



DATE: June 17, 2021

TO: Personnel Commission

FROM: Director of Finance/Interim Director of Human Resources

SUBJECT: Adopt the Revised Classification Plan and Review and Recommend to Council
Adoption of the Revised Salary Plan for Fiscal Year 2022

RECOMMENDATION

That the Personnel Commission holds a Public Hearing and adopts the revised classification plan for each position in the City's classified service for Fiscal Year 2022, effective June 21, 2021 and reviews and recommends to Council, adoption of the revised salary plan for each position in the City's classified service for Fiscal Year 2022, effective June 21, 2021.

SUMMARY

As required by the Municipal Code, the FY 2022 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 (MOU) between the City of Hayward and the Hayward Police Officers' Association (HPOA), Police Management Unit (HPMU), International Association of Firefighters (Local 1909), Hayward Fire Officers Association, Hayward Fire Chiefs Association, and the removal of Transportation Manager. The salary plan has also been updated to reflect adjustments to the salary ranges for Tree Trimmer, Reserve Officer Coordinator, Personnel and Training Administrator, and YFSB Administrator.

BACKGROUND AND DISCUSSION

Cost-of-Living-Adjustments (COLAs):

Pursuant to the negotiated terms of the Memoranda of Understanding (approved in 2018) between the City of Hayward and the Hayward Police Officers' Association (HPOA), Police Management Unit (HPMU), Hayward Fire Chiefs Association and the side letter of agreement between the City of Hayward and the International Association of Firefighters (Local 1909) and Fire Officers, COLA salary increases will be applied to the classifications represented in the aforementioned bargaining units effective the pay period including July 1, 2021. Table 1 below shows the applicable amount of the increases by bargaining unit and the Fiscal Year 2022 Salary Plan reflects the increase to the classifications.

Table 1 – FY 2022 Cost of Living Adjustments

EMPLOYEE GROUP	PERCENTAGE INCREASE
HPOA	2.5%
Police Management	3%
Local 1909	
Restoration of FY 2021 COLA	2%
FY 2022 COLA	2%
Fire Officers	
Restoration of FY 2021 COLA	2%
FY 2022 COLA	2%
Fire Chiefs	
Restoration of FY 2021 COLA	2%
FY 2022 COLA	2%

Classification Removal:

TRANSPORTATION MANAGER: Approved at the Personnel Commission meeting held on May 6, 2021, the duties of the Transportation Manager classification were absorbed by the updated Deputy Director of Public Works classification. As such, the Transportation Manager classification will be deactivated and removed from the Salary Plan.

Salary Adjustments:

TREE TRIMMER: As a result of 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 Tree Trimmer classification was internally set at 10% above Groundskeeper I and should have received a 6% salary equity increase for FY 2021. Tree Trimmer will receive a retroactive salary adjustment to the effective date of January 1, 2021. The salary range for Tree Trimmer is \$37.75 per hour at Step A and \$43.93 per hour at Step E.

RESERVE OFFICER COORDINATOR: The Reserve Officer Coordinator position will receive a salary adjustment of 2.5% to maintain an internal relationship established upon its creation; it is internally set to match that Police Sergeant which received a cost-of-living-adjustment salary increase for FY 2022. The salary range for Reserve Officer Coordinator is \$60.34 per hour at Step A and \$73.31 per hour at Step E.

PERSONNEL AND TRAINING ADMINISTRATOR: Pursuant to Section 7.16 of the MOU between the City of Hayward and HAME, the Personnel and Training Administrator will receive a salary adjustment of 0.45% to maintain a minimum pay differential of 10% between this classification and the Police Sergeant. The salary range for Personnel and Training Administrator is \$66.35 per hour at Step A and \$80.64 per hour at Step E.

YOUTH AND FAMILY SERVICES BUREAU ADMINISTRATOR: Pursuant to Section 7.16 of the MOU between the City of Hayward and HAME, the Youth and Family Services Bureau Administrator will receive a salary adjustment of 0.45% to maintain a minimum pay differential of 10% between this classification and the Police Sergeant. The salary range for

Youth and Family Services Bureau Administrator is \$66.35 per hour at Step A and \$80.64 per hour at Step E.

FISCAL IMPACT

HPOA & HPMU COST OF LIVING ADJUSTMENTS: The Cost-of-Living Adjustment (COLA) salary increases to the classifications in the classified service for the HPOA and HPMU are all included in the FY 2022 Proposed Operating Budget; therefore, there is no additional fiscal impact.

LOCAL 1909, FIRE OFFICERS, AND FIRE CHIEFS: The scheduled 2% Cost-of-Living Adjustment (COLA) salary increases to the classifications in the classified service for the Local 1909, Fire Officers, and Fire Chiefs are all included in the FY 2022 Proposed Operating Budget and has no additional fiscal impact. Pursuant to the side letter agreement, the restoration of the FY 2021 2% base wage salary is an increase of approximately \$637,570. Budget adjustments will be included in the FY 2022 mid-year budget process.

TREE TRIMMER: The additional annual fiscal impact for the Tree Trimmer classification is an increase of approximately \$21,780. Budget adjustments will be included in the FY 2022 mid-year budget process.

RESERVE OFFICER COORDINATOR: The additional annual fiscal impact for the Reserve Officer Coordinator is an increase of approximately \$2,442. Budget adjustments will be included in the FY 2022 mid-year budget process.

PERSONNEL AND TRAINING ADMINISTRATOR: The Personnel and Training Administrator is an inactive position in the FY 2022 budget and therefore has no fiscal impact.

YOUTH AND FAMILY SERVICES BUREAU ADMINISTRATOR: The additional annual fiscal impact for the Youth and Family Services Bureau Administrator is an increase of approximately \$1,005. Budget adjustments will be included in the FY 2022 mid-year budget process.

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 scheduled for the June 22, 2021 Council meeting and the salary adjustments will be implemented with coordination between the Human Resources and Finance Departments with an effective date of the pay period including July 1, 2021.

Prepared by: Anthony Phillip, Human Resources Analyst II

Recommended by: Dustin Claussen, Director of Finance/Interim Director of Human
Resources

Approved by:

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

Kelly McAadoo, City Manager