

..Title

Adopt a Resolution to Amend All City Salary Schedules Previously Adopted on or between January 1, 2021 and June 3, 2024 into a Master Salary Schedule Format In Accordance with California Code of Regulations §570.5

..Staffreport

SUMMARY AND RECOMMENDATIONS

Staff recommends that the City Council adopt a resolution to re-approve all City salary schedules previously adopted on or after January 1, 2021 into a City-wide Master Salary Schedule format which complies with California Code of Regulations §570.5 and CalPERS regulations.

BACKGROUND

On June 3, 2024, the City Council approved and adopted a City-wide master salary schedule containing all job classifications and corresponding pay rates, a new format to be used going forward as California Public Employees' Retirement System (CalPERS) has advised the City is required to ensure compliant publicly available pay schedules. Related to that action, the CalPERS Audit Compliance & Resolution section advised the City to also amend all prior salary schedules in effect on or after January 1, 2021 into the master salary schedule format.

This will ensure compliance with statutory and regulatory requirements in order to provide pay rate information for determining pensionable compensation. The City is required to report employee earnings to CalPERS, and verify those earnings, as requested, upon an employee's retirement. Verification includes submission of City Council adopted salary schedules reflecting employees' maximum base salary earnings.

Historically, it has been the practice of the San Leandro City Council to approve and adopt salary schedules by individual employee bargaining groups or employment agreement, including any and all City Council approved amendments. The new Master Salary Schedule format identifies every employee classification and corresponding pay rates in one comprehensive City-wide document.

The recommended action does not change any salaries previously approved by the City Council. It simply modifies the format of previously adopted salary schedules to reflect all classifications on one Citywide master salary schedule retroactive for the period January 1, 2021 through May 30, 2024. Going forward, when there is a salary change to any classification or bargaining group, staff will amend the master pay schedule for City Council consideration and approval.

Analysis

California Code of Regulations (CCR) § 570.5 requires governing bodies of local agencies contracting with CalPERS to approve and adopt a publicly available pay schedule that meets all of the following requirements:

1. Has been duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meetings laws;
2. Identifies the position title for every employee position;
3. Shows the payrate for each identified position, which may be stated as a single amount or as multiple amounts within a range;
4. Indicates the time base, including, but not limited to, whether the time base is hourly, daily, bi-weekly, monthly, bi-monthly, or annually;
5. Is posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's internet website;
6. Indicates an effective date and date of any revisions;
7. Is retained by the employer and available for public inspection for not less than five years; and
8. Does not reference another document in lieu of disclosing the payrate.

Between January 1, 2021 and June 3, 2024, the City Council adopted 26 resolutions approving salary schedules reflecting pay adjustments and rates consistent with those negotiated and/or reflected in City Council approved memoranda of understanding, employment agreements, and changes or establishment of job classification and pay ranges. These included in the case of the City Manager classification, pay rates resulting from the pay increases intended to be and which were consistent with pay increases provided to the San Leandro Management Organization. While the salary schedules and City Council and City actions in adopting previous salary schedules and posting them on the City's web site were consistent with the criteria in California Code of Regulations (CCR) § 570.5 set forth above, the CalPERS Audit Compliance & Resolution section advised the City to amend its salary schedules in effect on or after January 1, 2021 into a master salary schedule format to ensure compliance.

The salary schedules and resolutions to be amended are summarized in the table below:

Salary Schedules to be Amended		
Resolution No.	City Council Approval Date	Revision Date
2020-004	1/6/2020	7/1/2021
2021-027	2/1/2021	2/1/2021
2021-070	5/3/2021	5/3/2021
2021-077	5/17/2021	5/17/2021
2021-129	9/7/2021	9/7/2021
2022-009	1/4/2022	1/4/2022
2022-026	2/7/2022	2/7/2022
2022-051	4/4/2022	4/4/2022
2022-053	4/4/2022	4/4/2022
2022-082	6/6/2022	6/6/2022
2022-097	6/21/2022	6/21/2022
2022-095	6/21/2022	6/21/2022
2022-210	12/5/2022	1/1/2023
2022-211	12/5/2022	12/5/2022
2022-215	12/19/2022	1/1/2023
2022-216	12/19/2022	1/1/2023
2022-217	12/19/2022	12/19/2022
2023-026	3/20/2023	3/20/2023
2023-034	4/3/2023	4/3/2023
2023-067	6/5/2023	6/5/2023
2023-113	7/17/2023	7/17/2023
2023-117	9/5/2023	9/5/2023
2023-135	10/2/2023	10/2/2023
2023-156	11/20/2023	1/1/2024
2023-171	12/4/2023	1/1/2024
2024-039	5/20/2024	5/20/2024
2024-057	6/3/2024	6/3/2024

FISCAL IMPLICATIONS

There is no financial impact with the approval of this resolution. The retroactive master salary schedules reflect previously approved Council actions; no new salary adjustments are being implemented.

ATTACHMENTS

Attachment A: Resolution Adopting Master Salary Schedules effective for the period January 1, 2021 through June 3, 2024

- **Attachment B:** Master Salary Schedule January 1, 2021 through December 31, 2021
- **Attachment C:** Master Salary Schedule January 1, 2022 through December 31, 2022

- **Attachment D:** Master Salary Schedule January 1, 2023 through December 31, 2023
- **Attachment E:** Master Salary Schedule January 1, 2024 through June 3, 2024

PREPARED BY: Emily Hung, Human Resources Director, Human Resources Department