

Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Jennifer Schembri

SUBJECT: SEE BELOW

DATE: August 29, 2019

Approved

Date

9-4-19

SUBJECT: TERMS OF SIDE LETTER AGREEMENTS BETWEEN THE CITY OF SAN JOSE AND THE MUNICIPAL EMPLOYEES' FEDERATION, AFSCME, LOCAL 101 (MEF) AND CITY ASSOCIATION OF MANAGEMENT PERSONNEL, IFPTE, LOCAL 21 (CAMP) AND PAY INCREASE FOR EMPLOYEES IN THE CLASSIFICATION OF PRINCIPAL PLANNER

RECOMMENDATION

Adopt a resolution to:

- (a) Approve the terms of a Side Letter Agreement with the Municipal Employees' Federation, AFSCME, Local 101 (MEF) as follows:
 - (1) Approve an agreement between the City and MEF to provide employees in the Planner I classification with an approximate 4.39% base pay increase effective the beginning of the pay period after City Council approval;
 - (2) Approve an agreement between the City and MEF to provide employees in the Planner II classification with an approximate 3.05% base pay increase effective the beginning of the pay period after City Council approval; and
 - (3) Approve an agreement between the City and MEF to provide employees in the Planner III classification with an approximate 4.42% base pay increase effective the beginning of the pay period after City Council approval.
- (b) Approve the terms of a Side Letter Agreement with the City Association of Management Personnel, IFPTE, Local 21 (CAMP) as follows:
 - (1) Approve an agreement between the City and CAMP to provide employees in the Planner IV classification with an approximate 5.67% base pay increase effective the beginning of the pay period after City Council approval.
- (c) Approve an approximate 0.19% base pay increase for employees in the Principal Planner classification (Unit 99) effective the beginning of the pay period after City Council approval.

August 29, 2019

Subject: Terms of Side Letter Agreements Between the City of San Jose and Municipal Employees' Federation, AFSCME, Local 101 (MEF) and City Association of Management Personnel, IFPTE, Local 21 (CAMP) and Changes to the Principal Planner Classification

Page 2 of 4

OUTCOME

Adoption of the resolution will approve Side Letter Agreements between the City and MEF and CAMP, to allow for a special pensionable base pay increase for the Planner I/II/III classification and the Planner IV classification as provided in the table below:

Classification	Pensionable Increase
Planner I (MEF)	4.39%
Planner II (MEF)	3.05%
Planner III (MEF)	4.42%
Planner IV (CAMP)	5.67%
Principal Planner (Unit 99)	0.19%

Additionally, if the recommendations are approved, the Principal Planner Classification in Unit 99 will receive a special pensionable base pay increase of approximately 0.19%. Further, the City of San Jose Pay Plan will be amended to change the salary ranges for the classifications noted above to reflect these changes.

BACKGROUND

Employees in the Planner I/II/III classifications are responsible for beginning and journey-level professional planning duties in the fields of long-range planning, current planning, data analysis and other related work. Employees in the Planner IV classification supervise and manage professional, technical, and support staff, plan and conduct reviews, manage complex planning projects, and have responsibility over a well-defined team, program or function, such as, ordinance review, historic preservation, the Planning Permit Center, current and long range planning, analytics, or environmental review. Employees in the Principal Planner classification perform work of considerable difficulty in planning and manage a major section in the Planning Division, such as advanced planning, zoning, general planning, area planning, or urban design.

The purpose of the Side Letter Agreements (Agreements) is to address concerns related to the recruitment and retention of classifications in the Planner class series. As of June 2019, the vacancy rate for the Planner I/II/III classification was approximately 38.27% and the vacancy rate in the Planner IV classification was approximately 11.11%. The Principal Planner classification has also been adjusted to address compaction issues between the Planner IV and Principal Planner classifications.

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Page 3 of 4

ANALYSIS

The following is a summary of the key provisions contained in the Side Letter Agreements:

Base Pay Increase Effective the first pay period after the agreements have been signed by all parties and have been approved by the City Council, employees in the classifications listed above shall receive a special pensionable base pay increase in the amounts specified above. This will result in an increase to the top and bottom of the range of employees in the Planner I/II/III, Planner IV, and Principal Planner classifications.

EVALUATION AND FOLLOW-UP

No further follow-up with the City Council related to this action is anticipated at this time.

PUBLIC OUTREACH

This memorandum will be posted on the City's website in advance of the September 17, 2019, City Council meeting.

COORDINATION

This memorandum was coordinated with the City Manager's Budget Office, and the City Attorney's Office.

COMMISSION RECOMMENDATION/INPUT

This agreement was not coordinated with any board or commission.

COST IMPLICATIONS

The additional ongoing costs pertaining to the base pay increase for the Planner I/II/III, Planner IV, and Principal Planner is approximately \$550,000 in all funds, of which approximately \$351,000 is funded by the development fee programs and/or a specific grant, \$122,000 is funded by the General Fund, and \$77,000 is funded by special/capital funds. These increased costs will be factored into the development of the 2020-2021 Base Budget process. Given the current level of vacancies, a portion of the increased costs in 2019-2020 will be absorbed within existing budgets. As necessary, the Administration will bring forward any increases to existing appropriations in 2019-2020 as part of a future budget process.

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Subject: Terms of Side Letter Agreements Between the City of San Jose and Municipal Employees' Federation, AFSCME, Local 101 (MEF) and City Association of Management Personnel, IFPTE, Local 21 (CAMP) and Changes to the Principal Planner Classification

Page 4 of 4

CEQA

Not a Project, File No. PP17 008, General Procedure & Policy Making resulting in no changes to the physical environment.

/s/

JENNIFER SCHEMBRI

Director of Employee Relations

Director of Human Resources

For questions please contact Jennifer Schembri, Director of Employee Relations and Director of Human Resources, at (408) 535-8150.

Attachment

SIDE LETTER AGREEMENT

BETWEEN

THE CITY OF SAN JOSE

AND

THE MUNICIPAL EMPLOYEES' FEDERATION, AFSCME, LOCAL 101 (MEF)

**BASE PAY INCREASE
PLANNER I/II/III**

Effective the first pay period after this agreement is signed by all parties below and approved by City Council, employees in the classifications listed below shall receive the following special pensionable base pay increase:

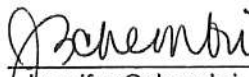
Classification	Pensionable Increase
Planner I	4.39%
Planner II	3.05%
Planner III	4.42%

This will result in the top and bottom of the range of employees in the Planner I/II/III classifications represented by MEF being increased by the approximate percentages noted above.

This side letter agreement shall become effective on the first pay period after this agreement has been signed by all parties below and approved by the City Council.

For Employer:
City of San Jose


For Union:
MEF

 8/20/19

Jennifer Schembri Date
Director of Employee Relations
Director of Human Resources

 8/20/19

Robyn Zamora Date
President, MEF



Brian Dane Date
AFSCME Local 101 Business Agent

SIDE LETTER AGREEMENT

BETWEEN

THE CITY OF SAN JOSE

AND

THE CITY ASSOCIATION OF MANAGEMENT PERSONNEL (CAMP)

**BASE PAY INCREASE
PLANNER IV CLASSIFICATION**

Effective the first pay period after this agreement is signed by all parties below and approved by City Council, employees in the Planner IV classification shall receive a 5.67% special pensionable base pay increase. This will result in the top and bottom of the range of employees in the Planner IV classification represented by CAMP being increased by approximately 5.67%.

This side letter agreement shall become effective on the first pay period after this agreement has been signed by all parties below and approved by the City Council.

For Employer:
City of San Jose



Jennifer Schembri
Director of Employee Relations
Director of Human Resources

8/20/19

Date

For Union:
MEF



Matt Mason
Business Representative, CAMP

8/20/19

Date