



# COUNTY BUDGET RESOLUTION



## YUMA COUNTY BOARD OF SUPERVISORS RESOLUTION NO. 2018-27

A JOINT RESOLUTION OF YUMA COUNTY, THE JAIL DISTRICT, FREE LIBRARY DISTRICT, FLOOD CONTROL DISTRICT, AND PUBLIC HEALTH DISTRICT ADJUSTING EMPLOYEE COMPENSATION; TO SUPERSEDE AND REPLACE RESOLUTION NO. 2018-20 TO CLARIFY THE ORDER OF THE EMPLOYEE PAY PLAN ALLOCATIONS.

### ADJUSTING EMPLOYEE COMPENSATION

WHEREAS: Chapter III, section 302 D, of the County's Personnel Rules (PR) sets forth the Board of Supervisors' (BOS) responsibility to adopt a salary schedule listing all classifications and their pay ranges and to approve market based adjustments, and

WHEREAS: The BOS 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. Implementation of Pay Scale Adjustment

- a) The County pay scale will increase by 2.00%.
- b) Funding for pay for performance is not available for Fiscal Year (FY) 2018-2019.
- c) Staff will develop a pay for performance plan for future BOS consideration to potentially apply to FY 2019-2020.

The following criteria determine eligibility and amount for County employees:

#### Eligibility

- Elected Officials **are not eligible** for the pay scale adjustment.
- All full-time and part-time employees are eligible for the County pay scale adjustment. Temporary employees **are not eligible** for the pay scale adjustment.
- Employees who are at the maximum salary of their grade will remain on the established step on the adopted pay scale.
- Effective date is the first full pay period of the 2018- 2019 fiscal year (Pay period beginning July 1, 2018; pay changes reflected on pay date – July 20, 2018).



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## **2. Implementation of New County Pay Scale**

- a) Establish new grades 79 to 173; 2.0% between grades.
- b) Increase current steps from 1 to 10 to become 1 to 24; 2.0% between steps and 1% between half steps.
- c) Average is 58.05% from minimum salary to maximum salary for each grade on the proposed pay scale.
- d) The hourly rate under the New County Pay Scale will be denoted in two decimal points instead of four, effective July 1, 2018.
- e) County employees will receive a salary step adjustment if needed to assign employees to a defined step on the new pay scale.
- f) New Hires will remain on an established step on the adopted pay scale.

### **Eligibility**

- All full-time and part-time employees are eligible for the County pay plan transition.
- Effective date is July 1, 2018; pay changes will be reflected on pay date – July 20, 2018.

## **3. Grade Adjustments**

- a) Employees in the following Attorney classification were identified to receive a grade adjustment and address compression and inequity:  
Bar Candidate, Attorney I, Attorney II, Attorney III, Senior Trial Attorney, Appellate Attorney, Capital Attorney, Chief Deputy Attorney, Legal Defender and Public Defender.
  - b) Employees in the following Legal Secretarial classification were identified to receive a grade adjustment and address compression and inequity:  
Legal Secretary Trainee, Legal Secretary I, Legal Secretary II, Legal Secretary III, Lead Secretary, Legal Office Supervisor, Executive Legal Assistant, and Paralegal.
  - c) Employees in the following Library classification were identified to receive a grade adjustment and address compression and inequity:  
Library Assistant I, Library Assistant II, Literacy Program Coordinator, Technical Services Specialist/Volunteer Coordinator, Acquisitions Specialist, Assistant Circulation Supervisors, Senior Cataloging Specialist, and Cataloging Specialist.
  - d) Employees in the following Fiduciary classification were identified to receive a grade adjustment: Public Fiduciary and Chief Deputy Public Fiduciary.
  - e) Employees in the following Permit Technician classification were identified to receive a grade adjustment: Permit Technician.
  - f) Effective date is the first full pay period of the 2018-2019 fiscal year (Pay period beginning July 1, 2018; pay changes reflected on pay date July 20, 2018.
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## **4. Reclassifications**

- a) Funds are provided for 6 reclassifications.
- b) The effective date is the first full pay period of the 2018-2019 fiscal year (Pay period beginning July 1, 2018; pay changes reflected on pay date - July 20, 2018).

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

No further changes in compensation, other than listed herein, are provided for the Regular County Step Pay Plan.

## ***B. Historic Attorney Step Pay Plan:***

### **1. Implementation of Salary Adjustment**

- a) The Attorney Step Pay Plan will increase by 2.00%.
- b) An Attorney who transitions from the Historic Attorney Step Pay Plan to the New County Pay Plan will receive a salary step adjustment if needed to assign employees to a defined step on the new pay scale, effective July 1, 2018.

The following criteria determine eligibility and amount for attorneys on the Historic Attorney Step Pay Plan:

#### **Eligibility**

- In general, the Attorney classification is "At Will" and does not serve an original or promotional probation.
- Attorneys who are at the maximum salary of their grade will remain on the established step on the adopted Historic Attorney Step Pay Plan.
- Effective date is the first full pay period of the 2018-2019 fiscal year (Pay period beginning July 1, 2018; pay changes reflected on pay date – July 20, 2018).

No further changes in compensation, other than listed herein, are provided for the Historic Attorney Step Pay Plan.

## ***C. Selected Law Enforcement Step Pay Plan:***

Selected Law Enforcement Step Pay Plan applies to eligible employees in the following classifications: Detention Officer, Senior Detention Officer, Detention Sergeant, Emergency Communications Supervisor, Emergency Communications Dispatcher, Deputy Sheriff, Senior Deputy Sheriff, Public Safety Sergeant, Lieutenant and Captain.

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## **2. Implementation of Pay Scale Grade Adjustment**

- a) The Selected Law Enforcement Step Pay Plan will increase by 2.00%.
- b) Grades 186 through 346 will remain effective for the Selected Law Enforcement Step Plan.
- c) Increase current steps from 1 to 10 to become 1 to 24; 2.0% between steps and 1% between half steps.
- d) Average is 58.05% from minimum salary to maximum salary for each grade on the proposed pay scale. The hourly rate under the New County Pay Scale will be denoted in two decimals points instead of four, effective July 1, 2018.
- e) New Hires will remain on an established step on the adopted salary scale.

The following criteria determine eligibility and amount for employees on the Selected Law Enforcement Step Pay Plan:

### **Eligibility**

- Elected Officials **are not eligible** for the pay scale or salary step adjustment.
- Employees who are at the maximum salary of their grade will remain on the established step on the adopted Selected Law Enforcement salary scale.
- All full-time and part-time employees are eligible for the County pay scale adjustment. Temporary employees **are not eligible** for the pay scale adjustment.
- Effective date is the first full pay period of the 2018- 2019 fiscal year (Pay period beginning July 1, 2018; pay changes reflected on pay date – July 20, 2018).

### ***D. Judicial Pay Plan:***

#### **1. Reclassifications:**

- a) No submission of reclassifications.

#### **2. Implementation of Salary Adjustment**

- a) The Judicial pay plan will receive a 2.00% pay plan adjustment.

The following criteria determine eligibility and amount for Court employees:

### **Eligibility**

- All full-time and part-time employees are eligible for the Judicial pay plan adjustment.
- Elected Officials **are not eligible** for the pay plan adjustment.
- Employees who are at the maximum of their grade will remain on the established pay range on the Judicial pay plan.
- Effective date is the first full pay period of the 2018- 2019 fiscal year (Pay period beginning July 1, 2018; pay changes reflected on pay date – July 20, 2018).



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### **3. Grade Adjustments**

- a) Employees in the following Juvenile Justice Detention Officer classification were identified to receive a grade adjustment and address compression and inequity.
- Detention Officer I, Detention Officer II, Detention Officer III, and Detention Services Supervisor.
- b) The following actions were taken to fund the grade adjustments listed in section 3(a) above.
- Freeze position funding for 3 vacant Detention Officer positions for FY 2018-2019 to assist in the funding for the grade adjustments.
  - Release 1 frozen vacant Detention Officer position funding in FY 2019-2020 and freeze funding for 2 vacant Detention Officer positions.
  - Release 1 frozen vacant Detention Officer position funding in FY 2020-2021 and freeze funding for 1 vacant Detention Officer position.
  - In FY 2021-2022, no frozen positions remain for the Detention Officer classification.

No further changes in compensation, other than listed herein, are provided for the Judicial Pay Plan.

### ***E. Elected Officials Pay Plan:***

#### **1. Implementation of Salary Adjustment**

***Elected Official pay is in conformity with all applicable state statutes.***

- Elected Officials ***are not eligible*** for the pay scale adjustment.
- Constable, Precinct One: The salary is increased 9.18%, from \$58,435 to \$63,800, effective January 1, 2019.
- Constable, Precinct Two: The salary is increased 8.24%, from \$48,294 to \$52,273, effective January 1, 2019.

No further changes in compensation, other than listed herein, are provided for the Elected Officials Pay Plan.

No further changes in compensation, other than listed herein, are provided for all Pay Plans.

### ***F. Vacation/Paid Time Off (PTO) Buy Back Program:***

- Annually, the BOS reviews and considers the approval of funding for the Vacation/PTO Buy Back Program in accordance to PR-418.
  - BOS did not approve funding for the Vacation/PTO Buy Back Program for FY 2018-2019.
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## **G. On-Call Pay:**

- In accordance to PR-307, BOS will determine the rate of pay for on-call.
- Effective July 1, 2018, the on-call pay rate will increase from \$0.625 to \$1.00 for classifications approved by the County Administrator per delegation from the Board of Supervisors.

## **II. Yuma County Employee Benefit Trust (YCEBT)**

BE IT FURTHER RESOLVED that the FY 2018-2019 Medical rates and design changes are as follows:

The employer and employee will contribute a combined 0% premium rate increase effective July 1, 2018 through June 30, 2019. The premium percentage paid by the County for the \$600 deductible PPO plan is 90% for the employee only and 64.0% for dependent tiers, copay increased for primary care physician (PCP) visits from \$20.00 to \$25.00, and copay increased for specialist from \$30.00 to \$35.00. Urgent Care copay increased from \$30.00 to \$35.00. The County pays 100% of the premium for the employee only option of the High Deductible Health Plan (HDHP) Health Savings Account (HSA) and 78.0% for dependent tiers.

The employer contributes \$50.02 monthly to the employee's HSA. The \$20.00 wellness incentive will continue for employees who receive annual preventive screening, complete the health risk assessment via Blue Cross Blue Shield and complete a biometric screening.

A third option was approved for the YCEBT medical plan. The addition of a PPO Option 2, \$1,000 deductible, PCP copay is \$30.00, Specialist copay is \$40.00. Urgent Care copay is \$40.00.

Effective Date is July 1, 2018, 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 FY 2019-2020 base cost for compensation above the amount adopted for any of the pay plans, and further clarified as follows:

- a. The requirements of this resolution are that the salary base for FY2019-2020 will not exceed the base for FY2018/19 plus the budgeted FY 2019-2020 increase for any of the pay plans.
- b. The baseline for FY 2018-2019 may be exceeded to the extent that the Yuma County Personnel Rules allow the County:



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1. To hire new employees (to include lateral transfers, promotions, voluntary grade adjustments and demotions), subject to availability of existing budget funding up to the midpoint of the salary range with County Administrator's approval.
2. For voluntary grade adjustments or demotions, the salary will adjust as follows:
  - a. If an employee requests a voluntary grade adjustment and returns to a position which they formerly held, the employee's salary will be reduced by the same amount as received on the promotion to the position.
  - b. If an employee requests a voluntary adjustment or is placed in a lower grade position not previously held, the employee's salary will be reduced based on the assignment to the lower grade.

If budget authority is not available for anything above Step 1.0, County Administrator approval is required. Justification above Step 1.0 is not required, if budget authority is available for the vacant position. 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 with the County Administrator's approval:

1. To comply with the County Personnel Rule Chapter III, Section G.
  2. To comply with the County Personnel Rule Chapter II, PR-212, regarding retention adjustments 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 BOS adopted compensation adjustments as listed above.
  5. To accommodate the annualized salaries of new positions added during the fiscal year specifically by the BOS.
- c. Considering the availability of budgeted funding, sustainability of any additional expense in FY 2018-2019, and the adequacy of spendable resources, the following budget administration and position control actions require approval from the BOS:
1. Supplemental increases to the adopted budget appropriations.
  2. Decreases to adopted budget appropriations.
  3. Contingency and Reserve Accounts - transfers to and from, increases or decreases.
  4. Transfer of non-General Fund positions to the General Fund and all other transfers of General Fund positions.
  5. Combining part-time positions to create a full-time position.
  6. Loss of funding for a position, split funding the percentage to the General Fund.
  7. Transfer of a grant/fee based fund to the General Fund.



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The following position control policies require approval from the department director or agency head and the County Administrator:

1. Transfer of grant positions from one grant-funding source to another grant-funding source administered by the same agency.
2. Transfer of .50 FTE grant funded position to a non-grant special revenue funded position (maximum per department, per fiscal year).
3. Transfer of non-grant special revenue funded positions to another non-grant special revenue funding source.
4. Transfer of non-grant funded positions to funding by grants.

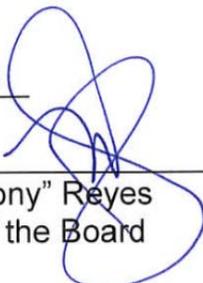
NOW, THEREFORE, BE IT RESOLVED, THE YUMA COUNTY BOARD OF SUPERVISORS, AND THE BOARDS OF DIRECTORS OF ALL SPECIAL TAXING DISTRICTS HEREBY ADOPT THIS JOINT RESOLUTION NO. 2018-27 ADJUSTING EMPLOYEE COMPENSATION; FUNDING A LOAN REPAYMENT ASSISTANCE PROGRAM; AND FUNDING A TUITION REIMBURSEMENT PROGRAM.

NOW, THEREFORE, BE IT ALSO RESOLVED THAT RESOLUTION 2018-27 SUPERSEDES RESOLUTION 2018-20.

Adopted this 23rd day of July, 2018.

VOTE RECORD:

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0




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Marco A, "Tony" Reyes  
Chairman of the Board

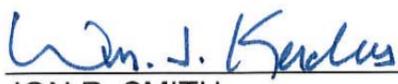
ATTEST:




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SUSAN K. THORPE  
County Administrator

APPROVED AS TO FORM:




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JON R. SMITH  
County Attorney