



DATE: December 1, 2020

TO: Mayor and City Council

FROM: Assistant City Manager

SUBJECT: FY 2021 Salary Plan Amendment: Adopt a Resolution Amending the City of Hayward Salary Plan for Fiscal Year 2021

RECOMMENDATION

That Council adopts a resolution (Attachment II) approving an amendment to the City of Hayward Salary Plan for fiscal year 2021 (FY 2021), which designates all classifications and the corresponding salary ranges for employment in the City of Hayward as of December 21, 2020, superseding Resolution No. 20-109 and all amendments thereto.

SUMMARY

As required by the Municipal Code, the FY 2021 Salary Plan has been updated to reflect salary adjustments to the classifications in the City's classified service as a result of the Council approved Memoranda of Understanding between the City of Hayward and SEIU Local 1021 Clerical and Related Unit and SEIU Local 1021 Maintenance and Operations Unit (SEIU), Hayward Association of Management Employees (HAME), International Federation of Professional & Technical Engineers (Local 21), and the revised terms of the Salary and Benefits Resolution for Unrepresented Executives, Management, City Manager, Human Resources and City Attorney Employees. The salary plan has also been updated to reflect a salary adjustment to the Director of Human Resources, Communications and Marketing Officer, and a title change to Property Technician.

After the Personnel Commission held a public hearing on October 29, 2020 and considered public and Commissioner comments, they approved the classification plan – a listing of the job classification titles in the City. However, a majority vote was not reached to recommend Council consider adoption of an amended FY 2021 Salary Plan for the classifications in the City's classified service, with two no votes and one Commissioner abstaining.

The Salary Plan reflects salary adjustments for the Hayward City Attorney and City Clerk as outlined in the Council approved Employment Agreements.

BACKGROUND AND DISCUSSION

Equity Adjustments:

International Federation of Professional & Technical Engineers (Local 21)

Pursuant to the negotiated terms of the Memorandum of Understanding (MOU) between the City of Hayward and the International Federation of Professional & Technical Engineers (Local 21), a salary survey identified thirty-five (35) classifications that met the criteria to receive a salary equity adjustment in the amount of five percent (5%), effective January 1, 2020. Thirty-two (32) qualifying classifications are set to receive a second salary equity adjustment in varying percentages but of no more than five percent (5%) effective December 21, 2020, which is the pay period including January 1, 2021.

Table 1 below lists the Local 21 classifications receiving the second installment of the salary equity adjustments effective the pay period including January 1, 2021.

Table 1: Local 21 Equity Adjustments Effective December 21, 2020

CLASSIFICATION	
Associate Civil Engineer – 4.9%	Environmental Specialist – 5.0%
Assistant Civil Engineer – 4.9%	Information Technology Analyst II – 5.0%
Associate Transportation Engineer – 4.9%	Information Technology Analyst I – 5.0%
Assistant Transportation Engineer – 4.9%	Digital Applications Developer – 5.0%
Building Inspector – 5.0%	Plan Checker – 5.0%
Senior Building Inspector/Electrical – 5.0%	Senior Plan Checker – 5.0%
Senior Building Inspector/Plumbing-Mechanical – 5.0%	Programmer Analyst – 5.0%
Senior Building Inspector/Structural – 5.0%	Geographic Info Systems Coordinator – 5.0%
Code Enforcement Inspector II – 3.4%	Tech Solutions Analyst I – 5.0%
Code Enforcement Inspector I – 3.4%	Tech Solutions Analyst II – 5.0%
Senior Code Enforcement Inspector – 3.4%	Sustainability Technician – 1.5%
Construction Inspector – 5.0%	Sustainability Specialist – 1.5%
Senior Construction Inspector – 5.0%	Graphics and Media Relations Technician – 1.5%
Surveyor – 5.0%	Traffic Signal Technician – 5.0%
Hazardous Materials Investigator – 5.0%	Water Pollution Source Control Inspector – 4.0%
Certified Latent Print Examiner – 5.0%	Senior Water Pollution Source Control Inspector – 4.0%

SEIU Local 1021 Clerical and Related Unit and SEIU Local 1021 Maintenance and Operations Unit (SEIU)

Pursuant to the Equity Study Side Letter of Agreement between the City of Hayward and SEIU Local 1021 Clerical and Related and SEIU Local 1021 Maintenance and Operations Units, a salary survey identified thirty-seven (37) classifications that met the criteria for salary equity adjustments.

The first salary equity adjustment, not to exceed six percent (6%), went into effect the pay period including January 1, 2020. Thirty-seven (37) qualifying classifications are set to receive a second salary equity adjustment of varying percentages, none to exceed six percent (6%), effective the pay period including January 1, 2021.

Table 2 below lists the SEIU Local 1021 classifications receiving the second installment of the equity salary adjustment effective the pay period including January 1, 2021.

Table 2: SEIU Equity Adjustments Effective December 21, 2020

CLASSIFICATION	
Administrative Secretary – 3.1%	Groundskeeper III – 6.0%
Secretary – 3.1%	Maintenance Worker – 6.0%
Senior Secretary – 3.1%	Senior Airport Maintenance Worker – 6.0%
Community Service Officer – 2.9%	Senior Maintenance Leader – 6.0%
Jail Supervisor – 2.9%	Utilities Maintenance Mechanic – 6.0%
Facilities Carpenter II – 1.1%	Utility Worker – 6.0%
Facilities Carpenter I – 1.1%	Backflow/Cross Connection Tester – 6.0%
Facilities Painter II – 1.4%	Cross Connection Control Specialist – 6.0%
Facilities Painter I – 1.4%	Senior Utility Cust. Svc. Leader – 6.0%
Library Page – 4.0%	Senior Utility Leader – 6.0%
Senior Library Page – 4.0%	Senior Utility Service Representative – 6.0%
Maintenance Leader – 6.0%	Utilities Service Worker – 6.0%
Airport Attendant – 6.0%	Utility Leader – 6.0%
Airport Maintenance Worker – 6.0%	Utility Worker - Sewer – 0.1%
Facilities Lead Worker – 6.0%	Senior Utility Leader - Sewer – 0.1%
Facilities Service Worker I – 6.0%	Utility Leader – Sewer – 0.1%
Facilities Service Worker II – 6.0%	WPCF Operator – 5.0%
Groundskeeper I – 6.0%	Operator-In-Training – 5.0%
Groundskeeper II – 6.0%	

Salary Adjustments: In addition to the classifications listed above, the following classifications will receive salary adjustments as described below:

Equipment Operator: Pursuant to the Equity Study Side Letter of Agreement between the City of Hayward and SEIU Local 1021 Clerical and Related Unit and SEIU Local 1021 Maintenance and Operations Unit, the Utility Worker classification received a salary equity increase and no longer maintains a 1.5% differential from Equipment Operator. Therefore, the salary for Equipment Operator has been increased by 6.03% to reflect the required 1.5% differential. The salary is \$35.92 per hour at Step A and \$41.82 per hour at Step E.

WPCF Lead Operator: Pursuant to the Equity Study Side Letter of Agreement between the City of Hayward and SEIU Local 1021 Clerical and Related Unit and SEIU Local 1021 Maintenance and Operations Unit, the WPCF Operator classification received a salary equity increase, creating less than a 15% differential from the higher level WPCF Lead Operator classification. Therefore, the salary for WPCF Lead Operator has been increased by five percent (5%) to reflect the required 15% differential. The salary is \$48.30 per hour at Step A and \$56.47 per hour at Step E.

Administrative Supervisor: Pursuant to Section 7.16 of the MOU between the City of Hayward and HAME, the Administrative Supervisor will receive a salary increase of 5.65% to maintain a minimum pay differential of 10% between this classification and the Administrative Secretary classification, which received an equity increase in the aforementioned salary survey. The salary range for Administrative Supervisor is \$41.84 per hour at Step A and \$50.82 per hour at Step E.

Personnel Operations Specialist: Pursuant to the Equity Study Side Letter of Agreement between the City of Hayward and SEIU Local 1021 Clerical and Related Unit and SEIU Local 1021 Maintenance and Operations Unit, the Administrative Secretary classification received a salary equity increase. Upon creation of this classification, the Personnel Operations Specialist was set internally at 10% above the Administrative Secretary classification. The Personnel Operations Specialist classification will receive a salary increase of 5.65% to maintain a minimum pay differential of 10% between this classification and the Administrative Secretary classification. The salary range for Personnel Operations Specialist is \$43.54 per hour at Step A and \$50.82 per hour at Step E.

Supervising Building Inspector: Pursuant to Section 7.16 of the MOU between the City of Hayward and HAME, the Supervising Building Inspector will receive a salary increase of 1.29% to maintain a minimum pay differential of 10% between this classification and the Senior Building Inspector classifications, which received an equity increase in the aforementioned salary survey. The salary range for Supervising Building Inspector is \$56.35 per hour at Step A and \$68.49 per hour at Step E.

Supervising Permit Technician: Pursuant to Section 7.16 of the MOU between the City of Hayward and HAME, the Supervising Permit Technician will receive a salary increase of 3.18% to maintain a minimum pay differential of 10% between this classification and the Senior Permit Technician classification, which received an equity increase in the aforementioned salary survey. The salary range for Supervising Permit Technician is \$41.07 per hour at Step A and \$49.91 per hour at Step E.

Information Technology Manager: Pursuant to Section 7.16 of the MOU between the City of Hayward and HAME, the Information Technology Manager will receive a salary increase of 2.56% to maintain a minimum pay differential of 10% between this classification and the Geographic Info Systems Coordinator classification, which received an equity increase in the aforementioned salary survey. The salary range for Information Technology Manager is \$63.15 per hour at Step A and \$76.78 per hour at Step E.

City Attorney: Pursuant to the Council approved City Attorney Employment Agreement, the City Attorney will receive a 3.5% market equity adjustment effective the pay period that includes January 1, 2021.

City Clerk: Pursuant to the Council approved City Clerk Employment Agreement, the City Clerk will receive a 6% market equity adjustment effective the pay period that includes January 1, 2021.

Director of Human Resources: This classification has been adjusted as a result of a recruitment and succession strategy designed to make the position competitive with the current local, Bay Area industry market. The currently vacant Director of Human Resources classification will receive an 11% market equity adjustment effective the pay period that includes January 1, 2021.

Communications and Marketing Officer: This classification has been adjusted as a result of a market salary survey of similar classifications. The Communications and Marketing Officer will receive an 8% market equity adjustment effective the pay period that includes January 1, 2021.

Salary Plan Correction:

Human Resources Administrative Assistant: The salary plan has been revised to include a correction to the salary range for Human Resources Administrative Assistant; this salary range should have been adjusted as a result of the SEIU Local 1021 Clerical and Related and SEIU Local 1021 Maintenance and Operations Units' salary survey effective January 1, 2020. Upon creation of this classification, the Human Resources Administrative Assistant was set internally at five percent (5%) above the Administrative Secretary classification. The Administrative Secretary classification received a salary equity increase in the aforementioned salary survey, creating less than a five percent (5%) differential. Additionally, due to the COVID-19 pandemic's financial impact to the City and part of the City's cost saving strategy, this classification forewent a cost-of-living (COLA) increase effective July 1, 2020. Although the internal equity between the HR Administrative Assistant and Administrative Secretary shall not be restored until a salary survey is conducted, the COLA increase shall be applied to the corrected salary range. The salary has been updated to reflect the correct salary range which is \$38.57 per hour at Step A and \$45.02 per hour at Step E.

Property Technician: The Property Technician classification title has been updated to reflect the title on the job specification, which is Property & Evidence Technician.

Cost-of-Living Adjustments (COLAs):

Pursuant to the negotiated terms of the MOUs between the City of Hayward and SEIU Local 1021 Clerical and Related Unit and SEIU Local 1021 Maintenance and Operations Unit, Hayward Association of Management Employees (HAME), International Federation of Professional & Technical Engineers (Local 21), and the revised terms of the Salary and Benefits Resolution for Unrepresented Executives, Management, City Manager, Human Resources and City Attorney Employees, COLA salary increases will be applied to the classifications represented in the aforementioned bargaining units as well as those classifications covered by the Salary and Benefits Resolution, effective the pay period including January 1, 2021. Table 3 below shows the applicable amount of the increases by employee group and the Fiscal Year 2021 Salary Plan reflects the increase to the classifications.

Table 3 - FY 2021 Cost of Living Adjustments

EMPLOYEE GROUP	PERCENTAGE INCREASE
SEIU Clerical	4.5%
SEIU Maintenance	4.5%
Local 21	4%
HAME	2%
Unrepresented (Non-Executive)	2%

Personnel Commission Review:

During the Personnel Commission's public hearing on October 29, 2020, concern by a few Commissioners was expressed around the percentage increase of the cost-of-living salary adjustments being received by the City's bargaining units. Despite the City's contractual obligation to provide City employees with the scheduled, Council approved cost-of-living salary adjustments, a majority vote was not reached to recommend Council adoption of an amended FY 2021 Salary Plan for the classifications in the City's classified service.

FISCAL IMPACT

FY2021 Cost of Living Adjustments: The Cost of Living Adjustment (COLA) salary increases to the classifications in the classified service for the various bargaining units are all included in the FY 2021 Proposed Budget; therefore, there is no additional fiscal impact.

SEIU and Local 21 Salary Survey Adjustments: The increases to classifications as a result of the salary survey for SEIU and Local 21 were all included in the FY 2021 Operating Budget; therefore, there is no additional fiscal impact.

SEIU Additional Equity Adjustments: The additional internal equity adjustments to maintain pay differentials for the classifications in the SEIU Local 1021 Maintenance and Operations Unit result in a citywide net annual fiscal increase of approximately \$67,623 in Enterprise Funds. The additional SEIU equity adjustments are not included in the FY 2021 Operating Budget. As a result, the adjustments will be included with the FY 2021 mid-year process.

HAME Additional Equity Adjustments: The additional internal equity adjustments to maintain pay differentials for the classifications in the Hayward Association of Management Employees (HAME) result in a citywide net annual fiscal increase of approximately \$40,073. Of this amount, the adjustments include an increase of \$20,666 in General Fund, \$16,671 in Internal Service Funds, and \$2,736 in Enterprise Funds. The additional HAME equity adjustments are not included in the FY 2021 Operating Budget. As a result, the adjustments will be included with the FY 2021 mid-year process.

Human Resources Administrative Assistant: The annual fiscal impact for the HR Administrative Assistant is \$7,076, allocated between the General Fund and Workers' Compensation Fund. Budget adjustments will be included in the FY 2021 mid-year process.

City Attorney: The annual fiscal impact for the City Attorney is \$5,295, allocated from the General Fund. Budget adjustments will be included in the FY 2021 mid-year process.

City Clerk: The annual fiscal impact for the City Clerk is \$5,657, allocated from the General Fund. Budget adjustments will be included in the FY 2021 mid-year process.

Director of Human Resources: The annual fiscal impact for the Director of Human Resources is approximately \$27,096, allocated between the General Fund and Workers' Compensation Fund. Budget adjustments will be included in the FY 2021 mid-year process.

Communications and Marketing Officer: The annual fiscal impact for the Communications and Marketing Officer is approximately \$15,404, allocated from the General Fund. Budget adjustments will be included in the FY 2021 mid-year process.

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

The cost-of-living, equity, and other salary adjustments will be implemented by the Human Resources and Finance departments effective the pay period including January 1, 2021 and will be reflected on employees' paychecks dated January 8, 2021. Any necessary budget changes will be made during the FY 2021 mid-year review process.

Prepared by: Anthony Phillip, Human Resources Analyst II

Recommended by: Maria A. Hurtado, Assistant City Manager

Approved by:

A handwritten signature in black ink, appearing to read 'K. McAdoo', written over a horizontal line.

Kelly McAdoo, City Manager