

APPENDIX F - NON-PAID HOURS CODES

This appendix describes the non-paid hours exceptions codes. These codes are posted on the Time Roster to show time for which an employee should not be paid. The codes are explained in alphabetical order.

AW - Absent Without
Official Leave

AW is used to post the hours that an employee was absent without reason.

EL - Educational
Leave Without
Pay

EL is used to post the hours during which an employee was on an approved, unpaid educational leave.

Your department is responsible for (1) verifying that the employee is eligible for this type of leave and (2) keeping track of the total hours spent on this leave.

IL - Inclement Weather
Leave

IL is used to post the hours during which an employee did not work after being ordered not to report to work because of adverse weather conditions. Generally, this applies only to employees who work outdoors.

NOTE: If an employee is not told two hours in advance of his or her shift not to report to work because of bad weather, the employee has the right to report to work and be paid for two hours of work before being released for the day.

ML - Military Leave
Without Pay

ML is used to post the work hours that occur on the 31st and subsequent days of a military leave, unless the employee has chosen to use some form of available paid leave.

PL - Personal Leave

PL is used to post the hours that an employee was absent on an approved personal leave.

Your department is responsible for making sure that proper approvals for this leave have been obtained.

The Payroll System automatically converts excess vacation (VA) hours to PL hours.

SD - State Disability
Insurance Leave

SD is used to post the hours that are equivalent to the employee's State Disability benefit payment when the employee is supplementing this benefit payment with paid leave hours. See Appendix J for more information about supplementing SDI benefits.

NOTE: Employees accrue vacation credits for any SD hours posted.

SD hours appear on the Pay Statement as SDI LEV.

SL - Sick Leave
Without Pay

SL is used to post the time of employees who are (1) off work for a valid sick leave reason, but have exhausted their sick pay allotment or are not eligible for sick pay, or (2) are receiving SDI and are not supplementing it (see Appendix J).

The Payroll System automatically converts excess sick pay (SP) hours to SL hours.

SN - Suspension

SN is used to post the work hours during which an employee does not work because of a suspension.

WC - Worker's Comp-
ensation Leave

WC is used to post non-paid hours for employees on worker's compensation leave. The number of WC hours posted depends on whether the employee is supplementing his or her worker's compensation benefit payment with available paid-leave-credit hours:

- If the employee is supplementing, the WC hours represent the leave hours not covered by paid-leave-credit hours.
- If the employee is not supplementing, the WC hours represent all of the leave hours.

NOTE: Employees accrue vacation and paid sick leave credits for any WC hours posted.

Refer to Appendix J for complete information about Worker's Compensation and rules for supplementation.

WC hours are listed on the Pay Statement as WC LEV.

XX - Not Employed,
Without Pay

XX is used to post the time during a pay period that a former employee was no longer employed by the department or the City. Typical situations include retirement, termination, or transfer to another department.

Standby Pay To Be Reported Separately

This Bulletin affects Payroll Offices only.

**Effective Pay Period
Ending 2/21/97**

Effective pay period ending 2/21/97, standby pay will be reported separately from overtime pay. Following is a list of the new special pay codes to be used for standby pays:

<i>Old Code</i>	<i>New Code</i>	<i>Standby Pay Description</i>	<i>Amount</i>	<i>How To Post</i>	<i>Shift Diff. Applied?</i>	<i>OT Applied?</i>
03A	38A	Standby Pay I	25%	hourly	No	No
03B	38B	Standby Pay II	10%	hourly	No	No
03C	38C	Standby Pay III	50%	hourly	No	No
03D	38D	Standby Pay IV	150%	hourly	No	No
03E	38E	Standby Pay V	75%	hourly	No	No
30A	38F	UAPD Standby Pay Weekday	\$75.00	daily	No	No
30B	38G	UAPD Standby Pay Holiday Weekday	\$100.00	daily	No	No
30C	38H	UAPD Standby Pay Weekend	variable	\$ amount	No	No
30D	38I	Pharmacist Supervisor Standby Pay	\$150.00	weekly	No	No
30E	38J	Standby Pay-No Pager—Local 21	\$4.00	hourly	No	No
30F	38K	Standby Pay With Pager—Local 21	\$1.60	hourly	No	No
30G	38L	Airport Police Standby Pay	\$5.00	hourly	No	No
30J	38M	Standby Pay VI	\$4.75	hourly	No	No
30K	38N	Standby Pay With Pager—Local 6	\$30.00	daily	No	No

**Standby Pay Will
Appear as "STANDBY"**

Standby pay will now appear on pay stubs and Report 10 as STANDBY.

File This Bulletin

Please file this Bulletin in front of Appendix G of your *Procedures Manual*.

Questions

If you have questions, please see your supervisor. Supervisors who have questions may call Taylor Moulton at 558-7814.

BULLETIN

Number 65

Payroll/Personnel Services Division

Date 7/2/91

NEW SPECIAL PAY

This Bulletin affects PAYROLL offices only.

SPECIAL PAY WILL APPEAR ON 7/2/91 PAYCHECKS

A new Special Pay has been created for income attributed to the gross wages of those employees who recently added a domestic partner to their health plan.* Paychecks for the pay period ending 6/21/91 will be the first to reflect this benefit. The new Special Pay will appear on pay statements and Report 10 as "HLTH BEN."

HOW IT WORKS

This new Special Pay is a non-cash Health Service benefit subject to FIT, SIT, FICA, Med Tax, and SDI. The amount of this Special Pay will be computed by the Health Service System and transmitted directly to the payroll system. This Special Pay will not NOT be posted on the Time Rosters.

Enrolled employees must pay taxes on the City's contribution toward health coverage of the domestic partner and pre-adoptive child, because this contribution is considered by the IRS to be a benefit City employees receive.

NOTE: The enrolled employees are receiving a notice from Health Services advising them of this new non-cash benefit.

PLEASE FILE THIS BULLETIN

Please file this Bulletin in your Procedures Manual in front of Appendix G, Special Pay Codes.

QUESTIONS

Questions about this Bulletin should be directed to departmental Payroll or Personnel Supervisors. If you are a supervisor and have questions, please call Health Services, Membership Division, at 554-1750.

*(during the 1991/92 Health Services Open Enrollment period)

Special Pay Changes for Fiscal Year 1997/98

This Bulletin affects Payroll and Personnel Offices. It replaces Bulletin 33 (Revised) dated 6/30/97. Additions and rewrites are marked by vertical lines in the left margin and deletions are marked by right arrows (→) in the left margin.

About this bulletin:

This bulletin reinstates Special Pay 24B. It was previously deleted in error.

Directory of changes

- New special pays ----- see below
- Changes to special pay amount or how to post----- see below
- Changes to special pay names only ----- p. 2
- Special pays which are no longer in use ----- p. 2
- Changes in special pay eligibility by organization-----pp.'s 2-3

New special pays

Code	Special Pay Name	Amount	How To Post	Shift Diff. Applied?	OT Applied?
02C	Interpreter/Translator Prem V	\$.50	by hour	No	No
04A	Sheriff Canine Premium	\$.9375	by hour	No	No
04T	DA Advncd Post Certificate Prm	6.0%	by hour	No	No
04W	Airport Fld Officer Trm Prem I	5.0%	by hour	Yes	Yes
04X	Airport Fld Officer Trm Prem II	\$1.40	by hour	Yes	Yes
23J	UAPD Coroner's Office Premium	5.0%	by hour	No	No
23O	UAPD Infant Delivery Premium	\$200.00	by count	No	No
23T	Auto Allowance III	\$35.00	by count	No	No
23U	Auto Allowance IV	\$75.00	by count	No	No
38P	UAPD Standby Pay - Obstetrics	\$230.00	by count	No	No

Changes to special pay amount by organization

Code	Special Pay Name	Amount	How To Post	Shift Diff. Applied?	OT Applied?
04D	Post Training Incentive Prem	4.0%	by hour	No	No

Changes to Special Pay Names Only

Code	From Special Pay Name	To Special Pay Name
04D	Post Training Incentive Prem	DA Post Certificate Prm

Special pays which are no longer in use:

Code	Special Pay Name
19V	Two-Wheel Motorcycle Premium
19X	Field Training Officer Respons
19Y	Smart Team Specialist Premium
19Z	Smart Team Negotiator Premium
23H	Bomb Technicians Premium
23X	Aprt Pol Intermed Post Certif
23Y	Aprt Pol Adv Post Certif
23Z	Canine Explosives Detection
24N	Traffic Control Premium I
24R	Dog Care Compensation Premium
38L	Airport Police Standby Pay

Changes in special pay eligibility by organization

Employee Organization	Special Pay	Eligible	No Longer Eligible
Building Inspectors J/C 6334	02A Interpreter/Translator Prem I	X	
	12A Airport Travel Premium	X	
	23U Auto Allowance IV	X	
	38A Standby Pay I	X	
	38B Standby Pay II	X	
	<i>EP - Educational Leave W/Pay</i>		X
	IL - Unpaid Inclement Weather	X	
Building Inspectors J/C 6331 & 6333	02A Interpreter/Translator Prem I	X	
	12A Airport Travel Premium	X	
	23U Auto Allowance IV	X	

Special Pay Changes.... (Continued)

Employee Organization	Special Pay	Eligible	No Longer Eligible
Building Inspectors (Continued from p. 2)	38A Standby Pay I	X	
	38B Standby Pay II	X	
	<i>EP - Educational Leave W/Pay</i>		X
	IL - Unpaid Inclement Weather	X	
Carpenters, Local 22	<i>04C Saturday Shift Pay</i>		X
	11A Uniform Allowance	X	
	<i>20D Underwater Diving Premium</i>		X
	38A Standby Pay I	X	
	38B Standby Pay II	X	
	<i>38M Standby Pay VI</i>		X
Cement Masons, Local 580	<i>04C Saturday Shift Pay</i>		X
DA Investigators Association	<i>02A Interpreter/Translator Prem I</i>		X
	04T DA Post Certificate Prm	X	
Deputy Sheriff's Association	04A Sheriffs Canine Premium	X	
Electrical Workers, Local 6	<i>04E Extended Tour Of Duty</i>		X
	<i>23Q Camp Mather Premium II</i>		X
Hod Carriers, Local 36	20L Raw Sewage I Premium	X	
Institutional Police Officers Association	<i>02B Interpreter/Translator Prem II</i>		X
Iron Workers, Local 377	<i>20C Container Crane Premium</i>		X
	OU - Comp Time Usage	X	
Laborers International, Local 261	<i>04C Saturday Shift Pay</i>		X
Machinists, Local 1414	19D Lead Worker Premium I	X	
Operating Engineers, Local 3	<i>04C Saturday Shift Pay</i>		X
Painters, Local 4	11A Uniform Allowance	X	
Plumbers, Local 38	<i>19U Night Duty Premium IV</i>		X
	23T Auto Allowance III	X	
Probation Officer's Association	<i>02A Interpreter/Translator Prem I</i>		X
	<i>02B Interpreter/Translator Prem II</i>		X
	02D Interpreter/Translator Prem IV	X	
SEIU - Local 790	04W Airport Fld Officer Trn Prem I	X	
	04X Airport Fld Officer Trn Prem II	X	
	<i>24N Traffic Control Premium I</i>		X
Supervising Nurses - Local 856	<i>23Q Camp Mather Premium II</i>		X
Theatrical Stage Employees, Local 16	<i>04C Saturday Shift Pay</i>		X
UAPD B/U 11-AA	<i>02A Interpreter/Translator Prem I</i>		X
	<i>02B Interpreter/Translator Prem II</i>		X
	02C Interpreter/Translator Prem V	X	
	23O UAPD Infant Delivery Premium	X	
	38P UAPD Standby Pay - Obstetrics	X	
UAPD B/U 8-CC	<i>02A Interpreter/Translator Prem I</i>		X
	<i>02B Interpreter/Translator Prem II</i>		X
	02C Interpreter/Translator Prem V	X	
	23J UAPD Coroners Office Premium	X	

Special Pay Changes.... (Continued)

Employee Organization	Special Pay	Eligible	N. Lo Eligible
UAPD B/U 8-CC (Continued from p. 3)	23O UAPD Infant Delivery Premium	X	
	38P UAPD Standby Pay - Obstetrics	X	
Unrepresented	02A Interpreter/Translator Prem I	X	
	EX Executive Leave	X	

File This Bulletin

Please file this Bulletin in your *Procedures Manual* in front of Appendix G ("Special Pay Codes").

Questions

If you have questions, please see your Payroll Supervisor. Supervisors who have questions, please call Taylor Moulton at 558-7818.