

Agenda Report

Date: August 14, 2006

TO: City Council

FROM: Cynthia J. Kurtz, City Manager

SUBJECT: ADOPTION OF A RESOLUTION AMENDING THE SALARY RESOLUTION RELATING TO SALARY AND BENEFITS FOR VARIOUS UNREPRESENTED CLASSIFICATIONS

RECOMMENDATION:

It is recommended that the City Council adopt the attached Resolution amending the Salary Resolution covering various unrepresented, non-management classifications to reflect salary increases and benefit changes, and approve a journal voucher allocating funds from the General Fund Personnel Reserve and the unappropriated fund balances as may be necessary.

BACKGROUND:

Unrepresented classifications are those which are not represented by a union, but whose titles and compensation are established by Resolution of the City Council. The attached Resolution will adjust compensation for 340 employees in these classifications. The recommended salary and benefit adjustments reflect recent market surveys and internal salary relationships.

For Employees in the Technical and Administrative, Confidential-Clerical, Non-Represented, and Hourly groups:

- a) Provide for a 4.0% adjustment to the salary control rates effective October 3, 2005, an additional 3.0% adjustment effective October 2, 2006, and an additional 2.5% adjustment effective October 1, 2007;
- b) Provide for retirement enhancements and cost sharing for unrepresented, non-management employees consistent with those granted to represented non-sworn employees;
- c) Provide for health contributions in the amount of \$797.00 per employee per month, effective January 1, 2006. Allow an employee to roll into deferred compensation any unused portion of health contributions;

d) Increase the swing shift and graveyard shift differentials to \$1.50 per hour for employees who work six hours or more between 3:00 p.m. and 8:00 a.m. effective January 8, 2007, and;

d) Increase the maximum number of sick leave hours that employees may accumulate from 720 hours to 960 hours effective January 1, 2007, and;

e) Increase the value of a floating holiday from 8 hours to the actual number of hours which comprise an employee's regular work schedule.

f) Add registered domestic partner and grandchild to the definition of "immediate family" for the purposes of bereavement leave.

The attached Resolution also provides that employees in the classification of Fire Bureau Chief shall be eligible for Shift Differential, EMT Pay and Post-Retirement Medical Contribution in the same manner as employees in the classification of Fire Battalion Chief; and provides that the control rate for the Fire Bureau Chief shall be not less than 5% above the control rate for the classification of Assistant Bureau Chief.

Fiscal Impact:

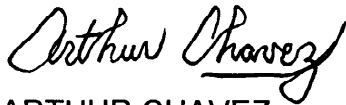
The fiscal impact of this recommendation is estimated to be approximately \$325,000 for the first year. Sufficient funds were included in the adopted FY 2007 budget.

Respectfully Submitted,



CYNTHIA J. KURTZ
City Manager

Prepared:



ARTHUR CHAVEZ
Human Resources Manager

Approved:



KARYN S. EZELL
Director of Human Resources

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASADENA
AMENDING THE SALARY RESOLUTION RELATING TO VARIOUS
UNREPRESENTED CLASSIFICATIONS

BE IT RESOLVED by the City Council of the City of Pasadena that the
Salary Resolution is amended as follows:

SECTION 1.

<u>Remove</u>		<u>Insert</u>	
<u>Pages</u>	<u>Dated</u>	<u>Pages</u>	<u>Dated</u>
3.25-E-1	May 12, 2003	3.25-E-1	August 14, 2006
3.30-E-1	May 12, 2003	3.30-E-1	August 14, 2006
3.35-E-1	May 12, 2003	3.35-E-1	August 14, 2006
3.35-E-2	May 12, 2003	3.35-E-2	August 14, 2006
3.40-E-1	May 12, 2003	3.40-E-1	August 14, 2006
3.40-E-2	May 12, 2003	(none)	

SECTION 2. Sections 3.25.02, subsection III., Retirement, 3.30.02,
subsection III., Retirement, 3.35.02, subsection III. Retirement, and 3.40.02,
subsection III., Retirement are amended to add the following:

Retirement Enhancement and Cost Sharing for Miscellaneous Non-safety
Employees:

- a. Plan: The City agrees to contract for 2.5% @ 55 for implementation as provided herein. 2.5% @ 55 shall be subject to a vote of all miscellaneous employees as required by PERS. If the miscellaneous employees vote to approve the amendment to the PERS plan, they shall pay a portion of the cost by paying a portion of their own Employee Normal Contribution as provided below.
- b. Plan Effective Date: The plan agreed to by the parties shall be implemented on January 1, 2007.
- c. Employee Payment:
 1. Effective July 1, 2006, employees pay 2.2 % of salary.
 2. Effective July 1, 2007, employees pay and additional 1.4% for a total of 3.6% of salary.

- d. Pre-Tax: All employee contributions shall be made on a pre-tax basis and credited to the employee's PERS member account.
- e. Market Volatility: No change based on market volatility. The City shall absorb all increases due to market volatility and shall receive the benefit of all reductions due to market volatility.
- f. Other PERS Optional Benefits:
 - 1. Military Service Credit Buy Back (§21024) shall be implemented as soon as administratively possible after adoption of this Resolution.
 - 2. Pre-Retirement Optional Settlement 2 Death Benefit (§21548) shall be implemented as soon as administratively possible after adoption of this Resolution.
 - 3. Fourth Level of 1959 Survivor Benefits (§24574) shall be implemented as soon as administratively possible after adoption of this Resolution.
- g. Full Understanding: The parties agree that until June 30, 2009, neither party shall be required to consider an enhanced retirement plan, retirement contributions, or any PERS optional benefit.

SECTION 3. Sections 3.25.01 I.D., 3.30.01 I.D., 3.35.01 I.D., and 3.40.01 I.D. are amended to increase the swing shift and graveyard shift differentials to \$1.50 per hour for employees who work six hours or more between 3:00 p.m. and 8:00 a.m. effective January 8, 2007.

SECTION 4. Sections 3.25.01 II.B., 3.30.01 II.B., 3.35.01 II.B., and 3.40.01 II.B. are amended to increase the accrual value of a floating holiday from 8 hours to the actual number of hours which comprise an employee's regular work schedule.

SECTION 5. Sections 3.25.01 II.C., 3.30.01 II.C., 3.35.01 II.C., and 3.40.01 II.C. are amended to increase the maximum number of sick leave hours that employees may accumulate to 960 hours effective January 1, 2007.

SECTION 6. Sections 3.25.01 II.C., 3.30.01 II.C., 3.35.01 II.C., and 3.40.01 II.C. are amended to include domestic partner and grandchild to the definition of relative.

SECTION 7. Sections 3.25.02 I.C., 3.30.02 I.C., 3.35.02 I.C., and 3.40.02 I.C. are amended to provide that the Employee Option Benefit

Fund contribution in effect January 1, 2006 shall remain at the same amount until such time as the premium of the least expensive family plan offered by the City to its employees exceeds the City's EOBF contribution, plus the City's payment towards the health insurance administration fee provided for elsewhere in the Salary Resolution. Thereafter, the City's EOBF contribution will be increased by an amount equal to 75% of the average dollar increase in the premiums for the plans offered.

SECTION 8. Section I.F.1. is added to provide that Employees in the classification of Fire Bureau Chief shall be eligible to receive additional compensation in the form of EMT-D Bonus, Differential Pay, and Post-Retirement Medical Contribution in the manner and amount as is provided to employees in the classification of Fire Battalion Chief.

This amendment shall be effective as of October 3, 2005.

Adopted by the following vote at the meeting of the City Council on August 14, 2006:

AYES:

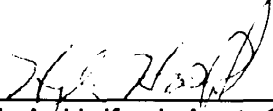
NOES:

ABSTAIN:

ABSENT:

Jane Rodriguez, City Clerk

Approved as to Form:



Hugh A. Halford, Asst. City Attorney

EXHIBIT 3.25

TECHNICAL AND ADMINSTRATIVE

SALARY RANGES EFFECTIVE OCTOBER 3, 2005

<u>Classification</u>	<u>Minimum</u>	<u>Maximum</u>
Information Technology Technician II	18.7531	25.0002
Inspector Trainee	20.3684	25.4516
Irrigation Specialist	19.3232	23.4325
Paralegal (Confidential)	24.7508	31.2353
Pesticide Applicator	19.5488	24.4420
Rangemaster	20.0951	24.2164
Senior Police Analyst	21.4134	24.5727
Substance Abuse Counselor	14.6549	17.9333
Water/Energy Conservation Auditor	14.5250	18.1356

The salary ranges listed herein shall be increased by 3.0% effective October 2, 2006, and increased by an additional 2.5% effective October 1, 2007.

As amended August 14, 2006

(Tech&Ad)

EXHIBIT 3.30

CONFIDENTIAL CLERICAL

SALARY RANGES EFFECTIVE OCTOBER 3, 2005

<u>Classification</u>	<u>Minimum</u>	<u>Maximum</u>
Legal Secretary (C)	20.2364	25.9440
Legal Word Processing Secretary (C)	18.2185	23.6264
Operations Secretary (C)	19.4753	24.9177
Secretary (C)	16.5433	21.8989
Secretary (C&S)	17.1658	22.5763
Staff Assistant I (C)	14.6871	18.9012
Staff Assistant II (C)	15.6027	19.9926
Staff Assistant II (C&S)	16.2682	20.6825
Staff Assistant III (C)	16.5433	21.8989
Staff Assistant III (C&S)	17.1705	22.5763
Staff Assistant IV (C)	18.2185	23.6264
Staff Assistant IV (C&S)	18.8641	24.2606
Technical Assistant (C)	16.5387	21.8999
Technical Specialist (C)	18.2185	23.6148
Word Processing Secretary (C)	16.5256	20.9899

The salary ranges listed herein shall be increased by 3.0% effective October 2, 2006, and increased by an additional 2.5% effective October 1, 2007.

EXHIBIT 3.35

NON-REPRESENTED

SALARY RANGES EFFECTIVE OCTOBER 3, 2005

<u>Classification</u>	<u>Minimum</u>	<u>Maximum</u>
Community Health Aide Trainee	11.6824	14.2757
Community Relations Assistant Trainee	11.6701	14.2023
Community Relations Assistant	14.4103	17.3584
Community Services Representative I	12.4822	15.2139
Community Services Representative II	15.7720	18.6105
Community Services Specialist	12.3753	14.8101
Engineering Aide	20.3802	25.5584
Engineering Aide Assistant	16.7696	20.0596
Equipment Mechanic Apprentice	15.7720	23.4087
Graphic Artist	18.4490	23.8800
Graphic Production Technician	20.5584	25.6891
Heating and Refrigeration Technician	25.3565	31.5442
Helicopter Mechanic	26.0927	31.2353
Housing Technician	19.7744	24.3945

As amended August 14, 2006

(Non-Rep)

Housing Technician Trainee	13.6461	16.6628
Maintenance Inspector	20.8790	25.6416
Page	9.3112	10.9265
Parks Services Specialist	17.4467	21.2947
Planning Aide	18.5859	21.8613
Police Cadet	12.2574	14.6427
Recreation Facilities Assistant	11.0333	14.7506
Recreation Leader III-B	10.1782	10.8552
Recreation Services Specialist	17.4585	21.2947
Recreation Site Coordinator	13.8424	17.3160
Senior Engineering Aide	23.2068	29.5132
Senior Heating and Refrigeration Technician	27.0190	33.8008

The salary ranges listed herein shall be increased by 3.0% effective October 2, 2006, and increased by an additional 2.5% effective October 1, 2007.

As amended August 14, 2006

(Non-Rep)

EXHIBIT 3.40

HOURLY

SALARY RANGES EFFECTIVE OCTOBER 3, 2005

<u>Classification</u>	<u>Minimum</u>	<u>Maximum</u>
Aquatics Supervisor	20.6176	24.7626
City Service Worker ⁴	Min. Wage	75.0000
Instructor I	9.0004	
Instructor II	10.2738	
Instructor III	12.8451	
Instructor IV	16.0621	
Junior Lifeguard	8.6650	
Lifeguard	10.9390	11.5689
Police Reserve Officer ³		
Pool Manager	11.8488	19.8096
Recreation Leader I	8.4204	8.9905
Recreation Leader II	9.2636	9.8812
Recreation Leader III-A	10.1782	10.8552
Senior Lifeguard/Instructor	14.3068	16.4146

The salary ranges listed herein shall be increased by 3.0% effective October 2, 2006, and increased by an additional 2.5% effective October 1, 2007.

As amended August 14, 2006

(Hourly)