



DATE: March 21, 2017

TO: Mayor and City Council

FROM: Director of Human Resources

SUBJECT Adoption of Resolution Approving an Amendment to the City of Hayward Salary Plan for Fiscal Year 2017

RECOMMENDATION

That the City Council adopts the attached Resolution approving an amendment to the City of Hayward Salary Plan for Fiscal Year 2017 (“FY 2017”), which designates all classifications and the corresponding salary range for employment in the City government of the City of Hayward as of March 21, 2017, superseding Resolution No. 16-179 and all amendments thereto.

BACKGROUND/DISCUSSION

After a public hearing on March 16, 2017, the Personnel Commission recommends that the City Council adopts an amended FY 2017 Salary Plan for the classified service. Changes to the Salary Plan include reformatting to reflect hourly, bi-weekly, monthly, and annual rates; the salary range adjustment of six (6) current classifications within the SEIU Local 1021 Maintenance and Operations Unit; the salary increase of the Mail Clerk classification; the title change for Volunteer Program Assistant; the title change for Graphics/Planning Technician; the equity adjustments of the Geographic Information Systems Coordinator and Water Pollution Control Facility Manager; and the administrative salary correction to the Director of Public Works (Step A) as follows:

1. Per Section 9.02 of the Memorandum of Understanding between the City of Hayward and the SEIU Local 1021 Maintenance and Operations Unit, the salary ranges of six (6) job classifications are to be set at 15% above the highest base wage rate of the linked classifications. SEIU filed a grievance, alleging a violation of this provision and that certain job classifications were not being compensated properly. Staff reviewed the classifications in question and determined that due to rounding in the payroll system, some classifications were not set at exactly the 15% difference as required. In resolution of the grievance at the lowest level, the parties agreed to adjust the salaries and pay the employees retroactively. Six (6) total classifications are affected. Their ranges are as follows:

Position	Step A	Step B	Step C	Step D	Step E
Cross Connection Control Specialist (M815)	\$31.11	\$32.19	\$33.46	\$34.84	\$36.22
New Salary Range	\$31.11	\$32.19	\$33.46	\$34.84	\$36.25
Senior Utility Customer Service Leader (M825)	\$35.51	\$36.93	\$38.40	\$40.03	\$41.62
New Salary Range	\$35.78	\$37.02	\$38.48	\$40.07	\$41.69
Senior Utility Leader (M845)	\$37.32	\$38.82	\$40.36	\$42.11	\$43.77
New Salary Range	\$37.71	\$39.22	\$40.85	\$42.27	\$43.90
Senior Utility Leader - Sewer (M920)	\$37.32	\$39.12	\$41.08	\$43.14	\$45.29
New Salary Range	\$38.92	\$40.46	\$42.11	\$43.59	\$45.29
Groundskeeper III (M215)	\$34.21	\$35.60	\$37.03	\$38.60	\$40.11
New Salary Range	\$34.50	\$35.88	\$37.34	\$38.66	\$40.15
Senior Maintenance Leader (M315)	\$34.87	\$36.26	\$37.72	\$39.33	\$40.87
New Salary Range	\$35.21	\$36.58	\$38.10	\$39.43	\$40.95

- The City Council has expressed its intent that all City of Hayward employees make a minimum of \$15.00 per hour. Currently, all active employees make more than the \$15.00 minimum. The Mail Clerk classification is currently staffed with a part-time retiree who receives a pension and retiree medical benefits in addition to the salary as a part-time mail clerk. The salary is being adjusted to be consistent with the \$15.00 minimum wage requirement.

Position	Step A	Step B	Step C	Step D	Step E
Mail Clerk			\$13.16	\$13.85	\$14.52
New Salary Range			\$15.00	\$15.75	\$16.54

- Changed the title of the Volunteer Program Assistant to Program Assistant with no change in salary.
- Changed the title of the Graphics/Planning Technician to Graphics and Media Relations Technician with no change in salary.
- The Geographic Information Systems Coordinator classification has been updated to reflect salary adjustments based on the results of a recent salary survey. There is a 12.8% increase in salary.
- The Water Pollution Control Facility Manager classification has been updated to reflect salary adjustments consistent with the recruitment and retention strategy, which addresses the challenges of attracting and maintaining qualified employees in a market where we are competing with Special Districts. The salary has been increased by 10%.
- An administrative correction is being made to Step A of the Director of Public Works salary as it currently does not reflect the approved rate. This correction does not impact the current incumbents.

FISCAL IMPACT

1. The salary adjustments to the six (6) classifications in the SEIU Local 1021 Maintenance and Operations Unit are required by the parties' Memorandum of Understanding. Additionally, to comply with the City's compensation philosophy, which ensures fair and competitive wages for City employees, those affected by the recalibrations will receive one (1) year back pay, starting April 4, 2016 or as of an employee's promotion date if he or she has held the position for less than one (1) year.

These related costs are not included in the FY 2017 Adopted Budget. The one-time retroactive cost associated with these adjustments is \$3,500; including overtime, premium pays, and/or tax implications. Final amounts will be verified by the Finance Department (after the pay period ending April 2, 2017). The ongoing cost is approximately \$8,500 which will be absorbed in the General and Enterprise Funds based on where the positions are currently funded.

The cost for positions in Maintenance Services will be funded by the General Fund. The cost for positions in Utilities Services will be absorbed by the Enterprise Fund.

2. The increase to the salary of the Mail Clerk results in a net fiscal increase of approximately \$5,400 annually. The cost for this increase will be absorbed by the City's General Fund.
3. There is no recommended change to salary related to the title change of Volunteer Program Assistant to Program Assistant.
4. There is no recommended change to salary related to the title change of Graphics/Planning Technician to Graphics and Media Relations Technician.
5. The increase to the salary of the Geographic Information Systems results in a net fiscal increase of approximately \$17,600 annually. The cost for this increase will be absorbed by the City's General Fund.
6. The increase to the salary of the Water Pollution Control Facility Manager results in a net fiscal increase of approximately \$22,800 annually. The cost for this increase will be absorbed by the City's Enterprise Fund.
7. There is no fiscal impact to the administrative correction in Salary Step A of Director of Public Works as no one in the classification is at that salary step.

Prepared and Recommended by: Nina Collins, Director of Human Resources

Approved by:

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

Kelly McAdoo, City Manager