



MEMORANDUM

Date: June 24, 2016

To: The Honorable Chair and Members
Pima County Board of Supervisors

From: C.H. Huckelberry
County Administrator 

Re: **Salary Adjustment Funding Agreement**

Section III, Page 4 of my Fiscal Year 2016/17 Employee Compensation memorandum dated June 22, 2016 describes the expected commitment necessary for elected officials, courts, and department and agency management to be eligible for the suggested pay increases. Their commitment is an important component of the pay increase plan to help ensure the pay increases are fiscally sustainable.

Attached is a draft agreement that will be expected to be signed by each Appointing Authority demonstrating their commitment to a fiscally sustainable pay increase plan.

CHH/mjk

Attachment

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

**Fiscal Year 2016/17 Adopted Budget
Salary Adjustment Funding Agreement**

Department: _____

The Pima County Board of Supervisors adopted the Fiscal Year (FY) 2016/17 budget on July 5, 2016. As part of the final budget adoption, the Board approved the following salary adjustments for all eligible County employees:

- 6 percent for employees earning \$35,000 or less per year;
- 5 percent for employees earning between \$35,001 and \$55,000 per year;
- 3.5 percent for employees earning between \$55,001 and \$90,000 per year; and
- 2 percent for employees earning over \$90,001 per year.
- Decompression adjustments for Sheriff Deputies, Sergeants, Corrections Officers and Corrections Sergeants

The cost of this plan in FY 2016/17 for the department is \$ _____.

By signing this agreement, the appointing authority of the department agrees to the following:

- 1) The department agrees to participate in the Board approved salary adjustment plan and will assure the appropriate salary adjustment is allocated to all eligible department employees.
- 2) The department's share of the cost of these salary adjustments is \$ _____.
- 3) The department will provide to the Budget Division of the Finance and Risk Management department a list of appropriate position adjustments totaling \$ _____ and supplies and services adjustments totaling \$ _____ to achieve offsetting changes for its share of the salary adjustment by July 19, 2016.
- 4) The department understands that these changes are ongoing and will continue to be reflected in future years' budgets.
- 5) The level of services provided by the department will not decrease as a result of absorbing its share of the salary adjustment plan.
- 6) The department will receive a budget adjustment increase of \$ _____ for a total FY 2016/17 adopted expenditure budget of \$ _____.
- 7) The department will provide detailed monthly forecasts to the Budget Division of Finance and Risk Management including FY 2016/17 year-end expenditures, revenues, operating transfers, net fund impact, etc.
- 8) The department will not exceed its final adopted expenditure budget in item 6 above.

Note that if the department's appointing authority does not agree to the terms above, that the department's employees will not be eligible for or receive the salary adjustments approved by the Board of Supervisors. Any additional funding designated by the Board for this salary adjustment will be returned to the General Fund.

As the Appointing Authority, I agree to the terms of this agreement and certify that I will absorb any associated costs of the FY 2016/17 salary adjustment within my adopted budget without any decrease in the level of services provided by this department.

Signed: _____
Appointing Authority

Date: _____