



# CITY OF HAYWARD

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

## Cover Memo

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**File #:** CONS 16-246, **Version:** 1

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**DATE:** May 17, 2016

**TO:** Mayor and City Council

**FROM:** Director of Human Resources

### **SUBJECT**

Adoption of a Resolution Authorizing Amendment of the Salary and Benefits Resolution for the Unrepresented Executives, Management, and employees in the offices of the City Manager, Human Resources and City Attorney.

### **RECOMMENDATION**

That the City Council adopts the attached Resolution approving an amendment to the Salary and Benefits Resolution for the Unrepresented Executives (including the Council Appointed Officers), Management, and the employees in the offices of the City Manager, Human Resources and City Attorney.

### **BACKGROUND/DISCUSSION**

The Salary and Benefits Resolution for Unrepresented Executives, Management, City Manager, Human Resources and City Attorney Employees ("Resolution") was adopted by Council on July 7, 2015 (Resolution Number 15-127). The following changes have been made:

1. Appendix A details the positions covered by the Resolution and their respective salaries. It has been updated to include the newly created Communications and Marketing Officer position and salary.
2. Removed language requiring new employees to have a six (6) month waiting period before they are allowed to use accrued vacation, and a three (3) month waiting period to use accrued sick leave from Sections 8.02, 8.03, 9.02, and 9.03. Removing this language gives the employees' supervisor discretion to approve leave in accordance to existing leave policies detailed in Sections 8.0 and 9.0 of the Resolution. Furthermore, employees who have a need to use vacation and/or sick leave prior to the expiration of the waiting period will not be forced to go without pay.

**FISCAL IMPACT**

The proposed changes are administrative. There is no fiscal impact associated with amending the Salary and Benefits Resolution of the Unrepresented Management, Human Resources and City Attorney Employees.

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

Approved by:



Fran David, City Manager

Attachments:

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| Attachment I  | Resolution Authorizing Amendment of the Salary and Benefits Resolution for the Unrepresented Executives, Management, City Manager, Human Resources and City Attorney Employees |
| Attachment II | Unrepresented Salary and Benefits Resolution   |