



MCCP Compensation Administration

Last Updated on 8/5/2026





Summary of Administration

Initial Appointment Authority by Salary Range:

- A: Department
- B: Department
- C: DHR

Post-Appointment Authority by Salary Range:

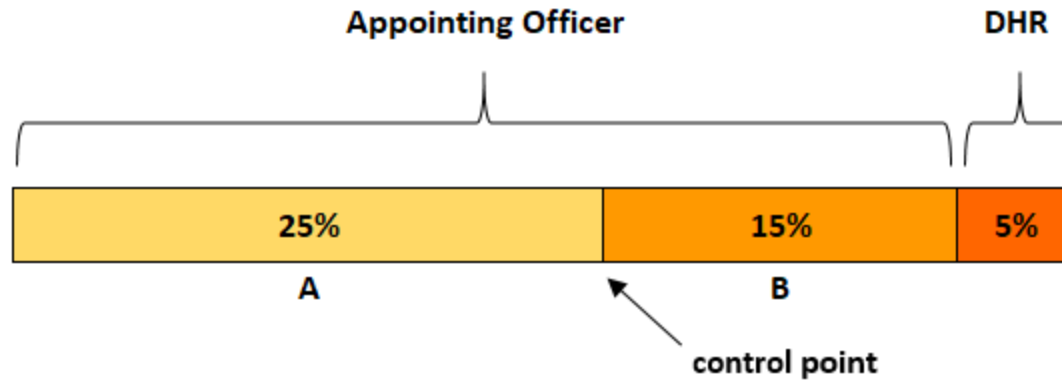
- A: Anytime by the Department
- B: Must be done through the Annual Post-Appointment Adjustment Process
- C: Must be done through the Annual Post-Appointment Adjustment Process

Post-Appointment Authority for One-Time, Lump Sums:

- Must be done through the Annual Post-Appointment Adjustment Process



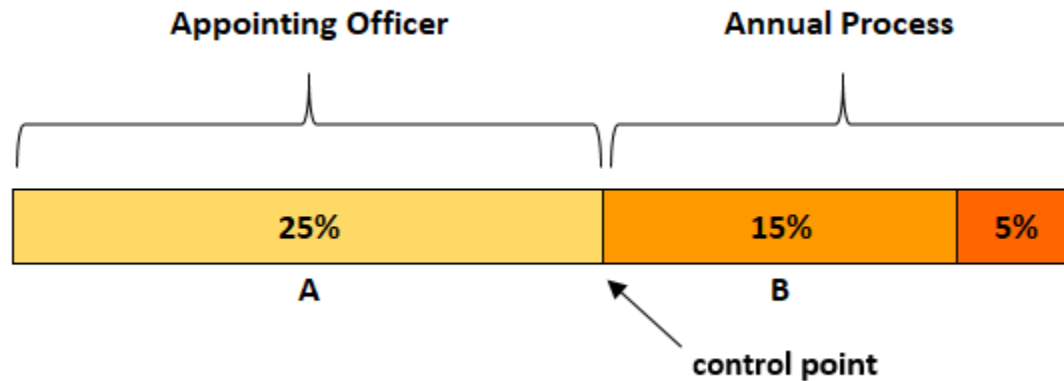
Salary Ranges Initial Appointments



- **Appointments within Range A and B:** Are at the discretion of the Appointing Officer and may be set at any salary rate within these ranges. Additionally, Appointing Officers may appoint Non-MCCP employees at steps 6 through 9.
- **Appointments within Range C:** Must be submitted for approval to DHR.



Salary Ranges Post Appointment



- **Post-Appointment within Range A:** 5% annual adjustments up to top of A.
- **Post-Appointment within Range B and C:** Occur through the annual post-appointment process subject to the approval of the adjustment committee.



Appointment Criteria

Appointments (both initial and post-appointment) within the MCCP Salary Ranges must be based on the following:

- Performance / Merit: e.g., one employee received a performance evaluation of exceeding expectations and the other received a performance evaluation in which met expectations.
- Education: e.g., one employee has a JD and the other employee has a BA if this education is job related and serves a legitimate business purpose.
- Training: e.g., one employee completed a job-related training program such as management training.
- Experience: e.g., one employee has four years of experience while the other employee has two years of experience if this experience is job related and serves a legitimate business purpose.
- Seniority: e.g., one employee has been working in the department in the position for six years while the other employee has been working in the department in the position for three years.
- Internal Equity: Paying employees performing the same work the same if there is no job-related reason to pay differently.



Initial Appointments

When determining the salary of an employee in a new appointment, departments must evaluate the compensation of other employees in the same classification who perform the same work. Such employees should only be paid differently if can be validated by one or more of the following business-related reasons: Performance/Merit, Education/Training, Experience and Seniority.

→ *While an employee's salary request may be based on loss in compensation, recruitment or retention, if providing the requested salary would result in other employees in the same class performing the same work to be paid differently, that difference in salary must be validated by one or more of the preceding business-related reasons. If it cannot, either the employee's request cannot be met or the other employees must be provided the same salary.*

In setting the salary for a new appointment in which the employee was receiving acting assignment pay, the employee's base rate of pay without the acting assignment should be used as the comparison for setting the rate in the new appointment.

Retirees (Prop. F) who are rehired in their former position may be reappointed to the same salary in Range C as formerly earned without DHR approval.



Initial Appointments (Continued)

Appointments within Ranges B & C (with DHR approval) may only be made upon an initial appointment to a position. After the initial appointment, access to Ranges B & C can only be made through the post-appointment process.

If there are significant changes in responsibilities, the department may submit a new Request-to-Fill modifying the position. The DHR Client Services Consulting Team will review the position request against MCCP classification allocation factors. If the position request is approved, the compensation of the position including potential access to Ranges B & C may be evaluated at that time.

A change in appointment type (e.g., Cat. 18 → PCS) does not qualify as a new appointment for salary setting purposes within Ranges B & C. However, for those employees in Ranges B & C, a change in appointment does not require DHR's approval to maintain that rate of pay.

The following should not be considered for salary setting purposes within Ranges B & C.

- Job responsibilities (as this is associated with position allocation)
- Cost of living or relocation costs



Post-Appointment Adjustments

Post-appointment adjustments for incumbent employees are limited to the once-a-year, annual post-appointment process and limited to funding restrictions.

To move into and within Ranges B & C, an employee must have been at or above the top of A as of July 1st and have been in their current MEA positions since at least the preceding January 1st.

Employees who meet this initial criteria but change job codes into a new MEA position in the same department on or after January 2nd remain eligible for a lump sum adjustment.

A change in appointment type (e.g., Cat. 18 → PCS) does not qualify as a new appointment for salary setting purposes and as such, does not affect an employee's eligibility for the post-appointment process.



Salary Progression - Range A

Employees appointed below the top of Range A will advance 5% each year upon completion of one year of continuous, satisfactory service up to the maximum salary in Range A (i.e., not to exceed the maximum salary in Range A). There is no automatic progression into Ranges B or C. For Non-MCCP Employees, annual salary progression is for Steps 1 through 5; there is no automatic progression for Steps 6 through 9.

Example: Appointing Officer appoints an employee to Class 0941 Manager VI during FY 2023-2024 in Range A at an annual pay rate of \$230,000. The maximum of Range A is \$235,274 at the time of placement. With satisfactory service, this full-time employee would be eligible to advance 5% following completion of the one year of service. However, 5% would provide a pay rate that would exceed the top of range A (i.e., \$235,274), exclusive of scheduled wage increases. Accordingly, the employee's pay shall be increased to the top of A and the exact percentage increase will be that remaining percentage that does not exceed the top of Range A (i.e., 2.29%).



Administration

- Denial of Salary Progression. An employee's scheduled salary progression may be denied if the employee's performance has been unsatisfactory to the City. The denial of the increase is subject to the grievance procedure, provided, however, that nothing in this section is intended to or shall make performance evaluations subject to the grievance procedure.
- Ranges B & C. Employees assigned to Ranges B or C are not eligible for annual anniversary salary increases. Once an appointment to Ranges B or C is approved, the employee's rate of pay only increases by scheduled wage increases or through the annual post-appointment process.
- Promotive Appointment in a Higher Class. While the "Promotive Appointment in a Higher Class" section of the MOU applies to appointments in MCCP classifications, the 7.5% adjustment provision cannot effectuate a rate of pay above the top of Range A.
- Premiums. Supervisory differential, night duty, POST premium, and acting assignment pay shall be administered according to traditional practices, except that Department Heads shall not be eligible for acting assignment pay.
- Grievability: Placement into Ranges B & C or Steps 6 – 9 is not grievable or appealable.



Department Documentation

Although DHR will no longer approve appointments in Range B and Steps 6-9, the Classification and Compensation Division continues to be available for guidance on administration. Additionally, [approval forms](#) are available on DHR's web page and must be used in the setting of compensation with a copy to DHR-MCCPAdministration@sfgov.org for Ranges A & B and Steps 1-9.

Email Header: Employee, Name, Class, Range/Step, Salary
(e.g., Jane Doe, 0931, Range B, \$200,000)

In the form, provide a short narrative describing how the employee's job-related performance, education, training, experience and/or seniority supports the salary placement.

Additionally, you must retain records as DHR, the Office of the Controller, and MEA shall conduct annual reviews for fairness, equity, transparency and compliance with merit principles. The City and MEA will discuss with departments any findings of inequity or misuse of these compensation ranges. Failure to keep proper documentation could expose the City to liability.



Range C Submission to DHR

Requests must be submitted via e-mail to Emily.Lee@sfgov.org and contain the following:

- [MCCP Range C Submission Form](#)
- Candidate's current (or last held) salary demonstrated through at least two pay stubs (*if offered by candidate and is at least partly the basis for the candidate's salary request; salary to be reviewed by DHR for validity and comparableness to City's total compensation*)
- Candidate's resume/CV
- Relevant organizational chart including names, classifications, working titles and salaries.

Please note, submissions should be focused upon merits of the individual rather than the responsibilities of the position as the latter are relevant to what level the position is allocated in MCCP, and not to what the individual should be paid.

As a reminder, Range C job offers may not be made prior to obtaining approval from DHR. Accordingly, please contact DHR in advance of making any such offers.

Retirees (Prop. F) who are rehired in their former position may be reappointed to the same salary in Range C as formerly earned without DHR approval.



Compensation Administration Summary Chart

Establishing the Rate of Pay

Salary Range	New / Vacant	Post-Appointment
Range A	Appointing Officer may appoint anywhere within Range A	Appointing Officer may adjust rate of pay within Range A at anytime
Range B	Appointing Officer may appoint anywhere within Range B	Appointing Officer may adjust rate of pay within Range B pursuant to approval of annual adjustment committee subject to financial limitations
Range C	Appointing Officer may appoint anywhere within Range C (<u>with DHR's approval</u>)	Appointing Officer may adjust rate of pay within Range C pursuant to approval of annual adjustment committee subject to financial limitations

Salary Progression

Salary Range	Progression
Range A	5% annual increments up to the top of Range A based upon satisfactory performance
Ranges B & C	No progression within Ranges B & C