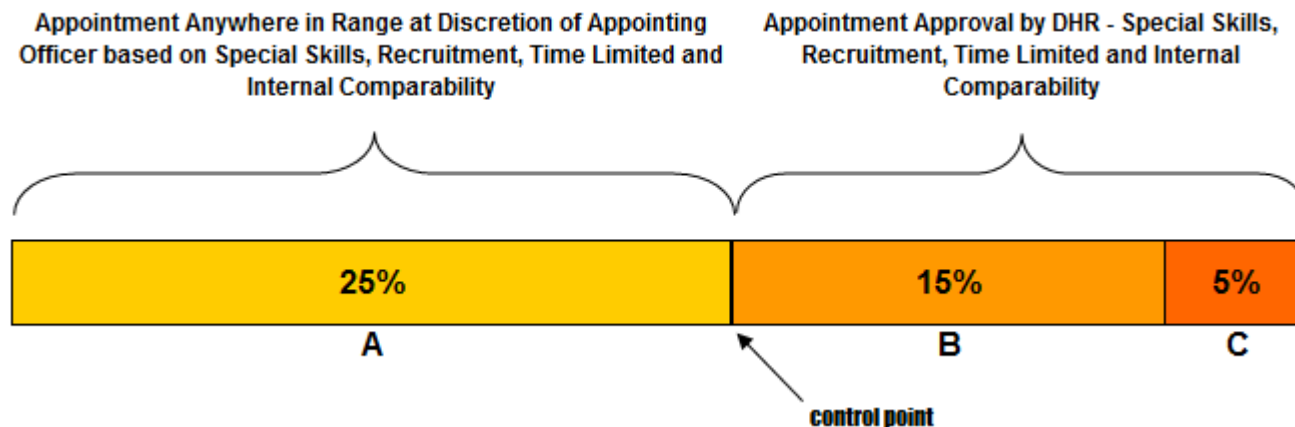


# MCCP Initial Appointments and Compensation Administration

*Last Updated on 4/28/23*



- **Appointments within Range A:** Are at the discretion of the Appointing Officer and may be set at any salary rate within this range.
- **Appointments within Ranges B & C:** Must be submitted for approval to DHR and satisfy one or more of the following criteria:
  - Demonstrated recruitment or retention issues;
  - Unusual or extraordinary time-limited assignments;
  - Exceptional or special skills or qualifications essential for job performance; or
  - Internal equity considerations (which may include issues of compaction).





# Initial Appointments

Appointments within Ranges B & C (with DHR approval) may only be made upon an initial appointment to a position. Subsequent to the initial appointment, access to Ranges B & C can only be made through the post-appointment process.

If there are significant changes in responsibilities, the department may submit a new Request-to-Fill modifying the position. The DHR Client Services Consulting team will review the position request against MCCP classification allocation factors. If the position request is approved, the compensation of the position including potential access to Ranges B & C may be evaluated at that time.



# Initial Appointments

A change in appointment type (e.g., Cat. 18 → PCS) does not qualify as a new appointment for salary setting purposes within Ranges B & C. However, for those employees in Ranges B & C, a change in appointment does not require DHR's approval to maintain that rate of pay.

The following should not be considered for salary setting purposes within Ranges B & C.

- Job responsibilities (as this is associated with position allocation)
- Cost of living or relocation costs

In setting the salary for a new appointment in which the employee was receiving acting assignment pay, the employee's base rate of pay without the acting assignment should be used as the comparison for setting the rate in the new appointment.

Retirees (Prop. F) that are rehired in their former position may be reappointed to the same salary in Range B & C as formerly earned without DHR approval.



# Internal Equity

When determining the salary of an employee in a new appointment, departments must evaluate the compensation of other employees in the same classification who perform the same work. Such employees should only be paid differently if can be validated by one or more of the following business related reasons:

- Performance / Merit: E.g., one employee received a performance evaluation of exceeding expectations and the other received a performance evaluation in which met expectations.
- Education / Training: E.g., one employee has a JD and the other employee has a BA.
- Experience: E.g., one employee has four years of experience while the other employee has two years of experience.
- Seniority: E.g., one employee has been working in the department in the position for six years while the other employee has been working in the department in the position for three years.

→ *While an employee's salary request may be based on a claim of loss in compensation or recruitment, if providing the requested salary would result in other employees in the same class performing the same work to be paid differently, that difference in salary must be validated by one or more of the preceding business related reasons. If it cannot, either the employee's request cannot be met or the other employees must be provided the same salary.*



# Submission to DHR

Requests should be submitted via e-mail to DHR and contain the following:

- MCCP Submission Form  
(<http://www.sfdhr.org/Modules/ShowDocument.aspx?documentid=2158>)
- Candidate's current (or last held) salary demonstrated through at least two pay stubs (*if offered by candidate and is at least partly the basis for the candidate's salary request; salary to be reviewed by DHR for validity and comparableness to City's total compensation*)
- Candidate's resume/CV
- Relevant organizational chart including names, classifications, working titles and salaries.

Please note, submissions should be focused upon merits of the individual rather than the responsibilities of the position as the latter are relevant to what level the position is allocated in MCCP, and not to what the individual should be paid.

As a reminder, Range B & C job offers may not be made prior to obtaining approval from DHR. Accordingly, please contact DHR in advance of making any such offers.



# Salary Progression - Range A

Employees appointed below the top of range A will advance 5% each year upon completion of one year of continuous, satisfactory service up to the maximum salary in range A (i.e., not to exceed the maximum salary in range A).

For example, Appointing Officer appoints an employee to Class 0941 Manager VI during FY 2017-2018 in range A at an annual pay rate of \$180,000. The maximum of Range A is \$185,744 at the time of placement. With satisfactory service, this full-time employee would be eligible to advance 5% following completion of the one year of service. However, 5% would provide a pay rate that would exceed the top of range A (i.e., \$185,744), exclusive of scheduled wage increases. Accordingly, the employee's pay shall be increased to the top of A and the exact percentage increase will be that remaining percentage that does not exceed the top of range A (i.e., 3.19%).



# Salary Progression - Other

- Denial of Salary Progression. An employee's scheduled salary progression may be denied if the employee's performance has been unsatisfactory to the City. The denial of the increase is subject to the grievance procedure, provided, however, that nothing in this section is intended to or shall make performance evaluations subject to the grievance procedure.
- Ranges B and C. Employees assigned to range B or C are *not* eligible for annual anniversary salary increases. Once an appointment to range B or C is approved, the employee's rate of pay only increases by scheduled wage increases or pursuant to the Post-Appointment Salary Adjustment provision.
- Promotive Appointment in a Higher Class. While the "Promotive Appointment in a Higher Class" section of the MOU applies to appointments in MCCP classifications, the 7.5% adjustment provision cannot effectuate a rate of pay above the top of range A.
- Premiums. Supervisory differential, night duty, POST premium and acting assignment pay shall be administered according to traditional practices, except that EM employees and employees who are placed in Range B or C shall not be eligible for acting assignment pay.





# Compensation Administration Summary Chart

Salary Range		New / Vacant	Post-Appointment
Establishing the Rate of Pay	Range A	AO may appoint anywhere within Range A	AO may adjust rate of pay within Range A based on recruitment/retention, time limited, special skills or internal equity
	Ranges B & C	AO may appoint within Ranges B & C with approval DHR based on recruitment/retention, time limited, special skills or internal equity	AO may adjust rate of pay within Ranges B & C pursuant to approval of annual Adjustment Committee subject to financial limitations and based on recruitment/retention, time limited, special skills or internal equity
Salary Progression	Range A	5% annual increments up to the top of Range A based upon satisfactory performance	N/A
	Ranges B & C	No progression within Ranges B & C	N/A