



DATE: June 28, 2022

TO: Mayor and City Council

FROM: Assistant City Manager/Acting Director of Human Resources

SUBJECT: Salary Plan Amendment: Adopt a Resolution Approving an Amendment to the City of Hayward Salary Plan for Fiscal Year 2023

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 range for employment in the City of Hayward as of July 4, 2022, superseding Resolution No. 22-072 and all amendment thereto.

SUMMARY

As required by the Municipal Code, the FY 2023 Salary Plan has been updated to reflect salary adjustments to the classifications in the City's classified service as a result of the Council-approved Memoranda of Understanding (MOUs) between the City of Hayward and the Hayward Police Officers' Association (HPOA), Hayward Police Management Unit (HPMU), International Association of Firefighters (Local 1909), Hayward Fire Officers Association, Hayward Association of Management Employees (HAME), International Federation of Professional and Technical Engineers, Local 21 (Local 21), and Service Employees International Union, Local 1021 (SEIU). The Salary Plan has also been updated to reflect the addition of a Lead Sweeper Equipment Operator and salary adjustments to various other classifications as identified in this report, including Unrepresented classifications in accordance with the updated salary and benefits resolution approved by Council on June 21, 2022. On June 22, 2022, the Personnel Commission held a public hearing in which they reviewed and recommended to Council the revised Salary Plan for each position in the City's classified service for FY 2022, effective July 4, 2022.

BACKGROUND AND DISCUSSION

Contract/Resolution-Based Salary Adjustments:

Pursuant to the negotiated terms of the Memoranda of Understanding (MOUs) between the City of Hayward and the Hayward Police Officer's Association (HPOA), Hayward Police Management Unit (HPMU), International Association of Firefighters (Local 1909), Hayward Fire Officers Association, Hayward Association of Management Employees (HAME), International Federation of Professional and Technical Engineers, Local 21 (Local 21), and the

Service Employees International Union, Local 1021 (SEIU), salary adjustments specified in Table 1 below will be applied to the classifications represented by the aforementioned bargaining units effective the pay period including July 1, 2022. Additionally, pursuant to the updated salary and benefits resolution approved by Council on June 21, 2022, Unrepresented classifications will receive a salary adjustment effective the pay period including July 1, 2022.

Table 1 – FY 2023 Unit-Wide Salary Adjustments

EMPLOYEE GROUP	PERCENTAGE INCREASE
HPOA	2.50%
Police Management	5.00%
Local 1909	9.68%
Fire Officers	9.68%
HAME	4.00%
IFPTE, Local 21	2.00%
SEIU, Local 1021	3.00%
Unrepresented	3.00%

New Classifications:

LEAD SWEEPER EQUIPMENT OPERATOR (M702): In May 2020, the Maintenance Services Department (MSD) requested the addition of an advanced-journey level classification that would direct, coordinate, and perform the work of the Sweeper Equipment Operators. The salary will be set internally to ten percent (10%) above the Sweeper Equipment Operator (M700). The salary range for the Lead Sweeper Equipment Operator is \$39.07 per hour at Step A and \$45.54 per hour at Step E.

Salary Adjustments:

DEPUTY FIRE CHIEF (F600): Pursuant to Section 6.13 of the Memorandum of Understanding (MOU) between the City of Hayward and the Hayward Fire Chiefs’ Association (HFCA), the base rate for the classification of Deputy Fire Chief shall be fifteen percent (15%) greater than the base rate for Fire Marshal (F400). To maintain a minimum pay differential of fifteen percent (15%) between this classification and Fire Marshal, Deputy Fire Chief shall receive a salary adjustment of 9.68%. The salary range for Deputy Fire Chief is \$104.59 per hour at Step A and \$127.13 per hour at Step E.

FIREFIGHTER TRAINEE (F100): To maintain a minimum pay differential of ten percent (10%) between this classification and Step A of Firefighter (F205) as required under Section 16.13 of the Local 1909 MOU (Firefighter Trainees), Firefighter Trainee shall receive a 4.48% salary adjustment effective the pay period that includes July 1, 2022. The salary range for Firefighter Trainee shall be \$47.38 per hour at Step A and 49.74 at Step B.

FACILITIES AND BUILDING MANAGER (H605): To maintain a minimum pay differential of ten percent (10%) between this classification and the Facilities Leadworker (M135) as required under Section 7.16 of the HAME MOU (Supervisory Differential), the Facilities Building

Manager shall receive a salary adjustment of 5.26% effective the pay period that includes July 1, 2022. The salary range for the Facilities Building Manager shall be \$64.28 per hour at Step A and \$78.12 per hour at Step E.

MAINTENANCE MANAGERS: The salary ranges for Landscape Maintenance Manager (H615), Streets Maintenance Manager (H625), Fleet Maintenance Manager (H635), and Facilities Building Manager (H605) are internally set to be equivalent. As a result of the 5.26% adjustment to Facilities Building Manager, the salary ranges for Landscape Maintenance Manager, Streets Maintenance Manager, and Fleet Maintenance Manager shall be increased by 5.26% effective the pay period including July 1, 2022. The salary range for these classifications is \$64.28 per hour at Step A and \$78.12 per hour at Step E.

POLICE OFFICER TRAINEE (P100): Pursuant to the negotiated terms of the Memorandum of Understanding (MOU) between the City of Hayward and SEIU, Police Officer Trainee should have received a two percent (2%) salary increase effective the pay period that included December 15, 2021. The salary range for Police Officer Trainee has been corrected to reflect a retroactive two percent (2%) increase effective the pay period that includes December 15, 2021. The salary range for Police Officer Trainee shall be \$38.47 per hour at Step A and \$40.37 per hour at Step B.

SENIOR CIVIL ENGINEER (H240): Pursuant to Section 7.16 of the HAME MOU (Supervisory Differential) the salary range for Senior Civil Engineer shall be at least ten percent (10%) above Associate Civil Engineer (T215). The Senior Civil Engineer should have received a two percent (2%) salary adjustment when the Associate Civil Engineer received a COLA increase in August 2021. As such, the Senior Civil Engineer shall receive a retroactive two percent (2%) salary adjustment effective the pay period that includes August 20, 2021. The salary range for the Senior Civil Engineer is \$66.40 per hour at Step A and \$80.70 per hour at Step E.

SENIOR UTILITIES ENGINEER (H810): Pursuant to Section 7.16 of the HAME MOU (Supervisory Differential) the salary range for Senior Utilities Engineer shall be at least ten percent (10%) above Associate Civil Engineer (T215). The Senior Utilities Engineer should have received a two percent (2%) salary adjustment when the Associate Civil Engineer received a COLA increase in August 2021. As such, the Senior Utilities Engineer shall receive a retroactive two percent (2%) salary adjustment effective the pay period that includes August 20, 2021. The salary range for the Senior Utilities Engineer is \$66.40 per hour at Step A and \$80.70 per hour at Step E.

STREETS MAINTENANCE SUPERVISOR: Pursuant to the Salary Study Letter of Understanding (LOU) between the City of Hayward and HAME effective March 23, 2022, the Streets Maintenance Supervisor shall receive a 5.79% adjustment (the amount by which the salary range is below mid-market) effective the pay period including July 1, 2022. The adjustment shall be implemented after the application of any previously negotiated COLAs. The salary range for Streets Maintenance Supervisor is \$56.28 per hour at Step A and \$65.43 per hour at Step E.

FIRE CHIEF: To maintain a minimum pay differential of ten percent (10%) between this classification and Deputy Fire Chief (F600), Fire Chief shall receive a 16.88% salary

adjustment effective the pay period that includes July 1, 2022. The salary range for Fire Chief shall be \$115.05 per hour at Step A and \$139.84 per hour at Step E.

POLICE CHIEF: To maintain a minimum pay differential of ten percent (10%) between this classification and Police Captain (P300), Police Chief shall receive a 6.50% salary adjustment effective the pay period that includes July 1, 2022. The salary range for Police Chief shall be \$102.84 at Step A and \$124.99 at Step E.

FISCAL IMPACT

AGREEMENT/RESOLUTION-BASED SALARY ADJUSTMENTS: The agreement/resolution-based salary adjustments to classified classifications in HPOA, HPMU, HAME, Local 21, SEIU, and the Unrepresented Employee unit are included in the FY 2023 Proposed Operating Budget. Therefore, there is no additional fiscal impact.

UNREPRESENTED EXECUTIVE: The additional annual fiscal impact for the salary adjustments to classifications in the Unrepresented Executive unit is an increase of approximately \$47,802 to the General Fund. Budget adjustments will be included in the FY 2023 mid-year budget process.

LOCAL 1909 AND HAYWARD FIRE OFFICERS: The additional annual fiscal impact for the agreement-based salary adjustments to classifications represented by Local 1909 and the Hayward Fire Officers Association is an increase of approximately \$1,940,586 to the General Fund.

LEAD SWEEPER EQUIPMENT OPERATOR: The additional annual fiscal impact for the Lead Sweeper Equipment Operator is an increase of approximately \$11,872 to the General Fund and \$11,872 to the Stormwater Fund, for a total fiscal impact of \$23,745. Budget adjustments will be included in the FY 2023 mid-year budget process.

DEPUTY FIRE CHIEF: The additional annual fiscal impact for Deputy Fire Chief is an increase of approximately \$51,383 to the General Fund. Budget adjustments will be included in the FY 2023 mid-year budget process.

FIREFIGHTER TRAINEE: Firefighter Trainee positions are not budgeted positions and are funded using budgeted Firefighter vacant positions. The vacancies are intended to be filled by graduates of the Fire Academy. Therefore, there is no additional fiscal impact.

POLICE OFFICER TRAINEE: Police Officer Trainee positions are not budgeted positions and are funded using budgeted Police Officer vacant positions. The vacancies are intended to be filled by graduates of the Police Academy. Therefore, there is no additional fiscal impact.

MAINTENANCE MANAGERS: The additional annual fiscal impact for the Facilities Building Manager, Landscape Maintenance Manager, Streets Maintenance Manager, and Fleet Maintenance Manager, is as follows:

- Facilities and Building Manager (H605): Approximately \$10,875 to the Facilities Management Fund
- Landscape Maintenance Manager (H615): Approximately \$9,244 to the General Fund and \$1,631 to the Water Enterprise Fund
- Streets Maintenance Manager (H625): Approximately \$5,437 to the General Fund and 5,437 to the Stormwater Enterprise Fund
- Fleet Maintenance Manager (H635): Approximately \$11,640 from the Fleet Management Fund

Budget adjustments will be included in the FY 2023 mid-year budget process.

SENIOR CIVIL ENGINEER: The additional annual fiscal impact for the Senior Civil Engineer is approximately \$30,240 to the General Fund. Budget adjustments will be included in the FY 2023 mid-year budget process.

SENIOR UTILITIES ENGINEER: The additional annual fiscal impact for the Senior Utilities Engineer is approximately \$32,738 to the Enterprise Fund. Budget adjustments will be included in the FY 2023 mid-year budget process.

STREETS MAINTENANCE SUPERVISOR: The additional annual fiscal impact for the Streets Maintenance Supervisor is approximately \$10,245 to the General Fund. Budget adjustments will be included in the FY 2023 mid-year budget process.

FIRE CHIEF: The additional annual fiscal impact for the Fire Chief is approximately \$77,739 to the General Fund. Budget adjustments will be included in the FY 2023 mid-year budget process.

POLICE CHIEF: The additional annual fiscal impact for the Police Chief is approximately \$31,927 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 July 8, 2022, with appropriate retroactive payments based on the dates in this report.

Prepared by: Kakshi Master, Acting Deputy Director of Human Resources
Valeria Cazares, Acting Human Resources Analyst I

Recommended by: Regina Youngblood, Assistant City Manager/Interim Director of Human Resources

Approved by:

A handwritten signature in black ink, appearing to read 'Kelly McAdoo', with a long horizontal flourish extending to the right.

Kelly McAdoo City Manager