

**DR. MATT HEINZ**

Supervisor  
District 2



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## Pima County Board of Supervisors

To: Melissa Manriquez, Clerk of the Board

From: Dr. Matt Heinz, Supervisor, District 2

Date: April 14, 2022

RE: BOS Agenda 04/19/22:  
BOS Policy/Policies re County Administrator, Other Senior Leadership, "Highly Paid Employees"; Retirement and Return-to-Work; Notification and Consent

A handwritten signature in blue ink, appearing to read "M. Heinz".

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Please add this item to the addendum agenda for 04/19/22. Thank you.

### Board of Supervisors:

**Discussion/Direction/Action:** Directing the County Administrator and County staff to draft a new Board of Supervisors' Policy/Policies or Administrative Policy/Policies – for Board approval – to outline the protocols and procedures necessary for when a member of the senior County leadership (deputy department director or higher on the organizational chart) OR a "highly paid employee" in any department (defined as earning 60% or more above the County's median wage for a full-time employee) chooses to retire and return to work for Pima County, either full or part-time, for any period of time, per ASRS rules and state statute.

Such policy/policies should ensure that in the case of the retirement of a county administrator, a return to work for Pima County in any capacity and under any circumstances shall be allowable only with the express consent of the Board of Supervisors, through action taken in a properly noticed public meeting of the Board of Supervisors – prior to such return-to-work taking effect. Such return to work shall be for a finite and defined period, as expressly authorized by the Board of Supervisors, and shall necessitate the creation and execution of a new employment contract for said period. Additionally, such policy shall be included by reference in any employment contract going forward between Pima County, the Pima County Board of Supervisors, and anyone filling the role of County Administrator.

In the case of the retirement of a deputy county administrator, assistant county administrator, department director, deputy department director, or other "highly paid employee" as defined above, a return to work for Pima County in any capacity and under any circumstances shall be allowable only with the express written consent of the County Administrator, with timely notice provided by the County Administrator to the Board of Supervisors. As practicable, such notification to the Board of Supervisors shall occur prior to such return-to-work taking effect.

Such notification to the Board shall also include in writing:

1. The reason(s) for said personnel move being both permissible and advantageous to the county taxpayer and the county organization, and in furtherance of the mission of Pima County;

Supervisor Heinz

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2. A brief initial plan outlining the “post-retirement” length of service to be expected of the retiring employee, and critical objectives to be achieved by said employee during that time; and
3. Any other information deemed necessary for the Board of Supervisors to know.

Under no circumstances shall the county administrator or any person in a county leadership role be able to retire and return to work without the full knowledge of the Board of Supervisors and the public.

cc: Jan Leshar, County Administrator  
Francisco García, MD, MPH, Chief Medical Officer and Deputy County Administrator for Health and Community Services  
Carmine DeBonis, Jr., Deputy County Administrator for Public Works