



DATE: October 12, 2021

TO: Mayor and City Council

FROM: Director of Human Resources

SUBJECT: Adopt a Resolution Approving an Amendment to the City of Hayward Salary Plan for Fiscal Year 2022

RECOMMENDATION

That Council adopts a resolution (Attachment II) approving an amendment to the City of Hayward Salary Plan for Fiscal Year 2022 (FY 2022), which designates all classifications and the corresponding salary range for employment in the City of Hayward as of October 11, 2021, superseding Resolution No. 21-178 and all amendments thereto.

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 and unclassified service as a result of the negotiated and mutually agreed upon Memorandum of Understanding between the City of Hayward and the International Federation of Professional and Technical Engineers, Local 21 ("Local 21"). The Salary Plan has also been updated to reflect the addition of the Fire Marshal – EMT classification and salary adjustments to four (4) supervisory classifications.

BACKGROUND AND DISCUSSION

Cost-of-Living-Adjustments (COLAs):

Pursuant to the negotiated terms of the Memorandum of Understanding (MOU) between the City of Hayward and Local 21 approved by Council on September 21, 2021, represented classifications in the classified service represented by Local 21 shall receive a three percent (3%) COLA, effective August 16, 2021.

Salary Adjustments:

FIRE MARSHAL - EMT: The existing Fire Marshal (F400) classification requires both a Paramedic and EMT certification. The Fire Marshal - EMT classification is being added to the Salary Plan to establish the salary range for current employees that possess only the EMT certification, in able to promote or call upon these employees to fulfill the duties on an acting basis. The salary range for the Fire Marshal – EMT classification is distinguished from the

salary range of the Fire Marshal classification, which requires possession of both the Paramedic and EMT certifications. The salary is \$76.77 per hour at Step A and \$93.32 per hour at Step E. The salary for the Fire Marshal – EMT will be effective August 16, 2021.

HAME SALARY ADJUSTMENTS - Pursuant to Section 7.16 of the MOU between the City of Hayward and Hayward Association of Management Employees (“HAME”), the City shall maintain a minimum pay differential of ten percent (10%) between HAME represented supervisory classifications and their highest paid subordinate classifications. As a result of negotiated salary increases for Local 21 classifications that report to HAME classifications, the following salary adjustments have been made and will be effective August 16, 2021:

SUPERVISING BUILDING INSPECTOR: To maintain a minimum pay differential of ten percent (10%) between this classification and the various Senior Building Inspector classifications (T365, T360, and T355), the Supervising Building Inspector shall receive a salary adjustment of 3.20%. The salary range for Supervising Building Inspector is \$58.15 per hour at Step A and \$70.68 per hour at Step E.

SUPERVISING PLAN CHECKER AND EXPEDITOR: To maintain a minimum pay differential of ten percent (10%) between this classification and the Senior Plan Checker, the Supervising Plan Checker and Expeditor shall receive a salary adjustment of 3.17%. The salary range for Supervising Plan Checker and Expeditor is \$61.71 per hour at Step A and \$75.03 per hour at Step E.

SUPERVISING CONSTRUCTION INSPECTOR: To maintain a minimum pay differential of ten percent (10%) between this classification and the Senior Construction Inspector, the Supervising Construction Inspector shall receive a salary adjustment of 3.20%. The salary range for Supervising Construction Inspector is \$58.15 per hour at Step A and \$70.68 per hour at Step E.

INFORMATION TECHNOLOGY MANAGER: To maintain a minimum pay differential of ten percent (10%) between this classification and the Geographic Information Systems Coordinator, the Information Technology Manager shall receive a salary adjustment of 3.20%. The salary range for Information Technology Manager is \$65.17 per hour at Step A and \$79.24 per hour at Step E.

FISCAL IMPACT

LOCAL 21 COLA: The additional annual fiscal impact for the negotiated COLA for Local 21 represented classifications is as follows: \$319,244 from the General Fund; \$5,378 from the Measure C Funds; \$12,402 from Special Revenue Funds; \$57,288 from Enterprise Funds; and \$71,562 from Internal Service Funds, for a total fiscal impact of \$465,854 in FY2022. Budget adjustments will be included in the FY 2022 mid-year budget process.

FIRE MARSHAL - EMT: There is no vacant Fire Marshal – EMT position. The salary range is being established for current employees that possess only the EMT certification, to allow them to promote or be called upon to fulfill these duties on an acting basis.

SUPERVISING BUILDING INSPECTOR: The additional annual fiscal impact for the Supervising Building Inspector is an increase of approximately \$6,133 from the General Fund. Budget adjustments will be included in the FY 2022 mid-year budget process.

SUPERVISING PLAN CHECKER AND EXPEDITOR: The additional annual fiscal impact for the Supervising Plan Check and Expeditor is an increase of approximately \$6,403 from the General Fund. Budget adjustments will be included in the FY 2022 mid-year budget process.

SUPERVISING CONSTRUCTION INSPECTOR: The additional annual fiscal impact for the Supervising Construction Inspector is an increase of approximately \$4,844 from the General Fund and \$1,211 from Enterprise Funds, for a total fiscal impact of \$6,055. Budget adjustments will be included in the FY 2022 mid-year budget process.

INFORMATION TECHNOLOGY MANAGER: The additional annual fiscal impact for the Information Technology Manager is an increase of approximately \$20,147 from the Internal Services Fund. Budget adjustments will be included in the FY 2022 mid-budget process.

STRATEGIC ROADMAP

This agenda item is a routine operational item and does not relate to one of the City's Strategic Roadmap priorities.

NEXT STEPS

If approved, cost of living salary increases, and other salary adjustments will be implemented by the Human Resources and Finance Departments effective the pay period including August 16, 2021 and will be reflected in the employees' paychecks dated October 29, 2021.

Prepared by: Valeria Cazares, Human Resources Technician
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Recommended by: Jana Sangy, Director of Human Resources

Approved by:



Kelly McAadoo, City Manager