



DATE: September 17, 2024

TO: Mayor and Council

FROM: Director of Human Resources

SUBJECT: FY 2025 Salary Plan Amendment: Adopt a Resolution Approving an Amendment to the City of Hayward Salary Plan for Fiscal Year 2025

RECOMMENDATION

That the Council adopts a resolution (Attachment II) approving an amendment to the City of Hayward Salary Plan for Fiscal Year 2025 which designates all classifications and corresponding salary ranges for employment with the City of Hayward effective July 1, 2024, July 29, 2024, and September 23, 2024.

SUMMARY

As required by the Municipal Code, the FY 2025 Salary Plan has been updated to reflect salary adjustments to the classifications in the City's classified service as a result of the four (4) negotiated and mutually agreed upon Memorandums of Understanding ("MOU") between the City of Hayward ("the City") and 1) the International Federation of Professional and Technical Engineers, Local 21 ("Local 21"); and 2) the Hayward Association of Management Employees ("HAME"); 3) Service Employees International Union, Local 21 ("SEIU Maintenance"); 4) Service Employees International Union, Local 21 ("SEIU Clerical"). The Salary Plan has also been updated to reflect salary adjustments for Unrepresented classifications as well as the addition of one (1) new classification and salary adjustments to thirteen (13) additional classifications.

On September 12, 2024, Personnel Commission held a public hearing in which they reviewed and recommended to Council the adoption of the FY 2025 Salary Plan.

BACKGROUND/DISCUSSION

Cost-of-Living-Adjustments (COLAs):

Pursuant to the negotiated terms of the MOU between the City of Hayward and HAME, Local 21, SEIU Clerical, SEIU Maintenance, COLA salary increases will be applied to the classifications represented in the bargaining units. Additionally, Unrepresented classifications will also receive COLA salary increases. Table 1 below shows all increases by employee group.

Table 1 – COLA Salary Increases

EMPLOYEE GROUP	COLA INCREASE	EFFECTIVE DATE
HAME	6.00%	July 1, 2024
Local 21	6.00%	July 1, 2024
SEIU Maintenance	6.00%	July 29, 2024
SEIU Clerical	6.00%	July 29, 2024
Unrepresented (non-executive)	5.00%	September 23, 2024
Unrepresented (executive)	4.00%	September 23, 2024

Equity Adjustments

Pursuant to the negotiated terms of the MOU between the City, HAME, and SEIU, salary surveys conducted in December 2023 identified one-hundred eighteen (118) classifications that met the criteria to receive equity adjustments. Based on the total compensation market data, the equity adjustments outlined in Table 2 below shall be applied to bring classifications to market median. Equity adjustments shall be applied before COLA increases. Equity adjustments for Unrepresented classifications are also outlined in Table 2 below.

Table 2 - Equity Adjustments

Group	Job Code	Classification Title	Equity Adjustment	Effective Date
HAME	H140	Accountant	4.40%	July 1, 2024
HAME	H145	Senior Accountant	4.40%	July 1, 2024
HAME	H155	Finance Supervisor	4.40%	July 1, 2024
HAME	H165	Financial Analyst	4.40%	July 1, 2024
HAME	H150	Accounting Manager	11.04%	July 1, 2024
HAME	H160	Revenue Manager	11.04%	July 1, 2024
HAME	H170	Budget Officer	11.04%	July 1, 2024
HAME	H335	City Building Official	8.94%	July 1, 2024
HAME	H703	Code Enforcement Manager	20.43%	July 1, 2024
HAME	H435	Communication Administrator	9.12%	July 1, 2024
HAME	H465	Property, Evidence and Records Administrator	9.12%	July 1, 2024
HAME	H420	Jail Administrator	9.12%	July 1, 2024
HAME	H430	Animal Services Administrator	9.12%	July 1, 2024
HAME	H850	Laboratory Manager	5.91%	July 1, 2024
HAME	H110	Management Analyst II	6.89%	July 1, 2024
HAME	H115	Senior Management Analyst	6.89%	July 1, 2024
HAME	H105	Management Analyst I	6.89%	July 1, 2024
HAME	H120	Administrative Supervisor	6.89%	July 1, 2024
HAME	H198	Airport Business Supervisor	6.89%	July 1, 2024
HAME	H400	Police Programs Analyst	6.89%	July 1, 2024
HAME	H405	Crime and Intelligence Analyst	6.89%	July 1, 2024
HAME	H406	Senior Crime and Intelligence Analyst	6.89%	July 1, 2024
HAME	H580	Fire Services Coordinator	6.89%	July 1, 2024

HAME	H585	Emergency Medical Services Coordinator	6.89%	July 1, 2024
HAME	H590	Hazardous Materials Program Coordinator	6.89%	July 1, 2024
HAME	H735	Neighborhood Development Manager	6.89%	July 1, 2024
HAME	H800	Solid Waste Program Manager	6.89%	July 1, 2024
HAME	H320	Planning Manager	6.97%	July 1, 2024
HAME	H730	Community Partnership Manager	6.97%	July 1, 2024
HAME	H315	Principal Planner	7.70%	July 1, 2024
HAME	H180	Purchasing & Services Manager	22.81%	July 1, 2024
HAME	H835	Utilities Operations & Maintenance Manager	17.26%	July 1, 2024
HAME	H880	Utility Engineering Manager	23.80%	July 1, 2024
HAME	H860	WPCF Maintenance Manager	24.06%	July 1, 2024
HAME	H870	WPCF Manager	12.52%	July 1, 2024
HAME	H855	WPCF Operations Supervisor	4.20%	July 1, 2024
HAME	H845	Water Pollution Control Administrator	4.20%	July 1, 2024
HAME	H805	Environmental Services Manager	4.20%	July 1, 2024
SEIU	C105	Administrative Clerk II	4.53%	July 29, 2024
SEIU	C100	Administrative Clerk I	4.53%	July 29, 2024
SEIU	C633	Call Taker	10.52%	July 29, 2024
SEIU	C635	Communications Operator	10.52%	July 29, 2024
SEIU	C645	Communications Supervisor	10.52%	July 29, 2024
SEIU	C325	Customer Account Clerk	3.24%	July 29, 2024
SEIU	C520	Lead Library Assistant	7.17%	July 29, 2024
SEIU	C508	Lead Program Assistant	7.17%	July 29, 2024
SEIU	C510	Library Assistant	7.17%	July 29, 2024
SEIU	C335	Mail And Purchasing Cler	4.53%	July 29, 2024
SEIU	C322	Mail And Revenue Clerk	4.53%	July 29, 2024
SEIU	C695	Police Records Clerk II	3.80%	July 29, 2024
SEIU	C507	Program Assistant	7.17%	July 29, 2024
SEIU	C665	Property Technician	5.28%	July 29, 2024
SEIU	C705	Records Supervisor	3.80%	July 29, 2024
SEIU	C305	Senior Account Clerk	3.24%	July 29, 2024
SEIU	C330	Senior Customer Account Clerk	3.24%	July 29, 2024
SEIU	C515	Senior Library Assistant	7.17%	July 29, 2024
SEIU	C607	Shelter Volunteer Coordinator	7.17%	July 29, 2024
SEIU	C332	Supervising Customer Account Clerk	3.24%	July 29, 2024
SEIU	M505	Airport Maintenance Worker	6.79%	July 29, 2024
SEIU	M807	Customer Field Technician	20.24%	July 29, 2024
SEIU	M410	Electrician II	8.95%	July 29, 2024
SEIU	M610	Equipment Mechanic I	10.52%	July 29, 2024
SEIU	M615	Equipment Mechanic II	10.52%	July 29, 2024
SEIU	M400	Equipment Operator	6.79%	July 29, 2024
SEIU	M605	Equipment Parts Storekeeper	12.78%	July 29, 2024
SEIU	M600	Equipment Service Attendant	12.78%	July 29, 2024
SEIU	M105	Facilities Serviceworker I	6.79%	July 29, 2024
SEIU	M110	Facilities Serviceworker II	6.79%	July 29, 2024
SEIU	M205	Groundskeeper I	6.79%	July 29, 2024
SEIU	M210	Groundskeeper II	6.79%	July 29, 2024
SEIU	M215	Groundskeeper III	6.79%	July 29, 2024
SEIU	M140	HVAV Mechanic	8.95%	July 29, 2024
SEIU	M200	Laborer	9.95%	July 29, 2024

SEIU	M300	Laborer-Maintenance Worker	9.95%	July 29, 2024
SEIU	M830	Laborer-Util Worker	9.95%	July 29, 2024
SEIU	M905	Laborer-Util Worker/Sewer	9.95%	July 29, 2024
SEIU	M702	Lead Sweeper Equip Operator	6.79%	July 29, 2024
SEIU	M310	Maintenance Leader	6.79%	July 29, 2024
SEIU	M305	Maintenance Worker	6.79%	July 29, 2024
SEIU	M620	Senior Equipment Mechanic	10.52%	July 29, 2024
SEIU	M315	Senior Maintenance Leader	6.79%	July 29, 2024
SEIU	M845	Senior Utility Leader	3.50%	July 29, 2024
SEIU	M920	Senior Utility Leader-Sewer	3.02%	July 29, 2024
SEIU	M510	Sr Airport Maintenance Worker	6.79%	July 29, 2024
SEIU	M100	Storekeeper - Expediter	12.78%	July 29, 2024
SEIU	M700	Sweeper Equipment Operator	6.79%	July 29, 2024
SEIU	M220	Tree Trimmer	6.79%	July 29, 2024
SEIU	M415	Utilities Maintenance Mechanic	5.68%	July 29, 2024
SEIU	M900	Utilities Service Worker	3.27%	July 29, 2024
SEIU	M840	Utility Leader	3.52%	July 29, 2024
SEIU	M915	Utility Leader-Sewer	3.02%	July 29, 2024
SEIU	M910	Utility Worker-Sewer	3.02%	July 29, 2024
SEIU	M835	Utility Worker-Water	3.27%	July 29, 2024
SEIU	M810	Water Meter Mechanic	20.24%	July 29, 2024
SEIU	M935	WPCF Lead Operator	5.68%	July 29, 2024
SEIU	M930	WPCF Operator	5.68%	July 29, 2024
UNREP	U210	Assistant City Attorney	17.08%	July 1, 2024
UNREP	U525	Assistant Director of Public Works	9.01%	July 1, 2024
UNREP	U205	Deputy City Attorney II	6.82%	July 1, 2024
UNREP	U200	Deputy City Attorney I	6.82%	July 1, 2024
UNREP	U535	Deputy Director Library Services	9.51%	July 1, 2024
UNREP	U500	Deputy Director of Finance	14.39%	July 1, 2024
UNREP	U530	Deputy Director of Information Technology	14.39%	July 1, 2024
UNREP	U520	Deputy Director of Human Resource	12.28%	July 1, 2024
UNREP	U540	Deputy Director of Maintenance Services	4.15%	July 1, 2024
UNREP	U510	Deputy Director of Public Works	6.77%	July 1, 2024
UNREP	U340	Equity & Inclusion Officer	3.33%	July 1, 2024
UNREP	U135	Human Resources Manager	6.38%	July 1, 2024
UNREP	U196	Senior Paralegal	5.10%	July 1, 2024
UNREP	U195	Paralegal	5.10%	July 1, 2024
UNREP	U215	Senior Assistant City Attorney	14.11%	July 1, 2024
UNREP	U735	Assistant City Manager	6.89%	July 1, 2024
UNREP	U320	Assistant to the City Manager	15.77%	July 1, 2024
UNREP	U700	Director of Development Services	6.10%	July 1, 2024
UNREP	U725	Director of Finance	11.88%	July 1, 2024
UNREP	U705	Director of Human Resources	4.53%	July 1, 2024
UNREP	U720	Director of Information Technology-Chief	17.76%	July 1, 2024
UNREP	U715	Director of Maintenance Services	18.38%	July 1, 2024
UNREP	U730	Director of Public Works	16.46%	July 1, 2024

Salary Adjustments

MAINTENANCE SUPERVISORS: To maintain a minimum, pay differential of ten percent (10%) between Street Maintenance Supervisor (H620) and Senior Maintenance Leader (M315) as required under Section 7.16 of the HAME MOU (Supervisory Differential), the Streets Maintenance Supervisor shall receive a 4.93% salary adjustment effective July 29, 2024. Additionally, the salary ranges for Landscape Maintenance Supervisor (H610), Fleet Maintenance Supervisor (H630), and Street Maintenance Supervisor (H620) are internally set to be equivalent. As a result of the 4.93% adjustment to Street Maintenance Supervisor, the salary ranges for Landscape Maintenance Supervisor and Fleet Maintenance Supervisor shall be increased by 4.93% effective July 29, 2024. The salary range for Street Maintenance Supervisor, Landscape Maintenance Supervisor and Fleet Maintenance Supervisor is \$65.73 at Step A and \$76.41 at Step E.

WPCF MANAGER (H870): To maintain a minimum pay differential of ten percent (10%) between WPCF Manager (H870) and WPCF Maintenance Manager (M860) as required under Section 7.16 of the HAME MOU (Supervisory Differential), the WPCF Manager shall receive a 3.83% salary adjustment effective July 1, 2024. The salary range for WPCF Manager is \$101.56 at Step A and \$123.47 at Step E.

LANDSCAPE ARCHITECT (H300): The salary range for Landscape Architect is internally set to be equivalent to Senior Civil Engineer (H240). To maintain internal alignment between Landscape Architect and Senior Civil Engineer a 4.61% salary adjustment shall be applied to Landscape Architect effective July 1, 2024. The salary range for Landscape Architect is \$75.10 at Step A and \$91.30 at Step E.

SURVEY ENGINEER (H230): The salary range for Landscape Architect is internally set to be equivalent to be 10% below Senior Civil Engineer (H240). To maintain internal alignment between Survey Engineer and Senior Civil Engineer, a 2.16% salary adjustment shall be applied to Survey Engineer effective July 1, 2024. The salary range for Survey Engineer is \$69.19 at Step A and \$84.11 at Step E.

TREE TRIMMER (M220): The salary range for Tree Trimmer is internally set to be 10% above Groundskeeper I. To maintain internal alignment between Tree Trimmer and Groundskeeper I, a 4.76% salary adjustment shall be applied to Tree Trimmer effective July 29, 2024. The salary range for Tree Trimmer is \$49.42 at Step A and \$57.47 at Step E.

ASSISTANT CITY MANAGER (U735): To maintain a minimum pay differential of ten percent (10%) between Assistant City Manager (U735) and Director of Information Technology (U720), Assistant City Manager shall receive a 9.16% salary adjustment effective September 23, 2024. The salary range for Assistant City Manager is \$133.37 at Step A and \$162.12 at Step E.

New Classification:

PRINCIPAL CIVIL ENGINEER (H242): At creation, the salary range for Principal Civil Engineer

will be set to be ten percent (10%) above Senior Civil Engineer (H240). The salary range for Principal Civil Engineer is \$83.74 at Step A and \$101.78 at Step E.

Living Wage Ordinance:

The Living Wage Ordinance, established July 1, 1999, was designed to upwardly adjust and reflect a change in the Bay Area Consumer Price Index. The salaries for Mayor, Council and Intern classifications (Administrative Intern, Information Technology Intern, and Technical Intern) fall under Section 2, Article 14 of the City Charter regarding the Living Wage Ordinance. Based on the June 2024 CPI data available, the salaries for Mayor, Council, Administrative Intern, Information Technology Intern, and Technical Intern shall be adjusted 3.2% effective July 1, 2024. The new salaries are as follows:

MAYOR (E100) The annual salary range for Mayor is \$71, 505.

CITY COUNCIL (E110): The annual salary range for City Council is \$44,691.

ADMINISTRATIVE INTERN (Z120): The new salary range for Administrative Intern is \$18.79 at Step D and \$23.77 at Step E.

INFORMATION TECHNOLOGY INTERN (Z121): The new salary range for Information Technology Intern is \$18.79 at Step A and \$23.77 at Step E.

TECHNICAL INTERN (Z125): The new salary range for Technical Intern is \$18.79 at Step E.

FISCAL IMPACT

LOCAL 21: The additional fiscal impact to the FY 2025 budget for the COLA increase to Local 21 classifications is \$833,960. Of this amount, the fiscal impact to the FY 2025 General Fund budget is \$367,174. FY 2025 budget adjustments will be included in the mid-year review.

HAME: The additional fiscal impact to the FY 2025 budget for the COLA increase to HAME classifications is approximately \$1,289,327. Of this amount, the fiscal impact to the FY 2025 General Fund budget is \$278,465. FY 2025 budget adjustments will be included in the mid-year review.

SEIU: The additional fiscal impact to the FY 2025 budget for the COLA increase to SEIU classifications is \$2,482,085. Of this amount, the fiscal impact to the FY 2025 General Fund budget is \$845,824. FY 2025 budget adjustments will be included in the mid-year review.

UNREPRESENTED: The additional fiscal impact to the FY 2025 budget for the COLA increase to Unrepresented classifications is \$461,980. Of this amount, the fiscal impact to the FY 2025 General Fund budget is \$325,654. FY 2025 budget adjustments will be included in the mid-year review.

HAME EQUITY ADJUSTMENTS: The additional fiscal impact to the FY 2025 budget for the HAME equity adjustments is \$386,357. Of this amount, the fiscal impact to the FY 2025 General Fund budget is \$239,542. FY 2025 budget adjustments will be included in the mid-year review.

SEIU EQUITY ADJUSTMENTS: The additional fiscal impact to the FY 2025 budget for the SEIU equity adjustments is \$1,416,878. Of this amount, the fiscal impact to the FY 2025 General Fund budget is \$453,575. FY 2025 budget adjustments will be included in the mid-year review.

UNREP EQUITY ADJUSTMENTS: The additional fiscal impact to the FY 2025 budget for the UNREP equity adjustments is \$912,994. Of this amount, the fiscal impact to the FY 2025 General Fund budget is \$581,459. FY 2025 budget adjustments will be included in the mid-year review.

MAINTENANCE SUPERVISORS: The additional fiscal impact to the FY 2025 budget for Street Maintenance Supervisor, Landscape Maintenance Supervisor and Fleet Maintenance Supervisor is \$26,467. Of this amount, the fiscal impact to the FY 2025 General Fund budget is \$7,360. FY 2025 budget adjustments will be included in the mid-year review.

WPCF MANAGER (H870): The additional fiscal impact to the FY 2025 budget for WPCF Manager is \$10,817 to the Enterprise Fund. FY 2025 budget adjustments will be included in the mid-year review.

LANDSCAPE ARCHITECT (H300): The additional fiscal impact to the FY 2025 budget for Landscape Architect is \$19,898 to the General Fund. FY 2025 budget adjustments will be included in the mid-year review.

SURVEY ENGINEER (H230): The additional fiscal impact to the FY 2025 budget for Survey Engineer is \$5,131 to the General Fund. FY 2025 budget adjustments will be included in the mid-year review.

PRINCIPAL CIVIL ENGINEER (H242): The additional fiscal impact to the FY 2025 budget for the addition of Principal Civil Engineer is \$9,911 to the General Fund. 2025 budget adjustments will be included in the mid-year review.

MAYOR (E100): The additional fiscal impact to the FY 2025 budget for the salary adjustment to Mayor is approximately \$1,150 to the General Fund. FY 2025 budget adjustments will be included in the mid-year review.

COUNCILMEMBER (E110): The additional fiscal impact to the FY 2025 budget for the salary adjustment to Mayor is approximately \$3,794 to the General Fund. FY 2025 budget adjustments will be included in the mid-year review.

ADMINISTRATIVE INTERN (Z120): The additional fiscal impact to the FY 2025 budget for the

salary adjustment to Administrative Intern is approximately \$675.25 from Enterprise Funds. FY 2025 budget adjustments will be included in the mid-year review.

INFORMATION TECHNOLOGY INTERN (Z121): Information Technology Intern is not a budgeted position. Therefore, there is no additional fiscal impact to the FY 2025 budget.

TECHNICAL INTERN (Z125): The additional fiscal impact to the FY 2025 budget for the salary adjustment to Technical Intern is approximately \$337.63 to the Enterprise Funds. FY 2025 budget adjustments will be included in the mid-year review.

TREE TRIMMER (M220): The additional fiscal impact to the FY 2025 budget for the salary adjustment to Tree Trimmer is approximately \$25,781. Of this amount the FY 2025 impact to the General Fund is \$20,040. FY 2025 budget adjustments will be included in the mid-year review.

ASSISTANT CITY MANAGER (U735): The additional fiscal impact to the FY 2025 budget for the salary adjustment to Assistant City Manager is approximately \$50,710. Of this amount the FY 2025 impact to the General Fund is \$20,040. FY 2025 budget adjustments will be included in the mid-year review.

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

This salary plan will be implemented by the Human Resources Department and Finance Department and will be reflected in the employees' paychecks dated September 27, 2024. Appropriate retroactive payments based on the dates in this report will follow.

Prepared by: Valeria Cazares, Human Resources Analyst I

Recommended by: Ian Tecson, Deputy Director of Human Resources
Brittney Frye, Director of Human Resources

Approved by:



Dustin Claussen, Interim City Manager