



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: August 23, 2022

TO: Honorable Mayor and Members of the City Council

FROM: Jovan Grogan, City Manager

PREPARED BY: Monica Walker, Human Resources Manager

SUBJECT: Adopt Resolution Approving Cost-of-Living Adjustments (COLAs) for Unrepresented Classifications and Authorizing Execution by the City Manager

BACKGROUND: Historically, classifications not represented by a bargaining unit have received increases equivalent to their counterparts in represented bargaining units, in order to maintain internal salary equity and competitive salary levels for recruitment and retention. It is recommended that the City's unrepresented employees receive the same cost-of-living adjustments (COLAs) that were granted to their counterparts in the Miscellaneous and Mid-Management bargaining units as a result of recent labor negotiations.

DISCUSSION: Unrepresented classifications whose benefits mimic the Miscellaneous bargaining unit include Deputy City Clerk, Executive Assistant to the City Manager, and Legal Secretary. These classifications have not received a cost-of-living adjustment since the Miscellaneous bargaining unit received increases in January 2020.

Unrepresented classifications whose benefits mimic the Mid-Management bargaining unit include Assistant to the City Manager, City Clerk, Economic Development Manager, Human Resources Manager, and Management Analyst I/II (assigned to Human Resources). These classifications have not received a cost-of-living adjustment since the Mid-Management bargaining unit received increases in January 2019.

To maintain internal salary equity and competitive salary levels for recruitment and retention, it is recommended that the City's unrepresented employees receive the same cost-of-living adjustments that were recently granted to their counterparts in the Miscellaneous and Mid-Management bargaining units, which were approved by City Council on June 28, 2022 and August 3, 2022, respectively, as follows:

CLASSIFICATION	COUNTERPART BARGAINING UNIT	2022 COLA Effective first full pay period in January 2022	2023 COLA Effective first full pay period in January 2023	2024 COLA Effective first full pay period in January 2024	2025 COLA Effective first full pay period in January 2025
Deputy City Clerk	Miscellaneous	4%	4%	4%	Miscellaneous Contract Reopens
Executive Assistant to the City Manager	Miscellaneous	4%	4%	4%	Miscellaneous Contract Reopens
Legal Secretary	Miscellaneous	4%	4%	4%	Miscellaneous Contract Reopens
Assistant to the City Manager	Mid-Management	4%	3%	3%	3%
City Clerk	Mid-Management	4%	3%	3%	3%
Economic Development Manager	Mid-Management	4%	3%	3%	3%
Human Resources Manager	Mid-Management	4%	3%	3%	3%
Management Analyst I/II (Assigned to HR)	Mid-Management	4%	3%	3%	3%

Equity adjustments were not granted to the Miscellaneous unit. In the Mid-Management unit, only the most out of market classifications in the Mid-Management unit were given equity increases, and the equivalent benchmark positions associated with the unrepresented classifications were not among those classifications that were granted equity increases.

Unrepresented classifications will share in the cost for medical premium increases. The City will continue to pay 75% of the health care premium increase and the Retiree Plus Health Coverage premium beginning January 1, 2022, through the end of their respective contracts.

FISCAL IMPACT: There is no fiscal impact. The approved FY2022/2023 budget includes projected increases for enhancements to employee salary and additional benefits to unrepresented classifications.

ENVIRONMENTAL IMPACT: There is no environmental impact.

RECOMMENDATION: Adopt Resolution Approving Cost-of-Living Adjustments (COLAs) for Unrepresented Employees and Authorizing Execution by the City Manager.

ALTERNATIVES: Do not approve the agreement and maintain current salary levels for unrepresented classifications.

ATTACHMENTS:

1. Resolution