



City Council Staff Report

Subject: Various Personnel Updates

Date: December 10, 2024

Submitted By: Tameka Usher, Administrative Services Director

Department: Administrative Services - Human Resources

Recommendation:

- A. Adopt a Resolution of the City Council of the City of Rocklin to Adopt the Revised Temporary Positions Hourly Salary Schedule, Increasing the Hourly Minimum Wage for the Position of Program Assistant to Sixteen Dollars and Fifty Cents (\$16.50).
- B. Adopt a Resolution of the City Council of the City of Rocklin to Approve a Side Letter of Agreement to the Memorandum of Understanding Between the City of Rocklin and AFSCME Council 57, Local 146 AFL-CIO Representing the Public Service Employees Bargaining Unit, to Modify Section III, Article 28 Subsection I(B) Safety Shoe/Safety Glasses.
- C. Adopt a Resolution of the City Council of the City of Rocklin Approving Amendment No. 2 to the Professional Services Agreement with Occu-Med LTD. and Authorizing the City Manager to Execute Amendment No. 2.
- D. Adopt a Resolution of the City Council of the City of Rocklin to Approve Amendments to the Rules, Regulations, Benefits, and Policies Related to Employee Relations Between the Management, Confidential, and Unrepresented Employees and the City to Modify Section IV, Article 23 (Management Leave) and Add Section II Article 7 (Executive Allowance) and Repeal Resolution 2024-176.
- E. Receive a report from the Human Resources Division of the Administrative Services Department as Required by City of Rocklin Municipal Code 2.48 – Police Salaries.

Background:

Minimum Wage Increase

On August 1, 2024, the Director of the State of California Department of Finance certified that based on the annual inflation rate from 7/1/23 to 6/30/24, under Labor Code section 1182.12(c)(3)(A), the state hourly minimum wage must be increased, effective January 1, 2025, to sixteen dollars and fifty cents (\$16.50) an hour.

To comply with the abovementioned labor code, Staff recommends that the City Council consider and approve salary increases to meet the minimum threshold for the Program Assistant classification. No other classifications on the City's Salary Schedules are affected at this time.

Title 2 of the California Code of Regulations, section 570.5 requires the pay schedules to be adopted at a public meeting.

AFSCME Side Letter

Section III, Article 28, Subsection I(B) of the Memorandum of Understanding (MOU) with AFSCME describes the designated classifications that are eligible to receive a safety shoe allowance. The MOU does not include the Code Enforcement Technician, Landscape Inspector, Senior Construction Inspector, and Senior Irrigation Maintenance Technician, which are classifications that the City believes should be designated to receive a safety shoe allowance. Therefore, the Side Letter of Agreement between the City and AFSCME modifies Section III, Article 28, Subsection I(B) of the July 1, 2023 to June 30, 2026 MOU for the purpose of designating additional classifications eligible to receive a safety shoe allowance.

Staff satisfied the meet and confer obligation with AFSCME regarding the proposed changes in accordance with the City of Rocklin Employee-Employer Resolution.

Occu-Med LTD. Contract Amendment

On February 28, 2022, the City entered into a contract with Occu-Med, LTD., via a competitive process, to provide occupational health medical examinations for job applicants and employees in designated City positions. Amendment No. 1 was executed on February 27, 2024, under the City Manager's authority. It increased the contract ceiling to \$48,000 and extended the term through December 31, 2024.

Staff recommends Amendment No. 2 to extend the term of the Professional Services Agreement through December 31, 2026, and increase the "not-to-exceed" amount to eighty-eight thousand dollars (\$88,000). This amendment will ensure the City can continue its partnership with Occu-Med to provide medical examinations to designated positions as needed.

Management and Confidential, and Other Unrepresented Employees Resolution

The Rules, Regulations, Benefits, and Policies Relating to Employee Relations between the City of Rocklin and the Rocklin Management, Confidential, and Unrepresented Employees was last revised on June 25, 2024 by Resolution No. 2024-176. Staff recommends two additional changes:

- To streamline Department Directors' employment benefits and transition away from employment contracts, staff recommend consolidating the Automobile, Cell Phone, and Technology allowances into the Management, Confidential, and Unrepresented Employees Resolution. This consolidated benefit, renamed the "Executive Allowance," will provide an annual amount of \$4,200. While all Department Directors currently receive these benefits, some will see an annual increase as the City standardizes the benefit amount for all Directors.
- Staff recommends revising Article 23 to change the management leave accrual period from a fiscal year (July 1 – June 30) to a calendar year (January 1 – December 31). This adjustment aims to address challenges related to the implementation of the cash-out provision, given the differences between the fiscal and tax year. To ensure employees are not negatively impacted during the transition, staff propose providing a one-time, six-month prorated accrual of management leave, effective January 1, 2025. Beginning January 1, 2026, and in subsequent years, the full annual management leave accrual will be applied at the start of each calendar year.

Measure C

On December 15, 1980, the City Council adopted Resolution No. 80-117 declaring the passing of “Measure C” related to Rocklin Police Department salaries and set Municipal Ordinance 2.48, which states:

The Council shall, on January 1st annually, determine the existing average salaries for the Auburn Police Department, Lincoln Police Department, Roseville Police Department, and Placer County Sheriff's Office, operating within the county of Placer for each class of position employed by those agencies. Effective February 1, 1981, and effective February 1st of each year thereafter, the Council shall adjust and determine that the average salary for each class of position in the Rocklin Police Department as set forth in this chapter is at least equal to the average of the salaries for the comparable positions in the Auburn Police Department, Lincoln Police Department, Roseville Police Department, and Placer County Sheriff's Office.

Rocklin Municipal Code (RMC) section 2.48 includes the following classifications: Sergeant, Police Officer, Dispatch Supervisor (Public Safety Dispatcher Supervisor), and Dispatch Clerk (Public Safety Dispatcher II). The Human Resources Division (HR) conducted a base salary study of the comparable positions, and a summary of the study results is below:

Classification	Rocklin PD Average	Local Agency Average¹	Rocklin % Above/Below Average
Sergeant	\$134,900.50	\$119,931.38	12.48%
Police Officer	\$109,728.50	\$97,431.63	12.62%
Dispatch Supervisor	\$94,815.00	\$94,649.21	0.18%
Public Safety Dispatcher II	\$82,046.50	\$76,868.53	6.74%

¹ Methodology defined in City of Rocklin Municipal Code 2.48

Based on the results of the study, staff recommends that the City Council receive and accept this report as a determination that the average salaries for each class as set forth in RMC section 2.48 is at least equal to the average of the salaries for the comparable positions in the Auburn Police Department, Lincoln Police Department, Roseville Police Department, and Placer County Sheriff's Office. Therefore, no additional action is required.

Fiscal Impact:

Minimum wage adjustments are anticipated to have minimal financial impact.

Sufficient funding has been allocated in the Fiscal Year 2024/25 Operating Budget to support Amendment No. 2 (\$40,000) to the professional services contract with Occu-Med.

The management leave change will have no fiscal impact, and the increase in the Executive Allowance will be covered by anticipated savings within the current year's budget.

The staff recommendation regarding Measure C has no financial impact.

ATTACHMENTS:

1. Resolution A
2. Resolution A Exhibit 1 - Temporary Positions Hourly Salary Schedule
3. Resolution B
4. Resolution B Exhibit 1 - AFSCME Side Letter
5. Resolution C
6. Resolution C Exhibit 1 - Occu-Med Contract Agreement
7. Resolution D
8. Resolution D Exhibit 1 - Management, Confidential, and Other Unrepresented Employees Policy