



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 08/16/2022

ITEM NO: 7

DATE: August 10, 2022
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Approve an Amendment to the Temporary Salary Schedule for the
Classification of Project Manager

RECOMMENDATION:

Approve an amendment to the temporary salary schedule for the classification of Project Manager.

BACKGROUND:

Temporary/Hourly employees that work fewer than 20 hours per week are in the unrepresented group and serve in an unbenefited capacity and as at-will employees. The Municipal Code (Section 2.30.925) require that amendments and revisions to the Town's salary schedules are effective upon approval by Town Council. The staff recommended change is presented to the Council for approval.

DISCUSSION:

The temporary salary schedule range for the classification of Project Manager currently does not identify specific step increases. Rather, the salary schedule currently lists a maximum step 6 in the amount of \$115.56 per hour (Attachment 1). The Town's temporary salary schedule is proposed to be amended to include the wording "up to" the maximum salary of \$115.56 per hour to make it consistent with current practice and allow more flexibility in determining the pay rate for future offers for this classification (Attachment 2). If Council approves this modification, it will go into effect immediately.

PREPARED BY: Salina Flores
Human Resources Director

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Interim Finance Director

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CONCLUSION:

Staff is requesting approval of an amendment to the temporary salary schedule for the classification of Project Manager. Departments may hire new temporary employees in the Project Manager classification within the “up to” range of \$115.56 per hour which clarifies and documents the Town’s practice for the use of this classification. The Town’s Municipal Code requires Council approval of the amendment prior to a modification of the existing salary schedule.

FISCAL IMPACT:

This agenda item has no fiscal impact.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

Attachments:

1. Existing Salary Schedule for Temporary Classifications
2. Proposed Salary Schedule for Temporary Classifications