2015-13432 RESOLUTION
06/17/2015 12:18:20 PM Pages: 5 Fees: $0.00
Requested By: YUMA COUNTY BOARD OF SUPERVISORS
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ATTENTION: Lucia Gomez/(928) 373-1057

TYPE OF DOCUMENT:

RESOLUTION NO. 2015-14
Adjusting Employee Compensation.

DOCUMENT APPROVAL:

Approved by Yuma County Board of Supervisors:
June 15, 2015 Item No. D1.

YUMA COUNTY BOARD OF SUPERVISORS
RESOLUTION NO. 2015-14

A JOINT RESOLUTION OF YUMA COUNTY, THE JAIL DISTRICT, FREE LIBRARY DISTRICT, FLOOD CONTROL DISTRICT, AND PUBLIC HEALTH DISTRICT ADJUSTING EMPLOYEE COMPENSATION.

ADJUSTING EMPLOYEE COMPENSATION

WHEREAS: Chapter III, section D, of the County's Personnel Rules sets forth the Board of Supervisors' responsibility to adopt a salary schedule listing all classifications and their pay ranges and to approve market based adjustments, and

WHEREAS: The Board of Supervisors is required to determine the level of budget authority that will be provided for implementation of the compensation plan,

NOW, THEREFORE, BE IT RESOLVED that the following changes to the County's compensation plans are hereby approved:

I. Employee Pay Plan Allocations

A. Regular County Step Pay Plan:

1. Reclassifications:

a) Funds are provided for 9 reclassifications.
b) The effective date is the first full pay period of the 2015-2016 fiscal year (Pay period beginning July 5, 2015).
c) 1 reclassification with no fiscal impact.

All reclassifications for all pay plans shall be in accordance with the policies and guidelines as set forth in the County Personnel Rules.

2. Implementation of Salary Adjustment

Non-probationary County employees will receive a salary adjustment.
The following criterion determines eligibility and amount for County employees:

Eligibility

- Employees who are on original or promotional probation as of July 1, 2015 ***are not eligible*** for the salary adjustment. ***Please note:*** *Probationary periods are determined by each department for specific classifications.*
- Elected Officials ***are not eligible*** for the salary adjustment.
- Temporary employees ***are not eligible*** for the salary adjustment.
- Employees who are at the maximum salary of their grade ***are eligible*** for the salary adjustment.

Amount

- Eligible employees whose annual salary is $60,000 or less will receive $600 which will be added to their current annual salary.
- Eligible employees whose annual salary is more than $60,000 will receive a 1% increase to their current annual salary.
- Effective date is the first full pay period of the 2015 - 2016 fiscal year (Pay period beginning July 5, 2015).

No further changes in compensation are provided for the Regular County Step Pay Plan.

B. Attorney's Step Pay Plan:

1. Implementation of Salary Adjustment

Attorneys on the Attorney Pay Plan will receive a salary adjustment. The following criterion determines eligibility and amount for attorneys on the Attorney Pay Plan:

Eligibility

- In general, the Attorney classification is "At Will" and do not serve an original or promotional probation.
- Attorneys who are at the maximum salary of their grade ***are eligible*** for the salary adjustment.

Amount

- Attorneys whose annual salary is $60,000 or less will receive $600 which will be added to their current annual salary.
- Attorneys whose annual salary is more than $60,000 will receive a 1% increase to their current annual salary.
- Effective date is the first full pay period of the 2015-2016 fiscal year (Pay period beginning July 5, 2015)

No further changes in compensation are provided for the Attorney's Step Pay Plan.

C. Judicial Merit Pay Plan:

1. **Reclassifications:**
   a) 1 reclassification with no fiscal impact.
   b) The effective date is the first full pay period of the 2015–2016 fiscal year (Pay period beginning July 5, 2015).

All reclassifications for the judicial merit pay plan shall be in accordance with the policies and guidelines as set forth in the Judicial Merit Rules and comply with Yuma County's Rules and Regulations for submission.

2. Implementation of Salary Adjustment

Non-probationary Court employees will receive a salary adjustment. The following criterion determines eligibility and amount for Court employees:

Eligibility

- Employees who are on original or promotional probation as of July 1, 2015 ***are not eligible*** for the salary adjustment.
- Elected Officials ***are not eligible*** for the salary adjustment.
- Temporary employees ***are not eligible*** for the salary adjustment.
- Employees who are at the maximum salary of their grade ***are eligible*** for the salary adjustment.

Amount

- Eligible Court employees whose annual salary is $60,000 or less will receive $600 which will be added to their current annual salary.
- Eligible Court employees whose annual salary is more than $60,000 will receive a 1% increase to their current annual salary.
- Effective date is the first full pay period of the 2015-2016 fiscal year (Pay period beginning July 5, 2015)

No further changes in compensation are provided for the Judicial Merit Pay Plan.

D. Elected Officials Pay Plan:

1. Implementation of Salary Adjustment

Elected Official pay is in conformity with A.R.S. §§11-419.

- Elected Officials ***are not eligible*** for the salary adjustment.

No further changes in compensation are provided for the Elected Officials Pay Plan.

E. Application of Adjustments

a) Salary Adjustment: All eligible employees receiving the $600.00 or 1% increase will detour off of the established step on the County salary scale. In future budgetary years, an additional adjustment may be proposed to reassign employees to a defined step on the salary scale, if funding is available and approved by the Board of Supervisors.
b) New Hires will remain on an established step on the current salary scale.

No further changes in compensation are provided for all Pay Plans.

II. Yuma County Employee Benefit Trust

BE IT FURTHER RESOLVED that the 2015-2016 Medical rates and design changes are as follows:

The employer and employee will contribute a combined 12.8% premium rate increase effective July 1, 2015 through June 30, 2016. The premium percentage paid by the County for the $500 deductible PPO plan is 90% for the employee only and 65.3% for dependent tiers. The County pays 100% of the premium for the employee only option of the High Deductible Health Plan (HDHP) Health Savings Account (HSA) and 78.75% for dependent tiers. The employer contributes $47.15 monthly to the employee's HSA. The wellness incentive will increase from $15.00 to $20.00 for employee's who receive annual preventive screening, complete the health risk assessment via Blue Cross Blue Shield and complete a biometrics screening.

Effective Date is July 1, 2015, the first day of the fiscal year.

BE IT FURTHER RESOLVED, that within any Pay Plan, if adjustments occur on the same date, the adjustments shall be applied in the sequence the adjustments are presented herein,
AND, IT IS RESOLVED FURTHER that no compensation changes shall be granted which would have the effect of increasing the fiscal year 2016-2017 base cost for compensation above the amount adopted for any of the pay plans, and further clarified as follows:

a. **As An Example:** Assume the compensation resolution provides sufficient funds to provide a pay plan group of employees with a 2% salary increase effective July 1, the cost of the increase can be determined to be the cost of salaries before the increase (the salary base) times 2%. For purposes of this example, assume the base is $1,000,000; the cost of the increase would be $20,000. The requirements of this resolution are that the salary base for fiscal year 2016-2017 will not exceed the base for fiscal year 2015/16 plus the fiscal year 2015-2016 increase, or $1,020,000.

The baseline for fiscal year 2015-2016 may be exceeded to the extent that the Personnel Rules allow the County to hire new employees (to include lateral transfers (subject to availability of funding), voluntary grade decreases and demotions) up to the midpoint of the salary range with County Administrator's approval. If the salary that is offered to the new employee does not exceed the midpoint, but does exceed the position of the employee formerly holding the position, the baseline amount can be exceeded:

1. To comply with the County Personnel Rule Chapter III, section G, requirement that an employee receiving a promotion shall receive the greater of a 5% increase, or the amount necessary to reach step 1 of the new grade (excluding agency heads). The Human Resources Director may approve promotional increases above 5% and up to the midpoint based on an appointee's qualifications and the needs of the department.
2. To comply with the County Personnel Rule Chapter II, PR-212, allowing a retention adjustment to be made to increase an employee's salary up to 10% in order to retain employees that possess knowledge and skills that would be difficult to replace in Yuma County.
3. To comply with state or federal mandates.
4. To administer normal step increases in the existing Attorney, Regular, and Judicial Merit plans, or
5. To accommodate the annualized salaries of new positions added during the fiscal year specifically by the Board of Supervisors.

NOW, THEREFORE, BE IT RESOLVED, THE YUMA COUNTY BOARD OF SUPERVISORS, AND THE BOARDS OF DIRECTORS OF ALL SPECIAL TAXING DISTRICTS HEREBY ADOPT THIS JOINT RESOLUTION NO. 2015-14 ADJUSTING EMPLOYEE COMPENSATION; FUNDING A LOAN REPAYMENT ASSISTANCE PROGRAM; FUNDING THE ON-CALL POLICY.

Adopted this 15th day of June, 2015.

VOTE RECORD:
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

RUSSELL McCLOUD
Chairman of the Board

ATTEST:

ROBERT L. PICKELS, JR.
County Administrator/Clerk of the Board

APPROVED AS TO FORM:

JON R. SMITH
County Attorney