



CITY OF POMONA

COUNCIL REPORT

October 18, 2021

To: Honorable Mayor and Members of the City Council

From: James Makshanoff, City Manager

Submitted By: Linda Matthews, Human Resources/Risk Management Director

**SUBJECT: ADOPTION OF RESOLUTIONS APPROVING TWO-YEAR
MEMORANDUM OF UNDERSTANDING FOR THE PART-TIME
GENERAL UNIT REPRESENTED BY TEAMSTERS LOCAL 1932 AND
AMENDING COMPENSATION PLAN FOR PART-TIME
MANAGEMENT/ CONFIDENTIAL EMPLOYEES**

RECOMMENDATION:

It is recommended that the City Council adopt the following resolutions:

**RESOLUTION NO. 2021-143 – A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF POMONA, CALIFORNIA, APPROVING A TWO (2)
YEAR MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY
OF POMONA AND THE POMONA PART-TIME GENERAL UNIT
TEAMSTERS LOCAL 1932 FROM OCTOBER 1, 2021 THROUGH
SEPTMEBER 30, 2023.**

**RESOLUTION NO. 2021-145 – A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF POMONA, CALIFORNIA, AMENDING THE PART-
TIME MANAGEMENT/ CONFIDENTIAL COMPENSATION PLAN.**

EXECUTIVE SUMMARY: Approval of this item will authorize a two-year successor Memorandum of Understanding (MOU) with PTG Teamsters from October 1, 2021 through September 30, 2023. It will also amend the compensation plan for the unrepresented Part-time Management Confidential (PTMC) employee group. The change to terms include salary increases of two and one-half percent (2.5%) effective October 1, 2021 and October 1, 2022; special salary adjustments in December 2021 related to State mandated minimum wage increases; addition of bilingual pay compensation of \$.50 per hour; increase to the safety boot reimbursement; and other minor changes as described below.

FISCAL IMPACT: The estimated annualized on-going incremental cost for the new terms for PTG Teamsters and PTMC employees combined is \$108k for the first year of the agreement and \$89k for the second year of the agreement. Of these amounts, \$73k and \$64k are from the General

Fund for the first and second years of the agreement, respectively. In addition, if residential Solid Waste services are outsourced as a result of an RFP, there will be one-times costs associated with the pay out of sick leave pursuant to the Solid Waste Side letter of \$10k, which will be paid from the Solid Waste Fund. Necessary budget adjustments for FY 2021-22 will be presented to the City Council for approval as part of the first quarter budget report in November. Future costs for this agreement will be budgeted for in the appropriate fiscal year.

DISCUSSION:

MOU with Part-time General Unit Represented by Teamsters Local 1932

Teamsters Local 1932 represents the Pomona Part-Time General Unit (PTG Teamsters), which includes approximately 120 part-time City employees in a variety of classifications. The current MOU with PTG Teamsters expires September 30, 2021. The City met and conferred with PTG Teamsters regarding terms and conditions of employment. The tentative agreement is being presented to the City Council for approval in Attachment 1. The key terms of the MOU are described below.

Term - The Term will be for two (2) years beginning October 1, 2021 to September 30, 2023.

Salary Increase – 2.5% salary increase effective October 1, 2021 and another 2.5% increase effective October 1, 2022.

Bilingual Pay – Effective January 16, 2022, add bilingual pay of \$.50 per hour. Employees must use bilingual skills as part of their duties and demonstrate bilingual competence through a testing process administered by a third party vendor with expertise in this area.

Special Salary Adjustments - In addition to the general salary increases, special adjustments to the salary ranges related to the State minimum wage increases and other salary realignments are being made to eight (8) PTG classifications effective December 19, 2021. These special adjustments are shown in bold italics in the table below:

Assignment Title	2.5% Increase – Approximate Rates (Actual calculated by Payroll System Upon Implementation)		Proposed Rates Effective Dec 19, 2021 (special adjustment after 2021 2.5% increase)*	
	Min Rate	Max Rate	Min Rate	Max Rate
Community Service Specialist I	14.35	17.45	15.00	18.24
Community Service Specialist II	15.78	19.19	16.50	20.06
Intern	14.35	22.97	15.00	22.97
Library Clerk I	14.35	22.97	15.00	22.97
Library Page	14.35	17.45	15.00	18.24
Maintenance Worker I	14.35	23.40	15.00	23.80
Office Assistant I	14.35	22.97	15.00	22.97
Police Cadet	14.35	17.73	15.00	18.54

The State minimum wage is increasing from \$14 to \$15 per hour effective January 1, 2022. Minimum wage increases effective January 1, 2023 and forward will be based upon an inflationary index and will need to be assessed at that time. Other adjustments were made to avoid wage compaction with higher level classifications or to adjust the maximum rate of the range to maintain reasonable width in the range in order to maintain a competitive market rate. All incumbents that are below the minimum rate of the range will be adjusted to the minimum rate upon implementation.

Boot Reimbursement – Effective for FY 2022-23, increase the reimbursement for purchasing safety boots from \$150 to \$250. In addition, the City will explore implementing a voucher system beginning FY 2022-23.

Solid Waste Side Letter – The parties have agreed to procedures to follow related to the franchising process for solid waste services, which may or may not result in the City outsourcing residential solid waste collection. The side letter includes some desired terms to include as part of the Request for Proposal to ensure in displaced employees will be provided the opportunity for jobs with the private hauler and also authorizes 100% of sick leave payout for any employee displaced as a result of the outsourcing and who does not use the sick leave toward retirement credit,

In addition, other minor language changes are being made to clarify the maximum rate for employees within broad salary ranges and other minor clarifications. The complete MOU for PTG Teamsters and Solid Waste Side Letter are included in Attachment No. 1, Exhibit A. The attached MOU is presented with all of the changes, with new language underlined and old language shown with strikethroughs.

Part-time Management/Confidential Employees

The Part-time Management/Confidential Group (PTMC) includes approximately 15 part-time employees who act in a managerial or supervisory capacity such as the Library Operations Manager and Community Services Specialist III, or employees assigned to the City Manager, City Attorney, or Human Resources Department because of their access to confidential employer-employee relations information. PTMC is not represented and the City Council may change the terms of employment of this group at any time. The key terms for the proposed amendments to the Part-time Management/Confidential (PTMC) Plan are intended to cover compensation through September 30, 2023 and are as follows:

Salary Increase – 2.5% salary increase effective October 1, 2021 and another 2.5% increase effective October 1, 2022.

Bilingual Pay – Effective January 16, 2022, add bilingual pay of \$.50 per hour. Employees must use bilingual skills as part of their duties and demonstrate bilingual competence through a testing process administered by a third party vendor with expertise in this area.

Special Salary Adjustments – Effective December 19, 2021, there are special adjustments to three (3) classifications related to minimum wage increases for PTMC, shown in bold italics in the table below:

Assignment Title	2.5% Increase – Approximate Rates (Actual calculated by Payroll System Upon Implementation)		Proposed Rates Effective Dec 19, 2021 (special adjustment after 2021 2.5% increase)	
	Min Rate	Max Rate	Min Rate	Max Rate
Community Service Specialist III	18.48	25.39	18.96	25.39
Intern (Confidential)	14.35	22.97	15.00	22.97
Office Assistant I (Confidential)	14.35	22.97	15.00	22.97

Boot reimbursement and the Solid Waste Side Letter provided to PTG are not applicable to employees in this unit. The complete Compensation Plan for PTMC No. 1, Exhibit A. The attached MOU and Compensation plan is presented with all of the changes, with new language underlined and old language shown with strikethroughs.

Prepared by: Linda Matthews, Human Resources/Risk Management Director

ATTACHMENTS:

Attachment No. 1 – Resolution No. 2021-143

Exhibit A – Memorandum of Understanding with the Pomona Part-time General Unit
Represented by Teamsters Local 1932

Attachment No. 2. – Resolution No. 2021-145

Exhibit A – Part-time Management Confidential Compensation Plan