



City Council Staff Report

Subject: Management, Confidential, and Unrepresented Employees; Updated Resolution and Salary Schedule Adoption

Date: September 12, 2023

Submitted By: Tameka Usher, Administrative Services Director

Department: Administrative Services - Human Resources

Recommendation:

Adopt a Resolution of the City Council of the City of Rocklin Adopting Rules, Regulations, Benefits, and Policies Relating to Employee Relations Between the Management, Confidential, and Unrepresented Employees and the City, Repealing the Provisions of Any Resolutions in Conflict Herewith, and Approving Revised Salary Schedules for Management and Confidential Employees.

Background:

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

The Rules, Regulations, Benefits, and Policies Relating to Employee Relations between the City of Rocklin and the Rocklin Management and Confidential Employees were last revised on November 8, 2022, by Resolution No. 2022-220. If the Resolution (Attachment 1) being brought before the City Council today is adopted, it will be effective on September 13, 2023.

The Management and Confidential Policy is for unrepresented employees employed in classifications identified as Management or Confidential as defined in the Employee/Employer Resolution (Resolution No. 2017-237). Staff recommends the following updates to the Management and Confidential Policy:

- Effective September 23, 2023, the City will increase base wages for all management and confidential classifications by 3.0% (excluding City Council Appointed positions). Estimated cost **\$217,000**.
- Effective July 1, 2024, the City will increase base wages for all management and confidential classifications by 2.5% (excluding City Council Appointed positions). Estimated cost **\$188,000**.
- Effective September 23, 2023, the City will adopt a 10-step salary schedule with 3.5% between each step. Estimated cost **\$117,000**.

- Effective January 1, 2024, the City will increase its ongoing monthly contribution to a cafeteria plan flex dollars by an additional one hundred and fifty (\$150) dollars per employee. Estimated annual cost **\$72,000**.
- Effective January 1, 2025, the City will increase its ongoing monthly contribution to a cafeteria plan flex dollars by an additional seventy-five (\$75) dollars per employee. Estimated annual cost **\$36,000**.

Additional changes recommended for update which have little or unknown direct cost impact include, but are not limited to:

- Addition of wording for the City Manager to approve management leave cash out for special circumstances.
- Addition of wording for the City Manager to approve an extra step (merit) increase for significant city-wide achievements.
- Removal of existing Longevity wording.
- Modification of wording for salary on promotion from a minimum of 5% to 10%.
- Addition of 5% City Treasurer special pay.
- Addition of regular part-time proration wording.
- Adding severance pay wording.
- Modification of wording regarding health benefits, holidays, leaves, overtime/compensatory time off, bereavement leave, nepotism, and probationary periods.
- “Housekeeping” language changes.

Fiscal Impact:

The combined fiscal impact of the updated Resolution is estimated at \$630,000.

ATTACHMENTS:

1. [Resolution](#)
2. [Resolution Exhibit A - Management and Confidential Resolution Clean](#)
3. [Resolution Exhibit B - Management Employees Salary Schedule A & B](#)
4. [Resolution Exhibit C - Confidential Employees Salary Schedule A & B](#)