



**YUMA COUNTY BOARD OF SUPERVISORS  
RESOLUTION NO. 2021-13**

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

**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 County Pay Adjustment**

- a) The County pay scale will increase by an approximate 1.0%. The effective date is the first full pay period of the 2021/22 fiscal year (Pay period beginning July 11, 2021 through July 24, 2021; pay changes reflected on pay date July 30, 2021).

**Eligibility**

- Elected Officials **are not eligible** for the pay plan adjustments.

All full-time and part-time employees are eligible for the County pay adjustment.

- Temporary employees **are not eligible** for the pay adjustments.
- Employees who are at the maximum salary of their grade will remain on the established step on the adopted pay scale.

**2. Amending the current County Pay Scale**

- a) Increase current steps from 1 to 24 to become 1 to 25; 2.0% between full steps and 1.0% between half steps.
- b) The full range is approximately 61.2% from minimum salary to maximum salary for each grade on the proposed pay scale.
- c) New Hires will remain on the current established step on the adopted pay scale.

**3. Implementation of County Step Adjustment**

- a) Funding of a full step (an approximate 2.0%) is provided for all employees **except** those who received a "Needs Improvement" on their most recent performance evaluation. The full step is effective on the first full pay period of the 2021/22 fiscal year. (Pay period beginning July 11, 2021 through July 24, 2021; pay changes reflected on pay date July 30, 2021).

The following criteria will determine eligibility and the percentage amount for step plan adjustments for County employees:

**Eligibility**

- Elected Officials **are not eligible** for the pay adjustments.
- All full-time and part-time employees are eligible for the County pay adjustment except those who received a "Needs Improvement" on their most recent performance evaluation and have completed an original probation.
- If the employee has not completed an original probation, the employee will be eligible to receive the (approximate 2% increase) upon completion of their anniversary date, effective the first full pay period following their anniversary date.
- Eligible employees *must* have been employed by July 10, 2021 to be eligible to receive the full step, effective after successful completion of an original probation and anniversary year.
- Temporary employees **are not eligible** for the pay adjustments.
- Employees who are at the maximum salary of their grade will remain on the established step on the adopted pay scale.

**4. Salary & Grade Adjustments**

- a) Employees in the following Assessor classifications were identified to receive a market salary and grade adjustment:
- Title Examiner I, II and III and Office Specialist III (under fill as Office Specialist II and I)
  - Chief Deputy Assessor
- b) Employees in the following County Attorney Office – Criminal Division and Legal Defender classification were identified to receive an inequity adjustment:
- Capital Attorney

- c) Employees in the following County Attorney Office - Civil Division classification were identified to receive an inequity adjustment:
  - Chief Civil Deputy Attorney
- d) Employees in the following Facilities Management classifications were identified to receive a title change with no impact to the salary or grade.
  - Custodial Manager and Assistant Custodial Manager
- e) Employees in the following Facilities Management classification were identified to receive a grade, compression and/or inequity adjustment:
  - Custodian
- f) Employees in the following Health District classifications were identified to receive a market salary and grade adjustment:
  - Medical Assistants, Public Health Emergency Preparedness Coordinator, Emergency Preparedness Planner and Administrative Assistant in the Emergency Preparedness division.
- g) Employees in the following Health District classification were identified to receive a salary and grade adjustment.
  - Environmental Health Program Supervisor
- h) Employees in the following Health District classification were identified to receive a title change and grade change with no impact to salary.
  - WIC Program Manager
- i) Employees in the following Public Works classification were identified to receive a market salary and grade adjustment:
  - Solid Waste Technician
- j) Employees in the following Engineering classification were identified to receive a market salary and grade adjustment:
  - Civil Engineer
- k) Employees in the following Information Technology classifications were identified to receive a market salary and grade adjustment:
  - Computer Support Specialist I, III and Desktop Support Manager
- l) Employees in the following Library District classifications were identified to receive a market salary and grade adjustment:
  - Library Network Technician, Account Specialist II, Account Clerk III and Computer Technician I and II

Effective date for grade and market salary adjustments, compression and inequity adjustments is the first full pay period of the 2021/22 fiscal year (Pay period beginning July 11, 2021 through July 24, 2021; pay changes reflected on pay date July 30, 2021).

5. **Reclassifications**

- a) Funds are provided for 14 reclassifications.
- b) Effective date for reclassifications is the first full pay period of the 2021/22 fiscal year (Pay period beginning July 11, 2021 through July 24, 2021; pay changes reflected on pay date July 30, 2021).

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

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 Historic Attorney Step Pay Plan will increase by an approximate 1.0%. The effective date is the first full pay period of the 2021/22 fiscal year (Pay period beginning July 11, 2021 through July 25, 2021; pay changes reflected on pay date July 30, 2021).
- 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 11, 2021.
- c) Funding of a full step (an approximate 2.0%) is provided for all employees **except** those who received a "Needs Improvement" on their most recent performance evaluation. The full step is effective on the first full pay period of the 2021/22 fiscal year.

The following criteria will determine eligibility and the percentage amount for pay adjustments 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.
- Elected Officials **are not eligible** for the pay adjustments.
- All full-time and part-time employees are eligible for the Historic Attorney Step Plan pay adjustment except those who received a "Needs Improvement" on their most recent performance evaluation and have completed an original probation.

- If the employee has not completed an original probation, the employee will be eligible to receive the (approximate 2.0% increase) upon completion of their anniversary date, effective the first full pay period following their anniversary date.
- Eligible employees *must* have been employed by July 10, 2021 to be eligible to receive the full step, effective after successful completion of an original probation and anniversary year.
- Temporary employees **are not eligible** for the step plan adjustment.
- Attorneys who are at the maximum salary of their grade will remain on the current established step on the adopted Historic Attorney Step Pay Plan.

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

**C. Selected Law Enforcement 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, Senior Emergency Communications Dispatcher, Emergency Communications Dispatcher, Deputy Sheriff, Senior Deputy Sheriff, Public Safety Sergeant, Lieutenant and Captain.

**1. Implementation of Pay Adjustment**

- a) The Selected Law Enforcement Pay Plan will increase by an approximate 1.0%. The effective date is the first full pay period of the 2021/221 fiscal year (Pay period beginning July 11, 2021 through July 24, 2021; pay changes reflected on pay date July 30, 2021).
- b) Grades 186 through 346 will remain effective for the Selected Law Enforcement Pay Plan.

**Eligibility**

- Elected Officials **are not eligible** for the pay plan adjustments.

All full-time and part-time employees are eligible for the County pay adjustment.

- Temporary employees **are not eligible** for the pay adjustments.
- Employees who are at the maximum salary of their grade will remain on the current established step on the adopted pay scale.

2. **Amending the current Selected Law Enforcement Pay Plan:**
  - a) Increase current steps from 1 to 24 to become 1 to 25; 2.0% between full steps and 1.0% between half steps.
  - b) The full range is approximately 61.2% from minimum salary to maximum salary for each grade on the proposed pay scale.
  - c) New Hires will remain on the current established step on the adopted salary scale.
  
3. **Implementation of Selected Law Enforcement Step Adjustment**
  - a) Funding of a full step (an approximate 2.0% increase) is provided for all employees **except** those who received a "Needs Improvement" on their most recent performance evaluation. The full step is effective on the first full pay period of the 2021/22 fiscal year (Pay period beginning July 11, 2021 through July 24, 2021; pay changes reflected on pay date July 30, 2021).

The following criteria will determine eligibility and the percentage amount for pay adjustments for employees on the Selected Law Enforcement Pay Plan:

**Eligibility**

- Elected Officials **are not eligible** for the pay scale or salary step adjustment.
- All full-time and part-time employees are eligible for the Selected Law Enforcement Step Pay Plan pay adjustment except those who received a "Needs Improvement" on their most recent performance evaluation and have completed an original probation.
- If the employee has not completed an original probation, the employee will be eligible to receive the (approximate 2.0% increase) upon successful completion of their anniversary date, effective the first full pay period following their anniversary date.
- Eligible employees *must* have been employed by July 10, 2021 to be eligible to receive the full step, effective after successful completion of an original probation and anniversary year.
- Temporary employees **are not eligible** for the step plan adjustment.
- Employees who are at the maximum salary of their grade will remain on the current established step on the adopted Selected Law Enforcement salary scale.

**4. Salary Adjustments**

Employees in the following law enforcement classifications were identified to receive a salary adjustment for a comparative market adjustment.

- Detention Officer, Senior Detention Officer and Detention Sergeant classification will receive an additional 3.0%. Effective date is the first full pay period of the 2021/22 fiscal year (Pay period beginning July 11, 2021 through July 24, 2021; pay changes reflected on pay date July 30, 2021).

**5. Salary Adjustments**

Employees in the following law enforcement classifications were identified to receive a compression and/or inequity adjustment.

- Detention Officer, Senior Detention Officer and Detention Sergeant, Lieutenant and Captain. Effective date is the first full pay period of the 2021/22 fiscal year (Pay period beginning July 11, 2021 through July 24, 2021; pay changes reflected on pay date July 30, 2021).

**6. Pay Scale Adjustment**

- For the Senior Detention Officer - grade 243, step 8.5 and Detention Sergeant – grade 264, step 8.5 hourly rate will become step 1.0 hourly rate.
- For the Senior Deputy - grade 278, step 1.0, the Public Safety Sergeant grade 296, step 1.0, the Lieutenant grade 314, step 1.0, and the Captain grade 332, step 1.0 is the starting hourly rate.
- Newly hired or promoted individuals will be placed on the new step 1, to reduce the potential for compression problems.

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

**D. Housing Pay Plan:**

**1. Housing Pay Plan**

The Housing pay scale will increase by an approximate 1.0%. The effective date is the first full pay period of the 2021/22 fiscal year (Pay period beginning July 11, 2021 through July 24, 2022; pay changes reflected on pay date July 30, 2021).

**Eligibility**

- Elected Officials **are not eligible** for the pay plan adjustments.
- All full-time and part-time employees are eligible for the Housing pay adjustment.
- Temporary employees **are not eligible** for the pay adjustments.

- Employees who are at the maximum salary of their grade will remain on the current established step on the adopted pay scale.

**2. Amending the current Housing Pay Plan:**

- a) Increase current steps from 1 to 24 to become 1 to 25; 2.0% between full steps and 1.0% between half steps.
- b) The full range is approximately 61.2% from minimum salary to maximum salary for each grade on the proposed pay scale.
- c) New Hires will remain on the current established step on the adopted salary scale.

**3. Implementation of Housing Step Adjustment**

Funding of a full step (an approximate 2.0% increase) is provided for all employees **except** those who received a "Needs Improvement" on their most recent performance evaluation. The full step is effective on the first full pay period of the 2021/22 fiscal year (Pay period beginning July 11, 2021 through July 24, 2021; pay changes reflected on pay date July 30, 2021). Grades 96 through 133 will remain effective for the Housing Step Plan.

The following criteria will determine eligibility and the percentage amount for pay adjustments for Housing employees:

**Eligibility**

- Elected Officials **are not eligible** for the pay plan adjustments.
- All full-time and part-time employees are eligible for the Housing Pay Plan adjustment except those who received a "Needs Improvement" on their most recent performance evaluation and have completed an original probation.
- If the employee has not completed an original probation, the employee will be eligible to receive the (approximate 2.0% increase) upon successful completion of their anniversary date, effective the first full pay period following their anniversary date.
- Eligible employees **must** have been employed by July 10, 2021 to be eligible to receive the full step, effective after successful completion of an original probation and anniversary year.
- Temporary employees **are not eligible** for the pay adjustments.
- Employees who are at the maximum salary of their grade will remain on the current established step on the adopted pay scale.

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

**E. Judicial Pay Plan:**

**1. Reclassifications:**

- a) Funds are provided for 4 reclassifications.  
Effective date for reclassifications is the first full pay period of the 2021/22 fiscal year (Pay period beginning July 11, 2021 through July 24, 2021; pay changes reflected on pay date July 30, 2021).
- b) All reclassifications for all pay plans shall be in accordance with the policies and guidelines as set forth in the Judicial Merit Rules and County Personnel Rules and Regulations.

**2. Implementation of Salary Adjustment**

- a) The Judicial pay plan will receive an approximate 1.0% pay plan adjustment. The effective date is the first full pay period of the 2021/22 fiscal year (Pay period beginning July 11, 2021 through July 24, 2021; pay changes reflected on pay date July 30, 2021).
- b) Funding of an approximate 2.0% is provided to all employees except those who received an "Unsatisfactory" in their most recent performance evaluation. Effective date is the first full pay period of the 2021/22 fiscal year (Pay period beginning July 11, 2021 through July 24, 2021; pay changes reflected on pay date July 30, 2021).
- c) New Hires will fall in between the minimum and maximum of their pay range.

The following criteria will determine eligibility and the percentage amount for salary adjustments for Court employees:

**Eligibility**

- Elected Officials **are not eligible** for the pay plan adjustment.
- All full-time and part-time employees are eligible for the Judicial pay plan adjustment except those who received an "Unsatisfactory" on their most recent performance evaluation and have completed an original probation.

- If the employee has not completed an original probation, the employee will be eligible to receive the (approximate 2.0% increase) upon successful completion of their anniversary date, effective the first full pay period following their anniversary date.
- Eligible employees *must* have been employed by July 10, 2021 to be eligible to receive the full step, effective after successful completion of an original probation and anniversary year.
- Temporary employees **are not eligible** for the pay adjustments.
- Employees who are at the maximum of their grade will remain on the established pay range on the Judicial pay plan.

**3. Salary & Grade Adjustments**

Employees in the following classification for Superior Court were identified to receive a percentage increase based on the approved Yuma Court Commissioners schedule:

- Court Commissioner Three

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

**F. *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 adjustments.

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

**G. *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 with PR-418.
- The BOS has approved funding for the Vacation/PTO Buy Back Program for eligible employees for FY2021/22. The date of payout will be determined by the BOS.
  - Minimum 5 hours up to a maximum 20 hours

**H. On-Call Pay:**

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

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

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

BE IT FURTHER RESOLVED that the FY2021/22 Medical rates and design changes are as follows:

The employer and employee will contribute a combined 3.0% premium rate increase with no change to the employee dependent contribution, effective July 1, 2021 through June 30, 2022.

The premium percentage paid by the County for the \$600 deductible "Preferred Plan Option (PPO) A" plan is 90.0% for the employee only option and 61.0% for dependent tiers; the employee dependent cost share is 39.0%.

The \$1,000 deductible "PPO B" plan is 94.0% for the employee only option and 72.3% for dependent tiers; the employee dependent cost share is 27.7%.

The County pays 100.0% of the premium for the employee only option of the "High Deductible Health Plan (HDHP) Health Savings Account (HSA)" and 74.6% for dependent tiers; the employee dependent cost share is 25.4%.

The following plan design changes are effective July 1, 2021 through June 30, 2022:

- Increase the deductible on PPO A from \$600 to \$900; increase the deductible on PPO B from \$1,000 to \$1,200; no increase to the HDHP.
- The YCEBT will buy down the remaining shortfall, if any, after plan changes as shown above, with use of reserves.
- Increase the Southwest Service Administrator (SSA) Mexico Network benefit from \$3,000 to \$5,000 for an individual and from \$7,000 to \$10,000 for a family, effective July 1, 2021 through June 30, 2022.

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.

### III. Budgetary Consideration to Compensation Changes

BE IT FURTHER RESOLVED that no compensation changes shall be granted which would have the effect of increasing the FY2022/23 base cost for compensation above the amount adopted for any of the pay plans, and further clarified as follows:

The requirements of this resolution are that the salary base for FY2022/23 will not exceed the base for FY2021/22 plus the budgeted FY2022/23 increase for any of the pay plans.

The baseline for FY2021/22 may be exceeded to the extent that the Yuma County Personnel Rules and Regulations allow the County:

To hire new employees (to include lateral transfers, promotions, voluntary grade adjustments and demotions), subject to availability of existing budget authority up to the midpoint of the salary range with County Administrator's approval.

If budget authority is not available for anything above Step 1.0, County Administrator approval is required. Justification above Step 1.0 does not require County Administrator approval, if budget authority is available for the vacant position. However, justification above step 1.0 in accordance with County Personnel Rule Chapter II, PR – 205 (D) 8, will require Human Resources approval.

If the salary that is offered to the new employee does not exceed the midpoint, but does exceed the salary of the employee formerly holding the position, the baseline amount can be exceeded with the County Administrator's approval for the following reasons:

1. To comply with the County Personnel Rule Chapter III, Section G.
2. To comply with the County Personnel Rule Chapter II, PR-211, regarding retention adjustments to be made to increase an employee's salary up to 10.0% in order to retain employees who 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.

Considering the availability of budgeted funding, sustainability of any additional expense in FY2021/22, 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.
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 position to the General Fund.

The following position control actions 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.
5. Transfer of General Fund position under the same agency head.
6. Splitting one full-time position to create two part-time positions.


AND, IT IS RESOLVED FURTHER that in the event of any conflict or inconsistency between the provisions of this resolution and any other adopted resolution still in effect, the provisions of this resolution shall govern and control.

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. 2021-13 ADJUSTING EMPLOYEE COMPENSATION.

Adopted this 30th day of June 2021.

VOTE RECORD:

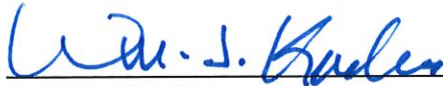
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

  
\_\_\_\_\_  
MARCO A. "TONY" REYES  
Chairman of the Board

ATTEST:

  
\_\_\_\_\_  
SUSAN K. THORPE  
County Administrator/Clerk of the Board

APPROVED AS TO FORM:

  
\_\_\_\_\_  
JON R. SMITH  
County Attorney