



DATE: October 26, 2020

TO: All City Unions

FROM: Amalia Martinez, Employee Relations Director (Acting)

CC: Carol Isen, Human Resources Director (Acting)
Kate Howard, Deputy Director Human Resources
Steve Ponder, Classification and Compensation Director
Janie White, Medical Leave Program Manager
Kimberly Ackerman, Director of Human Resources SFMTA

RE: **COVID-19 Compensation Plan Update (Revised)**

Dear Labor Colleagues,

I am writing in follow up to our discussions from last Thursday, October 22nd in which we provided you an overview to the updates to the City's COVID-19 Compensation Plan. In that discussion, you raised concerns on how these changes might negatively impact your members. Accordingly, we have made the following changes to the vacation and floating holiday balances redlined below.

A summary of the changes is attached. Under the updated policy and subject to the Mayor taking action, the following shall become effective on Saturday, October 31st:

- Additional City Paid Sick Leave Allocation
 - Expand benefit to employees hired on or after April 1, 2020; and
 - Limit usage to COVID-19 related reasons including school closures/remote learning; and
 - Leave expiration extended to COB June 30, 2021.
- Additional Floating Holiday Accruals
 - End existing program COB October 30, 2020, and credit employees with Floating Holidays hours earned through that date by November 30, 2020.
- Caps for Vacation and Floating Holidays
 - End accrual of additional hours under vacation caps COB ~~October 30, 2020~~ **June 30, 2021** **or the termination of the local state of emergency, whichever occurs sooner**
 - ~~No changes to Floating Holidays carry forward program~~ **Employees may maintain the following floating holiday balances for the following fiscal years:**
 - **FY20-21: 200 hours**
 - **FY21-22: 160 hours**
- Compensatory Time for Salaried Employees
 - End accrual of additional compensatory time on COB October 30, 2020.
 - Employees must use compensatory time balance by December 31, 2021.

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Let us know if you would like to meet again to discuss the changes by Wednesday, October 28th.

ATTACHMENTS: COVID-19 Compensation Plan (10.26.20)
 COVID-19 Compensation Plan Summary (Revised 10.26.20)