



Agenda Report

DATE: November 16, 2015

TO: Honorable Mayor and City Council
FROM: Human Resources Department
RE: APPROVAL OF NON-REPRESENTED NON-MANAGEMENT SALARY RESOLUTION

RECOMMENDATION:

It is recommended that the City Council approve the Non-Represented Non-Management salary resolution.

BACKGROUND:

The City Council establishes by Resolution salaries and benefits for classifications that are not represented by an employee association or union. The City Council may adopt salary resolutions to make adjustments to wages, benefits and working conditions of non-represented employees. The following is an overview of the significant modifications to the existing salary resolution:

1. **Salaries:** Effective the pay period that includes November 16, 2015, the salary control rates will be adjusted to reflect market comparisons as well as the upcoming increase in the California State minimum wage to \$10.00 an hour. A ten step schedule will be implemented, with a 2.5% differential between each step. Employees with rates of pay less than the top step will move to the step in the new salary range that provides them at least a two percent (2%) salary increase. Employees who at the time of transition to the new salary schedule are within 2.5% of step ten of the new salary range will move to step ten. Employees with rates of pay above the new salary range will be H-Rated (frozen) until such time as the control rate exceeds their current rate of pay.
2. **Movement within the Step Schedule:** Salary adjustments via the annual merit based evaluation process should not exceed 2.5% of annual base pay at any one time.

3. Classification Study modifications: The resolution includes the establishment of new classifications and the related step schedules. New classifications are the result of the completion of the classification study for this group. New classifications include: Human Resources Specialist (c), IT Support Specialist, Office Assistant (c), and Senior Office Assistant (c).

Additionally, several classifications have recommended title changes including: Legal Assistant (c), Engineering Technician and Senior Engineering Technician

4. Individuals hired on or after January 1, 2013 who are “new members” as defined in the Public Employees’ Pension Reform Act of 2013 will pay one-half of the total normal cost of their retirement benefit. If half the normal cost is below eight percent (8%), the difference (to get to 8%) is paid as cost-sharing in accordance with Government Code section 20516(f).

COUNCIL POLICY CONSIDERATION:

The adoption of the salary resolutions for non-represented non-management classifications support the City Council’s strategic goal of maintaining fiscal responsibility and stability.

FISCAL IMPACT:

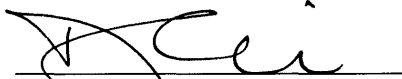
The recommended salary resolutions result in ongoing costs of \$381,650 per year. The impact to FY 2016 operating budget (approximately \$253,000) will be absorbed by each department's respective operating budget to reflect these changes. If it is later determined that a department is unable to absorb these costs, we will revisit this matter in the third quarter of FY 2016.

Respectfully Submitted,



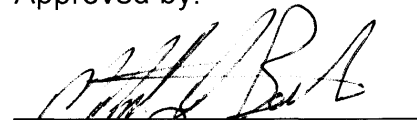
Jennifer Curtis
Director of Human Resources

Prepared by:



Tiffany Jacobs-Quinn
Human Resources Manager

Approved by:



Michael J. Beck
City Manager

Attachments:

1. Salary Resolution for Non-Represented Non-Management