

Article 2: Administrative Code

Division 10: Personnel

§22.1001 Acting Officers

Whenever any office or position in the administrative service under his control is vacant, or whenever the incumbent of any such office or position is unable to perform the duties thereof, by reason of absence or disability, the City Manager, except as otherwise provided by ordinance, may designate some other officer or employee to perform the duties thereof in an acting capacity. But when such designation is made by reason of a vacancy in the Classified Service, it shall be subject to the same time limitation as applies to temporary appointments.

("Acting Officers" added 6-28-1933 by O-258 N.S.)

§22.1002 Acting Officers — Additional Compensation

A person temporarily performing the duties of an office or position in an acting capacity may receive additional compensation beyond that received in the position regularly held by such person, at a rate not less than the minimum, nor more than the maximum, which a regularly appointed incumbent is entitled to receive. Payment of such additional compensation to classified personnel must be approved by the Civil Service Commission.

(Amended 12-18-1969 by O-10202 N.S.)

§22.1003 Titles

Whenever in the ordinances of the City it is provided that anything shall be done or may be done by an officer designated by a title which no longer exists as used therein, the authority or duty to do such thing shall rest upon such officer as may be designated by ordinance, or by order of the City Manager as successor in such duty or authority of the officer originally referred to.

("Titles" added 6-28-1933 by O-258 N.S.)

§22.1004 Performance by Deputies

Whenever in this code it is made the duty of any officer of the City to do any certain thing, the doing of such thing under his direction or supervision or with his authority by a deputy or other subordinate shall be deemed to be the doing of such thing by him, except in such matters as by law or by the nature of the duty must be done by such officer in person; provided that this section shall not be construed to bind the

City in any transaction involving the payment or receipt of moneys or of physical properties, unless the transaction in relation thereto by any subordinate was within the express authorization given to such subordinate.

(“Performance by Deputies” added 6-28-1933 by O-258 N.S.)

§22.1005 Divided Service

In case the services of any officer or employee are divided among activities of the City which are carried on from separate funds or separate appropriation accounts, the salary or compensation of such officer or employee shall be prorated and charged to such several funds and accounts on the basis of time chargeable to each several activities, or on such other basis as may be fixed by ordinance or appropriation.

(“Divided Service” added 6-28-1933 by O-258 N.S.)

§22.1006 Leave of Absence — Unclassified Service

Employees and officers of the Unclassified Service of the City of San Diego shall have the same rights and benefits relative to leaves of absence as is provided for the Classified Service under the provisions of Chapter 2, Article 3, Division 11 of this Code.

(“Leave of Absence — Unclassified Service” added 1-13-1959 by O-8039 N.S.)

§22.1007 Purpose and Intent

The purpose of amending Division 10, Article 2, Chapter 2 of the San Diego Municipal Code is to provide for increased efficiency of governmental operation in the City of San Diego by establishing a Suggestion Awards Program. The City has as its objective the constant stimulation of imaginative and inventive thinking throughout all City departments so as to discover all possible areas for improvement in all aspects of municipal activities and to generate and implement practical suggestions and solutions from as many employees as possible.

(“Purpose and Intent” added 11-27-1962 by O-8758 N.S.)

§22.1008 Suggestion Awards Program Established

There is hereby established a Suggestion Awards Program for officers and employees of the City. This Suggestion Awards Program shall be administered in accordance with the provisions of this ordinance.

(“Suggestion Awards Program Established” added 11-27-1962 by O-8758 N.S.)

§22.1009 Definitions

Whenever in this ordinance the following terms are used, they shall have the meaning respectively ascribed to them in this section unless otherwise apparent in the context.

- (a) “Committee” means the Suggestion Awards Committee.
- (b) “Council” means the Council of The City of San Diego.
- (c) “Net Increase in Revenue” means the estimated first year net increase in revenue production from a specific source resulting from the adoption and placing into effect of a suggestion, determined as provided herein and approved by the Council. In estimating the net increase in revenue, the cost of placing the suggestion in effect shall be amortized over a reasonable period of time.
- (d) “Net Saving” means the estimated first year net cost reduction resulting from the adoption and placing into effect of a suggestion, determined as provided herein and approved by the Council. In computing net cost reduction, the cost of placing the suggestion in effect shall be amortized over a reasonable period of time.
- (e) “Suggestion” means a written proposal by an employee of the City that clearly suggests to the administration of the City a device or method to do any job, system, or procedure better, quicker, easier, safer and/or at less cost; to handle additional workload with the same staff and/or equipment, or to produce a more efficient operation with better control.
- (f) “Coordinator” means Suggestion Awards Coordinator.
(“Definitions” added 11-27-1962 by O-8758 N.S.)

§22.1010 Suggestion Awards Committee

There is hereby established a Suggestion Awards Committee to be composed of nine (9) members selected and appointed as follows:

- (a) The City Manager or his alternate.
- (b) Four (4) department directors or their alternates appointed by the City Manager.

- (c) One representative each of AFL–CIO Local 145 — International Fire Fighters Association, AFL–CIO Local 127 — American Federation of State, County and Municipal Employees, San Diego Police Officers Association, and Municipal Employees Association.
(Amended 8–2–1982 by O–15788 N.S.)

§22.1011 Term of Office

The term of office for Committee members other than the City Manager, or his/her alternate, shall not exceed one year; provided, however, that such member may serve for more than one term.
(Amended 8–2–1982 by O–15788 N.S.)

§22.1012 Suggestion Awards Coordinator

There shall be a full–time executive secretary to the Committee known as the Suggestion Awards Coordinator, appointed by the City Manager, who shall be subject to the policy direction of the Committee and to the daily administrative supervision of the appointing authority.
(Amended 8–2–1982 by O–15788 N.S.)

§22.1013 Quorum

Any five (5) members of the Committee shall constitute a quorum.
(Amended 8–2–1982 by O–15788 N.S.)

§22.1014 Committee Voting

Each member of the Committee shall have one vote, and at least five (5) affirmative votes of the Committee shall be necessary to pass any matter requiring Committee action.
(Amended 8–2–1982 by O–15788 N.S.)

§22.1015 Conduct of Business

The Committee shall adopt rules governing the conduct of the Committee’s business, provided such rules are not in conflict with this Ordinance, the City Charter, or other Ordinances of this City.
(“Conduct of Business” added 11–27–1962 by O–8758 N.S.)

§22.1016 Suggestions Eligible for Awards

All suggestions must either be submitted prior to implementation or within sixty (60) days after implementation date.

All suggestions submitted by employees of the City are eligible for an award with the following exceptions:

- (a) Suggestions concerning items contained in a Memorandum of Understanding.
- (b) Suggestions concerning compensation and benefits.
- (c) Requests for standard items.
- (d) Solutions to problems that fall within the specific scope of an officially assigned task or responsibility.
- (e) Ideas which duplicate previous suggestions.
- (f) Ideas that were already under active and continuous consideration prior to the receipt of the suggestion.
- (g) Increases in fees or charges.
- (h) Ideas that are the result of a problem-solving group formed by management.

Any eligible employee submitting a suggestion which is not placed into effect shall retain award eligibility for three years from the date of Committee action. Once the three-year period has elapsed, no obligation exists to award the suggestion, unless the eligible employee resubmits the suggestion in accordance with Committee rules.

Any eligible employee submitting a suggestion which is placed into effect shall not lose his or her eligibility for an award by reason of termination of employment or by becoming ineligible subsequent to submission of the suggestion.

(Amended 12-5-1983 by O-16087 N.S.)

§22.1017 Awards

Upon a finding by the Committee that a net savings or net increase in revenue will accrue to the City through adopting and placing the suggestion into operation, the Committee may recommend to the Council that an award be made appropriate to the

category of eligibility of the suggester. Three categories of eligibility are established, as follows:

- (a) Category I: Employees who are expected to develop cost savings ideas in all areas of City operations as a natural extension of their normal job duties. Category I employees shall be eligible for a recognition award.
- (b) Category II: Employees who are expected to develop cost savings ideas within their area of professional expertise and career development. Category II employees shall be eligible for an award not to exceed \$1,000 or ten percent (10%) of the estimated first year's net savings or net increase in revenue, whichever is less.
- (c) Category III: Employees who are not normally expected to develop cost savings ideas outside the area of their specific job assignment. Category III employees shall be eligible for an award not to exceed \$5,000 or thirty percent (30%) of the estimated first year's net savings or net increase in revenue, whichever is less.

The City Manager shall determine the Category of Eligibility for each job classification, and shall publish and distribute this information for guidance of all employees.

Where the Committee finds that it is impracticable or uneconomical to estimate the amount of such savings or increase in revenue, the Committee may nevertheless recommend that the Category I suggester receive a recognition award, the Category II suggester be paid a monetary award not to exceed \$50, and the Category III suggester be paid a monetary award not to exceed \$500 for any one suggestion.

Where the Committee finds that the suggestion cannot be adopted or placed in operation but that the suggestion has led directly to the adoption of improvement or changes that result in a savings or increase in revenue to the City, the Committee may recommend to the Council that the Category I suggester receive a recognition award, the Category II suggester be paid a monetary award not to exceed \$50, and the Category III suggester be paid a monetary award not to exceed \$500 for any one suggestion.

At the end of the first twelve (12) months following the granting of any monetary award of less than \$5,000 to a Category III employee, or any monetary award of less than \$1,000 to a Category II employee, the Committee shall reinvestigate such suggestion and shall determine or estimate the extent to which said suggestion has resulted in a net savings or a net increase in revenue to the City.