AMENDING CHAPTER 16 OF PART I OF THE SAN FRANCISCO MUNICIPAL CODE (ADMINISTRATIVE CODE), BY REPEALING ARTICLE VIII, SECTIONS 16.108 THROUGH 16.117, ESTABLISHING AN EMPLOYEE SUGGESTION PROGRAM.

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

Section 1. Chapter 16 of the San Francisco Administrative Code is hereby amended by repealing Article VIII, Sections 16.108 through 16.117.

(SEC. 16.108. PURPOSE.

The purpose of the employee suggestion program is to encourage employees to suggest improvements in the management and operation of the City and County in order to sustain and improve services, increase nontax revenues, reduce inefficiency and improve the quality of work life. The program will further positive recognition to employees who help accomplish improvements in services through the program. The program will be operated so as to encourage a joint labor-management effort to make problem solving better coordinated, more efficient, and to the overall benefit of employees, management, and the public.)

(SEC. 16.109. DEFINITIONS.

For the purposes of this Article, the following words and phrases shall have the meanings respectively ascribed to them by this Section:

Award. A suggestion award is a payment of money based upon either estimated savings made possible by the adoption of a suggestion or a payment of from $50 to $100.
Commendation. A commendation is a letter, certificate or other form of nonmonetary recognition.

Employee. For the purposes of the Employee Suggestion Program, a City and County employee is a person occupying a position in the City and County service for more than 130 days, but does not include officers as defined in Section 1.103 of the Charter.

Suggestion. A suggestion is a constructive proposal for a new procedure or change in existing procedures which makes possible reduction, elimination, or avoidance of City and County expenditures or results in an improvement in the management and operation of the City and County government.

((SEC. 16.110. RESPONSIBILITIES OF DEPARTMENT HEAD.

The Department Head shall:

(a) Stimulate and encourage employees to submit suggestions;
(b) Designate a member of the staff responsible for administration of the suggestion program within the Department;
(c) Appoint the members of the Department Suggestion Committee;
(d) Review the Department Suggestion Committee's recommendations regarding commendations or awards, including the amount thereof;
(e) Determine whether suggestions will be implemented and forward his or her decision regarding commendations and awards, including the amount thereof, to the Central Suggestion Committee; and
(f) Make certain that suggestions which would result in elimination or reduction of City and County expenditures or improve operations are put into effect whenever feasible.))

((SEC. 16.111. DEPARTMENTAL ADMINISTRATOR; DUTIES.)

SUPERVISOR KAUFMAN
BOARD OF SUPERVISORS
(a) Departmental Administrator. For the purpose of administering the Employee Suggestion Program, the person designated by the Department Head to be responsible for administration of the suggestion program within the Department shall be known as the "Departmental Administrator."

(b) Duties. The Departmental Administrator is responsible for all aspects of administering the Employee Suggestion Program in the Department. This includes, but is not limited to accepting and acknowledging receipt of suggestions, transmitting copies of each suggestion to the Department Head, the Department Suggestion Committee and the Central Suggestion Committee; giving the Department Head, the Department Suggestion Committee and the Central Suggestion Committee timely notice of deadlines; and promptly notifying employees who submit suggestions of any anticipated delays in consideration of the suggestion.

(SEC. 16.112. DEPARTMENT SUGGESTION COMMITTEE; MEMBERS; DUTIES; MEETINGS; AND JOINT DEPARTMENT SUGGESTION COMMITTEE.

(a) Member. The members of the Department Suggestion Committee are appointed by and serve at the pleasure of the Department Head. The Department Head shall appoint persons who have the expertise needed to fairly consider and evaluate suggestions.

(b) Duties. The Department Suggestion Committee shall:

(1) Review suggestions from employees of the Department;

(2) Make recommendations to the Department Head regarding implementation of suggestions;

(3) Make recommendations to the Department Head regarding commendations and awards, including the amount thereof; and
(4) Make recommendations to the Department Head regarding methods for stimulating and encouraging employees to submit suggestions.

In carrying out its functions, the Department Suggestion Committee shall consult with other employees and outside experts as it deems necessary.

(c) Meetings. The frequency of and agenda for the Committee's meetings are subject to the approval of the Department Head.

(d) Joint Department Suggestion Committee. Department Heads may establish a joint Department Suggestion Committee for convenience and efficiency of purpose.)

(SEC. 16.113. CENTRAL SUGGESTION COMMITTEE; MEMBERS; DUTIES; STAFF SUPPORT; MEETINGS; AND DEPARTMENT COMMENDATIONS.

(a) Central Suggestion Committee. A three-member Central Suggestion Committee is hereby created.

(b) Members. The President of the Board of Supervisors, the Mayor and the Director of Administrative Services shall each designate one person and one alternate to serve on the Central Suggestion Committee. A member of the Committee shall serve for a term of two years and shall hold office until a successor has been appointed.

(c) Duties. The Central Suggestion Committee shall:

(1) Review and approve or disapprove the Department Head's recommendation regarding a commendation or award, including the amount thereof;

(2) Review requests for reconsideration of suggestions and recommend action thereon to the Department Head;

(3) Review suggestions submitted directly to the Central Suggestion Committee and approve or disapprove them for commendations;

(4) Investigate complaints regarding the Employee Suggestion Program; and

SUPERVISOR KAUFMAN
BOARD OF SUPERVISORS
(5) Review operation of the Employee Suggestion Program in each department. In carrying out its functions, the Central Suggestion Committee shall consult with other employees and outside experts as it deems necessary.

(d) Staff Support. Responsibility for providing staff support to coordinate operation of Central Suggestion Committee shall be rotated among the Committee members.

(e) Meetings. The Central Suggestion Committee shall meet quarterly to act on the recommendations for commendations and awards made by Department Heads in the preceding quarter.

(f) Department Commendations. No later than January 31st of each year the Central Suggestion Committee shall recommend public commendations for those departments which have implemented the most successful Employee Suggestion Programs.

((SEC. 16.114. ELIGIBILITY FOR AWARD OR COMMENDATION; NEW SUGGESTION; WAIVER OF CLAIM; AND LINE OF DUTY.

(a) New Suggestion. To be eligible for a commendation or an award a suggestion must consist of a proposal for change which is not currently under active consideration by the City and County department affected. If duplicate suggestions are submitted, only the first suggestion received is eligible for a money award.

(b) Waiver of Claim. To be eligible for a commendation or an award a suggestion must be accompanied by the following waiver of claim executed by the employee:

"The use by the City and County of San Francisco of my suggestion shall not form the basis of a claim of any nature upon the City and County of San Francisco by me, my heirs or assigns."

(c) Line of Duty. To be eligible for a money award, a suggestion must propose a change which is outside the scope of the employee's normal job responsibilities. Employees

SUPERVISOR KAUFMAN
BOARD OF SUPERVISORS
are not eligible for money awards for suggestions pertaining to subjects assigned for research or development, or pertaining to problems assigned to the employee for solution, or which the employee would normally be expected to offer in line of duty.))

(SEC. 16.115. COMMENDATIONS AND AWARD; AMOUNT OF AWARD; COMMENDATION; RECONSIDERATION; AND COMPENSATION.

(a) Award. An award, and the amount thereof, becomes final when it is reviewed and approved by the Department Head and the Central Suggestion Committee, except that an award in excess of $1,000 is subject to approval by resolution of the Board of Supervisors. All awards are made subject to the budgetary and fiscal limitations of the Charter.

(b) Amount of Award. The amount of an award shall be either 10 percent of the estimated net annual savings to the City and County resulting from implementation of the suggestion in the first year following adoption of the suggestion, or a payment of from $50 to $100.

(c) Commendation. A commendation becomes final when it is reviewed and approved by the Central Suggestion Committee. A commendation may be issued whether or not an award is made. A suggestion may be submitted to the Central Suggestion Committee for a commendation only. The purposes of the Employee Suggestion Program shall be taken into consideration in determining whether to issue a commendation.

(d) Reconsideration. An employee may request reconsideration of a suggestion by the Central Suggestion Committee within one year from the date of the suggestion was delivered to the Departmental Administrator.

(e) Compensation. Awards shall not be considered compensation for services rendered as provided in Section 8.400 of the Charter.))

SUPERVISOR KAUFMAN
BOARD OF SUPERVISORS
"PROCEDURE FOR SUBMITTAL AND REVIEW OF SUGGESTIONS; “RECEIPT”; SUBMISSION PROCEDURES; CONFIDENTIALITY; REFERRAL; ACTION BY DEPARTMENT SUGGESTION COMMITTEE; ACTION BY DEPARTMENT HEAD; AND CENTRAL SUGGESTION COMMITTEE ACTION.

(a) "Receipt." For the purposes of this Article, the time of "receipt" for a suggestion is the date it is delivered to the Departmental Administrator.

(b) Submission Procedure. To be considered for a commendation or an award by the Department, a suggestion must be submitted in writing to the Departmental Administrator on a form provided for this purpose. The suggestion must be received by the Department no later than six months from the date of implementation. To be considered for a commendation only, a suggestion may be submitted directly to the Central Suggestion Committee on a form provided for this purpose. The suggestion must be received by the Central Suggestion Committee no later than six months from the date of implementation.

(c) Confidentiality. If requested in writing by the employee, the Departmental Administrator will keep the name of the employee making a suggestion confidential until the Central Suggestion Committee and the Department Head have finally determined whether or not to issue a commendation or make an award on the basis of the suggestion.

(d) Referral. The Departmental Administrator shall refer all suggestions to the Department Head and the Department Suggestion Committee within five working days of receipt.

(e) Action by Department Suggestion Committee. Within 60 days of receipt of a suggestion, the Department Suggestion Committee shall report to the Department Head an estimate of the savings possible from implementation of the suggestion and its recommendation regarding a commendation or award, including the amount thereof. The Committee shall give the Department Heads the basis for its recommendation.
(f) Action by Department Head. Within 90 days of receipt of a suggestion, the Department Head shall review the report of the Department Suggestion Committee on the suggestion and obtain such additional information as is required to fully and fairly evaluate the desirability of implementing the suggestion. The Department Head shall then transmit to the Central Suggestion Committee his or her decision regarding implementation of the suggestion and a recommendation regarding a commendation or an award for a suggestion, including the amount thereof. Suggestions rejected by a Department Head shall be accompanied by a statement of the reasons for rejecting the suggestion. The Central Suggestion Committee may grant the Department Head up to 30 additional days to review a suggestion.

(g) Central Suggestion Committee Action. The Central Suggestion Committee must take final action on a suggestion within 180 days of the receipt of the suggestion by the department involved or within 180 days of the receipt of the suggestion by the Central Suggestion Committee in the case of suggestions submitted to the Central Suggestion Committee for a commendation only.))

((SEC. 16.117. EMPLOYEE SUGGESTION AWARD FUND. A department electing to initiate an Employee Suggestion Program shall include within its budget funds sufficient for operation of the program.))

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.