

**From:** "PublicRecords, DHR (HRD)" <dhr.publicrecords@s...

**To:** "pmonette-shaw@earthlink.net" <pmonette-shaw@earthlink.net>

**Cc:** "Greene, Paul (HRD)" <paul.greene@sfgov.org>, "Callahan, Micki (HRD)" <micki.callahan@sfgov.org>, "Buick, Jeanne (HRD)" <jeanne.buick@sfgov.org>, "Ponder, Steve (HRD)" <steve.ponder@sfgov.org>, "Kukis, Andrew (HRD)" <andrew.kukis@sfgov.org>, "PublicRecords, DHR (HRD)" <dhr.publicrecords@sfgov.org>

**Subject:** RE: Follow-Up Clarification Request — Re: IMMEDIATE DISCLOSURE REQUEST FOR PUBLIC RECORDS: City's Bonus Policy

**Date:** Oct 29, 2018 11:34 AM

Dear Mr. Monette-Shaw,

Please see below for responses to your follow-up request.

Thanks,

**Henry Voong,**

**Classification and Compensation**

**Department of Human Resources**

**One South Van Ness Ave., 4<sup>th</sup> Floor**

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**From:** pmonette-shaw [mailto:pmonette-shaw@earthlink.net]

**Sent:** Thursday, October 25, 2018 8:20 PM

**To:** PublicRecords, DHR (HRD)

**Cc:** Greene, Paul (HRD); Callahan, Micki (HRD); Buick, Jeanne (HRD); Ponder, Steve (HRD); Kukis, Andrew (HRD)

**Subject:** Follow-Up Clarification Request — Re: IMMEDIATE DISCLOSURE REQUEST FOR PUBLIC RECORDS: City's Bonus Policy

DHR Staff:

This is a follow-up records request to your response today, below.

Under Sunshine Ordinance §67.22(c) — Release of Oral Public Information — which provides "No employee shall be required to respond to an inquiry or inquiries from an individual if it would take the employee more than fifteen minutes to obtain the information responsive to an inquiry or inquiries," please provide follow-up information to this records request. Simple "Yes" or "No" answers to each question will suffice in order to accommodate your time. Specific questions to be answered are highlighted in bold, red font.

1. You indicated below that in addition to the July 16, 2018 DHR memo entitled "MCCP Post-Appointment Compensation Adjustments (FY 18-19)" that only three MOU's (MEA all, MEA Police, and Unrepresented Employees) are eligible for bonuses or lump-sum bonuses. **Does that mean that all other MOU's with other labor unions do not provide and do not allow lump sum bonus awards? Yes**

2. Page 3 of DHR's July 16 memo to Appointing Officers indicates in the third-from-the-top bullet point that bonuses are restricted to no more than \$7,500 (\$2,500 in ongoing and \$5,000 one-time payments) per employee. **Are either Appointing Authorities or their governing Boards and Commissions allowed to increase "discretionary" bonus awards above the \$7,500 threshold, with or without prior DHR approval? No**

3. Page 3 of DHR's July 16 memo to Appointing Officers indicates that bonuses should have "proportionality" to the employee's base rate of pay. **Can City Departments unilaterally increase the \$7,500 threshold cap upwards to a percentage of the employee's base pay without DHR's permission and approval? No**

4. DHR's July 16 memo did not indicate whether the bonus payments are limited to regular City Departments vs. "enterprise" departments. **Does the MCCP Post-Appointment Compensation program apply to all City departments, or are enterprise departments exempted from the bonus threshold limits? All**

5. DHR's July 16 memo also didn't indicate whether the bonus payments are available to both PEX and PCS employees. **Are the bonus payments of up to the \$7,500 threshold available to both PCS and PEX employees? Yes**

Thanks,

Patrick