



DATE: June 21, 2018

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Revised City Classification and Salary Plan for Fiscal Year 2019 – Updated
June 21, 2018 – Effective June 25, 2018

RECOMMENDATION

That the Personnel Commission, after a public hearing, reviews and adopts a revised classification plan for each position in the City's classified service for Fiscal Year 2019 effective June 25, 2018.

That the Personnel Commission, after a public hearing, recommends to the City Council for adoption a revised salary plan for each position in the City's classified service for Fiscal Year 2019, effective June 25, 2018.

SUMMARY

As required by the Municipal Code, the Salary Plan FY 2019 has been updated to reflect salary adjustments to the classifications in the City's classified service as a result of negotiated and approved Memoranda of Understanding between the City of Hayward and SEIU Local 1021 Clerical and Related Units and SEIU Local 1021 Maintenance and Operations Units; International Association of Firefighters - Local 1909; Hayward Fire Officers Association; Hayward Police Officers' Association; and Hayward Police Management Unit.

BACKGROUND/DISCUSSION

Equity Adjustments:

Pursuant to Section 9.01 of the most recent MOU with SEIU Local 1021 Clerical and Related Units and SEIU Local 1021 Maintenance and Operations Units, a salary survey identified forty-five (45) classifications that met the criteria for salary equity adjustments. The salary equity adjustments were divided in three equal percentage amounts to become effective at the last pay period of each fiscal year, starting in June of 2016. Effective June 11, 2018, the classifications in Table 1 were given their third, and final salary adjustment under the existing contract:

Table 1: Equity Adjustments Effective Pay Period Ending June 24, 2018

Employee Group	Classification	Percentage Increase
SEIU	Account Clerk	1.15%
SEIU	Customer Account Clerk	
SEIU	Senior Account Clerk	
SEIU	Senior Customer Account Clerk	
SEIU	Supervising Customer Account Clerk	
SEIU	Administrative Clerk II	1.32%
SEIU	Administrative Clerk I	
SEIU	Data Systems Operator	
SEIU	Mail and Purchasing Clerk	
SEIU	Mail and Revenue Clerk	
SEIU	Program Assistant	1.57%
SEIU	Animal Control Officer	
SEIU	Animal Care Attendant	
SEIU	Shelter Operations Supervisor	
SEIU	Shelter Volunteer Coordinator	1.96%
SEIU	Communications Operator	
SEIU	Call Taker	
SEIU	Communications Supervisor	1.10%
SEIU	Crime Prevention Specialist	1.24%
SEIU	Crime Scene Technician	0.74%
SEIU	Equipment Mechanic II	
SEIU	Equipment Mechanic I	0.58%
SEIU	Laborer	2.48%
SEIU	Library Assistant	
SEIU	Lead Library Assistant	
SEIU	Senior Library Assistant	0.72%
SEIU	Permit Technician I	
SEIU	Permit Technician II	
SEIU	Fire Technician I	
SEIU	Fire Technician II	
SEIU	Senior Permit Technician	1.11%
SEIU	Police Officer Trainee	0.46%
SEIU	Police Records Clerk II	
SEIU	Police Records Clerk I	
SEIU	Records Supervisor	1.51%
SEIU	Property Technician	1.06%
SEIU	Storekeeper-Expediter	
SEIU	Equipment Parts Storekeeper	
SEIU	Equipment Service Attendant	

<i>Employee Group</i>	<i>Classification</i>	<i>Percentage Increase</i>
<i>SEIU</i>	<i>Sweeper Equipment Operator</i>	1.82%
<i>SEIU</i>	<i>Tree Trimmer</i>	0.73%
<i>SEIU</i>	<i>WPCF Operator</i>	2.07%
<i>SEIU</i>	<i>Operator-In-Training</i>	
<i>SEIU</i>	<i>Utilities Maintenance Mechanic</i>	
<i>SEIU</i>	<i>WPCF Lead Operator</i>	3.21%
<i>SEIU</i>	<i>Lead Program Assistant</i> (linked to Lead Library Assistant)	2.48%
<i>SEIU</i>	<i>Senior Equipment Mechanic</i> (linked to Equipment Mechanic II)	0.74%

Cost-of-Living Adjustments (COLA):

Pursuant to the negotiated terms of the Memorandum of Understanding (MOU) between the City of Hayward and International Association of Firefighters - Local 1909 (Local 1909), and Hayward Police Officers' Association (HPOA), a total compensation survey was conducted showing that Local 1909 classifications are between 11%-13% below market and HPOA classifications are between 10%-12% below market. The City is contractually obligated to compensate these groups at the average of the top four survey agencies, not to exceed a 5% cost-of-living salary adjustment for these units. Furthermore, the cost-of-living salary adjustments of the Hayward Fire Officers Association (HFOA) and Hayward Police Management Unit (HPMU) mirror those of Local 1909 and HPOA, respectively, to maintain the salary differential within classifications.

Table 2 reflects the cost-of-living increases for bargaining units within the City of Hayward for Fiscal Year 2019:

Table 2: Cost-of-Living Adjustments Effective Pay Period including July 1, 2018

<i>Employee Group</i>	<i>Percentage Increase</i>
<i>Unrepresented Exempt and Non-Exempt</i>	0%
<i>HAME</i>	0%
<i>Local 21</i>	0%
<i>SEIU-Clerical</i>	0%
<i>SEIU Maintenance</i>	0%
<i>HPOA</i>	5.0%
<i>Local 1909</i>	5.0%
<i>Police Management</i>	5.0%
<i>Fire Officers</i>	5.0%

Negotiated Salary Adjustments:

- 1) Other negotiated salary adjustments include rolling incentive pay into the base pay of the classifications within Local 1909 and HFOA. Currently, Local 1909 and HFOA employees receive 8% Paramedic Certification Pay and 2% for Emergency Medical Technicians, for a total of 10%. Having the emergency medical technician certification is a requirement for the paramedic certification, and the paramedic certification is a minimum requirement for the firefighter classification. All new hires must be paramedics prior to becoming a firefighter. Therefore, the above two incentives will be added to the base salary of the positions because it is no longer appropriate to pay employees an incentive for certifications that are required by the classification.
 - a. A few employees in three classifications within Local 1909 do not have a paramedic certification and shall only receive the Emergency Medical Technician (EMT) certification of 2% rolled into their base salary. As such, additional salary ranges and modified classification titles for their classifications were created to only include the EMT certification pay of 2%.
- 2) Pursuant to the proposed terms of the recently negotiated MOU between the City of Hayward and SEIU Local 1021 Maintenance and Operations Unit, 0.915% will be removed from the base pay of the Equipment Mechanic I/II classifications effective the pay period including July 1, 2018. This amount was previously rolled in to eliminate the need for the heavy equipment repair differential. However, not all Equipment Mechanic I/II incumbents work on heavy equipment and having the premium applied when an employee is actually working on identified equipment is more equitable.

FISCAL IMPACT

The fiscal impact of the equity adjustments for the SEIU Local 1021 Clerical and Related Units and SEIU Local 1021 Maintenance and Operations Units for FY 2018 is approximately \$181,000.

There is no General Fund impact for the previously negotiated cost-of-living adjustments for the Police and Fire units as the costs have been projected in the budget model for FY 2019.

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 SEIU salary equity adjustments were implemented by the Human Resources and Finance departments effective the pay period ending June 24, 2018 and will be reflected on employees' paychecks dated June 29, 2018.

The cost-of-living and other salary adjustments will be implemented by the Human Resources and Finance departments effective the pay period including July 1, 2018 and will be reflected

on employees' paychecks dated July 13, 2018. Any necessary budget changes will be made during the FY 2019 mid-year review process.

Prepared by: Anthony Phillip, Human Resources Analyst II

Recommended by: Nina S. Collins, Director of Human Resources

Approved by:

A handwritten signature in black ink, appearing to read 'K. McAdoo', is written over a horizontal line.

Kelly McAdoo, City Manager