

Agenda Report

DATE: October 5, 2015

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

RECOMMENDATION:

It is recommended that the City Council:

1. Approve the Non-Represented Executive Management salary resolution; and
2. Approve the Non-Represented Management salary resolution; and
3. Authorize the City Manager to amend employment contracts with Assistant City Managers, Department Directors, and Deputy Department Directors as needed to reflect City Council approved changes.

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 resolutions:

1. Salaries: Effective the pay period that includes November 2, 2015, the salary control rates (excluding sworn police) will be adjusted to reflect market comparisons. With the exception of sworn police employees, employees with rates of pay less than the salary control rate will receive a base pay increase of up to 2% (the increase may not exceed the control rate). Employees with rates of pay above the new control rate will be H-Rated (frozen) until such time as the control rate exceeds their current rate of pay. Employees subject to H-Rating will receive a 1% off-salary lump sum payment effective the beginning of the pay period that includes November 2, 2015.

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2. Movement within the Salary Range: Salary adjustments via the merit based evaluation process should not exceed 3% of annual base pay at any one time. Salary adjustments up to a maximum of 5% may be granted with approval of the City Manager (City Attorney and City Clerk, when applicable).
3. FLSA Exemption Modification: Non-sworn Police Supervisors will be designated as non-exempt and eligible for overtime for hours worked. Overtime language was added to address this modification. These non-exempt employees are eligible prospectively for overtime but will no longer be eligible for management time off.
4. Classification Study modifications: The non-represented management resolution includes the establishment of new classifications and the related salary control rates. New classifications are the result of the completion of the classification study for this group. New classifications include: Administrative Analyst, Senior Administrative Analyst, Principal Administrative Analyst, Executive Assistant, Senior Executive Assistant, Human Resources Analyst, Senior Human Resources Analyst, Principal Human Resources Analyst and Benefits Supervisor.

Additionally, several classifications have recommended title changes including: Executive Assistant to the Mayor/City Council, Legal Administrative Supervisor, IT Supervisor, and Power Distribution Manager.

The sworn police classifications of Deputy Police Chief, Police Commander, and Police Lieutenant are recommended to remain status quo in the proposed resolution until further discussions with these employees can be completed. Following those discussions, the Non-Represented Management resolution will be presented to the City Council for consideration.

COUNCIL POLICY CONSIDERATION:

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

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FISCAL IMPACT:

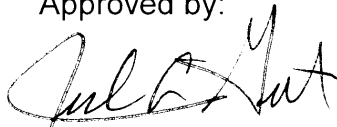
The recommended salary resolutions result in ongoing costs of \$767,856 per year. The impact to FY 2016 operating budget (approximately \$511,906) will be absorbed by each department's respective operating budget to reflect these changes.

Respectfully Submitted,



Kristi Recchia
Director of Human Resources

Approved by:


for Michael J. Beck
City Manager

Attachments:

1. Salary Resolution for Non-Represented Executive Management
2. Salary Resolution for Non-Represented Management