



REVISED LIKE WORK LIKE PAY POLICY
(Supersedes DB 17-162)

The following conditions must be met for a member to qualify for like work like pay as provided under the July 1, 2018 - June 30, 2021 Memorandum of Understanding (MOU), Article III, Section 4, Acting Assignment Pay.

- The person whose position is temporarily being filled must be on one of the following categories during the date and time period under consideration:
 - On any paid or non-paid category listed in HRMS
 - Serving in a LWLP position of a higher rank and/or
 - Detailed to training and/or
 - Loaned, by detail, to another unit or outside agency.
- The member filling this position must be “permanent” in the next lower rank. Absent the commanding officer being able to articulate specific reasons for not selecting the senior employee, seniority in rank shall control. The employee temporarily filling that position shall be compensated at the salary of the rank being filled for the time worked in that temporary position, provided that no member holding the temporarily filled rank is working in the assigned unit on the same watch (i.e. double day). The employee beginning the acting assignment cannot be displaced by a more senior employee of the same rank who begins their shift after the acting assignment has begun.
- The Deputy Chief must approve filling the position in advance. Captains who are required to perform duties of the next highest rank are not entitled to receive acting assignment pay compensation unless they receive prior approval from the Deputy Chief of the employee’s respective bureau.
- The LWLP member must complete a “Compensation Request/Equal Pay” (SFPD 319) card for the hours **actually** worked and submit the card to Payroll by the end of the pay period.
- The completed card must include: the name and rank of the person replaced (even though vacant), the beginning and ending dates and times of the LWLP status and the actual dates circled on the back of the card.

If all these conditions are not met, LWLP compensation cannot be approved. In the normal absence (H) of a superior officer, the senior ranking officer on duty will be in charge, however will not be expected to perform the duties of the higher rank.


WILLIAM SCOTT
Chief of Police