



**YUMA COUNTY BOARD OF SUPERVISORS
RESOLUTION NO. 2022-10**

**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 5.00%. The effective date is the first full pay period of the Fiscal Year (FY) 2022/23 (Pay period beginning July 10, 2022 through July 23, 2022; pay changes reflected on pay date July 29, 2022).

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) Eliminate grades 79 to 86 and add grades 174 to 182 to become 87 to 182; 2.0% between grades.
- b) The full range is approximately 61.4% 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 for pay for performance is not available for FY2022/23.

4. Grade & Salary Adjustments

- a) Employees in the following Assessor classifications were identified to receive a grade and salary/compression adjustment, when applicable:
- Appraiser IV, Appraiser III, II, I and Field Data Specialist
 - CAMA Specialist II (underfill CAMA Specialist III)
- b) Employees in the following County Administration classifications were identified to receive a grade and salary/compression adjustment, when applicable:
- Administrative Support Coordinator, Administrative Technician (underfill Administrative Specialist)
 - Budget Technician (underfill Budget Analyst I), Budget Analyst II, Senior Budget Analyst and Budget Manager.
- c) The following County Administration classification- was identified to receive a grade & salary adjustment.
- Deputy County Administrator
- d) Employees in the following Development Services classifications were identified to receive a grade and salary/compression adjustment, when applicable:
- Combination Inspector I, Development Services Executive Coordinator, Planning & Zoning Director, Registered Sanitarian, Sanitarian Aide (underfill Registered Sanitarian)
- e) The following Development Services classification was identified to receive a grade & salary adjustment.
- Registered Sanitarian Supervisor
- f) Employees in the following Recorder's Office – Elections classifications were identified to receive a grade and salary/compression adjustment, if applicable:
- Election Service Director, Elections Coordinator, Elections Specialist and Elections System Specialist
- g) Employees in the following Recorder's Office classification were identified to receive a grade and salary/compression adjustment, when applicable:
- Lead Voter Services Specialist, Voter Services Coordinator, Voter Services Specialist
 - Recording Technician II and Recording Technician I

- h) Employees in the following Facilities Management classifications were identified to receive a grade and salary/compression adjustment, when applicable:
 - Fire & Security Technician II, Fire & Security Technician I and HVAC Mechanic and HVAC Technician
- i) Employees in the following Health District classification were identified to receive a title change, grade and salary/compression adjustment, when applicable:
 - Health Clerk III, Community Health Worker II and Community Health Worker I
- j) Employees in the following Health District classification were identified to receive a grade and salary/compression adjustment, when applicable:
 - Breast Feeding Peer Counselor and Office Specialist I
- k) Employees in the following Yuma County Human Resources- Benefits Division classification were identified to receive a grade and salary/compression adjustment, when applicable:
 - Employee Benefits Coordinator (underfill Employee Benefits Manager), Benefits Specialist, Benefits Representative (underfill Benefits Specialist)
- l) Employees in the following Yuma County Human Resources- Employee Relations Division classification were identified to receive a grade and salary/compression adjustment, when applicable:
 - Employee Relations Analyst I
 - Human Resources Specialist II, Human Resources Specialist I and Human Resources Assistant
- m) Employees in the following Yuma County Human Resources- Safety & Risk Division classification were identified to receive a grade and salary/compression adjustment, when applicable:
 - Safety Compliance Supervisor (underfill Safety Compliance Manager)
- n) The following Yuma County Human Resources – Benefits Division classification will receive a grade & salary adjustment.
 - Employee Benefits Manager and Employee Benefits Supervisor

- o) Employee in the following Information Technology classification was identified to receive a grade and salary/compression adjustment, when applicable:
 - Chief Information Officer

- p) Employees in the following Justice of the Peace- Precinct I classification will receive a grade and salary/compression adjustment, when applicable:
 - Justice Court Administrator
 - Court Operations Manager
 - Chief Clerk
 - Court Attendant
 - Justice Clerk II and Justice Clerk I

- q) Employees in the following Justice of the Peace- Precinct 2 classification will receive a grade and salary/compression adjustment, when applicable:
 - Court Operations Manager
 - Chief Civil Clerk, Chief Criminal Clerk and Chief Clerk
 - Justice Clerk II

- r) Employees in the following Justice of the Peace- Precinct 3 classification will receive a grade and salary/compression adjustment, when applicable:
 - Court Operations Manager
 - Chief Clerk
 - Justice Clerk II and Justice Clerk I

- s) Employee in the following Legal Defender classification will receive a grade and salary/compression adjustment, when applicable:
 - Legal Defender (Director)

- t) Employees in the following Library District classifications were identified to receive a grade and salary/compression adjustment, when applicable:
 - Branch Library Assistant II, Branch Library Assistant I and Branch Library Aide (underfill Branch Library Assistant)
 - Library Assistant II and Library Assistant I
 - Literacy Program Coordinator
 - Custodian
 - Groundskeeper Maintenance Worker

- u) Employees in the following Public Defender classification will receive a grade and salary/compression adjustment, when applicable:

- a. Public Defender (Director)

- v) Employees in the following Public Works classification were identified to receive a grade and salary/compression adjustment, when applicable:
 - Public Works Director
 - Public Works Account Clerk III, Public Work Account Clerk II, Public Works Account Specialist

- w) Employees in the following School Superintendent classifications were identified to receive a grade and salary/compression adjustment, when applicable:
 - School Finance Assistant

Effective date for grade, salary adjustments and compression adjustments is the first full pay period of FY2022/23 (Pay period beginning July 10, 2022 through July 23, 2022; pay changes reflected on pay date July 29, 2022).

5. Reclassifications

- a) Funds provided for eight (8) reclassifications.
- b) Effective date for reclassifications is the first full pay period of the FY2022/23 (Pay period beginning July 10, 2022 through July 23, 2022; pay changes reflected on pay date July 29, 2022).

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 Adjustments

- a) The Historic Attorney Step Pay Plan will increase by an approximate 5.0%. The effective date is the first full pay period of FY2022/23 (Pay period beginning July 10, 2022 through July 23, 2022; pay changes reflected on pay date July 29, 2022).
- 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 10, 2022.
- c) Temporary employees **are not eligible** for the pay adjustments
- d) Funding for pay for performance is not available for FY2022/23.

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.
- Temporary employees **are not eligible** for the pay adjustments.
- 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 5.0%. The effective date is the first full pay period of the FY2022/23 (Pay period beginning July 10, 2022 through July 23, 2022; pay changes reflected on pay date July 29, 2022).
- 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. Implementation of Selected Law Enforcement Step Adjustment

- a) Funding for pay for performance is not available for FY2022/23.

3. Salary Adjustments

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

- Public Safety Sergeant classification will receive an additional 7.0%.
- Lieutenant classification will receive an additional 9.0%.
- Captain classification will receive an additional 11.0%.
- Effective date is the first full pay period of the FY2022/23 (Pay period beginning July 10, 2022 through July 23, 2022; pay changes reflected on pay date July 29, 2022).

4. Amending the current Law Enforcement Pay Scale Adjustment

- For the Emergency Communications Dispatcher, grade 186, step 8.0, Senior Emergency Communications Dispatcher – grade 222, step 8.0 and Emergency Communications Supervisor-grade 251 step 8.0, step hourly rate will become step 1.0 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 5.00%.
The effective date is the first full pay period of the FY2022/23 (Pay period beginning July 10, 2022 through July 23, 2022; pay changes reflected on pay date July 29, 2022).

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. Implementation of Housing Step Adjustment

- (a) Funding for pay for performance is not available for FY2022/23.

3. Grade & Salary Adjustments

- a) Employee in the following Housing classification will receive a grade and salary/compression adjustment, when applicable:
 - Housing Office Specialist I (underfill Housing Office Specialist II)

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

E. *Judicial Pay Plan:*

1. Reclassifications:

- a) No reclassifications submitted.

2. Implementation of Salary Adjustment

- a) The Judicial pay plan will receive an approximate 5.0% pay plan adjustment. The effective date is the first full pay period of the FY2022/23 (Pay period beginning July 10, 2022 through July 23, 2022; pay changes reflected on pay date July 29, 2022).
- b) Funding for pay for performance is not available for FY2022/23.
- 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.
- 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. Grade & Salary Adjustments

Employees in the following classification for Superior Court were identified to receive a grade and salary/compression/inequity adjustment, if applicable:

- Bailiff/Judicial Specialist
- Bailiff/Judicial Specialist/ Assistant Case Flow Manager

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.
- Constable, Precinct 1: The salary increased by 7.67%, from \$48,294 to \$52,000, effective January 1, 2023-A.R.S. 11-424.01.
- Constable, Precinct 2: The salary increased 7.65%, from \$52,273 to \$56,273, effective January 1, 2023 -A.R.S. 11-424.01.
- Clerk of Superior Court: The salary increased 31.348%, from \$63,800 to \$83,800, effective January 1, 2023- A.R.S 12-281.

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 FY2022/23.
- Effective day for the vacation/PTO buy back pay out is pay period November 27, 2022 through December 10, 2022, pay date, December 16, 2022.
- Minimum 5 hours up to a maximum 40 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 FY2022/23 Medical rates and design changes are as follows:

The employer and employee will contribute a combined 0% premium rate increase with no change to the employee dependent contribution, effective July 1, 2022 through June 30, 2023.

The premium percentage paid by the County for the \$900 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 \$1,200 deductible “PPO B” plan is 94.0% for the employee only option and 71.8% for dependent tiers: the employee dependent cost share is 28.2%.

The County pays 100.0% of the premium for the employee only option of the “High Deductible Health Plan (HDHP) Health Savings Account (HSA)”, \$1,500 deductible and 74.7% for dependent tiers; the employee dependent cost share is 25.3%.

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 Real Age 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 , other than the following changes allowed by Yuma County Personnel Rules and Regulations that would have the effect of increasing the FY2023/24 base cost for compensation above the amount adopted in FY 2022/23 for any of the pay plans.

The baseline for FY2022/23 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 FY2022/23, 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. 2022-10 ADJUSTING EMPLOYEE COMPENSATION.

Adopted this 20th day of June 2022.

VOTE RECORD:

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



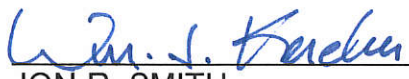
MARCO A. "TONY" REYES
Chairman of the Board

ATTEST:



IAN MCGAUGHEY
Interim County Administrator/Clerk of the Board

APPROVED AS TO FORM:



JON R. SMITH
County Attorney