



Board of Supervisors Memorandum

August 2, 2022

Request to Apply Fiscal Year 2022/2023 Employee Compensation Eligibility to Sheriff Department Trainees in the Basic Law Enforcement or Corrections Training Academies

Background

On July 5, 2022, the Board of Supervisors approved a salary adjustment effective July 3, 2022, for all eligible County Employees. (Attachment) Per Administrative Procedure 23-18, III(C)(2), employees on initial probation at the time of appointment to the Trainee Program are not eligible for a Board approved adjustment until they have successfully completed the Trainee Program and were therefore excluded from the FY 2022/2023 salary adjustment. Per Administrative Procedure 23-50, III(D)(6), both classified and unclassified employees appointed to the Basic Law Enforcement Training Academy (BLETA) or the Corrections Training Academy (CTA) trainee programs are eligible to receive a Board approved salary adjustment during the training period, unless the Board approves otherwise.

Recommendation

Since the BLETA and CTA employees were not included in the Board approved salary adjustment on July 5, 2022, it is recommended to approve the salary adjustment retroactively to July 3, 2022, for BLETA and CTA Sheriff Department employees who were in the position as of June 30, 2022. The estimated cost for this adjustment is \$325,000 from the General Fund Contingency.

Sincerely,

A handwritten signature in black ink, appearing to read "Jan Leshner".

Jan Leshner
County Administrator

JKL/dym – July 20, 2022

Attachment

c: The Honorable Chris Nanos, Pima County Sheriff
Ellen Moulton, Director, Finance and Risk Management
Cathy Bohland, Director, Human Resources



MEMORANDUM

Date: July 6, 2022

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

From: Jan Leshner 
County Administrator

Re: **Fiscal Year 2022/2023 Employee Compensation Eligibility**

The Pima County Board of Supervisors (BOS) adopted the Fiscal Year 2022/2023 budget on July 5, 2022. As part of the final budget adoption, the BOS approved a county-wide salary adjustment for all eligible employees, effective July 3, 2022. Existing employees who were promoted or moved to another job classification after June 30, 2022, and on or before July 3, 2022, will receive the adjustment based on their job classification and salary rate as of June 30, 2022. The amount of the salary adjustment is determined using the hourly rate ranges provided below:

Annual Salary Range	Percent Increase
\$35,000.99 or less	8.5%
\$35,001.00 - \$75,000.99	5%
\$75,001 - \$150,000.99	3%
\$150,001 and above	1%

The employees and Job Classifications identified below 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)
- AmeriCorps (Classification Code 8143)
- Summer Youth (Classification Code 9993)
- Employees identified as a new hire Trainee status in a Trainee Program as stipulated in Administrative Procedure 23-18
- Employees hired or rehired with an effective start date after 06/30/2022

The Honorable Chair and Members, Pima County Board of Supervisors
Presiding Judge, Superior Court
Elected Officials
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Pay adjustments will be automatically processed for eligible employees effective July 3, 2022, and appear on the July 22, 2022 paycheck. In coordination with the Human Resources department, the Department of Finance & Risk Management 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. Finance & Risk Management will also submit one copy of the pay adjustment notice to Human Resources to be filed in each employee's official personnel file.

Salary range minimums and maximums for all job classifications will remain the same.

JKL/dym

c: Carmine DeBonis, Jr., Deputy County Administrator
Francisco García, MD, MPH, Deputy County Administrator
Cathy Bohland, Director, Human Resources
Ellen Moulton, Director, Finance and Risk Management
Andy Welch, Deputy Director, Finance and Risk Management
Sam Correa, Deputy Director, Finance and Risk Management
Xavier Rendon, Budget Division Manager, Finance and Risk Management