



DATE: September 23, 2025

TO: Mayor and City Council

FROM: Director of Human Resources

SUBJECT: Fiscal Year 2026 Salary Plan Amendment: Adopt a Resolution Approving an Amendment to the City of Hayward Salary Plan for Fiscal Year 2026

RECOMMENDATION

That the City Council adopts a Resolution (Attachment II) approving an amendment to the City of Hayward Salary Plan for Fiscal Year 2026 which designates all classifications and corresponding salary ranges for employment with the City of Hayward effective June 30, 2025 and September 22, 2025, superseding Resolution 25-100.

SUMMARY

This report presents updates to the Fiscal Year 2026 Salary Plan for City Council adoption. The primary salary adjustments are for the Council-approved Memorandum of Understanding (MOU) between the City of Hayward and the Hayward Police Management Unit (HPMU) and the resulting compaction adjustment. The HPMU MOU was approved by Council on June 17, 2025. In addition, the proposed Salary Plan includes two (2) new classifications and a salary adjustment to three (3) intern classifications.

On August 28, 2025, and September 11, 2025, the Personnel Commission held public hearings and recommended that the City Council adopts the revised Fiscal Year 2026 Salary Plan effective June 30, 2025 (Attachment III) and the revised Fiscal Year 2026 Salary Plan effective September 22, 2025 (Attachment IV).

BACKGROUND/DISCUSSION

New Classifications

FIRE PLANS EXAMINER (T495): The new Fire Plans Examiner classification supports the technical and regulatory functions in the Office of the Fire Marshal. This classification will assist with the review of plans to ensure compliance with fire and building codes, offer technical guidance on interpreting and applying fire protection requirements, life safety codes, regulations, and standards, and recommend solutions when alternatives to standard code provisions are necessary. Upon Council adoption of the attached resolution, the salary

for Fire Plans Examiner will be set to be equivalent to Plan Checker (T325), effective September 22, 2025. The salary range for Fire Plans Examiner is \$56.61 at Step A and \$68.86 at Step E. The addition of Fire Plans Examiner was approved as part of the FY 2024-25 budget process and is already included in the FY 2025-26 budget, therefore there is no additional fiscal impact to the FY 2025-26 budget.

SENIOR PLAN CHECKING ENGINEER (T340): This will support the Development Services Department by ensuring the appropriate alignment of responsibilities and to reflect the increased complexity and scope of plan review functions. The addition of this classification will enhance operational efficiency by clearly distinguishing advanced-level plan review duties, providing technical leadership, and supporting quality assurance across plan checking activities. It also creates a structured career progression that aligns with industry standards and the department's evolving operational needs. Upon Council adoption of the attached resolution, the salary for Senior Plan Checking Engineer will be set to be ten percent (10%) above Plan Checking Engineer (T335), effective September 22, 2025. The salary range for Senior Plan Checking Engineer is \$72.61 at Step A and \$88.40 at Step E. The fiscal impact to the FY 2025-26 budget for the addition of Senior Plan Checking Engineer is \$17,796 to the General Fund.

Salary Adjustments

HPMU: Pursuant to the negotiated terms of the MOU between the City of Hayward and between HPMU, an 11.82% equity increase will be applied to the Police Captain (P300) classification effective June 30, 2025. The salary range for Police Captain is \$128.78 at Step A and \$156.50 at Step E. The fiscal impact to the FY 2025-26 budget for this contractual increase is \$294,762 to the General Fund.

POLICE CHIEF (P500): The salary for Police Chief is set by contract to be fifteen (15%) above Police Captain (P300). As a result of the 11.82% increase to Police Captain, Police Chief shall receive a 5.68% salary adjustment effective June 30, 2025. The salary range for Police Chief is \$148.10 Step A and \$179.98 at Step E. A four percent (4%) salary adjustment was included and approved as part of the FY 2025-26 budget process. The fiscal impact to the FY 2025-26 budget for the remaining 1.68% increase to Police Chief is \$12,425 to the General Fund.

SUPERVISING PLAN CHECKER AND EXPEDITOR (H325): Pursuant to Section 7.16 of the Hayward Association of Management Employees (HAME) MOU (Supervisory Differential), the salary range for Supervising Plan Checker and Expeditor shall maintain a ten percent (10%) salary differential above the classification's highest paid subordinate, which will be Senior Plan Checking Engineer (T340) upon Council adoption of the resolution. As such, Supervising Plan Checker and Expeditor shall receive a 6.59% salary adjustment effective September 22, 2025. The salary range for Supervising Plan Checker and Expeditor is \$79.97 at Step A and \$97.24 at Step E. The fiscal impact to the FY 2025-26 budget for the increase to Supervising Plan Checker and Expeditor is \$13,244 to the General Fund.

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 2025 CPI data available, the salaries for Mayor, Council, Administrative Intern, Information Technology Intern, and Technical Intern shall be adjusted 1.50% effective June 30, 2025.

Council decided to forgo the salary increase, for Mayor and Council, of one and one-half percent (1.5%) effective June 30, 2025. In addition, the Mayor and Council will reduce their salaries by an additional five percent (5%) effective September 22, 2025, to help lead the City in addressing the current financial state of the organization. The new salaries are as follows:

MAYOR (E100): The annual salary range for Mayor is \$ 67,930.

COUNCIL MEMBER (E110): The annual salary range for City Council is \$ 42,456.

ADMINISTRATIVE INTERN (Z120): The salary range for Administrative Intern is \$19.07 at Step D and \$24.13 at Step E. The FY 2025-26 budget impact is \$595 to the Sewer Fund.

INFORMATION TECHNOLOGY INTERN (Z121): The salary range for Information Technology Intern is \$19.07 at Step A and \$24.13 at Step E. The FY 2025-26 budget impact is \$595 to the Sewer Fund.

TECHNICAL INTERN (Z125): The salary range for Technical Intern is \$19.07 at Step E. There is no FY 2025-26 impact because this not currently a budgeted position.

FISCAL IMPACT

The fiscal impact of the actions described above are summarized in the table below. Upon Council adoption of the resolution, the FY 2025-26 budget adjustments for these costs will be included in the fall budget revision.

Job Title	Increase	Additional Fund Impact	Cause for Change
Fire Plans Examiner (T495)	NEW	No FY 2025-26 Impact - approved as part of the 2024-25 budget process, 1 FTE	New Classification
Senior Plan Checking Engineer (T340)	NEW	\$17,796 (General Fund, 1 FTE)	New classification
Supervising Plan Checker & Expeditor (H325)	6.59%	\$13,244 (General Fund, 1 FTE)	Compaction
Police Captain (P300)	11.82%	\$294,762 (General Fund, 4 FTEs)	MOU

Job Title	Increase	Additional Fund Impact	Cause for Change
Police Chief (P500)	5.68%	\$12,425 (General Fund, 1 FTE)	Compaction
Administrative Intern (Z120)	1.5%	\$595 (Sewer Fund, 1 FTE)	Living Wage Ordinance
Technical Intern (Z125)	1.5%	\$595 (Sewer Fund, 1 FTE)	Living Wage Ordinance
IT Intern (Z121)	1.5%	No FY 2025-26 Impact - not currently a budgeted position	Living Wage Ordinance
Mayor (E100)	-5%	\$3,594 <i>savings</i> (General Fund, 1 FTE)	Financial Review
Council (E110)	-5%	\$15,309 <i>savings</i> (General Fund, 6 FTE)	Financial Review
Total Impact		\$319,324 to the General Fund, \$1,190 to the Sewer Fund	

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 and Finance Departments and will be reflected in the employees' paychecks dated October 10, 2025.

In addition, staff will bring back a future legislative business item to update the Unrepresented Employees Salary and Benefits Resolution reflecting an equivalent four percent (4%) reduction in salary for executive classifications through furloughs or other approximate equivalent means.

Prepared by: Valeria Cazares, Human Resources Analyst II

Recommended by: Ian Tecson, Director of Human Resources

Approved by:



Jayanti Addleman, Interim City Manager