



Legislation Details (With Text)

File #:	19-263	Version:	1	Name:	Staff rpt for a Reso to amend NRPTss, EHHNRss, SLCEA ss
Type:	Staff Report	Status:		In control:	Filed
On agenda:	5/20/2019	Final action:			City Council
Enactment date:		Enactment #:			
Title:	Staff Report for a City of San Leandro City Council Resolution to Amend the Non-Represented Part-Time Salary Schedule to Comply with the City's Minimum Wage Ordinance; to Amend the Extra Help Hourly Non-Represented Salary Schedule to Restructure the Job Title for Retired Annuitants; and to Amend the San Leandro City Employees' Association Salary Schedule to Reflect New Records Clerk and Library Security Aide Classifications				
Sponsors:	Jeff Kay				
Indexes:					
Code sections:					
Attachments:					

Date	Ver.	Action By	Action	Result
5/20/2019	1	City Council	Received and Filed	Pass

Staff Report for a City of San Leandro City Council Resolution to Amend the Non-Represented Part-Time Salary Schedule to Comply with the City's Minimum Wage Ordinance; to Amend the Extra Help Hourly Non-Represented Salary Schedule to Restructure the Job Title for Retired Annuitants; and to Amend the San Leandro City Employees' Association Salary Schedule to Reflect New Records Clerk and Library Security Aide Classifications

SUMMARY AND RECOMMENDATIONS

Staff recommends that the City Council adopt a resolution amending the San Leandro Non-Represented Part-Time and Extra Help Hourly Non-Represented salary schedules. Revisions to the Non-Represented Part-Time salary schedule include increasing hourly rates to comply with the City's Minimum Wage Ordinance and adding High School and College Intern classifications. Revisions to the Extra Help Hourly Non-Represented salary schedule involve retitling classifications for employing retired annuitants and removing the High School and College Intern classifications. Revisions to the San Leandro City Employees' Association salary schedule include retitling Police Services Aide to Records Clerk and adding the new classification of Library Security Aide.

DISCUSSION

Non-Represented Part-Time Salary Schedule

Per City Ordinance 2016-010, the minimum wage will increase to \$14.00 per hour effective July 1, 2019. The salary schedule has been adjusted to incorporate the increased hourly rate and to prevent compaction between classifications. Non-represented part-time employees are primarily employed in the City's Recreation and Human Services Department and the Library Department.

In addition, the salary schedule reflects adding the classifications of High School Intern and College Intern. Previously, the intern classifications were part of the Extra-Help Hourly Non-Represented salary schedule.

Extra Help Hourly Non-Represented Salary Schedule

The Extra Help Hourly Non-Represented salary schedule was created and approved by the City Council on June 4, 2012, and identifies the hourly pay rates utilized for employing retired annuitants. The salary schedule complies with the California Public Employees' Pension Reform Act (PEPRA) and California Public Employees' Retirement System (CalPERS) post-retirement employment requirements, which require retired annuitants be hired into a retired annuitant-designated position and be paid no less than the minimum nor exceed the maximum paid to other employees performing comparable duties.

When initially created, the Extra Help salary schedule included the job titles of Project Director, Project Coordinator, Police Department Specialist, Special Project Inspector, Water Treatment Operator Aide, Departmental Associate, Public Works Aide, Accounting Assistant, Departmental Assistant, and Program Aide. Eliminating these various titles and replacing them with one Extra Help Retired Annuitant classification will provide greater flexibility in hiring retired annuitants into the appropriate hourly pay rate. The High School and College Intern classifications will be transferred to the Non-Represented Part-Time salary schedule since interns do not fit the definition of "extra help" for retired annuitants.

The restructuring of the job classification titles will have no fiscal impact on the budget.

San Leandro City Employees' Association (SLCEA) Salary Schedule

The Police Services Aide specification should be retitled to Records Clerk, which is a more common job title in police departments for this type of work. In addition, the function of providing library security was removed from the Police Services Aide specification and developed into a new Library Security Aide classification. The newly created classification better addresses the full scope of security duties that are performed at the Library.

No adjustment to salary ranges is proposed since the level of duties and responsibilities remain unchanged.

Fiscal Impacts

There are no budget impacts with the proposed changes. The funds for the minimum wage increase are included in the proposed biennial budget for FY 2020 and FY 2021. There are no salary range adjustments associated with the Extra Help and SLCEA salary schedule revisions.

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