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Attachments: 1. FINAL FY17 Salary Resolution.pdf, 2. REDLINE FY17 Salary Resolution.pdf, 3. Supplement - Amendment to Salary Resolution.pdf

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6/23/2016	1	City Council	approved	Pass

REPORT TO THE CITY COUNCIL

June 23, 2016

FROM: Jeff Cardell, Director
Personnel Services Department

SUBJECT

***RESOLUTION - Adopt the Fiscal Year 2017 Salary Resolution

RECOMMENDATION

It is recommended that the City Council adopt the Fiscal Year 2017 Salary Resolution.

EXECUTIVE SUMMARY

The proposed Fiscal Year 2017 Salary Resolution reflects language renaming the category "Administrative Leave" to "Management Leave" for employees in Unit 2; a new premium pay for certification in building access for disabled individuals; a change in health care premiums for permanent part time employees and moving the Retirement Benefits Administrator from Unit 13 to Unit 2. In addition the proposed Salary Resolution expands the application of bilingual certification; changes shift differential for temporary employees; includes new provisions for the accumulation and use of sick leave in accordance with SB 579; includes salary adjustments which have been negotiated with respective bargaining units; provides clarification of existing provisions; and minor

housekeeping items.

BACKGROUND

The Salary Resolution of the City of Fresno establishes rules for the application of City employee compensation rates and schedules and related requirements, as well as exhibiting the monthly compensation rates which have previously been authorized by the City Council. Attached is the proposed Salary Resolution for Fiscal Year 2017.

Following is a summary of the changes incorporated in the proposed Fiscal Year 2017 Salary Resolution:

Section 1: Includes new language clarifying that some provisions of the Salary Resolution may only be applicable to a specified unit or classification.

Section 2: Beginning in this section and throughout the document clarifying language that Memoranda of Understanding with bargaining units or Terms and Conditions of Employment modify provisions of the Salary Resolution.

Additional language has been included to clarify the existing policy that the anniversary date for future step increase does not change when a classification is assigned a new salary range and to clarify the connection between subsections H and M regarding eligibility for step increases.

Section 3: Includes new language to identify the formula for determining the hourly rate of pay.

Section 7: The new language codifies the ability of the City Manager to have a designee to approve alternate work schedules for employees in Exhibit 2

Section 8: Renames “Administrative Leave” as “Management Leave” to distinguish and eliminate confusion between the Administrative Leave used when an employee is placed off work by the City and additional paid leave provided as a benefit to exempt employees. New language has been added to codify the practice of providing Management Leave (formerly Administrative Leave) on a month by month basis for provisional and limited appointment to salaried positions for employees who are eligible for overtime in their base class.

Section 9: Revises language so that Family Sick Leave conforms to the changes mandated by SB 579, which provides that Family Sick Leave be taken for the same reasons as AB 1522 - The Healthy Families, Healthy Workplaces Act of 2014.

Section 10: Modifies the annual leave accumulation limit to reflect changes in the “E” range designations, which added ranges “E14” to “E16”.

Section 11: The language in this section was reorganized to provide a more logical flow of the language.

Section 12: Includes new language confirming that up to one half the hours of Supplemental Sick Leave accumulated in a fiscal year may be used for Family Sick Leave purposes.

Section 14: Changes “Administrative Time Off” to “Management Time Off”. This helps to distinguish

between these leaves and “Administrative Leave” used when an employee is placed off work by the City.

Section 15: Changes Exhibit 13.1 from “Management Confidential” to “Exempt Supervisory and Professional,” and Exhibit 13.2 from “Non-Management Confidential” to “Non-Exempt Professional” to provide more appropriate naming and organization of the bargaining units.

Section 16: The word “Degree” has been removed from the title to conform with section contents and a new premium pay is being established for employees who possess a Certified Access Specialist (CASP) certificate to encourage employees to obtain and maintain the certification.

Section 17: Expands the languages for which bilingual certification and pay can be obtained and provides the languages that will be certified by the City are the same across all units that provide a bilingual premium. It also recognizes that the City provides certification on an ongoing basis instead of once a year in December.

Section 18: This section is being deleted and results in renumbering the remaining Sections. In so doing, the differential pay of one dollar per shift for evening or night shift for temporary employees is being eliminated. To the extent that Departments have temporary employees working evening or night shifts they can provide different pay if appropriate.

Section 19 (previous Section 20): New language modifies language for Unit 2 benefits to conform to the requirements of the City’s Transparency in City Government Act, amended on November 12, 2015 (Transparency Act). New language also clarifies that the change to the City paying 75% of the health and welfare monthly premium occurred as of September 1, 2014, and expresses the City’s existing benefit of providing life insurance and long term disability insurance for Unit 2 employees. The language also confirms the existing ability of Unit 2 employees to enroll in voluntary supplemental benefits through payroll deductions.

Section 20 (previous Section 21): Includes new language codifying overtime for Cadets is governed by the Fair Labor Standards Act, that defines sick leave accrual for Cadets in compliance with AB 1522, The Healthy Families, Healthy Workplaces Act of 2014, and codifies that permanent part time employees who are already in the City retirement system remain members of the system.

To ensure compliance with the Affordable Care Act, the City will pick up the full City share of health and welfare premiums for a Permanent Part Time employee who elects not to contribute, making the employee eligible for non-contributory benefits. Finally, the existing provision on Workers’ Compensation has been moved to Section 23.

Exhibit 1: Deletes footnotes on pages which do not have those footnotes.

Exhibit 2: Modifies “E” range designations by adding ranges “E14” to “E16” for classes to maintain consistency of range designations after pay range changes; modifies pay ranges for the Police Chief, Assistant City Manager, Assistant Police Chief, Payroll Accountant, and attorney positions to reflect changes in the Transparency Act and in compensation based on salary survey; and adds the class of Retirement Benefits Manager which is moved from Exhibit 14.

Exhibit 3: Deletes footnotes on pages which do not have those footnotes.

Exhibit 8 - Deletes the class of Information Services Aide and increase the hourly rate for Student Bus Driver.

Exhibit 13.1 and 13.2, Simplifies the Exhibit designations by having exempt supervisory and professional classes in 13.1 and non-exempt professional classes in 13.2.

Exhibit 14: Changes the range designations for consistency with the changes in Exhibit 2.

Appendix - removes provisions that are no longer applicable.

The City Attorney's Office has approved the FY 2016 Salary Resolution as to form.

ENVIRONMENTAL FINDINGS

N/A

LOCAL PREFERENCE

N/A

FISCAL IMPACT

Adoption of the Salary Resolution will result in increased expenses in the General Fund of approximately \$125,000 over the current fiscal year. These increases have been included in the Mayor's Proposed Budget.

Attachment:

Final Version of FY 2017 Salary Resolution

Redline Version of FY 2017 Salary Resolution