

**From:** Tam, Grace (RET)  
**Sent:** Thursday, July 12, 2018 1:52 PM  
**Cc:** Huish, Jay (RET) <jay.huish@sfgov.org>  
**Subject:** MCCC Post-Appointment Adjustments (FY18-19)

Hi all,

In Fiscal Year 2018-19, our department will again be participating in the MEA MCCC Post-Appointment Adjustment process to request one-time and/or ongoing wage adjustments for our managers.

We would like to ensure that all eligible department managers are aware of the criteria that will be used in determining these allocations. While review will be primarily focused upon employee performance in Fiscal Year 2017-2018 as reflected in employee performance evaluations, additional factors such as retention, special skills, special projects and internal equity will also be considered.

In addition to internal department review process, managers are welcome to make submissions on their own behalf by submitting requests directly to SFERS Human Resources Office. These requests should be submitted via e-mail on the attached form between **Monday, July 16<sup>th</sup>** and no later than the close of business, **Friday, July 27<sup>th</sup>** with a copy provided to MEA ([staff@sfmea.com](mailto:staff@sfmea.com)).

The due date for the Department submissions to the MCCC Post-Appointment Adjustment Committee, and the response date from the Committee have not been determined but will be announced at a later date.

Please feel free to contact me if you have any questions.

Thanks,  
Grace

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