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CITY OF OAKLAND

AGENDA REPORT

2009 JAN 29 PM 4:41

TO: Office of the City Administrator
ATTN: Dan Lindheim
FROM: Finance And Management Agency
DATE: February 3, 2009
RE: **Supplemental Report to the January 13, 2009 Report and Ordinance Amending the Salary Schedule of Ordinance No. 12187 C.M.S. (The Salary Ordinance)**

SUMMARY

At the January 20, 2009 City Council meeting, Council members requested additional information regarding the Salary Ordinance Amendment being proposed. This report provides the requested information and addresses the benefits rate for permanent part-time employees, an outline of the interaction between the union and the City as it relates to establishing equivalent permanent part-time classifications, and the process for establishing equivalent permanent part-time classifications.

FISCAL IMPACT

This report supplement is informational only; there are no fiscal impacts associated with it.

KEY ISSUES AND IMPACT

PPT Benefits Rates

Full-time employees receive fully paid health, equivalent to the Kaiser Health Plan Cost for a family plan, dental, and vision benefits. Permanent part-time (PPT) employees' benefits are provided at the rate of sixty-five percent (65%) of the City contribution rates. The employer/employee contribution rates are set by union Memoranda of Understanding (MOUs).

For IFPTE Local 21 PPT employees, Article 12.3 of the Memorandum of Understanding (MOU) states on p. 66 that the City will "contribute toward the cost of health and dental insurance coverage under the established City plans for permanent part-time represented employees at the rate of sixty-five percent (65%) of the City contribution rates provided for in Sections 8.1, 8.2, 8.3, 8.4, 8.5, and 8.6." Although vision coverage is not mentioned in the Local 21MOU along with other benefits, since the early 1990s when benefits were first extended to PPT employees, the City has provided vision benefits to all PPT employees in Local 21 at a rate of 65%.

For SEIU Local 1021 PPT employees, Article 9.2 of the MOU states on p. 51 that the City will "contribute toward the cost of health, dental, and vision care insurance coverage under the established City plans for such permanent part-time employees at the rate of sixty-five percent (65%) of the City contribution rates provided for in Sections 7.1.2 and 7.1.4."

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Administrative Instruction 571 was revised in 2007 and reflects the current practice of providing benefits to PPT employees at the rate of sixty-five percent (65%) of the City contribution rates for medical, dental and vision.

The chart below provides the rate of benefits for each of the PPT classifications being recommended for establishment by the proposed Salary Ordinance Amendment:

Classification	Union	Rep Unit	Benefits Rates		
			Health	Dental	Vision
Archivist, FTE	Local 21	TW1	100%	100%	100%
Case Manager I, PPT	Local 21	TW1	65%	65%	65%
Budget and Grants Administrator, PPT	Local 21	TW1	65%	65%	65%%
Animal Control Officer, PPT	Local 1021	SC1	65%	65%	65%
Recreation Attendant II, PPT	Local 1021	SC1	65%	65%	65%

Process for Developing New Classifications

The City is obligated to notify the applicable union when *new* classification specifications are established. After providing notice to the union and meeting if necessary, the Office of Personnel Resource Management forwards the item to the Civil Service Board for discussion and approval. Once the Civil Service Board approves the specification, it is then forwarded to City Council in the form of a salary ordinance amendment for entry into the City's Salary Ordinance Schedule. Historically, the City has not initiated new discussions with the union when a PPT equivalent classification is being created because the full-time equivalent specification is exactly the same and has previously been discussed with the union.

Each classification specification governs the description, responsibilities, duties, and minimum qualifications whether it pertains to a full-time, permanent part-time or part-time equivalent classification. In accordance with the normal process outlined above, the difference between a full-time and permanent part-time equivalent is the number of hours worked. Typically a full-time employee represented by Local 21 works a 37.5 hour work week, whereas a PPT employee works more than 18.75 hours but less than 30 hours in a work week. The benefit rate is also different and was previously captured in the chart above.

The City is not obligated to notify the union when a PPT equivalent classification is being proposed for entry into the salary ordinance because the union was involved when the full-time equivalent was originally established. It is important to remember that there are unique job class codes, not job classifications, for each equivalent.

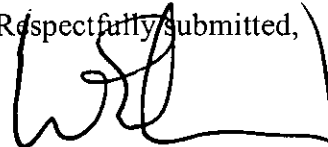
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In the case of Local 21, the union was notified in the following circumstances because of the requirement to do so. The job classification of Archivist is a brand new, full-time classification and the union was notified on October 26, 2007. Information regarding the Case Manager I, PPT classification was sent to the union on August 16, 2007, because there were proposed classification specification revisions in addition to the establishment of the PPT equivalent. In contrast, the classification of Budget and Grants Administrator, PPT was not sent to the union because the full-time equivalent has existed since 1994, and there were no specification revisions.

ACTION REQUESTED OF THE CITY COUNCIL

Staff request that Council accept this supplemental report regarding amendments to the Salary Ordinance.

Respectfully submitted,



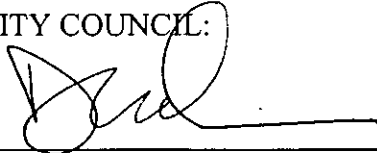
William E. Noland

Director, Finance & Management Agency

Reviewed by: Marcia Meyers, Director
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Prepared by: Veronica Hodge
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APPROVED AND FORWARDED TO THE
CITY COUNCIL:



Office of the City Administrator

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