

Agenda Report

March 14, 2022

TO: Honorable Mayor and City Council

FROM: Department of Human Resources

**SUBJECT: ADOPTION OF SALARY RESOLUTIONS FOR NON-REPRESENTED
NON-MANAGEMENT, NON-REPRESENTED MANAGEMENT, AND
EXECUTIVE MANAGEMENT EMPLOYEES**

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the action proposed herein is not a "project" as defined in the California Environmental Quality Act (CEQA), Public Resources Code Section 21065 and Section 15378(b)(2) of the State CEQA Guidelines and, as such, is not subject to environmental review;
2. Adopt the Non-Represented Non-Management Salary Resolution;
3. Adopt the Non-Represented Management Salary Resolution; and
4. Adopt the Executive Management Salary Resolution.

BACKGROUND:

The City Council establishes by resolution the salaries and benefits for classifications that are not represented by an employee association or union. The City Council may adopt salary resolutions as necessary in order to make adjustments to wages, benefits and working conditions for non-represented employees. The non-represented employee resolutions are typically reviewed once annually.

In February 2021, the City Council authorized a 1.0% wage increase effective March 1, 2021 for all non-represented classifications with the exception of the following:

- classifications with a minimum hourly rate tied to the minimum wage;
- the classifications of Police Lieutenant and Police Commander which received a 1.0% wage increase in September 2021; and

- the Council-appointed classifications of City Manager, City Attorney/City Prosecutor, and City Clerk.

As part of the annual review of the non-represented employee salary resolutions, staff has updated the Non-Represented Non-Management, Non-Represented Management, and Executive salary resolutions.

In addition to across the board wage increases, this year's recommended updates include additional increases to select classifications. These classifications, which are identified below, are recommended for additional increases in order to preserve internal alignment, maintain parity with comparable classifications in represented groups, and/or support the City's ability to recruit and retain personnel. These additional salary increases are subject to satisfactory performance. The City Manager or department directors will have the discretion to determine the timing of the incumbents' movement to the new control rate.

The changes to non-represented employee resolutions are summarized as follows:

Non-Represented Non-Management:

1. Salary Increases:

- a. Effective March 14, 2022, Non-Represented Non-Management employees, with the exception of retired annuitants, will receive a wage increase in the amount of 2.5%.
- b. Effective March 14, 2022, the salary steps for all Confidential & Clerical classifications will receive an additional increase as follows.
 1. Administrative Specialist (confidential): 3%
 2. Human Resources Specialist: 3%
 3. Legal Assistant: 3%
 4. Office Assistant (confidential): 3%
 5. Paralegal: 3%
 6. Senior Office Assistant (confidential): 3%
- c. Effective January 2, 2023, Non-Represented Non-Management employees, with the exception of retired annuitants, will receive a wage increase in the amount of 2.0%.

2. Tuition Reimbursement: Increase to \$2,000 annually (from \$1,250).

3. Life Insurance: Increase benefit to \$50,000 (from \$25,000).

4. The Non-Represented Non-Management Salary Resolution includes additional non-economic language changes, including routine annual updates to medical benefit contribution rates.

Non-Represented Management:

1. Salary Increases:

- a. Effective March 14, 2022, Non-Represented Management employees will receive a wage increase in the amount of 2.5%.
 - b. Effective March 14, 2022, the following classifications will receive an additional labor market and/or internal equity increase to the control rate as follows:
 1. Assistant City Attorney: 6.43%
 2. Chief Assistant City Attorney: 3.83%
 3. Chief Assistant City Prosecutor: 3.83%
 4. Deputy City Attorney: 12.12%
 5. Deputy Director of Parks, Recreation and Community Services: 6.23%
 6. Deputy Fire Chief: 0.75%
 7. Risk Manager: 6.23%
 - c. Effective January 2, 2023, Non-Represented Management employees will receive a wage increase in the amount of 2.0%.
2. Establish Flight Time Premium Pay in the amount of \$450 per month for Police Lieutenants assigned to manage the operations of the Pasadena Police Department Heliport.
 3. Allow employees in the classification of Police Supervisor to accrue compensatory time off up to a maximum of 120 hours in lieu of overtime.
 4. Establish a 90-day vesting period for severance pay.
 5. Standardize auto allowance at \$300 per month by increasing the monthly auto allowance at the lower tier from \$275 to \$300. In lieu of mileage reimbursement, a monthly auto allowance may be provided to employees who regularly drive during the work day as part of their regular duties or who may be required to respond to frequent calls to return to work during off-duty hours and do not have access to use a City vehicle.

6. Collapse levels of Professional Development Allowance from 4 to 2 by increasing the annual Level 4 allowance from \$500 to \$750 and the annual Level 3 allowance from \$625 to \$750.
7. Tuition Reimbursement: Increase to \$2,000 annually (from \$1,250).
8. The Non-Represented Management Salary Resolution includes additional non-economic language changes, including routine annual updates to medical benefit contribution rates.

Executive Management:

1. Salary Increases:
 - a. Effective March 14, 2022, executive employees, with the exception of Council-appointed executives, will receive a wage increase in the amount of 2.5%.
 - b. Effective January 2, 2023, executive employees, with the exception of Council-appointed executives, will receive a wage increase in the amount of 2.0%.
2. Add Temporary Upgrade Premium Pay in the amount of 10% for employees assigned on a temporary basis to assume the full duties of a higher-level position.
3. Tuition Reimbursement: Increase to \$2,000 annually (from \$1,250).
4. The Executive Salary Resolution includes additional non-economic language changes, including routine annual updates to medical benefit contribution rates.

COUNCIL POLICY CONSIDERATION:

The recommended changes to the salary resolutions support the City Council's strategic goal of maintaining fiscal responsibility and stability.

FISCAL IMPACT:

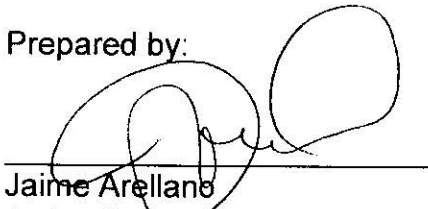
The FY 2022 Operating Budget includes assumed growth to cover anticipated salary and benefit increases. The fully burdened FY 2022 cost of the recommended increases is approximately \$340,000, which will be absorbed into departmental operating budgets. The fully burdened FY 2023 cost of the recommended increases is approximately \$1.7 million, with ongoing costs of approximately \$2.1 million annually thereafter. Approximately 71% of the cost is funded directly through the General Fund.

Respectfully submitted,



ALEX SOUTO
Acting Director of Human Resources

Prepared by:


Jaime Arellano
Acting Principal Human Resources
Analyst

Approved by:


CYNTHIA KURTZ
Interim City Manager

Attachments:

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