



DATE: December 1, 2020

TO: Mayor and City Council

FROM: Assistant City Manager

SUBJECT: City Clerk Employment Agreement: Adopt a Resolution Approving the Amendment 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 amendment to the employment agreement between the City of Hayward and the City Clerk and authorizing the Mayor to execute the agreement.

SUMMARY

On September 22, 2020, Council approved the current employment agreement between the City of Hayward and the City Clerk, which expires on June 30, 2021. Subsequently, the Council Appointed Officers (CAO) Committee reviewed a total compensation market study for the position of City Clerk, which indicated the position was approximately twelve percent (12%) below the market average when compared to similar positions in surrounding jurisdictions. Therefore, the Committee recommends that Council amends the existing employment agreement with the City Clerk to provide a 12% equity adjustment phased in over two (2) years, 6% each year, to bring the City Clerk's total compensation up to market average. The Committee also recommends extending the term of the employment agreement to five (5) years to align the three terms of the Council-appointed officers' employment agreements.

BACKGROUND AND DISCUSSION

Upon approval of the City Clerk's current employment agreement, the Council agreed to consider a salary adjustment for the City Clerk on or around January 1, 2021 based on market study data and other factors. The Human Resources Department staff completed a total compensation market study that found the City of Hayward's City Clerk position is approximately twelve percent (12%) below the market average when compared to similar positions in surrounding jurisdictions. Based on the survey findings, the Council wishes to amend its employment agreement with the City Clerk to bring her total compensation up to mid-market, implemented over a two (2) year period. This agreement would provide for a

6% equity adjustment in the pay period including January 1, 2021, and a 6% equity adjustment in the pay period including January 1, 2022.

Historically, Council has entered into annual employment agreements with its appointed officers. After approving a five (5) year employment agreement with the City Manager in 2018, the Council expressed a desire to align the employment agreements of the three (3) appointed officers and recommends extending the term of the City Clerk's employment agreement from a one (1) year agreement to a five (5) year agreement.

FISCAL IMPACT

The amendment to the City Clerk's employment agreement would result in an estimated cost of \$5,657 in fiscal year 2021 and \$6,001 in fiscal year 2022, for a total fiscal impact of \$11,658 over amounts previously projected for the next two (2) years.

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.

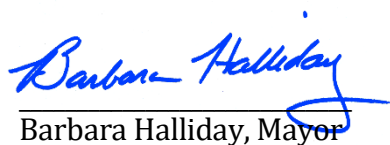
NEXT STEPS

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