



DATE: December 17, 2019

TO: Mayor and City Council

FROM: Assistant City Manager

SUBJECT: Adopt a Resolution Approving an Amendment to the City of Hayward Salary Plan for Fiscal Year 2020

RECOMMENDATION

That Council adopts a Resolution (Attachment II) approving an amendment to the City of Hayward Salary Plan for fiscal year 2020 (FY 2020), which designates all classifications and the corresponding salary range for employment in the City of Hayward as of December 23, 2019, superseding Resolution No. 19-184 and all amendments thereto.

SUMMARY

As required by the Municipal Code, the FY 2020 Salary Plan has been updated to reflect salary adjustments to the classifications in the City's classified and unclassified service as a result of the Equity Study Side Letter of Agreement between the City of Hayward and SEIU Local 1021 Clerical and Related Unit and SEIU Local 1021 Maintenance and Operations Unit as signed on December 4, 2018, including salary adjustments to the Mail Clerk, Management Fellow, and a salary correction to Associate Landscape Architect. The Salary Plan also includes adjustments based on the Council approved Memorandum of Understanding (MOU) between the City of Hayward and Hayward Association of Management Employees (HAME) as approved on June 19, 2018 and the revised terms of the Salary and Benefits Resolution for Unrepresented Executives, Management, City Manager's Office, Human Resources and City Attorney's Office Employees, as amended on June 26, 2018.

After the Personnel Commission held a public hearing on December 12, 2019 and considered public and Commissioner comments, they recommended Council consider adoption of an amended FY 2020 Salary Plan for the classifications in the City's classified service.

Additionally, this Salary Plan reflects salary adjustments for the Hayward City Manager, City Attorney, and City Clerk as outlined in the Council approved Employment Agreements.

BACKGROUND AND DISCUSSION

Cost-of-Living Adjustments (COLA):

Pursuant to the negotiated terms of the MOU between the City of Hayward and Hayward Association of Management Employees (HAME), the revised terms of the Salary and Benefits

Resolution for Unrepresented Executives, Management, City Manager’s Office, Human Resources and City Attorney’s Office Employees, and the Hayward City Manager, City Attorney, and City Clerk Employment Agreements, a 2% COLA salary increase will be applied to the classifications represented in the aforementioned bargaining units as well as those classifications covered by the Salary and Benefits Resolution except for the Police Chief and Fire Chief, effective the pay period including January 1, 2020.

Equity Adjustments:

SEIU Local 1021 Clerical and Related Unit and SEIU Local 1021 Maintenance and Operations Unit (SEIU Local 1021)

Pursuant to the Equity Study Side Letter of Agreement between the City of Hayward and SEIU Local 1021 Clerical and Related Unit and SEIU Local 1021 Maintenance and Operations Unit, a salary survey identified 37 classifications that met the criteria for salary equity adjustments. No classification in this Unit will receive an equity adjustment increase of more than six percent (6%) in FY 2020, and an equity adjustment increase of more than six percent (6%) in FY 2021 over the course of the agreement. As such, the first salary equity adjustment, not to exceed 6%, will go into effect the pay period including January 1, 2020.

Table 1 below lists the SEIU Local 1021 classifications receiving the first installment of the 6% equity salary adjustment effective the pay period including January 1, 2020.

Table 1: January 1, 2020 SEIU Local 1021 Equity Adjustments:

CLASSIFICATION
Administrative Secretary
Secretary
Senior Secretary
Community Service Officer
Jail Supervisor
Facilities Carpenter II
Facilities Carpenter I
Facilities Painter II
Facilities Painter I
Library Page
Senior Library Page
Maintenance Leader
Airport Attendant
Airport Maintenance Worker
Facilities Lead Worker
Facilities Service Worker I
Facilities Service worker II
Groundskeeper I
Groundskeeper II

CLASSIFICATION
Groundskeeper III
Maintenance Worker
Senior Airport Maintenance Worker
Senior Maintenance Leader
Utilities Maintenance Mechanic
Utility Worker
Backflow/Cross Connection Tester
Cross Connection Control Specialist
Senior Utility Cust. Svc. Leader
Senior Utility Leader
Senior Utility Service Representative
Utilities Service Worker
Utility Leader
Utility Worker - Sewer
Senior Utility Leader - Sewer
Utility Leader - Sewer
WPCF Operator
Operator-In-Training

In addition to the classifications listed above, three other SEIU Local 1021 classifications will receive equity adjustments as described below:

PROGRAM ASSISTANT: The City aligns classifications to internal equity adjustments during the salary survey process. The Program Assistant is linked to the Library Assistant and will receive a 6.5% increase to maintain parity with the linked Library Assistant classification. The salary range is \$25.15 per hour at Step A and \$30.12 per hour at Step E.

WPCF LEAD OPERATOR: The WPCF Operator classification received a salary equity increase, creating less than a 15% differential from the higher level WPCF Lead Operator classification. Therefore, the salary for WPCF Lead Operator has been increased by 7.20% to reflect the 15% differential. The salary is \$45.31 per hour at Step A and \$52.98 per hour at Step E.

EQUIPMENT OPERATOR: Pursuant to the Equity Study Side Letter of Agreement between the City of Hayward and SEIU Local 1021 Clerical and Related Unit and SEIU Local 1021 Maintenance and Operations Unit, the Utility Worker classification received a salary equity increase and no longer maintains a 1.5% differential from Equipment Operator. Therefore, the salary for Equipment Operator has been increased by 6.14% to reflect the 1.5% differential. The salary is \$33.70 per hour at Step A and \$39.24 per hour at Step E.

Hayward Association of Management Employees (HAME)

ADMINISTRATIVE SUPERVISOR: Pursuant to Section 7.16 of the MOU between the City of Hayward and HAME, the Administrative Supervisor will receive a salary increase of 2.69% to maintain a minimum pay differential of 10% between it and the Administrative Secretary classification, which received an equity increase in the aforementioned salary survey. The salary range for Administrative Supervisor is \$38.06 per hour at Step A and \$46.24 per hour at Step E.

International Federation of Professional & Technical Engineers (IFPTE Local 21)

The City of Hayward and IFPTE Local 21 negotiated and agreed to a salary survey on classifications in this labor organization, with the goals of identifying any classifications that meet the criteria for salary equity adjustments and implementing those adjustments during the pay period that includes January 1, 2020. However, because additional time was needed to establish criteria for the salary equity adjustments, select the consultant for the survey, and discuss details with the selected consultant, the original implementation timeline was not reached. Therefore, upon completion of the salary survey, staff will present the salary findings and implementation details to the Personnel Commission at the next regular meeting or a Special Personnel Commission meeting, followed by implementation of any qualified classifications' salary adjustments retroactively to the pay period including January 1, 2020.

Salary Adjustments

MANAGEMENT FELLOW: This classification has been adjusted as a result of a recruitment and succession strategy designed to make the position competitive with the current local, Bay Area industry market. As this position serves as a gateway to the Management Analyst I/II classification series, the salary has been internally set at 10% below Step A of the Management Analyst I/II series which is \$38.22 per hour at Step E.

MAIL CLERK: Although the City of Hayward's Living Wage Ordinance does not identify the Mail Clerk classification as a contract service employee, the City is adjusting the salary of the Mail Clerk classification's lowest step, in the spirit of the Living Wage Ordinance, to mirror the amount in Ordinance which is \$15.82 per hour at Step C.

Salary Plan Correction

ASSOCIATE LANDSCAPE ARCHITECT: The salary plan has been revised to correct an administrative error that occurred when the 10/1/2019 1% COLA increase was applied to Local 21 classifications, except for Associate Landscape Architect. The error did not have any impact on employees, as this is a new classification. The salary plan has been updated to reflect the correct salary range which is \$44.43 per hour at Step A and \$53.90 per hour at Step E.

City Manager

Pursuant to the Council approved City Manager Employment Agreement, the City Manager will receive a 7% market equity adjustment effective the pay period that includes January 1, 2020.

FISCAL IMPACT

COST-OF-LIVING-ADJUSTMENT: The 2% COLA salary increases to the classifications within HAME, the Unrepresented Executives, Management, City Manager's Office, Human Resources, and City Attorney's Office employees, the City Manager, the City Attorney, and the City Clerk classifications are all included in the adopted FY 2020 Operating Budget; therefore there is no additional fiscal impact.

SEIU EQUITY ADJUSTMENTS: The internal equity adjustments for the classifications in the SEIU Local 1021 Clerical and Related Unit and SEIU Local 1021 Maintenance and Operations Unit result in a citywide net fiscal increase of approximately \$494,443. The SEIU equity adjustments are not included in the FY 2020 Operating Budget. As a result, the adjustments will be included with the FY 2020 mid-year process.

HAME EQUITY ADJUSTMENTS: The internal equity adjustments for the Administrative Supervisor classification in the HAME unit result in a net fiscal increase of approximately \$3,190. The internal equity adjustment is not included in the FY 2020 Operating Budget. As a result, the adjustment will be included with the FY 2020 mid-year process.

MANAGEMENT FELLOW: The internal equity adjustment for this classification results in a net fiscal increase of approximately \$52,636. The internal equity adjustment is not included in the FY 2020 Operating Budget. As a result, the adjustment will be included with the FY 2020 mid-year process.

MAIL CLERK: The additional fiscal impact in increasing the salary step to \$15.82 is approximately \$521 annually. The salary step adjustments are not included in the FY 2020 Operating Budget. As a result, the adjustment will be included with the FY 2020 mid-year process.

ASSOCIATE LANDSCAPE ARCHITECT: This position is included in the FY 2020 Operating Budget. There is no additional fiscal impact to establishing the salary plan as this classification and salary plan is included in the FY 2020 Operating Budget.

CITY MANAGER EQUITY ADJUSTMENT: The market equity adjustment for the City Manager classification is included in the adopted FY 2020 Operating Budget; therefore, there is no additional fiscal impact.

STRATEGIC INITIATIVES

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

NEXT STEPS

The cost-of-living, equity, and other salary adjustments will be implemented by the Human Resources and Finance departments effective the pay period including January 1, 2020 and

will be reflected on employees' paychecks dated January 10, 2020. Any necessary budget changes will be made during the FY 2020 mid-year review process.

Prepared by: Anthony Phillip, Human Resources Analyst II

Recommended by: Maria A. Hurtado, Assistant City Manager

Approved by:

A handwritten signature in black ink, appearing to read 'K. McAdoo', written in a cursive style.

Kelly McAdoo, City Manager