



CITY OF HAYWARD

Hayward City Hall
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Cover Memo

File #: LB 22-015, **Version:** 1

DATE: June 21, 2022

TO: Mayor and City Council

FROM: Assistant City Manager/Interim Director of Human Resources

SUBJECT

Council-Appointed Officers' Employment Agreements: Adopt Resolutions Approving Amendments to the Employment Agreements Between the City of Hayward and the City Attorney, City Clerk, and City Manager and Authorizing the Mayor to Execute the Agreements

RECOMMENDATION

That Council adopts resolutions (Attachments II, III, and IV) approving amendments to the employment agreements between the City of Hayward and the City Attorney, City Clerk, and City Manager and authorizes the Mayor to execute the agreements.

SUMMARY

Pursuant to the employment agreements between the City of Hayward and its Council-Appointed Officers ("CAOs"), subject to evaluation and performance, City Council may increase the salaries of the CAOs by resolution. The current employment agreements between the City of Hayward and both the City Attorney and City Clerk expire June 30, 2025, while the City Manager's current employment agreement expires June 30, 2023.

In March 2022, a total compensation market study was completed for the CAOs. If approved, the CAOs' amended employment agreements will contain equity increases effective the pay period including January 1, 2023. To implement the equity increases, the City used the methodology included in the Memorandum of Understanding (MOU) for the Hayward Association of Management Employees (HAME), approved by Council on January 18, 2022 as a framework. The amended agreements also include a one-time, lump-sum payment effective the pay period including July 1, 2022, in recognition of the CAOs' ongoing satisfactory performance.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Resolution - City Attorney
Attachment III	Resolution - City Clerk

Attachment IV	Resolution - City Manager
Attachment V	Amended Employment Agreement - City Attorney
Attachment VI	Amended Employment Agreement - City Clerk
Attachment VII	Amended Employment Agreement - City Manager