

Local 21 @ the Port of Oakland



An organization of Professional, Technical, and Administrative Employees

April/2017

Equity Adjustment Workshop Notes

If you were not able to attend our Equity Adjustment Workshop hosted at City Hall with Local 21 Researcher Linda Emin, below are the key concepts from that workshop. While the workshop was set up for members in the City of Oakland, who are entering negotiations this month, Port negotiations are right around the corner and the information on how to research an equity adjustment proposal remains the same.

As we get closer to bargaining at the Port, we can set up another workshop for Port members.

What is an Equity Adjustment?

- Modification in salary range to better reflect current market wages
- Based on wages for identical jobs in comparable agencies
- Fixes salary inequities for classes/series that are far out of alignment

Equity Adjustments are not the same thing as or a replacement for a COLA or step increase, but something that corrects a salary that is out of line with competitors.

When is an Equity Adjustment Appropriate?

1. Current salary range is significantly below market rate for positions with identical work in comparable agencies
2. A COLA would still leave the class significantly below market rate
3. When recruitment & retention are problems that can be substantiated.

Some questions we want to ask to determine if an equity adjustment is appropriate:

- **Is there a justification for the equity adjustment? Does the employer have difficulty recruiting and retaining the position in question?** Equity adjustments are not the solution to every wage problem. There could be numerous reasons why wages should be adjusted, and equity adjustments are only one of many solutions, such as additional steps on the wage scale.
- **Does the Economic and Political climate support an equity adjustment?** Do the financial resources of the employer allow adequate funds for an adjustment at this time? Sometimes equity adjustments might be long deserved, but if there's no money, then it might not be realistic. There are many reasons why strong proposals for equity adjustments fail, and a bad economic climate is one of the most common reasons.

Our bargaining team at the Port will consider the employer's revenue projections, demands on resources, and budgetary reserves.

Gathering Evidence in Support for an Equity Adjustment

What you need:

- Classification data
- Financial data
- Benefits
- Retirement EPMC*
- Recruitment data
- Retention data

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***EPMC = Employer Paid Member Contribution**
EPMC is an employment benefit provided by some employers in which the employer agrees to pay some or all of the statutorily required employee contribution to the CalPERS system.

Pension reform laws did not change any of the rules regarding EPMC for classic members (i.e., generally, retirement system members prior to January 1, 2013, the effective date for PEPRA). However, new members must pay at least 50% of the actuarially determined normal cost and no EPMC is allowed. CalPERS determines the normal cost for a particular benefit. CalPERS defines normal cost as "the annual cost of service accrued for the upcoming fiscal year for active employees. The normal cost should be viewed as the long-term contribution rate."

THIS MONTH'S ISSUE:

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IFPTELocal21.org



Equity Adjustment Workshop Notes (Con't)

Where you Find the Information:

- Job descriptions
- Salary Schedules
- Collective Bargaining agreements (MOUs)
- Public Agency HR Departments
- Comptrollers Database www.lgcr.sco.ca.gov
- Comprehensive Annual Financial Report (CAFR)

Picking a Class to Survey

Regardless of whether or not you are in the highest class in a series, you always want to use the benchmark/journey-level classification for data collection. The journey-level is the highest class in the series and is generally one that has enough experience to do their job without much oversight, but is before the supervisory level. The benchmark/journey-level impacts adjustments for all classes in a series below it.

Jurisdictions to Survey for the Port of Oakland

Our Union leadership hasn't yet sat down with the Port of Oakland to jointly determine which jurisdictions will be considered valid comparables.

In the past, the City of Oakland has been used, but we know that the wages at the City are far less than at the Port. Some additional special district comparables have been BART, East Bay MUD, Port of Long Beach, San Francisco (Port, SFO, and SFMTA), San Jose Airport and even the Port of Seattle, but with Seattle, you need to look at the different demographics in the areas when doing a salary and/or total comp study.

It is very hard to find a true comparable to the Port of Oakland

How to compare classes:

- Find the equivalent job description, not the equivalent job title.
- Benchmark/journey-level classes are easiest to compare.
- Examine levels of autonomy, authority and oversight.
- What are the required qualifications (degree, years of experience, job specifications, etc.)?

Input your data into the Local 21 attached spreadsheet .

Employer	Job Title	Salary @ top step	# of steps	% next wage inc	Date next wage inc	ER retirement pick-up	contact	Data Source	Notes
CCSF	Assoc Civil E								
City of Oakland	Assoc Civil E								

Analyzing Your Data

There are some confusing formulas for medians, averages and the like needed to do analysis. Use the data sheet provided and fill it out entirely so Local 21 staff can run the additional analysis.

Guidelines for Submission

Turn in:

- Equity Adjustment Form (Spreadsheet with data)
- Any additional supporting documentation

Local 21 Members Save Money with Union Plus



Being an IFPTE Local 21 member doesn't only provide advantages at work & bargaining table; you can save on products & services. For more info, download a free QR reader app on your smart phone to scan the image below to go directly to the

webpage or visit the Union Plus page via Local 21 at:

<http://www.ifpte21.org/content/union-plus-discounts>.

- Motor Club Savings
- Car Buying Services & Rentals
- Legal Services
- Goodyear Tires & Services Discounts
- Scholarships
- Bookstore Discounts
- Home Mortgages & Assistance Hotline
- Credit Counseling
- Energy Rebates
- Tax Preparation
- Retirement Planning
- Vacation Tours
- Eldercare Services
- AT&T Wireless Discounts
- Clothing
- Checks
- Computers
- Pet Services
- Flowers
- Entertainment
- Much, much more!



Port of Oakland Leadership

(Port Leadership emails end with @portoakland.com)

Ron Brown, President rbrown@
Alicia Platt, VP Unit I aplatt@
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Kyle Mobley, Sergeant-at-Arms kmobley@
Rebecca Gibson, Secretary rgibson@

Karmen Lee Ortloff, Local 21 Lead Rep/Organizer
kortloff@ifpte21.org **510.254.4682**

Port of Oakland Meeting Schedule

Airport Meeting

Noon, 4th Tues.: April 25, May 23, June 27
 9532 Earhart Rd., North Airport, L107-104 (Main)

Port Main Office Meeting

Noon, 4th Wed.: April 26, May 24, June 28
 530 Water Street, Exhibit Room, 1st Floor

Citywide Training & Staff Development

Human Resources Management



APRIL 2017

Training Calendar

All classes are available for online enrollment. For special accommodations, contact : apomicpic@oaklandnet.com
 Trainings are subject to cancellation or change due to low enrollment or at instructor's request—you will be notified of changes immediately via email

Citywide Mandatory Training				Port of Oakland Trainings	
Training	Date / Time	Location	Details	TOPIC	Date / Time Location
Diversity in Action	4/18/17 8:30am-12:00pm 4/18/17 1:00pm-4:30pm	150 FHOP / Classroom #1 / 2nd Floor	This is the same training as last year being offered for new employees	Ethics for Supervisors	4/19/17 10am-12pm 530 Water St Oakland
Sexual Harassment Prevention AB 1825	DUE ASAP All supervisors must show compliance	This course can be taken online at your workstation through Target Solutions	Contact: eturner@oaklandnet.com of assistance logging in is needed	Overview of Performance Management	4/25/17 8:30a-12pm 530 Water St. Oakland
Disaster Worker's Training	DUE 4/30/2017 for All City Employees	This course can be taken online at your workstation through Target Solutions	Contact: eturner@oaklandnet.com of assistance logging in is needed	Providing Constructive Feedback	4/25/17 1pm-5pm 530 Water St Oakland
Webinars				Alameda County Trainings	
TOPIC	Date / Time	Location		FEE FOR CLASSES—once you receive approval to register, have accounts payable forward a funding code to apomicpic@oaklandnet.com	
Wellness Webinar: Coping with Greif and Loss	4/18/17 12pm-1pm	To be taken independently at your workstation. (headphones recommended) Once you register online, you will receive a webinar link.		TOPIC	TIME / DATE All Training at 125 12th Street Oakland CA
HR Webinar: Recruiting the Best and the Brightest	4/19/17 11am-12pm	To be taken independently at your workstation. (headphones recommended) Once you register online, you will receive a webinar link.		Microsoft Excel 2013—Fundamentals	4/13/17 FEE \$175 9:00am-4:30pm
Workplace Webinar: Being a Great Coach and Winning Player in your Organization	4/19/17 12pm-1:30pm	To be taken independently at your workstation. (headphones recommended) Once you register online, you will receive a webinar link.		Leadership: from Buddy to Boss	4/19/17 FEE \$175 8:30am-3:30pm
Other Citywide Training				Microsoft Access 2013—Intermediate	4/19/17 FEE \$175 9:00am-4:30pm
TOPIC	Date / Time	Location		Microsoft Word 2013—Intermediate	4/20/17 FEE \$175 9:00am-4:30pm
Race & Equity Lunchtime Learning Series: Embraced & Excluded—A Talk About Mexican Immigration	4/20/17 12pm-1pm	150 FHOP / Classroom #1		Political Astuteness	4/25/17 FEE \$100 1:00pm-5:00pm
Supervisory Academy - Agenda Process and Customer Service for Supervisors	4/27/17 9am-3pm	150 FHOP / Classroom #1		Financial Management for the Non Financial Manager	4/26/17 FEE \$100 8:30am-12:30pm
Effective Communication and Emails	4/13/17 10:30am-12:00pm	150 FHOP / Classroom #1			

REGISTER AT: <https://oaklandnet.secure.force.com/training>

Local 21's Engagement in the Resistance Movement and Statement on Immigration

Local 21's Executive Committee unanimously adopted the attached statement addressing the Trump administrations' recent attacks on immigration. President Trump's decision to lead with an assault on immigration has heartbreaking consequences for many honest, hardworking immigrants in this country, including our members and their families. It is the obvious starting point for Local 21's initial engagement in various resistance activities.

The outlook for labor unions under a Trump Presidency and with both houses of Congress under Republican control is not good. States like Wisconsin, where we witnessed the implementation of "right-to-work" legislation that Republicans are so fond of, are an alarming preview of what's to come. Wisconsin public employees have lost collective bargaining and union security. As a result, real wages for large groups of Wisconsin public employees like public school teachers have declined 10% over the last five years. It is true that Local 21 members work and live in the progressive Bay Area, and our entire state stands for progressive values, which provides some hope and reassurance that our fate will be different. We just can't count on that, however, since federal legislation and court decisions pose a real threat to all public employees regardless of where they live and work – even those of us lucky enough to live in the Bay Area. Besides concern over union rights and our working conditions, the elimination of the Affordable Care Act could result in the loss of billions of federal dollars to California

and the loss of thousands of healthcare jobs, including jobs in Local 21 jurisdictions.

There is a lot to worry about and we think it is strategically naïve to wait and see what spills over onto us as opposed to being proactive in our approach. We need to be strategic in our preparations for what's coming, and be ready to fight back against any attacks that negatively impact the rights of our members. That's why we are standing up, engaging in and supporting resistance activities throughout the Bay Area. Most recently, we organized a large contingent to participate in the Woman's March; it was empowering, historic and a great time as well. We encourage all our members to join in with Local 21 leaders and staff for this resistance effort.

Be assured that as we ramp up our involvement in these endeavors, we will not for a second step back or reduce our commitment to providing stellar contract bargaining campaigns, member representation and political programs. And we will never slow down our efforts to consistently look for ways to improve everything that we do.

On May 20, more than 100 Local 21 Delegates will be meeting at our Delegate Assembly. We encourage you to talk to the Delegates from your Chapter, give them your ideas and reaction to your union's engagement in these resistance efforts, so we can have a healthy discussion at the DA.



Union Dues are Tax Deductible

Not all members know that at tax time, they can reap tax benefits from their Union dues. If you itemize your taxes, all your dues are tax deductible, so review your last paycheck in 2016 to see the annual dues contribution for the year and make sure you take all the deductions you have coming to you. Combine the tax savings of itemizing your dues to the savings under our Union Plus program and membership in IFPTE local 21 can pay for itself!

Please note: voluntary contributions to our Political Action Committee, the TJ Anthony Fund, are NOT tax deductible.

Scan the QR code to watch a Weingarten Video made by Oakland Local 21 members!

Weingarten Rights:

Think this is scary? Not as scary as going into a meeting with the employer without your Union Rep!

Know your rights because you must ask!

"I am concerned this discussion could lead to disciplinary action against me or affect my working conditions. I request my Union representative be present at this meeting. Without my Union representative, I choose not to answer any questions."

Union-Made Easter Ideas

- Marshmallow Peeps
- Alta Dena Eggs
- Jelly Bellies
- Horizon Organic
- Cadbury Creme Eggs
- Ghirardelli
- President's Choice Eggs
- Tyson Ham

Find more union products at Labor411.org

Questions & Answers on Sick Leave

Q: I want to know about "clocking and docking" time. I am an exempt employee who does not get overtime, but when I need to leave early for any reason, that time has to be docked or charged to overtime, personal time, etc. Is this correct?

A: It depends. If you are taking time off for medical or dental appointments, we have language that covers that.

Our MOU on page 32, Section M.1.5 reads:

Medical and dental appointments taking no more than two (2) hours of work time, including time for transportation to and from the appointment site, will be excused with no charge to sick leave under the following conditions. Port supervisors must be notified of all such medical and dental appointments at least twenty-four (24) hours in advance. The employee must be able to verify attendance at such appointments by providing the supervisor with a written licensed medical professional's notice on the next scheduled work day after the appointment. Employees who have difficulty obtaining an appointment verification may contact Human Resources to discuss and submit alternative verification document.

If appointments extend beyond two (2) hours, the entire time off will be charged to the employee's sick leave.

Such medical and dental appointments may not be combined, and may not be combined with any other kinds of leave. Such medical and dental appointments should be scheduled so as to minimize impact on work hours. Appointments in excess of this limitation shall be charged to the employee's appropriate leave balance.

In emergency medical/dental situations, where twenty-four (24) hour notice is not possible, the employee shall utilize his/her regular sick leave, if available, and this provision shall not be applicable.

Do you have a question you'd like answered in a future membership meeting or newsletter? Submit your questions to our Union leadership or Local 21 staff at kortloff@ifpte21.org.



Union Stewards-in-training to help members at the Port are Brandon Mark, Alicia Platt, and Carletta Starks.

Local 21 Delegate Assembly: May 20th at Hotel Whitcomb in San Francisco

Our next Delegate Assembly is scheduled for Saturday, May 20th at the Hotel Whitcomb in San Francisco. For this session, we will continue to build on work begun in previous Delegate Assemblies, with a focus on uniting us in a common direction in the face of a harsh political climate. We look forward to discussing ways to expand opportunities for member participation in Bay Area Resistance activities. We will have a guest speaker to help guide a collective conversation on these critical topics. **Continental breakfast begins at 8:30 a.m. and the Assembly will begin promptly at 9:00 a.m.**



To attend the Delegate Assembly, please **RSVP by scanning the QR code to the left. The deadline to RSVP is Friday, May 12. If you are a delegate or will be an acting delegate for this Delegate Assembly, we must receive your RSVP by that date.** Additional information provided as we get closer to May 12.

Announced Special Guest Speaker: Angie Wei



Angie Wei is the Legislative Director of the California Labor Federation, the state AFL-CIO, which represents 1,200 affiliated unions and over two million workers covered by collective bargaining agreements.

Previously, Wei was a Program Associate for PolicyLink of Oakland, California, and advocated for the California Immigrant Welfare Collaborative, a coalition of four immigrant rights organizations who came together to respond to cuts in public benefits for immigrants as a result of the 1996 federal welfare reform law.

Ms. Wei holds a Bachelor of Art degree in Political Science and Asian American Studies from the University of California, Berkeley, and a Master of Arts degree in Public Policy from the Kennedy School of Government at Harvard University.

We would like to invite all of our Delegates and Alternates to join us for a fun, laid-back lunch at the new San Francisco headquarters. **We will hold this little celebration immediately following the May 20th Delegate Assembly.** After a slightly shortened agenda, we will take a quick walk around the block from the Hotel Whitcomb to our new office. A gourmet catered lunch and refreshments will be served, and staff will lead informal tours of the office space.

Additionally, later this year, we will hold a fundraiser at our new office for one or two selected nonprofit organizations to support their work around immigration, women's issues, and/or healthcare. More information on that event is forthcoming as the details are finalized.

As you can see from the map below, the Local 21 office is just a block and half from the Hotel Whitcomb.

