[Administrative Code Revisions, Chapter 16, Article IV]


Note: Additions are underlined; deletions are in ((double parentheses)).

Be it ordained by the People of the City and County of San Francisco:


((SEC. 16.83-1. WORKERS' COMPENSATION TASK FORCE.

A Workers' Compensation Task Force ("task force") is hereby established and shall consist of the following thirteen members, or their designee:

(a) The Risk Manager;
(b) The Mayor's Budget Director;
(c) The Board of Supervisors' Budget Analyst;
(d) The General Manager of the Retirement System;
(e) The Director of the Employee Relations Division;
(f) The Executive Officer of the Civil Service Commission;
(g) Two department heads designated by the above task force members;
(h) One member representing the business community, knowledgeable in the area of workers' compensation, designated by the above task force;
(i) One representative from the City's Occupational Safety and Health Program; and

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(j) The Human Resources Director.

(k) Two representatives from labor to be designated by the above task force.)

(SEC. 16.83-3. WORKERS' COMPENSATION TASK FORCE; POWERS AND DUTIES.

The task force shall have power, and it shall be its duty to:

(a) Act in an advisory capacity in all matters pertaining to workers' compensation cost containment as required for the guidance of management, department heads, officers and employees of the City and County of San Francisco;

(b) The task force will make recommendations regarding consolidation of responsibilities to improve efficiency in managing employee safety and employee injury claims;

(c) Assist the Human Resources Director and department heads to establish and maintain an automated record system that will continuously collect and compile all pertinent statistical data relating to all accidents involving City employees and to establish reporting requirements for department heads to submit quarterly to the task force. These reports shall include but not be limited to incidence rates of employee injuries, lost workday incidence rate of employee injuries, year-to-year comparisons, utilization by departments of limited or modified duty assignments and disability transfers;

(d) The Risk Manager, on behalf of the task force, shall submit a semiannual written report to the Mayor and the Board of Supervisors on the work performed and the progress made toward achievement of workers' compensation cost containment.)

(SEC. 16.83-4. RISK MANAGER; POWERS AND DUTIES.

The Risk Manager shall act as coordinator of the task force under the direction of the task force.)
Section 2. Chapter 16 of the San Francisco Administrative Code is hereby amended by renumbering Section 16.83-2 as Section 2A.31.

SEC. 2A.31. (16.83-2.) DEPARTMENT RESPONSIBILITY FOR WORKERS' COMPENSATION COSTS.

The Board of Supervisors of the City and County of San Francisco hereby declares that all departments shall share responsibility for workers' compensation costs and shall more effectively monitor and manage workers' compensation costs for employees of the City and County of San Francisco. To achieve this purpose, effective January 1, 1992, it shall be required that:

(a) Department heads shall identify and utilize limited or modified duty assignments whenever practical for workers with disabilities;

(b) Department heads shall identify the person or persons with authority and responsibility for monitoring and managing workers' compensation costs and shall assist communications between the workers' compensation claims division and the injured employee;

(c) Operating managers at all levels shall be responsible for monitoring and managing workers' compensation costs and shall receive training for this purpose;

(d) Performance evaluations of individual managers shall include review of their management of workers' compensation claims and costs;

(e) City-wide budgeting and accounting mechanisms shall be established to allocate to each department its equitable share of workers' compensation costs;

(f) Automated data on employee workers' compensation claims shall be produced and made available by the Human Resources Director, the Controller, and all departments, in form

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and frequency determined by the Risk Manager/task force to be sufficient to permit effective
analysis for department management of workers' compensation costs;

(g) Department heads shall submit a written report each quarter to the Risk
Manager/task force on the status of the department's workers' compensation claims. These
reports shall include but not be limited to incidence rates of employee injuries, lost workday
incident rates, year-to-year comparisons, utilization by the department of limited or modified
duty assignments and disability transfers.

APPROVED AS TO FORM:

LOUISE H. RENNE, City Attorney

By: THOMAS J. OWEN
Deputy City Attorney

SUPERVISOR KAUFMAN
BOARD OF SUPERVISORS

May 8, 2000  Board of Supervisors — PASSED ON FIRST READING
  Ayes: 11 - Ammiano, Becerril, Bierman, Brown, Katz, Kaufman, Leno, Newsom, Teng, Yaki, Yee

May 15, 2000  Board of Supervisors — FINALLY PASSED
  Ayes: 11 - Ammiano, Becerril, Bierman, Brown, Katz, Kaufman, Leno, Newsom, Teng, Yaki, Yee
I hereby certify that the foregoing Ordinance was FINALLY PASSED on May 15, 2000 by the Board of Supervisors of the City and County of San Francisco.

Gloria L. Young
Clerk of the Board

Mayor Willie L. Brown Jr.

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