



**YUMA COUNTY BOARD OF SUPERVISORS
RESOLUTION NO. 2023-23**

**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 salary schedule will increase by approximately 6.0% effective the first full pay period of Fiscal Year 2023/24 (Pay period beginning July 9, 2022 through July 22, 2023; pay changes reflected on pay date July 28, 2023). All full-time, part-time, and temporary employees will receive the County pay adjustment. Employees who are at the maximum salary of their grade will remain on the established step on the adopted pay scale.

2. Implementation of County Step Adjustment

- a) Funding of a half step (approximately 1.0%) is provided for all employees who have been employed in their current position with the County for a minimum of one (1) year, except those who received a "Needs Improvement" on their most recent performance evaluation. The half step is effective on the first full pay period of Fiscal Year 2023/24 (Pay period beginning July 9, 2023 through July 22, 2023; pay changes reflected on pay date July 28, 2023) or on the pay period following the employee's one year anniversary date in their current position.

3. Grade & Salary Adjustments

- a) Employees in the following Sheriff's Office- Jail District classifications were identified to receive a grade and salary/compression adjustment, when applicable:
- Detention Health Services Manager, Detention Nurse Supervisor, Detention Registered Nurse, Detention Licensed Practical Nurse and Detention Certified Nursing Assistant
- Effective date for grade, salary adjustments and compression adjustments is the first full pay period of Fiscal Year 2023/24 (Pay period beginning July 9, 2023 through July 22, 2023; pay changes reflected on pay date July 28, 2023).

4. Reclassifications

- a) Funds provided for sixteen reclassifications.
- b) Effective date for reclassifications is the first full pay period of Fiscal Year 2023/24 (Pay period beginning July 9, 2023 through July 22, 2023; pay changes reflected on pay date July 28, 2023).

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 approximately 6.0%. The effective date is the first full pay period of Fiscal Year 2023/24 (Pay period beginning July 9, 2023 through July 22, 2023; pay changes reflected on pay date July 28, 2023).
- 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 9, 2023. All employees on the Historic Attorney step pay plan will receive the salary adjustment. Employees who are at the maximum salary of their grade will remain on the established step on the adopted pay scale.
- c) Funding of approximately 1.0% is provided for all employees who have been employed in their current position with the County for a minimum of one (1) year, except those who received a "Needs Improvement" on their most recent performance evaluation. The 1.0% is effective on the first full pay period of Fiscal Year 2023/24 (Pay period beginning July 9, 2023 through July 22, 2023; pay changes reflected on pay date July 28, 2023) or on the pay period following the employee's one (1) year anniversary date in their current position.

- d) 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 salary schedule will increase by approximately 6.0% effective the first full pay period of Fiscal Year 2023/24 (Pay period beginning July 9, 2023 through July 22, 2023; pay changes reflected on pay date July 28, 2023). All full-time, part-time, and temporary employees on the selected Law Enforcement Pay Plan will receive the salary adjustment. Employees who are at the maximum salary of their grade will remain on the established step on the adopted pay scale.

2. Implementation of Selected Law Enforcement Step Adjustment

- a) Funding of a half step (approximately 1.0%) is provided for all employees who have been employed in their current position with the County for a minimum of one (1) year, except those who received a "Needs Improvement" on their most recent performance evaluation. The half step is effective on the first full pay period of Fiscal Year 2023/24 (Pay period beginning July 9, 2022 through July 22, 2023; pay changes reflected on pay date July 28, 2023) or on the pay period following the employee's one (1) year anniversary date in their current position.

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 salary schedule will increase by approximately 6.0% effective the first full pay period of Fiscal Year 2023/24 (Pay period beginning July 9, 2023 through July 22, 2023; pay changes reflected on pay date July 28, 2023). All Housing full-time, part-time, and temporary employees will receive the Housing salary adjustment. Employees who are at the maximum salary of their grade will remain on the established step on the adopted pay scale.

2. Implementation of Housing Step Adjustment

- a) Funding of a half step (approximately 1.0%) is provided for all employees who have been employed in their current position with the County for a minimum of one (1) year, except those who received a "Needs Improvement" on their most recent performance evaluation. The half step is effective on the first full pay period of Fiscal Year 2023/24 (Pay period beginning July 9, 2023 through July 22, 2023; pay changes reflected on pay date July 28, 2023) or on the pay period following the employee's one (1) year anniversary date in their current position.

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

E. Judicial Pay Plan:

1. Reclassifications:

- a) Funds provided for two reclassifications.
- b) Effective date for reclassifications is the first full pay period of Fiscal Year 2023/24 (Pay period beginning July 9, 2023 through July 22, 2023; pay changes reflected on pay date July 28, 2023).

All reclassifications for the Judicial Pay Plan shall be in accordance with the policies and guidelines as set forth in the Judicial Merit Rules.

2. Implementation of Salary Adjustment

The Judicial Pay Plan will allocate the following increase in funding to be implemented as recommended by the Judicial Merit System and approved by the Presiding Judge:

- a) An approximate 6.0% adjustment will be provided to all incumbents that are employed as of June 30, 2023. All full-time, part-time, and temporary employees will receive the salary adjustment effective the first full pay period of Fiscal Year 2023/24 (Pay period beginning July 9, 2023 through July 22, 2023; pay changes reflected on pay date July 28, 2023).
- b) Apply an approximate 1.0% adjustment to all full-time and part-time incumbents with more than one (1) year of service as of June 30, 2023 effective the first full pay period of Fiscal Year 2023/24 (Pay period beginning July 9, 2023 through July 22, 2023; pay changes reflected on pay date July 28, 2023).
- c) Apply an approximate 1.0% adjustment to all incumbents that are employed as of June 30, 2023 once they reach one (1) year of service anniversary with the court.
- d) Employees who are at the maximum of their grade will remain on the established pay range on the Judicial Pay Plan.

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

F. Elected Officials

1. Elected Official pay is governed by Arizona Revised Statute; therefore the salary of Superior Court Judges will increase from \$164,700 to \$180,000 effective January 1, 2024 pursuant to A.R.S. § 41-1904.

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 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 Fiscal Year 2023/24.
- Effective date for the Vacation/PTO buy back pay out is pay period November 26, 2023 through December 9, 2023, payable on December 15, 2023.
- 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 per hour 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 Fiscal Year 2023/24 medical rates and design changes are as follows:

The employer and employees will contribute for a combined 4.0% premium rate increase with no change in the percentage of the employee dependent contribution, effective July 1, 2023 through June 30, 2024.

The premium percentage paid by the County for the \$1,100 deductible "Preferred Plan Option (PPO) A Plan" is approximately 90.0% for the employee only option and 61.0% for dependent tiers; the employee dependent cost share is 39.0%.

The \$1,400 deductible "PPO B Plan" is approximately 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% of the premium for the employee only option of the "High Deductible Health Plan (HDHP) Health Savings Account (HSA)", \$1,500 deductible and 74.6% for dependent tiers; the employee dependent cost share is 25.4%.

The employer contributes \$50.02 monthly to the employee's HSA. The \$20.00 wellness incentive will continue for employees who complete the Real Age Health Risk Assessment via Blue Cross Blue Shield, and complete a biometric screening by May 11, 2023.

III. Budgetary Consideration to Compensation Changes

BE IT FURTHER RESOLVED that no compensation changes shall be granted, other than the following changes allowed by the Yuma County Personnel Rules and Regulations that would have the effect of increasing the Fiscal Year 2024/25 base cost for compensation above the amount adopted in FY2023/24 for any of the pay plans.

The baseline for Fiscal Year 2023/24 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; the County Administrator's or the designee's 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 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 County Personnel Rule 302, Section G/Promotion.
2. To comply with County Personnel Rule 211/Retention Adjustment, retention adjustments 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 Fiscal Year 2023/24, 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 transfer allowed 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 to another division 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. 2023-24 ADJUSTING EMPLOYEE COMPENSATION.

Adopted this 19th day of June 2023.

VOTE RECORD:

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



MARTIN PORCHAS
Chairman of the Board

ATTEST:



IAN MCGAUGHEY
County Administrator/Clerk of the Board

APPROVED AS TO FORM:



JON R. SMITH
County Attorney