



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 12/17/2019

ITEM NO: 15

DATE: December 9, 2019
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Approve an Amendment to the Classification Plan to Comply with the California Minimum Wage Increase Effective January 1, 2020 and to Adjust the Police Officer Reserve and Police Officer Temporary Rate of Pay.

RECOMMENDATION:

Approve an amendment to the classification plan to comply with the California minimum wage increase effective January 1, 2020 and to adjust the Police Officer Reserve and Police Officer Temporary rate of pay.

BACKGROUND:

In 2016, the California Governor amended the State's minimum wage orders to increase the minimum wage rate one dollar each year beginning on January 1, 2017 and continuing through January 1, 2022 until reaching the minimum wage rate goal of \$15.00 per hour. The new minimum wage rate effective January 1, 2020 is \$13.00 per hour. The Town currently has several temporary/hourly classifications listed on the Salary Schedule for General/Miscellaneous (Misc) Temporary/Hourly Classifications (Attachment 1) that have minimum rates of pay below \$13.00 per hour.

In addition, the Salary Schedule for General/Misc Temporary/Hourly Classifications contains the Police Officer Reserve and Police Officer Temporary classifications, which in past practice has had a rate of pay that matched the top step of the Police Officers' Association (POA) represented Police Officer classification. This traditional alignment is for the purpose of attracting and retaining fully qualified Officers that are interested in working limited hours on a temporary basis at special Town events or performing background investigations. According to the Town's Municipal Code (Section 2.30.1015), Police Reserve Officers shall have the full powers and duties of a Peace Officer as provided by California Penal Code section 830.1.

PREPARED BY: Lisa Velasco
Human Resources Director

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

BACKGROUND (continued):

The Town of Los Gatos Personnel Rules and Regulations (Section 4.4) and the Municipal Code (Section 2.30.925) require that amendments and revisions to the classification plan are effective upon approval by Town Council. In most cases, changes are presented to Council for approval as part of the formal budget adoption or through the labor negotiations process.

DISCUSSION:

The Salary Schedule for General/Misc Temporary/Hourly Classifications contains three classifications that have a minimum Step 1 rate less than \$13.00 per hour: Clerical Aide Temp/Hourly, Facility Attendant Temp/Hourly, and Library Page Temp/Hourly. One employee is assigned to the Facility Attendant classification and eight employees are assigned to the Library Page classification. Currently, there are not any employees assigned to the Clerical Aide classification. To remain in compliance with the State's minimum wage order, staff recommends increasing the Step 1 rate for the three classifications to \$13.00 per hour and maintaining the five percent (5%) spread between steps one through six.

The POA represented classifications received a four percent (4%) across-the-board adjustment effective October 1, 2019, previously approved in the 2018-2021 POA Memorandum of Understanding. Staff recommends increasing the Police Officer Reserve and Police Officer Temporary classification rates by a similar four percent (4%) rate to maintain parity with the Police Officer Step 5 hourly rate.

CONCLUSION:

As a result of the State's hourly minimum wage increase to \$13.00 effective January 1, 2020, staff recommends an amendment to the temporary classification plan for those classifications that have a minimum rate of pay less than \$13.00. Staff also recommends that the classifications of Police Officer Reserve and Police Officer Temporary be aligned with the current hourly rate of the POA represented Police Officer to maintain parity between the classifications.

FISCAL IMPACT:

The annual fiscal impact is anticipated to be minimal (less than \$3,000) and will be absorbed in the FY 2019/20 operating budget.

ENVIRONMENTAL ASSESSMENT:

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

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SUBJECT: Approve an Amendment to the Temporary Classification Plan

DATE: December 9, 2019

Attachment:

1. Salary Schedule for General/Misc Temporary/Hourly Classifications