

1 [Administrative Code Revisions, Chapter 16 Article VIII]
2 AMENDING CHAPTER 16 OF PART I OF THE SAN FRANCISCO MUNICIPAL CODE
3 (ADMINISTRATIVE CODE), BY REPEALING ARTICLE VIII, SECTIONS 16.108 THROUGH
4 16.117, ESTABLISHING AN EMPLOYEE SUGGESTION PROGRAM.

5
6 Note: Additions are underlined; deletions are in ((double parentheses)).

7
8 Be it ordained by the People of the City and County of San Francisco:

9
10 Section 1. Chapter 16 of the San Francisco Administrative Code is hereby amended
11 by repealing Article VIII, Sections 16.108 through 16117.

12 **((SEC. 16.108. PURPOSE.**

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

20
21 **((SEC. 16.109. DEFINITIONS.**

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

24 Award. A suggestion award is a payment of money based upon either estimated
25 savings made possible by the adoption of a suggestion or a payment of from \$50 to \$100.

1 Commendation. A commendation is a letter, certificate or other form of nonmonetary
2 recognition.

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

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

10
11 **((SEC. 16.110. RESPONSIBILITIES OF DEPARTMENT HEAD.**

12 The Department Head shall:

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

24
25 **((SEC. 16.111. DEPARTMENTAL ADMINISTRATOR; DUTIES.**

1 (a) Departmental Administrator. For the purpose of administering the Employee
2 Suggestion Program, the person designated by the Department Head to be responsible for
3 administration of the suggestion program within the Department shall be known as the
4 "Departmental Administrator."

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

13
14 **((SEC. 16.112. DEPARTMENT SUGGESTION COMMITTEE; MEMBERS; DUTIES;
15 MEETINGS; AND JOINT DEPARTMENT SUGGESTION COMMITTEE.**

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

19 (b) Duties. The Department Suggestion Committee shall:

20 (1) Review suggestions from employees of the Department;

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

23 (3) Make recommendations to the Department Head regarding commendations and
24 awards, including the amount thereof; and
25

1 (4) Make recommendations to the Department Head regarding methods for
2 stimulating and encouraging employees to submit suggestions.

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

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

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

9
10 **((SEC. 16.113. CENTRAL SUGGESTION COMMITTEE; MEMBERS; DUTIES; STAFF**
11 **SUPPORT; MEETINGS; AND DEPARTMENT COMMENDATIONS.**

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

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

18 (c) Duties. The Central Suggestion Committee shall:

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

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

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

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

1 (5) Review operation of the Employee Suggestion Program in each department.

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

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

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

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

12
13 **((SEC. 16.114. ELIGIBILITY FOR AWARD OR COMMENDATION; NEW SUGGESTION;
14 WAIVER OF CLAIM; AND LINE OF DUTY.**

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

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

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

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

1 are not eligible for money awards for suggestions pertaining to subjects assigned for research
2 or development, or pertaining to problems assigned to the employee for solution, or which the
3 employee would normally be expected to offer in line of duty.))
4

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

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

11 (b) Amount of Award. The amount of an award shall be either 10 percent of the
12 estimated net annual savings to the City and County resulting from implementation of the
13 suggestion in the first year following adoption of the suggestion, or a payment of from \$50 to
14 \$100.

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

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

23 (e) Compensation. Awards shall not be considered compensation for services
24 rendered as provided in Section 8.400 of the Charter.))
25

1 **((SEC. 16.116. PROCEDURE FOR SUBMITTAL AND REVIEW OF SUGGESTIONS;**
2 **"RECEIPT"; SUBMISSION PROCEDURES; CONFIDENTIALITY; REFERRAL; ACTION BY**
3 **DEPARTMENT SUGGESTION COMMITTEE; ACTION BY DEPARTMENT HEAD; AND**
4 **CENTRAL SUGGESTION COMMITTEE ACTION.**

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

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

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

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

21 (e) Action by Department Suggestion Committee. Within 60 days of receipt of a
22 suggestion, the Department Suggestion Committee shall report to the Department Head an
23 estimate of the savings possible from implementation of the suggestion and its
24 recommendation regarding a commendation or award, including the amount thereof. The
25 Committee shall give the Department Heads the basis for its recommendation.

1 (f) Action by Department Head. Within 90 days of receipt of a suggestion, the
2 Department Head shall review the report of the Department Suggestion Committee on the
3 suggestion and obtain such additional information as is required to fully and fairly evaluate the
4 desirability of implementing the suggestion. The Department Head shall then transmit to the
5 Central Suggestion Committee his or her decision regarding implementation of the suggestion
6 and a recommendation regarding a commendation or an award for a suggestion, including the
7 amount thereof. Suggestions rejected by a Department Head shall be accompanied by a
8 statement of the reasons for rejecting the suggestion. The Central Suggestion Committee may
9 grant the Department Head up to 30 additional days to review a suggestion.

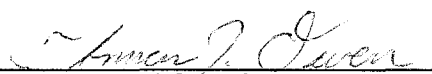
10 (g) Central Suggestion Committee Action. The Central Suggestion Committee must
11 take final action on a suggestion within 180 days of the receipt of the suggestion by the
12 department involved or within 180 days of the receipt of the suggestion by the Central
13 Suggestion Committee in the case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

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16 **((SEC. 16.117. EMPLOYEE SUGGESTION AWARD FUND.**

17 A department electing to initiate an Employee Suggestion Program shall include within
18 its budget funds sufficient for operation of the program.))

19
20 APPROVED AS TO FORM:

21 LOUISE H. RENNE, City Attorney

22
23 By: 
24 THOMAS J. OWEN
25 Deputy City Attorney

SUPERVISOR KAUFMAN
BOARD OF SUPERVISORS



City and County of San Francisco

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1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

Tails

Ordinance

File Number: 000535

Date Passed:

Ordinance 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.

May 8, 2000 Board of Supervisors — PASSED ON FIRST READING

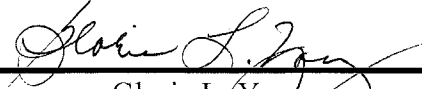
Ayes: 11 - Ammiano, Becerril, Bierman, Brown, Katz, Kaufman, Leno, Newsom, Teng, Yaki, Yee

May 15, 2000 Board of Supervisors — FINALLY PASSED

Ayes: 11 - Ammiano, Becerril, Bierman, Brown, Katz, Kaufman, Leno, Newsom, Teng, Yaki, Yee

File No. 000535

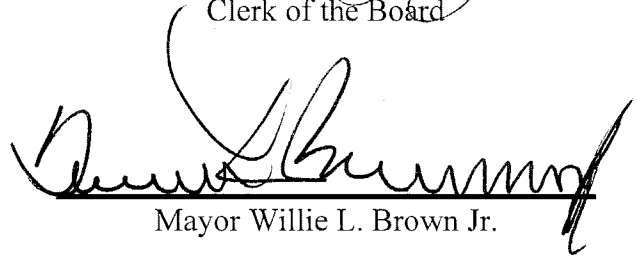
I hereby certify that the foregoing Ordinance was **FINALLY PASSED** on May 15, 2000 by the Board of Supervisors of the City and County of San Francisco.



Gloria L. Young
Clerk of the Board

MAY 26 2000

Date Approved



Mayor Willie L. Brown Jr.