

June 2021 Newsletter

1. COVID 19 Leave Expirations and MOU Leaves

As the City moves to reopen businesses and City functions it is important to note that the leave policies implemented by the City and State in support of the Shelter in Place Orders and to prevent the spread of COVID will be ending in a few months. Of course, this may be subject to change if there is another surge of infections warranting an extension of these policies.

- **State COVID19 Paid Sick Leave:** 80 hours, retroactive to January 1, 2021. Expires on September 30, 2021 unless extended;
- **City provided Sick Leave of 80 hours for COVID-19 related reasons,** including school/childcare closures expires on June 30, 2021;
- **Leave Advancement** of an additional 80 hours of sick or vacation leave if FFCRA/City COVID-19 and regular leave balances exhausted – City will recover leave advanced from future sick leave accruals’
- **Paid Leave Cap Waiver** for up to 80 hours for those near the maximum accruals for vacation and floating holidays ends on June 30, 2021. Employees must use and reduce vacation balance below the maximum accrual limit by December 31, 2021.
- **Paid Leave Cap Waiver** – Employees can roll over an additional 120 hours of floating holidays above the normal roll over limit and an additional 80 hours for FY 21-22.
- **Paid Leave Cap Waiver** – In-Lieu holidays earned in FYs 19-20, 20-21 can be carried over upon written request
- **Compensatory time** earned through October 30, 2021, must be used by December 31, 2021;

MEA has posted the updated City Compensation Plan of April 1, 2021 on its website at www.sfmea.com.

Management and Administrative Leave Balances - Reminder

MEA managers receive five (5) days of Management Leave per year. Only 5 days of unused management leave may be carried over.

2. MCCP/MTAM Status for FY 20-21 and FY 21-22

CCSF FY 20-21 Allocation: MEA has met with DHR about the FY 20-21 MCCP distribution. Initially, MEA was asked to forgo the distribution for FY 20-21, but we declined to do so. There is a provision in the MEA Miscellaneous MOU that provides process for unallocated funds:

MTA FY 20-21 Allocation: MEA has met with HR at MTA and they have agreed to follow the same provision found in the MEA MTA MOU.



3. Management Training Fund Deadlines for Reimbursement

Pre-Approval Requests for CCSF Management Training/Equipment Funds:

- **June 30th:** Last day to submit a FY 20-21 pre-approval request;
- Expenses incurred on or after July 1, 2021 will not be reimbursed with FY 20-21 funds;
- **July 1st:** Incomplete pre-approval requests (where DHR added at least two notes before June 30, 2021) will be rejected;
- **July 7th:** Pre-approval requests must be approved by departmental pre-approvers.

4. SF Health Service Systems (SFHSS) Action re New IRS Rules for Flexible Spending Accounts (FSA)

On June 10, 2021, the SF Health Service Systems Board, approved the following changes:

- a. **Dependent Care FSA** - Pursuant to the American Rescue Plan Act (ARPA) of 2021, SFHSS has voted to allow an increase in the dependent care FSA maximum annual election to \$10,500 from \$5000 for employees earning \$130,000 or less with the City. This change would apply only to calendar year 2021. Unfortunately, due to IRS Non-Discrimination rules, this action will NOT apply to employees earning over \$130,000; they will continue to be allowed a maximum \$5000 election. The IRS Rule requires that the average DCFSA election of employees earning \$130,000 with the City. If not, the employer must reduce the maximum allowable for those earning over \$130,000 using a formula provided by the IRS. Failure on the part of SFHSS to reduce the amounts on employees earning over \$130,000 in compliance with the non-discrimination regulation could result in the total DCFSA election amount of the employees earning over \$130,000 to be taxable.
- b. **Health Care FSA** – Pursuant to the ARPA, SFHSS authorized the carryover of unspent amounts remaining in a Health Care FSA as of the end of a plan year 2020 to pay or reimburse a participant for eligible expenses incurred during the 2021 plan year. This does not include carryover amounts of up to \$500 carried over from 2019 Health Care FSAs to 2020.

5. MEA's response to Bullying and Mobbing of MEA Department Heads and Managers

MEA will not tolerate the continuation of this type of conduct and we are reaching out to the BOS with our concerns and the hope that we can work collaboratively to address this issue.

6. Upcoming Bargaining for Successor MOUs - MEA Miscellaneous, MEA MTA, MEA SF Housing Authority, and MEA Superior Court

CCSF Miscellaneous and MTA MOUs: As a reminder, MEA will be engaging in negotiations for successor MOUs for CCSF Miscellaneous and MTA managers. Their current MOUs expire on June 30, 2022. In September MEA staff will be preparing proposals that address the various issues our members have experienced during the current MOU.

SFHA and SF Superior Court MOUs: Christina Fong, MEA Deputy Director, and representatives from each entity, are currently engaging in bargaining for successor MOUs for both the Court and Housing Authority managers.

7. MEA Racial Equity Statement

MEA presented its Racial Equity Statement at the 4th Quarter Membership Meeting in June. It is available on the MEA website.

8. City Policies on Interim Telecommuting and Mandatory Vaccinations

- a. **Interim Telecommuting Policy:** On April 23rd MEA received notice of an update to the City's Interim Telecommuting Policy and an invitation to attend an all-union briefing on April 29th. The updated Interim Policy is intended to continue for the duration of the local emergency, unless ended sooner by the City with reasonable advance notice. The major change to the Interim Policy is the section on "Remote Work Performed Out-of-State," whereby "Any employee currently working remotely from out-of-state must return to performing all remote work from within the State of California by no later than September 1, 2021."
- b. **COVID-10 Vaccination Policy:** On June 18th MEA received notice of a labor briefing scheduled for June 21st on the implementation of Cal/OSHA Regulations and anticipated Vaccine Policy. The Policy provides that all City employees must report their vaccination status into People and Pay using the COVID-19 Vaccination Status Form no later than July 29, 2021.

The City intends to use this information to enforce the Cal/OSHA masking, testing, quarantine and other requirements as well as to ensure compliance with this Policy. In addition, all City employees must be fully vaccinated no later than 10 weeks after the FDA gives final approval to at least one COVID-19 vaccine. Employees with a medical condition or other medical restriction that affects their eligibility for a vaccine, as verified by their medical provider, or those with a sincerely held religious belief that prohibits them from receiving a vaccine, may request a reasonable accommodation to be excused from this vaccination requirement. Employees who previously reported that they were unvaccinated must update their status once they are fully vaccinated. Failure to comply with this policy may result in discipline up to and including termination of employment.

9. Member Spotlights on MEA webpage:

MEA has been spotlighting various members and their accomplishments, as well as those who were assigned to the COVID Command Center (CCC) in the past year. Those spotlighted include Tonya Lediju, Director San Francisco Housing Authority, SFPD Commander Denise Flaherty and coming soon, an article on the SFPUC.