



MEMORANDUM

Date: June 26, 2018

To: The Honorable Chair and Members
Pima County Board of Supervisors
Presiding Judge, Superior Court
Elected Officials
Appointing Authorities

From: C.H. Huckelberry
County Administrator

A handwritten signature in black ink, appearing to read "C.H. Huckelberry", is written over the typed name and title.

Re: **Fiscal year 2018/2019 Employee Compensation**

The Pima County Board of Supervisors (BOS) adopted the Fiscal Year (FY) 2018/2019 budget on June 19, 2018. As part of the final budget adoption, the Board of Supervisors approved a county-wide 2.5% salary adjustment for all eligible employees effective July 8, 2018. Existing employees who are promoted or moved to another job classification after June 30, 2018 and on or before July 8, 2018, will receive the 2.5% adjustment based on their job classification and salary rate as of June 30, 2018. Employees in the following classifications or employment types will also be eligible to receive the 2.5% salary increase:

- All Intermittent and Temporary employees
- Employees in the 9997/Adult Work Experience Program, 6285/Sports Official, 9909/Events Worker classifications
- 3148/Law Clerk – County Attorney classifications
- 3142/Law Clerk and 7656/Law Clerk – Unclassified with employment type C (Law Clerk)
- 9993/Youth Worker
- 1110/Library Page (Employment type F,H,Q Intermittent, Summer Youth or Youth Worker)
- Employees with employment type I (Interns)

The following employees, classifications or employment types are excluded from the salary increase:

- Elected Officials
- Judges, Judges Pro Tem, and Court Commissioners (Classification Codes 0302, 0305 and 0167)
- Part-Time Judges (Classification Code 8094)
- Hearing Officers (Classification Code 8067)
- Election Workers (Classification Code 9994)

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- AmeriCorps (Classification Code 8143)
- Employees identified as a new hire Trainee status in a Trainee Program as stipulated in Administrative Procedure 23-18
- Employees hired after 6/30/2018

Pay adjustments will be automatically processed for eligible employees for the 2.5% salary increase effective July 8, 2018. The Finance & Risk Management Department will prepare and submit two copies of the pay adjustment notice to the departments, one for the department personnel file and one for the employee. The Finance & Risk Management Department will submit one copy to Human Resources for filing in the official personnel file (OPF).

The BOS also approved a 1% salary adjustment for employees whose hourly rate is equal to or below \$24.0384 (\$50,000 annualized salary). This salary adjustment will be effective January 6, 2019. Employees, classifications or employment types excluded from the 2.5% salary adjustment identified above are also excluded from the 1% salary adjustment.

Salary range minimums and maximums for all job classifications with the exception of 3211/Deputy Sheriff (S1 salary grade), 3291/Corrections Officer (G1 salary grade) and 3293/Corrections Specialist (G1 salary grade) will remain the same. Salary range adjustments for the S1 and G1 salary grades will be identified via separate memorandum.

CHH/mp

c: Jan Leshar, Chief Deputy County Administrator
Tom Burke, Deputy County Administrator for Administration
Carmine Debonis Jr., Deputy County Administrator for Public Works
Dr. Franciso Garcia, Assistant County Administrator for Community and Health Services
Wendy Petersen, Assistant County Administrator for Justice and Law Enforcement
Nanette Slusser, Assistant County Administrator for Public Works
John Voorhees, Assistant County Administrator
Cathy Bohland, Human Resources Director
Michelle Campagne, Interim Director for Finance & Risk Management