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# MEMORANDUM

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Date: January 24, 2017

To: Robert Johnson, Budget Manager  
Finance and Risk Management

From: C.H. Huckelberry  
County Administrator

A handwritten signature in black ink, appearing to be "CHH", is written over the printed name "C.H. Huckelberry".

Re: **January 17, 2017 Memorandum from Sheriff Mark Napier Regarding Management of On-Call Pay**

Please review the attached January 17, 2017 memorandum from Sheriff Mark Napier to determine appropriate monitoring parameters with payroll activities to ensure the savings referenced actually occur.

Please contact Chief Karl Woolridge to determine how best to provide him with feedback regarding our payroll calculations for the Sheriff's Department that would indicate the number of employees actually receiving on-call pay during any given pay period.

CHH/anc

Attachment

c: Tom Burke, Deputy County Administrator for Administration  
Keith Dommer, Director, Finance and Risk Management



# PIMA COUNTY SHERIFF'S DEPARTMENT

*Mark D. Napier, Sheriff*

1750 East Benson Highway, Tucson, Arizona 85714-1758

Phone: (520) 351-4600 • Fax: (520) 351-4622 • [www.pimasheriff.org](http://www.pimasheriff.org)

January 17, 2017

Mr. C. H. Huckelberry  
Pima County Administrator  
130 W. Congress, 10<sup>th</sup> floor  
Tucson, Arizona 85701

**RE: Management of On-Call Pay**

Dear Mr. Huckelberry,

Thank you for the information provided in the memorandum of January 11, 2017. Upon taking office on January 3, I directed staff to conduct a comprehensive assessment of the overutilization of on-call pay. This revealed the previous Sheriff's Department administration used on-call pay as a salary supplement and an assignment incentive, well beyond its intended purpose of compensating those employees required to report to work fit for duty within one hour. No efforts were made to reduce this practice or the significant expenses it brought.

An audit of on-call positions was conducted to identify those positions and employees truly eligible for this premium pay. The assessment resulted in the elimination of on call pay for 95 assignments. Each on-call position represents a savings of approximately \$8,653 in salary and additional, varying employee related expenses (EREs). The total estimated annualized savings for the department is \$1.3 million and the expected savings for remaining FY 16/17 is \$600,000.

In deference to our employees and in support of department operations, these changes to on-call will be implemented on February 19, 2017. The department will further adopt a command directive defining and regulating those positions eligible for on call pay. This command directive will clarify the use of on-call pay and prevent any future abuse of this premium pay.

If you should require further information on this matter please contact Chief Karl Woolridge at (520) 351-6204.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark D. Napier", written over a horizontal line.

Mark D. Napier  
Pima County Sheriff

MDN/kjw