



# FAIRFAX TOWN COUNCIL MEETING STAFF REPORT

**MEETING DATE:** September 4, 2024  
**PREPARED FOR:** Mayor and Town Council  
**PREPARED BY:** Michael Vivrette, Finance Director  
**SUBJECT:** Receive and replace revised Salary Table for Memorandum of Understanding (MOU) with the Service Employees International Union, Local 1021 (SEIU) for the Period of July 1, 2024, through June 30, 2026

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## **RECOMMENDATION**

Receive and replace revised salary table for Memorandum of Understanding (MOU) with the Service Employees International Union, Local 1021 (SEIU) for the Period of July 1, 2024, through June 30, 2026.

## **DISCUSSION**

At the August 7 council meeting, the Town council adopted a resolution approving a two-year MOU with the SEIU beginning July 1, 2024. In implementing the Salary Schedule adopted with the resolution, the Finance Department recognized an error in the salary range table the department provided to the Council.

The original table was based on a salary worksheet which did not match the previously adopted MOU salary schedule (the basis for current salaries). To prevent this in the future, the Finance Department will prepare the salary schedule using the Council adopted MOU and conduct more thorough reviews of materials prior to inclusion in the Council packet.

The corrected salary steps do not affect payments to current employees as the error was detected and corrected prior to processing payroll for the new fiscal year.

## **FINANCIAL IMPACT**

The cost calculations used in the original staff report were not calculated from the August 7 salary table and remain unchanged. Therefore, there is no fiscal impact associated with adopting this resolution.

## **ATTACHMENTS**

Resolution

**RESOLUTION NO. 24 -**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FAIRFAX TO REPLACE THE REVISED SALARY TABLE FOR THE MEMORANDUM OF UNDERSTANDING (MOU) WITH THE SERVICE EMPLOYEES INTERNATIONAL UNION LOCAL 1021 (SEIU) FOR THE PERIOD OF JULY 1, 2024, THROUGH JUNE 30, 2026**

**WHEREAS**, on August 7, 2024, the Town Council of the Town of Fairfax adopted a resolution approving a two-year Memorandum of Understanding (MOU) with the Service Employees International Union Local 1021 (SEIU) covering the period of July 1, 2024, through June 30, 2026; and

**WHEREAS**, the Salary Schedule included in the adopted MOU was found to contain incorrect data in the base salary steps, which was due to discrepancies between the salary worksheet used and the previously adopted MOU salary schedule; and

**WHEREAS**, the Finance Department has identified and corrected the errors in the salary steps before any payments to current employees were processed for the new fiscal year, ensuring no financial discrepancies have occurred; and

**WHEREAS**, the revised salary table does not affect the financial impact calculations provided in the original staff report, and therefore there is no fiscal impact associated with the adoption of this resolution;

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council of the Town of Fairfax does hereby approve and adopt the revised Salary Table for the MOU with SEIU Local 1021 for the period of July 1, 2024, through June 30, 2026, as attached hereto as Exhibit A.

**PASSED AND ADOPTED** at a regular meeting of the Town Council of the Town of Fairfax held on the 4th day of September 2024 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

ATTEST

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BARBARA COLER  
MAYOR

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CHRISTINE FOSTER  
DEPUTY TOWN CLERK

**TOWN OF FAIRFAX  
SALARY RANGE TABLE**

**Service Employees International Union, Local 1021 (SEIU)**

As of June 30, 2024

**CURRENT**

<b>CLASSIFICATION</b>	<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>	<b>STEP F</b>
Maint Worker I	4,499.70	4,724.69	4,960.92	5,208.97	5,469.42	5,742.89
Maint Worker II	4,727.01	4,963.36	5,211.52	5,472.10	5,745.71	6,032.99
Maint Worker III	5,008.81	5,259.26	5,522.22	5,798.33	6,088.25	6,392.66
Senior Maint Worker	5,615.36	5,896.13	6,190.94	6,500.49	6,825.51	7,166.79
Admin Assistant	4,634.22	4,865.94	5,109.23	5,364.69	5,632.93	5,914.58
Admin Assistant II	4,737.44	4,974.32	5,223.03	5,484.18	5,758.39	6,046.31

Effective July 1, 2024

**+5% COLA**

<b>CLASSIFICATION</b>	<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>	<b>STEP F</b>
Maint Worker I	4,724.69	4,960.92	5,208.97	5,469.41	5,742.88	6,030.03
Maint Worker II	4,963.36	5,211.53	5,472.10	5,745.71	6,033.00	6,334.65
Maint Worker III	5,259.25	5,522.21	5,798.32	6,088.24	6,392.65	6,712.28
Senior Maint Worker	5,896.13	6,190.93	6,500.48	6,825.51	7,166.78	7,525.12
Admin Assistant	4,865.93	5,109.23	5,364.69	5,632.92	5,914.57	6,210.30
Admin Assistant II	4,974.31	5,223.03	5,484.18	5,758.39	6,046.31	6,348.62

Effective July 1, 2025

**+4% COLA**

<b>CLASSIFICATION</b>	<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>	<b>STEP F</b>
Maint Worker I	4,913.67	5,159.36	5,417.32	5,688.19	5,972.60	6,271.23
Maint Worker II	5,161.89	5,419.99	5,690.99	5,975.54	6,274.32	6,588.03
Maint Worker III	5,469.62	5,743.10	6,030.26	6,331.77	6,648.36	6,980.78
Senior Maint Worker	6,131.97	6,438.57	6,760.50	7,098.53	7,453.45	7,826.12
Admin Assistant	5,060.57	5,313.60	5,579.28	5,858.24	6,151.15	6,458.71
Admin Assistant II	5,173.28	5,431.95	5,703.55	5,988.72	6,288.16	6,602.57

ADJUSTED 9/4/24