

San Francisco Bay Area Rapid Transit District
Non-Represented Employee Special Compensation Provisions
ATTACHMENT A

Holidays

The District shall observe the following fixed holidays:

New Year's Day (January 1st)
Martin Luther King Day (3rd Monday in January)
Presidents Day (3rd Monday in February)
Memorial Day (last Monday in May)
Independence Day (July 4th)
Labor Day (1st Monday in September)
Veterans' Day (November 11th)
Thanksgiving Day (4th Thursday in November)
Christmas Day (December 25th)

Except as provided below or otherwise required by law, an employee must be in a paid status to be eligible for holiday compensation. Situations in which employees in an unpaid status are eligible for holiday compensation include:

- 1) during a suspension of fifteen (15) days or less;
- 2) while absent due to an approved industrial disability;
- 3) while on Labor Code 4850 leave (equivalent); and
- 4) during the first continuous thirty-one (31) days in an unpaid status due to a nonindustrial disability.

Should a fixed holiday fall on a Saturday, the holiday will be observed the preceding Friday; if on a Sunday, the holiday shall be observed the following Monday. Should a holiday be observed on an employee's regular day off (RDO) other than on Saturday or Sunday as cited above, or during his/her/their recognized vacation, the employee, at his/her/their option, shall receive either one (1) shift (i.e., 4/10, 9/80 or 5/8 schedule as applicable) of pay at the employee's existing straight-time rate or one (1) shift off with pay consistent with department/section scheduling. Employees on shifts scheduled for 10 or more hours will receive 10 hours. Should an employee be required to work on a holiday, the employee at his/her/their option, may receive either one (1) shift of pay for the holiday at the employee's straight-time rate for that pay period or the employee may "float" the holiday.

Shift Differential

Some Non-Represented employees work a schedule other than a normal day shift, Monday through Friday schedule. When fifty percent (50%) or more of an employee's regularly scheduled shift occurs between the hours of 4 p.m. and 12 midnight, a swing shift premium of seven percent (7%) will be paid for all hours worked during the shift. When an employee works on a holiday and receives one and one-half (1.5) times their regular rate of pay, this swing shift premium will be multiplied by 1.5 times as well (i.e., 10.5%).

When fifty percent (50%) or more of an employee's regularly scheduled shift occurs between midnight and 8 a.m., a graveyard shift premium of nine and one-half percent (9.5%) will be paid for all hours worked

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during the shift. When an employee works on a holiday and receives one and one-half (1.5) times their regular rate of pay, this graveyard shift premium will be multiplied by 1.5 times as well (i.e., 14.25%).

The shift time premium will be calculated using the employee's straight-time rate of pay. The shift differential is not considered to be part of an employee's base salary. This benefit is not applicable to employees in Pay Band 9 and above except for Managers of Central Control **and managers within the Maintenance Department.**

Temporary Upgrade

Non-Represented employees from time to time receive temporary assignments in which they are to perform the duties regularly assigned to a higher classification. Such assignments are made in writing by the employee's supervisor or higher level. These temporary assignments are considered career development opportunities and are not eligible for temporary upgrade pay during the first fifteen (15) working days of the employee's assignment. The prior approval of the affected department manager and the manager over classification & compensation is required to extend any temporary assignment to a higher classification beyond 15 workdays. Such approval must be obtained before the fifteenth (15th) working day. Employees in an approved temporary upgrade assignment will be compensated at five percent (5%) above their base pay rate after the 15th consecutive day of work in the higher classification. Leave taken while assigned to a higher classification will not be compensated at the premium rate. Prior to 7/1/2013, the waiting period was 45 working days.

Management Incentive

Due to the unique nature of the duties and responsibilities of executive management employees reporting **directly** to the General Manager, all executive level classifications reporting **directly** to the General Manager are eligible to receive Management Incentive Pay of \$4,800 annually and paid equally over the number of pay periods for the year (e.g. 26 equal pay period installments of \$184.61). The current list of classifications eligible are as follows:

Assistant General Manager, Administration
Assistant General Manager, Design & Construction
Assistant General Manager, External Affairs
Assistant General Manager, Finance
Assistant General Manager, Operations
Assistant General Manager, Performance & Budget
Assistant General Manager, Technology
Chief Financial Officer
Deputy General Manager
Police Chief
Managing Director, Capitol Corridor

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Deputy Police Chief Management Incentive

Due to the unique nature of the job as first level management over Police Lieutenants, the Deputy Police Chief classification is eligible to receive Deputy Police Chief Management Incentive Pay in the amount of 10% of the regular base pay rate.

Uniform Allowance

Non-Represented sworn employees (Police Chief and Deputy Police Chief) shall be provided with uniforms, appropriate to their classification, upon hire. The District will pay these employees annually for the cleaning, upkeep, and maintenance (excluding custom tailoring) of all District-issued uniforms and the purchase of uniform shoes (excluding safety shoes). A payment in the amount of \$1,005 shall be made in the first pay period in October.

The District shall reimburse employees for actual costs incurred for replacement of worn-out or damaged uniforms and damaged shoes. The District shall also reimburse employees for actual costs incurred for replacement of damaged, lost or destroyed equipment if such damage, loss or destruction is the direct consequence of the discharge of the employee's duties or of his/her/their obedience to the directions of the District. The value of all uniforms initially allotted to employees or replaced, excluding items that are solely for personal health and safety (such as protective vests, pistols, bullets and safety shoes), is anticipated to be less than \$2,000 per employee in a year with an anticipated increase of 5% per year.

Employees must obtain prior approval for replacement of worn-out, damaged, lost or destroyed uniforms or items of equipment listed above. After approval is received, employees may purchase the uniform or item of equipment with an approved replacement. Compensation to employees for such replacement shall be accomplished by means of reimbursement upon presentation of a valid receipt.

Employees who are absent from work on leave of absence or non-industrial disability leave for extended periods of time shall receive a reduced uniform allowance in accordance with the following schedule:

<u>Absence</u>	<u>Percentage Reduction</u>
30 days	25%
60 days	50%
90 days	100%