



**DATE:** June 22, 2016

**TO:** Waste Management Authority

**FROM:** Wendy Sommer, Executive Director

**BY:** Pat Cabrera, Administrative Services Director

**SUBJECT:** Changes to Attachment A of the Human Resources Manual

---

### **SUMMARY**

At the June 9, 2016 Programs and Administration (P&A) Committee closed session meeting, staff recommended making a change to section XVIII of Attachment A of the Agency's Human Resources (HR) manual. Specifically, the recommendation was to change the requirement to conduct a total compensation survey from "every three years" to "periodically but no sooner than every three years."

### **P&A COMMITTEE ACTION**

With a vote of 8-0 (Carson, Cox, Ellis, Turner absent), the P&A Committee recommended that the Authority Board accept the changes as outlined below.

XVIII. ~~Unless otherwise approved by the Board, t~~The Agency will conduct a total compensation survey ~~every three years~~ periodically but no sooner than every three years to enable the Board to assess whether compensation remains competitive with the market. The Programs and Administration Committee will be consulted in the survey development process to help determine salary range placements and other pertinent criteria. In the years between the surveys, salary ranges will be adjusted by the most currently available Consumer Price Index (CPI) - All Urban Consumers (San Francisco – Oakland- San Jose Area) as determined by the US Bureau of Labor Statistics (BLS), or a lesser amount if necessary to conform to the findings of the most recent total compensation survey. However, salary increases for employees will not be automatic even for cost of living adjustments (COLA). The Board will be asked to approve the salary ranges every year as part of the budget process. ~~The next total compensation survey is expected to be conducted in the late Spring or early summer of 2016.~~

### **RECOMMENDATION**

The P&A Committee recommends that the WMA Board adopt the changes to section XVIII of Attachment A.