



DATE: November 15, 2022

TO: Mayor and Council

FROM: Assistant City Manager/Interim Director of Human Resources

SUBJECT: Adopt a Resolution Approving the Amended Fiscal Year 2023 Salary Plan That Designates Classifications and Corresponding Salary Ranges

RECOMMENDATION

That Council adopts a Resolution (Attachment II) approving an amendment to the City of Hayward Salary Plan for Fiscal Year 2023 (FY 2023), which designates all classifications and corresponding salary ranges for employment in the City of Hayward as of November 21, 2022, superseding Resolution No. 22-265 and all amendments thereto.

SUMMARY

As required by the Municipal Code, the FY 2023 Salary Plan has been updated to reflect salary adjustments to classifications in the City’s classified services as a result of the negotiated side letter agreement amending the Memorandum of Understanding (MOU) between the City of Hayward and the Hayward Police Officers’ Association (HPOA). The Salary Plan has also been revised to reflect adjustments to three (3) additional classifications. On November 10, 2022, the Personnel Commission held a public hearing in which it reviewed and recommended to Council the Salary Plan for each position in the City’s classified service for FY 2023, effective November 21, 2022.

BACKGROUND AND DISCUSSION

Sideletter Salary Adjustments:

Pursuant to the side letter agreement amending the HPOA MOU, HPOA represented classifications shall receive a five percent (5%) salary increase retroactive to the pay period including July 1, 2022.

Salary Adjustments:

PERSONNEL AND TRAINING ADMINISTRATOR (H450): Pursuant to Section 7.16 of the HAME MOU (Supervisory Differential), the Personnel and Training Administrator shall maintain a minimum pay differential of ten percent (10%) between this classification and Police Sergeant (P210). As a result, the Personnel and Training Administrator shall receive a 2.46% salary

increase adjustment effective July 1, 2022. The salary range for Personnel and Training Administrator is \$71.40 per hour at Step A and \$86.79 per hour at Step E.

YOUTH AND FAMILY SERVICES ADMINISTRATOR (H445): Pursuant to Section 7.16 of the HAME MOU (Supervisory Differential), the Youth and Family Services Administrator shall maintain a minimum pay differential of ten percent (10%) between this classification and Police Sergeant (P210). As a result, the Youth and Family Services Administrator shall receive a 2.46% salary increase adjustment effective July 1, 2022. The salary range for Youth and Family Services Administrator is \$71.40 per hour at Step A and \$86.79 per hour at Step E.

RESERVE OFFICER COORDINATOR (H455): The salary range for Reserve Officer Coordinator is internally set to be equivalent to Police Sergeant (P210). As a result, the Reserve Officer Coordinator shall receive a 2.47% salary increase adjustment effective July 1, 2022. The salary range for Reserve Officer Coordinator is \$64.95 per hour at Step A and \$78.90 per hour at Step E.

FISCAL IMPACT

HAYWARD POLICE OFFICERS' ASSOCIATION: The additional fiscal impact for HPOA-represented classifications is an increase of approximately \$2,395,891.15 to the General Fund and \$55,610.05 to the Measure C Fund, for a total fiscal impact of \$2,451,501.19. Budget adjustments will be included in the FY 2023 mid-year budget process.

PERSONNEL AND TRAINING ADMINISTRATOR: The additional fiscal impact for Personnel and Training Administrator is an increase of approximately \$5,855.05 to the General Fund. Budget adjustments will be included in the FY 2023 mid-year budget process.

YOUTH AND FAMILY SERVICES ADMINISTRATOR: The additional fiscal impact for Youth and Family Services Administrator is an increase of approximately \$5,855.05 to the General Fund. Budget adjustments will be included in the FY 2023 mid-year budget process.

RESERVE OFFICER COORDINATOR: The additional fiscal impact for Reserve Officer Coordinator is an increase of approximately \$2,677.99 to the General Fund. Budget adjustments will be included in the FY 2023 mid-year budget process.

STRATEGIC ROADMAP

This agenda item is a routine operational item and does not relate to one of the City Council's Strategic Roadmap initiatives.

NEXT STEPS

If approved, salary adjustments will be implemented by the Human Resources Department and Finance Department and will be reflected in the employees' paychecks dated November 23, 2022. Retroactive payments will be processed within the next two months as timelines and workloads of HR and payroll staff allow.

Prepared by: Valeria Cazares, Acting Human Resources Analyst I

Recommended by: Kakshi Master, Acting Deputy Director of Human Resources
Regina Youngblood, Assistant City Manager/Interim Director of Human Resources

Approved by:



Kelly McAdoo, City Manager