

City of Brisbane

Staff Report

To: City Council

From: Maria Saguisag-Sid
Principal Analyst

Subject: Approval of Resolution 2013-41 and 2013-42 in Order to Amend Benefits and Pay Scales for Hourly Staff of the City of Brisbane

Date: Meeting of December 16, 2013

Recommendation:

Adopt attached Resolutions to amend current hourly benefits and pay scales to adjust for 2014.

City Council Goals

Provide for a workplace that encourages growth of individual employees and a quality work environment.

Background and Discussion:

The City is currently engaged in negotiations with all of the bargaining units. Hourly employees are not a part of these negotiations as they are not a recognized unit, but the City has historically granted adjustments to salary and benefits similar to the groups from time to time. There are currently two compensation issues for hourly employees that staff is requesting the City Council to consider.

Health Benefits: Currently, health benefits are offered to a limited number of part-time employees that work in positions that are approved through the budget process for more than 1040 hours per fiscal year on an on-going basis with a set schedule. Such employees eligible receive a pro-rated contribution towards their health premiums based on their hours budgeted. With the new Affordable Care Act, staff anticipates that more employees will become eligible for health benefits based on their hours worked, due to the requirement to offer benefits to employees that average 30 hours per week during a measurement period. As this is different from our current provisions, staff is recommending adjusting our benefits coverage for part-time employees to be in line with the Affordable Care Act requirements. As the implementation of the Affordable Care Act is still a work in progress, staff is recommending doing the initial However, since we currently have one employee that is in the current program and do not want her to be adversely affected by this change, staff recommends grandfathering that person from this new policy.

Pay Scales: The represented groups have letters of understanding in place that implemented a 1% pay decrease that was effective on January 1, 2013. Council approved Resolution 2012-33, which implemented a similar 1% pay decrease for the hourly pay scales. The letters of understanding are set to expire on December 31, 2013 which will cause the affected pay scales for the bargaining units to automatically increase back up by 1%. This is will not happen automatically for the hourly pay scales. Staff is recommending increasing the hourly pay scales by 1% effective the first pay period after

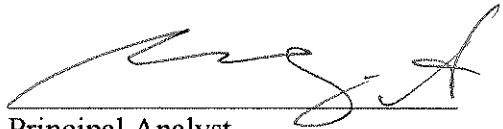
January 1, 2014, to ensure the hourly employees are compensated appropriately and kept in line with their fellow employees in the different bargaining units.

Fiscal Impact:

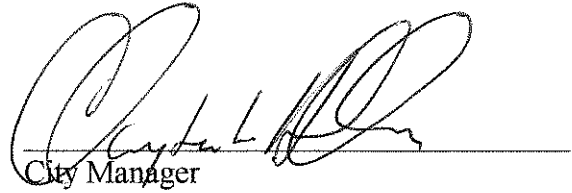
Staff projects approximately 8-10 employees will be eligible under the new provisions, increasing benefits costs by up to \$89,126. The cost of a 1% increase to current hourly staff is estimated to be \$7,000 this year.

Attachments:

Resolutions 2013-41 and 2013-42



Principal Analyst



City Manager

RESOLUTION 2013-41

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRISBANE AMENDING RESOLUTION 2012-34, TO PROVIDE CERTAIN TEMPORARY, PART TIME JOB CLASSIFICATIONS BENEFITS ON A PRORATED BASIS

WHEREAS, on October 1, 2012, the City Council approved Resolution 2012-34, which amended Resolution 2002-67, providing health, dental and vision benefits on a prorated basis to certain temporary, part-time positions that are authorized through the budget process to work in excess of 1,040 hours, but less than full time; and

WHEREAS, on March 23, 2010, the Affordable Care Act was passed by Congress and signed into law by the President of the United States; and

WHEREAS, the Affordable Care Act has provisions related to employers providing health benefits to eligible employees, including certain part-time employees, based on hours worked,

WHEREAS, the City Council wishes to continue to provide such benefits in an effort to improve recruitment for and retention of employees in certain temporary, part time positions;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Brisbane as follows:

- 1) An employee working in a temporary, part time classification shall be eligible to enroll in City-sponsored health, dental and vision plans when all of the following conditions are met:
 - a) The employee shall be a single individual assigned to a temporary, part time job classification where the position for that classification has been authorized through the budget process to work in excess of 1,040 hours per fiscal year in that particular department.
 - b) The position in a single department shall have an assigned work schedule that is set by the department(s) and include regular and recurring days and hours of work.
 - c) The employee is currently enrolled in health, dental and vision as of December 31, 2013.
- 2) If conditions a-c above are met, the City shall make contributions towards the health, dental and vision premiums pro-rated based on the number of hours authorized for the

position through the budget process. The base that the contribution will be calculated on will be as follows:

Coverage Level	Health Contribution Base	Dental Contribution Base	Vision Contribution Base
Employee Only	\$747.86	\$95	\$30.90
Employee +1	\$1,498.10	\$95	\$30.90
Employee +2 or more	\$1,948.29	\$95	\$30.90

- 3) The employee must continue to meet the conditions described above to remain eligible to receive the prorated contribution towards the health, dental and vision premiums.
- 4) Effective January 1, 2014, part-time employees that are not in positions that are authorized through the budget process to work in excess of 1,040 hours per fiscal year for a single individual only and become eligible for benefits based on hours worked under the provisions of the Affordable Care Act will be eligible to enroll in a health plan only. The City will make a contribution towards such individual's health premium equal to the single party Kaiser HMO rate offered by PEHMCA.
- 5) Such part-time employees eligible under the Affordable Care Act may enroll additional dependents at their cost.
- 6) The City shall directly deduct the employee's portion of the contribution from the employee's paycheck through a cafeteria plan under section 125 of the Internal Revenue Code
- 7) No other benefit(s) will be available as a substitute should an eligible employee decline enrollment.
- 8) There shall be no expectation that the City will continue to fund any part time position or that any part time position is permanent. The City Council, through the annual budget process, will determine the availability of funds to continue this benefit.

W. CLARKE CONWAY
Mayor

I hereby certify that the foregoing Resolution 2013-41 was duly and regularly adopted at a regular meeting of the Brisbane City Council on December 16, 2013, by the following vote:

AYES:
NOES:
ABSENT:

SHERI MARIE SPEDIACCI
City Clerk

RESOLUTION 2013-42

**A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF BRISBANE REGARDING THE
PAY SCALE FOR THE HOURLY EMPLOYEES**

WHEREAS, the City Manager has recommended the following salary adjustments to the pay plan for hourly employees:

- 1) Effective the first full pay period following January 1, 2014, all position except for those that have the lowest step at the current minimum wage will receive a wage increase of 1.0%
- 2) The terms of this Resolution shall be subject to review and modification if the State of California or the Federal government through executive or legislative action substantially affects the ability of the City to provide funding for City Council adopted services. This review and modification may also be exercised in the event there is a recession (as declared by the National Bureau of Economic Research).; and

WHEREAS, the City Council wishes to adopt a new pay plan for such employees effective January 1, 2014;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Brisbane that the classifications, compensation and terms of such hourly employment be adopted as set forth in Exhibit A and is incorporated by reference as though fully set forth herein.

W. CLARKE CONWAY
Mayor

I hereby certify that the foregoing Resolution No. 2013-42 was duly and regularly adopted at a regular meeting of the Brisbane City Council on December 16, 2013, by the following vote:

AYES:
NOES:
ABSENT:

SHERI MARIE SPEDIACCI
City Clerk

Effective Date: January 1 2014

1.0% Increase

CITY OF BRISBANE

Hourly Employees

EXHIBIT A

<u>Job Title</u>		<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
Archive Assistant	Hourly	27.28	28.64	30.07	31.57	33.15
Cashier	Hourly	10.16	10.67	11.20	11.76	12.35
Code Enforcement Officer	Hourly	24.80	26.04	27.34	28.71	30.15
Crossing Guard	Hourly	10.53	11.06	11.62	12.19	12.80
Facilities Attendant	Hourly	13.44	14.11	14.82	15.56	16.34
Habitat Restoration Aide	Hourly	10.00				
Habitat Restoration Lead Worker	Hourly	15.00				
Head Lifeguard	Hourly	16.11	16.92	17.77	18.66	19.59
Intern	Hourly	15.00				
Lifeguard	Hourly	12.23	12.84	13.48	14.15	14.86
Management Analyst	Hourly	30.16	31.67	33.25	34.91	36.66
Marina Maint. Worker I	Hourly	23.31	24.48	25.70	26.99	28.34
Marina Maint. Worker II	Hourly	25.63	26.93	28.26	29.66	31.17
Office Assistant	Hourly	21.33	22.40	23.52	24.70	25.94
Office Specialist	Hourly	25.05	26.30	27.62	29.00	30.45
Parks/Facilities MW I	Hourly	23.31	24.48	25.70	26.99	28.34
Police Service Aide	Hourly	12.03	12.63	13.26	13.92	14.62
Pre-School Teacher	Hourly	13.52	14.20	14.91	15.66	16.44
PW Maint. Worker I	Hourly	23.31	24.48	25.70	26.99	28.34
Receptionist	Hourly	21.33	22.40	23.52	24.70	25.94
Recreation Leader	Hourly	10.57	11.10	11.66	12.24	12.85
Recreation Leader Aide	Hourly	8.38	8.80	9.24	9.70	10.19
Reserve Police Officer	Hourly	24.80	26.04	27.34	28.71	30.15
Senior Recreation Leader	Hourly	13.55	14.23	14.94	15.69	16.47
Special Assistant	Hourly	Minimum	8.00		Maximum	75.00
Swim Instructor	Hourly	13.34	14.01	14.71	15.45	16.22
Teen Coordinator	Hourly	14.21	14.92	15.67	16.45	17.27
Van Driver	Hourly	12.55	13.18	13.84	14.53	15.26