



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

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

<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>	
<i>SEIU</i>	<i>Operator-In-Training</i>	2.07%
<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 "Kelly McAdoo".

Kelly McAdoo, City Manager