



# CITY OF HAYWARD

Hayward City Hall  
777 B Street  
Hayward, CA 94541  
www.Hayward-CA.gov

## Cover Memo

---

**File #:** CONS 16-325, **Version:** 1

---

**DATE:** June 14, 2016

**TO:** Mayor and City Council

**FROM:** Director of Human Resources

### **SUBJECT**

Adoption of Resolution Approving an Amendment to the City of Hayward Salary Plan for Fiscal Year 2016

### **RECOMMENDATION**

That the City Council adopts the attached Resolution approving an amendment to the City of Hayward Salary Plan for fiscal year 2016 ("FY 2016"), which designates all classifications and the corresponding salary range for employment in the City government of the City of Hayward as of June 14, 2016, superseding Resolution No.16-068 and all amendments thereto.

### **BACKGROUND/DISCUSSION**

After a public hearing on June 9, 2016, the Personnel Commission recommends that the City Council adopts an amended FY 2016 Salary Plan for the classified service. These changes include the title change for Permit Technician and the equity adjustments for forty-seven (47) Service Employees International Union, Local 1021 (SEIU) classifications as described below:

1. Permit Technician to Permit Technician I/II - Prior to the current revisions, the Permit Technician was a single technical classification. The revisions change it to a flexibly staffed, journey-level classification, with the Permit Technician II maintaining the complexity of duties and adding a lower level Permit Technician I for entry-level responsibilities. The salary range for the Permit Technician I is set internally at ten percent (10%) below Permit Technician II, which is \$26.08 at Step 1 and \$31.70 at Step 5.
2. SEIU Local 1021 Clerical and Related Unit Equity Adjustments - Pursuant to the negotiated terms of the Memorandum of Understanding between SEIU Local 1021 Clerical and Related Unit and the City of Hayward Section 9.01, the equity adjustments will be processed in three equal parts applied over a three-year period beginning in June 2016. As an exception, if an adjustment was less than one percent, those in that classification will receive the full increase in year one (2016). Thirty-four classifications represented by SEIU Local 1021 Clerical and Related Unit have been increased in accordance with the mutually agreed upon salary survey data (Attachment II), effective June 13, 2016.

3. SEIU Local 1021 Maintenance and Operations Unit Equity Adjustments - Pursuant to the negotiated terms of the Memorandum of Understanding between SEIU Local 1021 Maintenance and Operations Unit and the City of Hayward Section 9.01, the equity adjustments will be processed in three equal parts applied over a three-year period beginning in June 2016. As an exception, if an adjustment was less than one (1) percent, those in that classification will receive the full increase in year one (2016). Thirteen classifications represented by SEIU Local 1021 Maintenance and Operations Unit have been increased in accordance with the mutually agreed upon salary survey data (Attachment II), effective June 13, 2016.

### **FISCAL IMPACT**

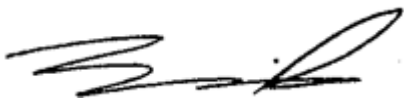
There is no recommended change to salary related to the title change of Permit Technician to Permit Technician I/II.

The fiscal impact of the equity adjustments for the SEIU Local 1021 Clerical and Related Unit and SEIU Local 1021 Maintenance and Operations Unit for FY17 is approximately \$200,000 and will be implemented by the Human Resources and Finance Departments effective June 13, 2016, and reflected on employees paychecks dated July 1, 2016.

The approximate value of the equity adjustments over the three-year agreement, is approximately \$650,000, of which approximately \$487,500 (75%) is General Fund. Human Resources will work with the Finance Department to finalize the costing and make any necessary adjustments during the FY 2017 mid-year budget review.

*Prepared and Recommended by:* Nina Collins, Director of Human Resources

Approved by:



Fran David, City Manager

Attachments:

Attachment I: Resolution Approving Amendment of the FY 2016 Salary Plan  
Attachment II: FY 2016 Salary Plan