

CITY OF OAKLAND
AGENDA REPORT

2011 FEB 24 AM 11:29

TO: Office of the City Administrator
ATTN: Dan Lindheim
FROM: Department of Human Resources Management
DATE: March 8, 2011

RE: Annual Report Detailing the Terms and Conditions of Employment for Unrepresented Employees and Executive Leave Balance As Required by Ordinance No. 12903 C.M.S.

SUMMARY

Ordinance 12903 C.M.S. was passed by the City Council November 18, 2008, and establishes the authority and discretion delegated to the City Administrator by City Council regarding the terms and conditions of employment for unrepresented employees, and requires that an annual report be presented detailing those terms and conditions. The ordinance also requires an annual reporting of the number of employees who have Executive Leave balances and the monetary value of that leave. This report provides the required information for Fiscal Year 2009-2010.

FISCAL IMPACT

The budget assumes the same benefits for unrepresented employees as those represented by Local 21, so there is no fiscal impact. Moreover, funds are available to cover executive leave balances.

BACKGROUND

Under the provisions of Ordinance No. 12903 C.M.S., the City Administrator may grant unrepresented employees the same or lesser compensation and other terms and conditions of employment as provided to represented employees. Historically, terms and conditions for unrepresented employees have paralleled those granted to members of the International Federation of Professional and Technical Engineers union (IFPTE) Local 21. The City has twenty (20) unrepresented employees who were eligible to receive Executive Leave upon being hired.

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KEY ISSUES AND IMPACTS

Terms and Conditions of Employment for Unrepresented Employees

As it has been the case historically, terms and conditions for unrepresented employees in fiscal year 2009-2010 were the same as those implemented in the Memorandum of Understanding for IFPTE Local 21. Specifically:

- Effective July 1, 2009 all miscellaneous unrepresented employees began paying the full 8% of the employee share of the PERS contribution to their retirement benefit.
- Effective July 1, 2009, all miscellaneous unrepresented employees were required to participate in the Mandatory Leave Without Pay program, (i.e. take 13 unpaid days off).

Executive Leave Balances

The following chart provides detail regarding Executive Leave being carried forward, by which staff person, and the monetary value of the leave balance.

Title	Full Name	Hrs. Balance	Value
Director, Community Economic Development Agency	Walter Cohen	75	\$7,692.00
Director, Department of Human Resources Management	Andrea Gourdine	75	\$5,841.75
Chief of Police	Anthony Batts	66	\$7,504.86

SUSTAINABLE OPPORTUNITIES

The information in this report does not provide any direct economic, environmental, or social equity impacts.

DIABILITY AND SENIOR CITIZEN ACCESS

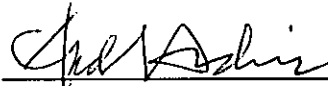
Information in this report does not impact disability and senior citizen access.

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ACTION REQUESTED OF THE CITY COUNCIL

No action is required. This report is informational.

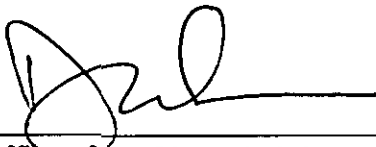
Respectfully submitted,



Andrea R. Gourdine
Director, Department of Human Resources
Management

Prepared by:
LaWanna Preston
Human Resource Manager, Department of Human
Resources Management

**APPROVED AND FORWARDED TO THE
FINANCE AND MANAGEMENT COMMITTEE:**



Office of the City Administrator

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