



Berkeley Housing Authority

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Office of the Executive Director

Item 6D
NEW BUSINESS
January 13, 2022

To: Honorable Chairperson and
Members of the Berkeley Housing Authority

From: Rachel Gonzales-Levine, Acting Executive Director *RL*

Subject: Approval of Labor Contracts with SEIU Local 1021; AFSCME 57/Local One;
and, Amended Employee Manual for Unrepresented Employees, including
BHA Salary Structure for all Classifications with a term of June 27, 2021
through June 22, 2024

RECOMMENDATION

Adopt a Resolution approving a three-year Memorandum of Agreement with: SEIU Local 1021; AFSCME 57/Local One; as well as the Amended Employee Manual for Unrepresented Employees, including BHA Salary Structure for all Classifications with a term of June 27, 2021 through June 22, 2024

BACKGROUND

Berkeley Housing Authority (BHA), with a current staff of 10, is party to two labor contracts: one with AFSCME 57/Local One for three management positions (Finance Manager, Management Analyst, and Housing Choice Voucher Supervisor) and one with SEIU Local 1021 for seven employees (Housing Specialists (3), Accountant, Office Assistant II (2—one in Finance Unit, the other Inspections), Office Assistant I/Receptionist). The Executive Director (in permanent placement) and Executive Assistant/Family Self-Sufficiency Coordinator are unrepresented and excluded from any bargaining unit because the positions are confidential.

STATUS

The Authority's negotiating team (and the SEIU and Local One bargaining units) reached an agreement on a Memorandum of Understanding (MOU) for three years. The terms fall within the negotiating economic parameters established by the Board. The Board passed a resolution to approve the tentative agreements ratified by both unions at the Dec. 16, 2021 Special Meeting.

FISCAL IMPACTS OF RECOMMENDATION

Up to \$460,000 increase in salary and benefits budget over the three years of the contract, which includes the following:

1. **Lump Sum Payment:** a one thousand-dollar (\$1,000) lump sum payment for all current employees, payable before the end of the calendar year 2021.
2. **COLAs:** Cost-of-Living-Adjustments (COLAs), effective each of the three years covered by the contracts:
 - a. 4% effective the pay period including July 1, 2021, to be paid retroactively in January 2022;
 - b. 3% effective the pay period including July 1, 2022; and
 - c. 1% effective the pay period including July 1, 2023.
3. **Transit Passes/Parking Facilities:** increase of \$30 per month for a total compensation of \$50 per month in the existing program with a modification to the language regarding that program effective July 1, 2021, to be paid retroactively in January 2022.

OTHER IMPACTS

1. **Holiday Office Closures:** Exhibit B shall be updated to provide for holiday closure dates in the same manner as set forth in the 7/1/2017 – 6/30/2021 MOU. On such days employees shall be required to use other paid leave time to remain in paid status.
2. **Union Security:** Revision of language as needed for compliance with SB866; include last payment, last date of employment, and the work locations of employees in the monthly union report in a malleable format.

CONTACT PERSONS

Rachel Gonzales-Levine, Acting Executive Director

Attachment:

1. Resolution Approving a new three-year Memorandum of Understanding: SEIU Local 1021; AFSCME 57/Local One; and, and Amended Unrepresented Employees' Manual including Salary Structure for all classifications, with a term of June 27, 2021 through June 22, 2024.

BERKELEY HOUSING AUTHORITY
RESOLUTION NO. 22-__

APPROVING THE AGREEMENTS BETWEEN THE BERKELEY HOUSING AUTHORITY AND SEIU LOCAL 1021; AFSCME 57/LOCAL ONE; AND, AMENDED UNREPRESENTED EMPLOYEES MANUAL, INCLUDING SALARY STRUCTURE FOR ALL CLASSIFICATIONS.

WHEREAS, the Authority is obligated under the provisions of California Government Code Section 3500-3510, commonly referred to as the Meyers-Milias-Brown Act, to meet and confer in good faith and attempt to reach agreement with representatives of recognized bargaining units on matters within the scope of representation including, but not limited to, wages, hours and other terms and conditions of employment; and

WHEREAS, representatives of the Authority/IEDA, SEIU Local 1021, and AFSCME 57/Local One and have met and conferred in good faith and have reached agreement on a new Memoranda of Understanding that incorporates all changes and modifications in wages, hours and other terms and conditions of employment agreed to by the parties.

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Berkeley Housing Authority hereby authorizes the Executive Director to sign and execute the new Memoranda of Understanding with SEIU Local 1021; AFSCME 57/Local One; and, to include the Amended Unrepresented Employees Manual, for the period June 27, 2021 through June 22, 2024;

BE IT FURTHER RESOLVED that the Board of Commissioners acknowledges the key economic and other provisions in the contracts, and salary structure for all BHA classifications including:

1. **Lump Sum Payment**: a one thousand-dollar (\$1,000) lump sum payment for all current employees, payable before the end of the calendar year 2021.
2. **COLAs**: Cost-of-Living-Adjustments (COLAs), effective each of the three years covered by the contracts:
 - a. 4% effective the pay period including July 1, 2021, to be paid retroactively in January 2022;
 - b. 3% effective the pay period including July 1, 2022; and
 - c. 1% effective the pay period including July 1, 2023.
3. **Transit Passes/Parking Facilities**: increase of \$30 per month for a total compensation of \$50 per month in the existing program with a modification to the language regarding that program effective July 1, 2021, to be paid retroactively in January 2022.

4. **Holiday Office Closures:** Exhibit B shall be updated to provide for holiday closure dates in the same manner as set forth in the 7/1/2017 – 6/30/2021 MOU. On such days employees shall be required to use other paid leave time to remain in paid status.
5. **Union Security:** Revise language as needed for compliance with SB866; include last payment, last date of employment, and the work locations of employees in the monthly union report in a malleable format.

FURTHER RESOLVED, that the term of the contract shall be June 27, 2021 through June 22, 2024;

FURTHER RESOLVED that the Executive Director is hereby authorized to execute and implement said Memoranda of Agreement including all changes in wages, hours, and other terms and conditions of employment. A fully executed original of said contracts will be filed in the Berkeley Housing Authority Office.

The foregoing Resolution was adopted by the Board of the Berkeley Housing Authority on January 13, 2022 by the following vote:

Ayes:

Noes:

Absent:

Attest: _____
Rachel Gonzales-Levine, Secretary