

1 [Court Employee Compensation]  
2 IMPLEMENTING SCHEDULES OF COMPENSATION AND OTHER ECONOMIC BENEFITS  
3 FOR CERTAIN CLASSIFICATIONS OF PERSONS EMPLOYED BY THE SUPERIOR  
4 COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO.

5  
6 Be it ordained by the People of the City and County of San Francisco:

7 I. This ordinance, which has been approved by a majority of the judges of the Superior  
8 Court pursuant to Government Code section 69900, establishes the rates of compensation  
9 and benefits effective July 1, 1998, for the following classifications of Superior Court  
10 employees, including as well employees of the predecessor Municipal Court: 0174 Staff  
11 Attorney, 0175 Senior Criminal Research Attorney, 0243 Traffic System Programmer, 0244  
12 Court Traffic Senior Application Programmer, 0246 Court Application Programmer, 0248  
13 Court Technical Writer, 0260 Legal Advisor, 0273 Assistant System Coordinator, 0278  
14 Assistant System Manager, 0360 Legal Research Attorney, 0592 Payroll/Personnel Director,  
15 0648 Court Investigator, 0649 Probate Examiner, 0655 FCS Counselor, 0676 Research  
16 Assistant, 0678 Executive Secretary, 0811 MIS Specialist I, 0818 MIS Specialist II, 0819 MIS  
17 Specialist III and 0821 Computer Coordinator.

18 II. For purposes of this ordinance, the term "covered employees" shall mean those  
19 classifications enumerated in paragraph I above. The term "Court" shall mean the Superior  
20 Court of California, County of San Francisco. The term "City" shall mean the City and County  
21 of San Francisco.

22 III. The General Fund of the City and County of San Francisco shall not be used to  
23 fund any of the salary increases or benefits referred to in this ordinance. The City shall not be  
24 liable for any costs incurred in providing the wages and other benefits set forth in this  
25 ordinance. The City's obligations under this ordinance shall be limited to administering health

1 and retirement benefits and payroll processing. This paragraph shall not apply to the payment  
2 of wages and benefits for those positions covered by this ordinance which are specifically  
3 authorized and funded by the City budget.

4 **IV.** The City's obligations described herein are not intended to create a dual employer  
5 relationship.

6 **V. Compensation and Additional Economic benefits for All Covered**  
7 **Employees in the Above Classes.**

8 **A. WORK SCHEDULES**

9 A normal work schedule is a tour of duty of forty (40) hours per week, usually worked in  
10 eight (8) hour increments within a nine (9) hour period, during five consecutive days. An  
11 alternative work schedule may be established by mutual agreement. A part-time work  
12 schedule is a tour of duty less than forty (40) hours per week. Salaries for part-time services  
13 shall be calculated upon the compensation for normal schedules proportionate to the hours  
14 actually worked. This paragraph does not constitute a guarantee of 40 hours per week, or  
15 any other specific level of hours.

16 **B. HOLIDAYS**

17 **1. Floating Holidays**

18 In addition to those days authorized by Section 135 of the Code of Civil  
19 Procedure as Court holidays, covered employees shall receive the number of floating holidays  
20 reflected below effective July 1, 1998, to be taken prior to July 1, 1999 on days selected by  
21 the employee subject to the approval and sole discretion of the Court.

22 a. Employees in the classes of 0174 Staff Attorney, 0175 Senior Criminal  
23 Research Attorney, 0243 Traffic System Programmer, 0244 Court Traffic Senior Application  
24 Programmer, 0246 Court Application Programmer, 0248 Court Technical Writer, 0260 Legal  
25 Advisor, 0273 Assistant System Coordinator, 0278 Assistant System Manager, 0360 Legal

1 Research Attorney, 0592 Payroll/Personnel Director, 0676 Research Assistant, 0678  
2 Executive Secretary, 0811 MIS Specialist I, 0818 MIS Specialist II, 0819 MIS Specialist III  
3 and 0821 Computer Coordinator are entitled to four (4) floating holidays, under the conditions  
4 stated in this section.

5 b. Employees in the classes of 0648 Court Investigator, 0649 Probate  
6 Examiner, and 0655 FCS Counselor are entitled to two (2) floating holidays, under the  
7 conditions stated in this section.

8 c. Floating holidays may only be taken in eight-hour increments.  
9 Employees must complete six (6) months continuous service before receiving the floating  
10 holidays, except when a particular day has been determined to be a floating holiday for all of  
11 the employees of the Court, provided that all part-time employees who are not regularly  
12 scheduled, but are employed on an as needed irregular intermittent or other irregular basis  
13 are ineligible for the additional days. Any floating holiday credit unused by the employee by  
14 July 1, 1999 will no longer be available to the employee.

15 2. Part-time Employees Eligible for Holidays

16 a. Part-time employees who regularly work a minimum of twenty (20) hours  
17 in a bi-weekly pay period shall be entitled to holiday pay on a proportionate basis to the full-  
18 time work week of forty (40) hours.

19 b. Therefore, part-time employees, as defined in the immediately preceding  
20 paragraph, shall receive a holiday based upon the ratio of 1/10 of the total hours regularly  
21 worked in a bi-weekly pay period. Holiday time off shall be determined by calculating 1/10 of  
22 the hours worked by the part-time employee in the bi-weekly pay period immediately  
23 preceding the pay period in which the holiday falls. The computation of holiday time off shall  
24 be rounded to the nearest hour.  
25

1 c. The proportionate amount of holiday time shall be taken in the same  
2 fiscal year in which the holiday falls. Holiday time off shall be taken at a time mutually  
3 agreeable to the employee and the Chief Executive Officer or his designee.

4 3. Holiday Compensation for Time Worked

5 Employees who are covered by this ordinance who are required by the Court to  
6 work on a State holiday, excepting Fridays observed as holidays in lieu of holidays falling on a  
7 Saturday, shall be granted time off equivalent to the time worked at the rate of one and one-  
8 half times for work on the holiday. Time off in lieu shall be scheduled at the discretion of the  
9 Court.

10 4. Holiday Pay for Employees Laid Off

11 An employee covered by this section who is laid off at the close of business the  
12 day before a holiday who has worked not less than five previous consecutive work days shall  
13 be paid for the holiday.

14 C. OVERTIME AND HOLIDAY PAY

15 All holiday and overtime payments should be distributed as part of the regular pay  
16 warrants for the period in which the overtime and holiday pay was earned.

17 D. RECOVERY OF OVERPAYMENTS

18 The schedule of recovery of any overpayment shall be made by mutual agreement  
19 between the City on behalf of the Court and the employee, which agreement shall be provided  
20 to the City in writing. In the absence of a mutual agreement, the Court will instruct the City to  
21 deduct no more than 20% of the total amount in any one bi-weekly paycheck.

22 E. HEALTH AND DENTAL CARE BENEFITS

23 1. The level of the City's contribution on behalf of the Court to health  
24 benefits will be set annually in accordance with the requirements of Charter Appendix  
25 Sections A8.423 and A8.428.

1                   2.       The City on behalf of the Court shall continue to fund the level of dental  
2 coverage for each member and family dependents provided in FY 1997-98.

3                   F.       STATE DISABILITY INSURANCE (SDI)

4                   1.       Upon a vote by 50% plus one or more of the members of a covered  
5 classification that the members desire to be enrolled in the State Disability Insurance  
6 Program, the Court, and if required by state law, the Board of Supervisors on behalf of the  
7 Court shall take any and all necessary action to enroll such employees therein. The cost of  
8 SDI will be paid by the employee through payroll deduction at a rate established by the State  
9 of California Employment Development Department.

10                  2.       At the employee's option, the employee's accrued sick leave, vacation  
11 and holidays shall be integrated with SDI payments to provide a maximum to the employee of  
12 their net income.

13                  G.       SENIORITY INCREMENTS

14                  1.       Entry at the First Step. Covered employees who enter a classification at  
15 the first pay step shall advance to the second step within the classification upon completion of  
16 two thousand eighty (2080) hours worked (exclusive of overtime) and to each successive step  
17 upon completion of an additional two thousand eighty (2080) hours worked (exclusive of  
18 overtime) of required service within the classification, until the maximum salary rate is  
19 achieved.

20                  2.       Entry at Other than the First Step. Covered employees who enter a  
21 classification at a rate of pay other than the first step shall advance one step upon completion  
22 of two thousand eighty (2080) hours worked (exclusive of overtime) of required service within  
23 the classification and continue to advance to each successive step upon completion of an  
24 additional two thousand eighty (2080) hours worked (exclusive of overtime) of required  
25 service within the classification, until the maximum salary rate is achieved.

1           3.     Date Increment Due. Increments shall accrue and become due and  
2 payable on the next day following completion of required service as specified above.

3           H.     SUPERVISORY DIFFERENTIAL ADJUSTMENT

4           The Chief Executive Officer may adjust the salary of a supervisory employee  
5 whose schedule of salary is set herein subject to the following conditions:

6           1.     The supervisor, as part of the regular responsibilities of his/her class,  
7 supervises, directs, is accountable for and is responsible for, or in charge of, the work of a  
8 subordinate or subordinates.

9           2.     The supervisor must actually supervise the technical content of  
10 subordinate work and possess education and/or experience appropriate to the technical  
11 assignment.

12           3.     The assignment is a regular one approved by the Chief Executive Officer.

13           4.     The salary range of the supervisor is less than 5% over the compensation  
14 range, exclusive of extra pay, of the employee supervised.

15           5.     The adjustment of the salary of the supervisor shall not exceed 5% over  
16 the compensation exclusive of extra pay, of the employee supervised.

17           6.     If the application of this section adjusts the salary of an employee in  
18 excess of his/her immediate supervisor, the pay of such immediate supervisor, if also covered  
19 by this ordinance, shall be adjusted to an amount of \$1.00 bi-weekly in excess of the base  
20 rate of his/her highest paid subordinate, provided that the other applicable conditions of this  
21 section are also met.

22           7.     In no event will the Chief Executive Officer approve a supervisory salary  
23 adjustment in excess of 10% over the supervisor's current basic compensation. If, in the  
24 following fiscal year, a salary inequity continues to exist, the Chief Executive Officer may  
25

1 again review the circumstances and may grant an additional salary adjustment not to exceed  
2 10%.

3 I. REIMBURSEMENT OF MILEAGE AND RELATED EXPENSES

4 Covered employees required to use their own vehicle for Court business shall be  
5 reimbursed for mileage as fixed by the Controller of the City and County of San Francisco in  
6 accordance with IRS rules, and will be reimbursed for all necessary parking and toll expenses  
7 with appropriate documentation.

8 J. MEALS

9 Covered employees shall, subject to the procedures established by the Controller of  
10 the City and County of San Francisco, be reimbursed for the reasonable and actual costs of  
11 meals upon presentation of receipts in the following circumstances:

12 1. When an employee is required by the Court to attend a meeting at which  
13 a meal is served and such meal is billed to the employee;

14 2. When an employee is traveling overnight out of the City on Court  
15 business.

16 K. FINGERPRINTING

17 The Court shall bear the full cost of fingerprinting whenever such is required of an  
18 employee.

19 L. ADDITIONAL COMPENSATION FOR BILINGUAL OR SIGN LANGUAGE

20 Employees who are assigned in the discretion of the Court to a designated bilingual or  
21 sign language position shall be granted additional compensation of fifty dollars (\$50) bi-  
22 weekly.

23 **VI. General Wage Increase for 0174 Staff Attorneys, 0175 Senior Criminal**  
24 **Research Attorneys, 0260 Legal Advisors, 0360 Legal Research Attorneys and 0676**  
25 **Research Assistants.**

1 Base wage rates of covered employees in the above classifications shall be increased  
2 by two percent (2.0%) effective July 1, 1998 and an additional one and one-half percent  
3 (1.5%) on December 26, 1998 in accordance with the salary schedule attached as Appendix  
4 1. All base wages shall be rounded to the nearest salary schedule.

5 **VII. Additional Economic Benefits for 0174 Staff Attorneys, 0175 Senior**  
6 **Criminal Research Attorneys, 0260 Legal Advisors, and 0360 Legal Research**  
7 **Attorneys.**

8 A. ADMINISTRATIVE LEAVE

9 Attorneys are generally required to work in excess of eighty (80) hours per pay period  
10 because of the nature of attorneys' work, including litigation deadlines and ethical and  
11 professional obligations. In light of this work requirement, each full-time employee in a  
12 classification covered by this section shall be eligible to receive five (5) days of administrative  
13 leave on an annual basis at the discretion of the Appointing Officer. These classifications  
14 shall not be eligible to receive compensatory time off.

15 B. BAR DUES

16 Each active full-time employee who has been employed in a classification covered by  
17 this section for more than one year as of January 15, 1999, shall be reimbursed for the full  
18 amount of his/her annual California State Bar dues for that calendar year. Payment will be  
19 made no later than February 15, 1999.

20 C. FLEXIBLE BENEFIT ALLOWANCE

21 The City on behalf of the Court shall continue, at the employee's option, either to  
22 contribute \$225 per month to each covered employee participating in the City's 125 Cafeteria  
23 Plan or to pay \$210 per month to each covered employee as a direct payment for individual  
24 benefit options.

25 D. LIFE INSURANCE



1 The City on behalf of the Court shall continue to provide life insurance in the amount of  
2 \$125,000 to each employee covered by this subsection or shall make purchase of such life  
3 insurance available to each covered employee through the City's 125 Cafeteria Plan.

4 E. RETIREMENT CONTRIBUTION

5 1. For the period of July 1, 1998, through June 30, 1999, the City on behalf  
6 of the Court shall contribute to the appropriate pension plan a total of:

7 8% of pension covered gross salary for old plan SFERS full rate members;

8 7.5% of pension covered gross salary for new plan SFERS full rate members;

9 2. The aforesaid contributions shall not be considered as a part of an  
10 employee's compensation for the purpose of computing earnings or retirement benefits, nor  
11 shall such contributions be taken into account in determining the level of any other benefit,  
12 which is a function of, or percentage of salary. The Court reserves the right to take said  
13 contributions into account for the purpose of salary comparisons with other employees.

14 F. MERIT PAY FOR 0174 STAFF ATTORNEYS AND 0175 SENIOR CRIMINAL  
15 RESEARCH ATTORNEYS

16 In addition to the general wage increase set forth above, incumbents in class 0174,  
17 step 4 and class 0175, step 4 with a minimum of one year of continuous service at step 4,  
18 shall be eligible for a performance increment of two and one-half percent (2.5%) above the  
19 maximum step 4 rate, which may be awarded annually based upon consideration of length of  
20 service and outstanding performance as determined by the Chief Executive Officer.

21 **VIII. Compensation and Additional Economic Benefits for 0811 MIS Specialist I,**  
22 **0818 MIS Specialist II, 0819 MIS Specialist III, 0821 Computer Coordinator, 0243 Court**  
23 **Traffic System Programmer, 0244 Court Traffic Senior Programmer, 0246 Court**  
24 **Application Programmer, 0248 Technical Writer, 0273 Assistant System Coordinator,**  
25 **and 0278 Court Assistant System Manager.**

1           A.     COMPENSATORY TIME OFF

2           Covered employees in the above classifications shall receive compensatory time off for  
3 hours worked in excess of forty per week. Compensatory time shall be earned at a rate of  
4 time and one-half. For purposes of this section, legal holidays provided for in the Government  
5 Code and jury duty shall be considered time worked.

6           B.     DEPENDENT HEALTH CARE BENEFITS – AMOUNT OF EMPLOYEE  
7 CONTRIBUTION TO BE PAID BY THE CITY ON BEHALF OF THE COURT

8                     Monthly Amount

9                     \$225

10           For “medically single” employees, i.e., benefited employees not receiving this  
11 contribution paid by the City on behalf of the Court for dependent health care benefits, the City  
12 on behalf of the Court shall contribute all of the premium for the employee’s own health care  
13 benefit coverage.

14           C.     GENERAL WAGE INCREASE

15           Base wage rates of covered employees in the above classifications shall be increased  
16 by two percent (2%) effective July 1, 1998 and an additional one and one-half percent (1.5%)  
17 on December 26, 1998 in accordance with the salary schedule attached as Appendix 1. All  
18 base wage increases shall be rounded to the nearest salary schedule.

19           D.     RETIREMENT CONTRIBUTION

20                     1.     For the period July 1, 1998 through June 30, 1999, the City on behalf of  
21 the Court shall contribute to the appropriate pension plan a total of:

22                             8% of pension covered gross salary for old plan SFERS full rate  
23 members;

24                             7.5% of pension covered gross salary for new plan SFERS full rate members;

1           2.     The aforesaid contributions shall not be considered as a part of an  
2 employee's compensation for the purpose of computing earnings or retirement benefits, nor  
3 shall such contributions be taken into account in determining the level of any other benefit that  
4 is a function of or percentage of salary. The Court reserves the right to take said contributions  
5 into account for the purpose of salary comparisons with other employees.

6           **IX. Compensation and Additional Economic Benefits for Classifications 0592**  
7 **Payroll/Personnel Director, 0648 Court Investigator, 0649 Probate Examiner, 0655 FCS**  
8 **Counselor and 0678 Executive Secretaries**

9           A.     GENERAL WAGE INCREASE

10           Employees covered by this section shall receive a one and three quarters percent  
11 (1.75%) base wage rate increase effective July 1, 1998 and an additional one and one-half  
12 percent (1.5%) on December 26, 1998 in accordance with the salary schedule attached as  
13 Appendix 1. All base wage increases shall be rounded to the nearest salary schedule.

14           B.     DEPENDENT HEALTH CARE BENEFITS – AMOUNT OF EMPLOYEE  
15 CONTRIBUTION TO BE PAID BY THE CITY ON BEHALF OF THE COURT

16                   Monthly Amount

17                   \$225

18           C.     RETIREMENT PICK – UP

19           1.     For the period July 1, 1998, through June 30, 1999, the City on behalf of  
20 the Court will contribute to the appropriate pension plan a total of:

21                   8% of pension covered gross salary for old plan SFERS full rate  
22 members;

23                   7.5% of pension covered gross salary for new plan SFERS full rate members;

24           2.     The aforesaid contributions shall not be considered as a part of an  
25 employee's compensation for the purpose of computing earnings or retirement benefits, nor

1 shall such contributions be taken into account in determining the level of any other benefit that  
2 is a function of or percentage of salary. The Court reserves the right to take said contributions  
3 into account for the purpose of salary comparisons with other employees.

4 D. OVERTIME PAY OR COMPENSATORY TIME

5 Overtime shall be paid in accordance with the Fair Labor Standards Act ("FLSA")  
6 Employees who are not FLSA-exempt, and who work or, who are suffered to work overtime  
7 shall be paid in salary unless, subject to approval by the appointing officer, the individual  
8 employee requests compensatory time off in lieu of paid overtime. Compensatory time shall  
9 be earned at the rate of time and one-half (1 1/2). For purposes of this section, legal holidays  
10 provided for in the Government Code and jury duty shall be considered time worked.

11 E. LONG TERM DISABILITY

12 The City on behalf of the Court shall provide to employees with six months continuous  
13 service a Long Term Disability (LTD) plan that provides, after a one hundred eighty (180) day  
14 elimination period, sixty percent (60%) salary (subject to integration) up to age sixty-five.

15 F. EMPLOYEES COVERED BY FORMER WORD PROCESSING PREMIUM

16 1. Employees who have received a word processing premium continuously  
17 from FY 94-95 to the present shall continue to receive a ninety-one cent (\$.91) per hour  
18 premium above the salary to which they are entitled for such time as they are assigned to and  
19 actually work with word processing equipment.

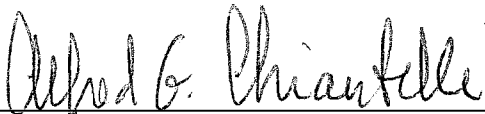
20 2. "Word processing" shall be defined as the clerical process of typing  
21 documents into a computerized memory and printing system; revising and editing said  
22 documents; retrieving a completed document from said system and does not include data  
23 entry operations.

24 **X. Retroactive Application**

1 Although the City and County and the Court have incurred no legal obligation under the  
2 Charter, the Board of Supervisors does hereby ratify any actions otherwise consistent with,  
3 and authorized by this ordinance that were taken before its effective date.

4 **XI. Certification**

5 The following hereby certify that a majority of the body over which they each preside  
6 has approved the terms of the above ordinance.

7  
8 

9  
10 ALFRED G. CHIANTELLI  
11 Presiding Judge  
12 Superior Court of California,  
13 County of San Francisco

N/A

14 TOM AMMIANO, President  
15 Board of Supervisors  
16 City & County of San Francisco

17  
18 APPROVED AS TO FORM:  
19 LOUISE H. RENNE  
20 City Attorney

21  
22   
23  
24  
25

SUPERIOR COURT  
BOARD OF SUPERVISORS



# City and County of San Francisco

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

## Tails

## Ordinance

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**File Number:** 990194

**Date Passed:**

Ordinance implementing the schedules of compensation and other economic benefits for certain classifications of persons employed by the Superior Court of California, County of San Francisco.

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March 1, 1999 Board of Supervisors — PASSED, ON FIRST READING

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

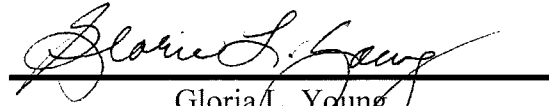
March 8, 1999 Board of Supervisors — FINALLY PASSED

Ayes: 9 - Ammiano, Becerril, Bierman, Brown, Katz, Kaufman, Leno, Newsom, Yaki

Absent: 2 - Teng, Yee

File No. 990194

I hereby certify that the foregoing Ordinance was FINALLY PASSED on March 8, 1999 by the Board of Supervisors of the City and County of San Francisco.

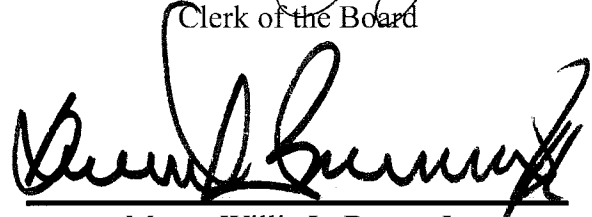


Gloria L. Young  
Clerk of the Board

MAR 19 1999

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Date Approved



Mayor Willie L. Brown Jr.