

THIS PRINT COVERS CALENDAR ITEM NO.: 3B

**SAN FRANCISCO
MUNICIPAL TRANSPORTATION AGENCY**

DIVISION: Human Resources

BRIEF DESCRIPTION:

Amend the Memorandum of Understanding (MOU) between the San Francisco Municipal Transportation Agency (SFMTA) and the Municipal Executives Association (MEA) to add extended salary ranges for the Special Assistant classification series.

SUMMARY:

- Under the San Francisco Charter, the SFMTA shall fix the wages, hours, working conditions, and benefits of its employees in service critical classifications after meeting and conferring with the employee organizations representing those employees. (Charter Section 8A.104.)
- The salary plan for almost all classifications represented by the MOU between SFMTA and MEA includes extended salary ranges providing that incumbents are eligible for salary adjustments through the annual MTA Management adjustment process (MTAM adjustment process).
- The Special Assistant classification series is the exception and has not historically had extended ranges.
- The SFMTA and MEA recognize that existing and future employees within the Special Assistant classification series should have the opportunity to participate in the annual MTAM adjustment process.
- The total cost of the agreement to the FY24 Operating Budget is \$14,106. Funds are available in the FY24 budget.
- The content of the sideletter agreement and all other required information was publicly disclosed in accordance with Charter Section 8A.104(r) on June 6, 2023.

ENCLOSURES:

1. SFMTAB Resolution
2. Sideletter – Extended Salary Ranges

APPROVALS:

DIRECTOR



SECRETARY



DATE

June 21, 2023

June 21, 2023

ASSIGNED SFMTAB CALENDAR DATE: June 30, 2023

PURPOSE

To approve the proposed change to the Memorandum of Understanding (MOU) between the San Francisco Municipal Transportation Agency (SFMTA) and the Municipal Executives Association (MEA), regarding extended salary ranges for the Special Assistant classification series.

STRATEGIC PLAN GOALS AND TRANSIT FIRST POLICY PRINCIPLES

This item addresses the following Strategic Plan Goals and Objectives:

- Goal 2 – Create a work environment that is responsive, equitable and inclusive.
- Goal 3 – Recruit, hire and invest in a diverse workforce.

This item does not directly address any of the Transit First Policy Principles but supports all of them.

DESCRIPTION

The MEA represents approximately 159 employees across 10 management classes and three special assistant classes. Special Assistants serve at the pleasure of the Director of Transportation and are exempt from Civil Service. Currently, the salary plan for SFMTA management classes includes extended ranges providing that incumbents are eligible for bonuses and salary adjustments, based on certain criteria, through the annual SFMTA Management (MTAM) adjustment process. However, the Special Assistant classification series has not historically had extended ranges, and therefore was not eligible for salary adjustments above the base salary range.

The SFMTA and MEA recognize that existing and future employees within the Special Assistant classification series should have the opportunity to participate in the annual MTAM adjustment process.

The following table provides a summary of the amendments to the MOU and a high-level description. For the full terms, see MEA Sideletter – Extended Salary Ranges here: <https://www.sfmta.com/reports/sunshining-2023-sideletters-memoranda-understanding-mous-reference-materials>. The sideletter agreement would go into effect July 1, 2023, and continue through the current MOU term, which expires on June 30, 2024, and includes the following changes from the current MOU:

Topic	Proposed Change
Special Assistant Classification Series	Addition of Extended Ranges B & C to the Special Assistant Classification Series, making incumbents eligible for salary adjustments according to the same annual MTAM program that covers all other represented employees.

STAKEHOLDER ENGAGEMENT

The SFMTA engaged in good faith discussions with MEA and reached mutual agreement on the terms of this sideletter.

ALTERNATIVES CONSIDERED

If the Board chooses to reject this agreement, the MOU will remain unchanged.

FUNDING IMPACT:

The total cost of the agreement to the Fiscal Year (FY) 2024 Operating Budget is \$14,106. Funds are available in the FY24 budget.

ENVIRONMENTAL REVIEW

On May 31, 2023, the SFMTA, under authority delegated by the Planning Department, determined that the amendments to the memorandum of understanding between SFMTA and the Municipal Executives Association is not a “project” under the California Environmental Quality Act (CEQA) pursuant to Title 14 of the California Code of Regulations Sections 15060(c) and 15378(b).

A copy of the CEQA determination is on file with the Secretary to the SFMTA Board of Directors and is incorporated herein by reference.

OTHER APPROVALS RECEIVED OR STILL REQUIRED

No additional approvals required. The City Attorney has reviewed this calendar item.

RECOMMENDATION:

Staff recommends that the SFMTA Board approve the proposed change to the MOU between the SFMTA and the MEA to add extended ranges to the Special Assistant classification series.

SAN FRANCISCO
MUNICIPAL TRANSPORTATION AGENCY
BOARD OF DIRECTORS

RESOLUTION No. _____

WHEREAS, Under Charter Section 8A.104, the San Francisco Municipal Transportation Agency (SFMTA) Board of Directors succeeded to the powers of the Mayor, City Human Resources Director, and Board of Supervisors with respect to collective bargaining for employees in critical service classifications; and

WHEREAS, The salary plan for almost all classifications represented by the Memorandum of Understanding (MOU) between the SFMTA and the Municipal Executives Association (MEA) includes extended salary ranges which incumbents are eligible for salary adjustments into through the annual SFMTA Management (MTAM) adjustment process; and

WHEREAS, The Special Assistant classification series is the exception and has not historically had extended ranges; and

WHEREAS, The SFMTA and MEA recognize that existing and future employees within the Special Assistant classification series should have the opportunity to participate in the annual MTAM adjustment process; and

WHEREAS, On May 31, 2023, the SFMTA, under authority delegated by the Planning Department, determined that the amendments to the memorandum of understanding between SFMTA and the Municipal Executives Association is not a “project” under the California Environmental Quality Act (CEQA) pursuant to Title 14 of the California Code of Regulations Sections 15060(c) and 15378(b); and

WHEREAS, A copy of the CEQA determination is on file with the Secretary to the SFMTA Board of Directors, and is incorporated herein by reference; and

WHEREAS, The sideletter agreement and all other required information was publicly disclosed in accordance with Charter Section 8A.104(r) on June 6, 2023, and is on file with the Secretary of the SFMTA Board of Directors; now, therefore, be it

RESOLVED, That the SFMTA Board of Directors approves an amendment to the Memorandum of Understanding between the San Francisco Municipal Transportation Agency and the Municipal Executives Association to add extended salary ranges for the Special Assistant classification series.

I certify that the foregoing resolution was adopted by the San Francisco Municipal Transportation Agency Board of Directors at its meeting of June 30, 2023.

Secretary to the Board of Directors
San Francisco Municipal Transportation Agency



London Breed, Mayor

Amanda Eaken, Chair
Gwyneth Borden, Vice Chair
Stephanie Cajina, Director

Steve Heminger, Director
Fiona Hinze, Director
Manny Yekutieli, Director

Jeffrey Tumlin, Director of Transportation

**SIDELETTER BETWEEN
THE MUNICIPAL EXECUTIVES' ASSOCIATION
AND
THE SAN FRANCISCO MUNICIPAL TRANSPORTATION AGENCY
REGARDING EXTENDED SALARY RANGES FOR SPECIAL ASSISTANTS**

WHEREAS, the Municipal Executives' Association ("Association") and the San Francisco Municipal Transportation Agency ("SFMTA") recognize that the Special Assistant positions represented by the Association do not have extended salary ranges in the following classifications: Classification 1372 Special Assistant XIII; Classification 1373 Special Assistant XIV; Classification 1374 Special Assistant XV; Classification 1375 Special Assistant XVI; Classification 1376 Special Assistant XVII; Classification 1377 Special Assistant XVIII; and Classification 1378 Special Assistant XIX (collectively, "Special Assistant Classifications").

WHEREAS, the Association and the SFMTA recognize that Special Assistant Classifications should have extended salary ranges consistent with other classifications represented by the Association within the SFMTA.

WHEREAS, the current City and County of San Francisco Compensation Manual does not include extended salary range B or C for Special Assistant Classifications,

WHEREAS, the Association and the SFMTA recognize that existing and future employees within these classifications should have the opportunity to participate in the annual opportunity for Range B and C adjustments consistent with Section III.B.126 of the existing Memorandum of Understanding ("MOU") Between the Association and the SFMTA.

THEREFORE, the Association and the SFMTA enter this Sideletter to establish extended salary ranges for employees in the Special Assistant Classifications within the SFMTA, based on the following terms:

1. SFMTA employees within Special Assistant Classifications shall be eligible for a salary adjustment to a range greater than Step 5 of the current salary range consistent with Section III.B.126 of the MOU.



2. Range B and Range C salary ranges are created based on comparable salary ranges in the SFMTA management classification series including: Classification 9172 Manager II; Classification 9177 Manager III; Classification 9174 Manager IV; Classification 9179 Manager V; Classification 9180 Manager VI, Classification 9181 Manager VII; and Classification 9182 Manager VIII.
3. Range B and C salary ranges for Special Assistant Classifications are set at the following:

Class	Class Name	Current Max	Comp Class	Comp Class Name	Proposed Range B Max	Proposed Range C Max
1372	Special Assistant XIII	\$ 155,662	9172	Manager II, MTA	\$ 180,622	\$ 189,644
1373	Special Assistant XIV	\$ 167,492	9173	Manager III, MTA	\$ 193,856	\$ 203,580
1374	Special Assistant XV	\$ 180,206	9174	Manager IV, MTA	\$ 209,118	\$ 219,570
1375	Special Assistant XVI	\$ 193,856	9179	Manager V, MTA	\$ 224,484	\$ 235,390
1376	Special Assistant XVII	\$ 208,572	9180	Manager VI, MTA	\$ 242,034	\$ 254,176
1377	Special Assistant XVIII	\$ 224,484	9181	Manager VII, MTA	\$ 259,870	\$ 272,792
1378	Special Assistant XIX	\$ 239,902	9182	Manager VIII, MTA	\$ 278,356	\$ 292,266

4. Either party may terminate this Agreement by providing thirty (30) days written notice to the other party.
5. This Agreement does not alter or affect the rights or obligations of the parties under the MOU.

San Francisco Municipal Transportation Agency

Municipal Executives Association

JEFFREY P. TUMLIN
Director of Transportation

CRISS ROMERO
Executive Director

Approved as to Form:

JONATHAN ROLNICK
Chief Labor Attorney