

(HA-99-7)

HOUSING AUTHORITY OF

THE CITY OF SAN DIEGO

RESOLUTION NO. 972

ADOPTED ON SEPTEMBER 29, 1998

A RESOLUTION ADOPTING REVISIONS TO THE  
PERSONNEL POLICIES AND FY99 COMPENSATION FOR  
NON-REPRESENTED EMPLOYEES.

WHEREAS, the San Diego Housing Commission has reached an agreement with S.E.I.U., Local 535, regarding a change in salaries and benefits for employees in the bargaining unit represented by S.E.I.U., Local 535 Represented Employees; and

WHEREAS, the Housing Authority of The City of San Diego Housing Authority is authorized to revise Personnel Policies and approve changes to the FY98 Classification and Pay Plan for non-represented and represented employees consistent with organizational, implementation, and labor negotiation issues; and

WHEREAS, the Housing Commission recommends adopting changes listed below to bring salary and policies for non-represented employees in conformance with the change in the Memorandum of Understanding for represented employees as follows:

1. Economic adjustment increase effective October 1, 1998:
  - a. Range adjustment increase of 2%;
  - b. Increase of \$95 to Flex Credits benefits contributions and increase of \$100 to Tuition Reimbursement per year;

- c. A mandatory four-day (32 hour) furlough to be taken, without pay, between Christmas and New Year's, and one discretionary day off with pay to be taken at any time during FY99;
- d. Revisions to the Personnel Policies 102.000 (HCR98-110 Attachment 3) to incorporate MOU changes for union-represented employees and other changes consistent with current Commission practices; and

WHEREAS, the Housing Commission recommends adopting new salary ranges, seven step pay plan and pay for performance system for employees, new salary ranges for Executive and Management Service EMS, and Personnel Policies as a result of the Classification and Compensation Implementation Plan recommended by the Executive Director as follows:

2.Changes to compensation policies effective January 1, 1999:

- a. Adopt new ranges at market average as recommended by RSG Consultants with minor changes as noted, plus a 2% adjustment.
- b. Create a new seven step pay plan (5% between Steps 1 through 3; 2.5% between Steps 3 through 7).
- c. Pay for performance whereby outstanding employees can receive two step increases between Steps 3 through 5.
- d. Provide special merit awards (short term lump sum up to \$500 and longer term recognition up to 2.5% of salary for employees at step 6 and 7 for one year) not added to base pay.
- e. Adopt certain accommodations to ease negative impacts of new salary ranges on incumbents in three represented classes (Maintenance Technician II, Accounting Assistant, and Housing Aide II; correct internal salary relationships for two

non-represented classes (Human Resources Technician and Senior Systems/Database Administrator); and maintain Assistant to the Chief Executive Officer and Secretary to the Chief Executive Officer at the equivalent proposed salary range in the "M" salary schedule.

- f. Implement RSG Consultant recommendations which would authorize the Executive Director to make classification and assignment changes to approved salary ranges for operational purposes; hire at the necessary step for recruiting purposes; provide a policy for pay differentials for difficult and specialized assignments which do not warrant reclassification to a new or different classification; and an equity adjustment/increase policy to alleviate salary inequities among incumbents; NOW, THEREFORE,

BE IT RESOLVED, by the Housing Authority of The City of San Diego, that the attached revisions to the Personnel Policies and FY99 Classification and Pay Plan stated above and further described in Housing Commission Report No. HCR98-110, for non-represented and represented employees to bring salary, policies and classifications into consistency with approved organizational, implementation, and labor negotiation changes are approved.

APPROVED: CASEY GWINN, General Counsel

By  
Prescilla Dugard  
Deputy Counsel

PD:cdk

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