



DATE: September 22, 2020

TO: Mayor and City Council

FROM: Assistant City Manager

SUBJECT: City Clerk Employment Agreement Extension: Adopt a Resolution Approving the Extension and Modification to the Employment Agreement Between the City of Hayward and the City Clerk and Authorizing the Mayor to Execute the Agreement

RECOMMENDATION

That Council adopts a resolution (Attachment II) approving the extension and modification to the employment agreement between the City of Hayward and the City Clerk and authorizes the Mayor to execute the agreement.

SUMMARY

The current employment agreement between the City of Hayward and the City Clerk will expire on September 30, 2020. Following a three-month extension to the employment agreement, Council has completed the City Clerk's performance and compensation review and has expressed a desire to extend the terms of the employment agreement for the City Clerk through June 30, 2021.

If approved, the employment agreement between the City of Hayward and the City Clerk will become effective October 1, 2020.

BACKGROUND AND DISCUSSION

Each year, the Council reviews the performance of the City Manager, City Attorney, and City Clerk. However, because City Council has been working with staff to address the myriad of issues related to the COVID-19 pandemic, Council was unable to complete its annual performance and compensation review for the City Clerk prior to June 30, 2020, when the agreement was originally scheduled to expire. Consequently, on June 2, 2020, Council approved a three-month extension of the City Clerk's employment agreement through September 30, 2020 to allow time to complete the performance review process and finalize an employment agreement.

As part of the employment agreement extension through September 30, 2020, the City Clerk volunteered to forego the two percent (2%) cost-of-living adjustment (COLA) originally due to her on July 1, 2020 to contribute to citywide cost-savings and help mitigate the financial impact of the pandemic on the City of Hayward's finances.

Council has completed the City Clerk's performance and compensation review and has expressed a desire to extend the terms of the employment agreement for the City Clerk through June 30, 2021.

In consideration of the current organizational practices for market-based salary adjustments, the City Council has agreed to consider a salary adjustment for the City Clerk based on a Market Study and other factors on or around January 1, 2021.

As part of the employment agreement extension, the language regarding leave cash-out options was clarified to align with leave cash-out terms for other Appointed and Executive employees. In addition, outdated language on the City Clerk's 2018 salary concessions to the City of Hayward was removed. There are no other substantive changes to the employment agreement.

FISCAL IMPACT

If approved, the extension and the modification to the employment agreement would not, at this time, result in any fiscal impact, as the terms of the agreement are unchanged.

STRATEGIC ROADMAP

This agenda item is a routine operational item and does not relate to any of the six priorities outlined in the Council's Strategic Roadmap.

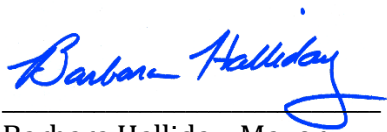
NEXT STEPS

If approved, staff will finalize the employment agreement modification and extension between the City of Hayward and the City Clerk for execution by the Mayor.

Prepared by: Kakshi Master, Human Resources Analyst II

Recommended by: Maria A. Hurtado, Assistant City Manager

Approved by:



Barbara Halliday, Mayor