Honorable Board of Trustees of the
San Francisco Community College District

Subject: Resolution No. 961219-B2
Authorization of the Chancellor/designee to act on
Classified Salary Matter

President and Members:

Some classified employees in the district occupy positions
determined by the Civil Service Commission as being exempt from the Fair Labor
Standards Act and designated by a "Z" symbol. These employees are not paid for over-
time worked but may be granted compensatory time off. Previously, the 1992-93 Salary
Standardization Ordinance for the City and County of San Francisco provided as follows:

Occupants of the position specified by symbol -Z- shall work such
hours as may be necessary for the full and proper performance of their duties and shall
receive no additional compensation for work on holidays or in excess of eight hours per
day for five days per week, but may be granted compensatory time off under the
provisions of section V(B) of the salary standardization ordinance; provided that subject to
fiscal provisions of the Charter, the provisions of this section may be suspended for a
specified period of time to allow overtime payment as provided in Section V(A) of the
salary standardization ordinance during periods designated by the appointing officer and
for which funds have been certified as available by the Controller.

This procedure is referred to as "suspension of the Z symbol". Previously, the District's practice was to seek approval each year from the Civil Service
Commission for affected employees. On July 1995, the District submitted requests to the
Civil Service Commission for the suspension of the "Z" symbol involving two employees
for work to be performed in addition to their regular exempt duties. Approval of these
requests would enable said employees to be paid for overtime rather than granted
compensatory time off. In response to the District's request, the Civil Service
Commission informed the District sometime on November 1995 that this matter
concerned a monetary issue over which the Commission no longer had jurisdiction and
that the authority for this determination now rests with the District.

Henry Leong, classified manager for the Information Technology
Services Department (ITS) has tendered his resignation effective December 3, 1996.
This position is designated "Z" class. From January 2, 1995 through December 3, 1996
Mr. Henry Leong has worked overtime to cover the work for positions that ITS has not
been able to fill. The overtime was duly approved by ITS management. As the positions
remain unfilled, it was not possible for the overtime to be used up as compensatory time.
This resolution is to authorize the suspension of the "Z" designation so that Mr. Leong
may be paid for his overtime at the time of his resignation.
Resolution No. 961219 - B2 confirms that the Chancellor, Chief Operating Officer or their designees, as the Appointing Officer, is authorized to pay one classified employee who is leaving employment with the College and the Civil Service System for overtime work performed from January 2, 1995 to December 3, 1996. It further recommends that subsequently, no new exceptions to the "Z" designation be created by the District. Board of Trustees approval is required.

RESOLVED: That the Chancellor, Chief Operating Officer or their designees be granted the authority to pay Henry Leong for overtime work performed from January 2, 1995 to December 3, 1996.

RESOLVED FURTHER: That, henceforth, no suspension of the "Z" designation be created by the District for any classified employee.

Recommended for adoption:

Del Anderson
Chancellor

Originator: Clara Starr