



Memorandum

Date: 11/24/2020

Meeting of: Committee of the Whole - Finance, Administration, and Communications

File No. CM 20-341

Type: Committee Memo

TO: Committee of the Whole - Finance, Administration, and Communications

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 Human Resources Analyst
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TITLE:

2021 COLA and Pay Plan Updates

OVERVIEW STATEMENT:

Union contracts identify Cost of Living Increases (COLA) for their 2021 pay plans and the Non-represented and Executive 2021 pay plans, which follow the RCHEA COLA increase. This memo provides Council with additional information of planned changes to the 2021 Pay Plans.

☒ **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. Changes to non-represented pay plans are provided to ensure consistency in

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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 Preliminary Budget documentation that was presented to Council in October 2020. This means effective January 1, 2021 and January 1, 2022, salary increases are budgeted to occur for all employees. The exception is for January 1, 2021, employees in the Executive pay plan will not receive a salary increase.

Approved in current biennial budget: ☐ Yes ☒ No ☐ N/A

Budget Offer Number:

N/A

Budget Priority:

Responsible government.

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

If yes, explain:

N/A

Funding source(s):

N/A

Budget/Funding Constraints:

N/A

☐ Additional budget details attached

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
10/27/2020	Committee of the Whole - Finance, Administration, and Communications	Receive Information

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
12/1/2020	Business Meeting	Approve

Time Constraints:

Implementation of pay range changes is targeted for January 1, 2021. Approval in 2020 will allow HR and Payroll staff time to complete the required analysis, processing, and implementation of the new pay ranges.

ANTICIPATED RESULT IF NOT APPROVED:

No pay plan changes/COLA adjustments would be made, resulting in union groups filing unfair labor practices (ULPs) 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 AFSCME and AFSCME Supplemental Pay Plans

Exhibit 1: 2021 AFSCME Salary Structure (Pay Plan "A")

Exhibit 2: 2021 AFSCME Supplemental Salary Structure (Pay Plan "AF-S")

Attachment B: Proposed Salary Ordinance for Fire Support

Exhibit 1: 2021 Fire Support Salary Structure (Pay Plan "FS")

Attachment C: Proposed Salary Ordinance for Police Support and Police Support Supplemental Pay Plans

Exhibit 1: 2021 Police Support Salary Structure (Pay Plan "PS")

Exhibit 2: 2021 Police Support Supplemental Salary Structure (Pay Plan S-PS")

Attachment D: Proposed Salary Ordinance for RCHEA and RCHEA Supplemental Pay Plans

Exhibit 1: 2021 RCHEA Salary Structure (Pay Plan "R")

Exhibit 2: 2021 RCHEA Supplemental Salary Structure (Pay Plan "R-S")

Attachment E: Proposed Salary Ordinance for Non-Represented Employees Pay Plan

Exhibit 1: 2021 Non-Represented Salary Structure (Pay Plan "N")

Exhibit 2: 2021 Non-Represented Supplemental Salary Structure (Pay Plan "N-S")

Attachment F: Proposed Salary Ordinance for General Supplemental Pay Plan

Exhibit 1: 2021 General Supplemental Salary Structure (Pay Plan "G-S")

Attachment G: Proposed Salary Ordinance for Executive Pay Plan

Exhibit 1: 2021 Executive Salary Structure (Pay Plan "E")