



Memorandum

Date: 11/1/2021
Meeting of: City Council Special Meeting

File No. AM No. 21-163
Type: Consent Item

TO: Members of the City Council
FROM: Mayor Angela Birney
DEPARTMENT DIRECTOR CONTACT(S):

Human Resources	Cathryn Laird	425-556-2125
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DEPARTMENT STAFF:

Human Resources	Mary Grady	Sr HR Analyst
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TITLE:

Approval of Ordinances for the 2022 COLA and Pay Plan Updates

- a. Ordinance No. 3064: An Ordinance of the City of Redmond, Washington, Amending Pay Plans "R" and "R-S," in Order to Set Salaries for Employees Covered by the RCHEA Bargaining Units, for the Year 2022; Providing for Severability and Establishing an Effective Date
- b. Ordinance No. 3065: An Ordinance of the City of Redmond, Washington, Amending Pay Plans "N" and "N-S," in Order to Set Salaries for the Non-Represented Employees for the Year 2022; Providing for Severability and Establishing an Effective Date
- c. Ordinance No. 3066: An Ordinance of the City of Redmond, Washington, Amending Pay Plan "G-S" in Order to Set Salaries for the General Supplemental Employees for the Year 2022; Providing for Severability and Establishing an Effective Date
- d. Ordinance No. 3067: An Ordinance of the City of Redmond, Washington, Amending Pay Plan "E" for the Year 2022; Providing for Severability and Establishing an Effective Date

OVERVIEW STATEMENT:

The 2022 Cost of Living Adjustment (COLA) is being requested for the following salaries and pay plans: RCHEA regular and supplemental; the Non-represented regular and supplemental, General Supplemental, and Executive regular. As is standard practice, these pay plan increases will follow the RCHEA COLA increase, which for 2022 is contractually established at 5%.

Additional Background Information/Description of Proposal Attached

REQUESTED ACTION:

- Receive Information Provide Direction Approve

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
N/A
- **Required:**
City Council is required to authorize salary and/or classification changes to pay plans, in accordance with the City of Redmond Personnel Manual Section 7.10.
- **Council Request:**
N/A
- **Other Key Facts:**
Council has previously reviewed and approved pay plans and cost of living adjustments for those groups with collective bargaining agreements.

OUTCOMES:

The Pay Plans and COLA amounts for union groups are contractually required adjustments and are based upon negotiations to keep ranges within market. The City and those union groups agreed during contract negotiations to use June CPI-W with a floor of 2% and a ceiling of 5%. 2021 June CPI-W was 6.3%, so the union groups would receive the ceiling of 5%. Changes to non-represented pay plans are provided to ensure consistency in treatment between represented and non-represented employees, and to ensure those salary ranges remain within market.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
N/A
- **Outreach Methods and Results:**
N/A
- **Feedback Summary:**
N/A

BUDGET IMPACT:

Total Cost:

Finance included COLAs and salary adjustments in the 2021-2022 Budget documentation that was presented to Council. This means effective January 1, 2022, salary adjustments are budgeted for and will be provided to employees in the pay plans listed above.

Approved in current biennial budget: Yes No N/A

Budget Offer Number:

N/A

Budget Priority:

Strategic and Responsive

Other budget impacts or additional costs: Yes No N/A

If yes, explain:

A 2% COLA was budgeted in 2022. Funding for the additional 3% (5% actual COLA - 2% budgeted COLA) will come from the following: 1) actual medical, dental, and vision premiums being less than what was budgeted in 2022; 2) departmental expenditure savings in 2021 (primarily from position vacancies); and 3) departmental expenditure savings in 2022 (primarily from position vacancies), if needed.

Funding source(s):

N/A

Budget/Funding Constraints:

N/A

Additional budget details attached

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
10/26/2021	Committee of the Whole - Finance, Administration, and Communications	Provide Direction

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
N/A	None proposed at this time	N/A

Time Constraints:

Implementation of wage and salary range changes is targeted for January 1, 2022. Approval in 2021 will allow HR and Payroll staff time to complete the required communicating, processing, and implementing of the changes.

ANTICIPATED RESULT IF NOT APPROVED:

No pay plan changes/COLA adjustments would be made, resulting in the union group filing an unfair labor practice (ULP) for failure to negotiate changes in working conditions (pay), and a loss of market wage competitiveness and potential impact to employee retention, especially for non-represented employees. Pay plan changes should be implemented in accordance with the union contracts and any reductions identified should be negotiated after the fact, with non-represented employees being treated similarly.

ATTACHMENTS:

- Attachment A: Proposed Salary Ordinance for RCHEA and RCHEA Supplemental Pay Plans
 - Exhibit 1: 2022 RCHEA Salary Structure (Pay Plan "R")
 - Exhibit 2: 2022 RCHEA Supplemental Salary Structure (Pay Plan "R-S")

- Attachment B: Proposed Salary Ordinance for Non-Represented and Non-Represented Supplemental Pay Plans
 - Exhibit 1: 2022 Non-Represented Salary Structure (Pay Plan "N")
 - Exhibit 2: 2022 Non-Represented Supplemental Salary Structure (Pay Plan "N-S")

Attachment C: Proposed Salary Ordinance for General Supplemental Pay Plan
Exhibit 1: 2022 General Supplemental Salary Structure (Pay Plan "G-S")

Attachment D: Proposed Salary Ordinance for Executive Pay Plan
Exhibit 1: 2022 Executive Salary Structure (Pay Plan "E")