

FY 2020-2021 Pinal County Employee Compensation Plan Across-the-Board Salary Adjustment

I. Purpose:

To establish guidelines for an across-the-board (ATB) salary adjustment in order to compensate employees who meet or exceed performance standards; encourage recruitment and retention; and maintain consistency in the County's market position so that the County continues to have the engaged workforce needed to provide quality services to its residents.

II. Statement of Policy

The basis for this Plan is established in Pinal County Policy and Procedure, 4.25, Evaluation and Compensation Plan. Subsection F. Across-the-Board Increase.

The Board of Supervisors may approve an across-the-board salary adjustment. In such cases, all eligible employees will receive a standard increase to be determined at time of passage. Should both increases (performance and ATB) be approved, ATB will be applied as a permanent base building increase first unless otherwise noted. These increases do not affect salary ranges. The Board shall establish an effective date for implementation of the ATB salary increases for eligible employees.

III. Scope

This Plan applies to employees in all Pinal County Elected Offices, appointed departments, and special districts, as well as, the Superior Court of Arizona in Pinal County. Excluded from the Plan are all elected officials and salaried officials whose salary is set by statute. Also excluded are employees covered by a separate Board approved compensation plan, i.e., PCSO Step Plan. Chief Deputies of Elected Officials will receive the increase with the concurrence of the Elected Official.

IV. Plan

In accordance with Policy 4.25, across-the-board increases shall be distributed equally among eligible employees.

Due to the impact COVID-19 has had and continues to have on the work and the workforce resulting in changing goals and performance expectations; increased demands on limited resources; increases in telework, staggered schedules, and employee leaves—all of which may challenge the supervisor's ability to complete fair, accurate evaluations—current written performance evaluations **will not** be mandatory for eligible employees ***unless***: 1) the employee has recently completed a probationary period or is currently a probationary employee and an evaluation has not been completed covering their probationary period, or 2) the employee's overall performance "needs improvement".

Although supervisors may not be required to complete evaluations for purposes of this Plan, this direction is not intended to change the need for supervisors to engage in meaningful performance management practices with their subordinates. Supervisors are encouraged to provide regular feedback to employees regarding their performance as well as to document performance highlights and/or opportunities for improvement.

V. Employee Eligibility Criteria

For purposes of this FY 2020-2021 Plan only, the following eligibility criteria applies and supersedes Policy 4.25.

- A. Be a full or part-time employee as of June 30, 2020.
- B. Meet minimum performance standards (successful or above). The requirement to complete a performance evaluation, however, has been waived with exceptions as noted in this Plan.
- C. Exceptions are as listed below. Supervisors must complete performance evaluations for:
 - 1. Employees whose current, overall performance needs improvement or those whose most recent performance evaluation has an overall rating of "improvement needed".

These employees must have a current evaluation completed and submitted to Human Resources by August 31, 2020, if an evaluation reflecting their performance deficiencies has not already been completed covering the FY2019-2020 timeframe. In addition to the performance evaluation, a Performance Improvement Plan shall be prepared outlining what is required to address the deficiencies.
 - 2. Employees with less than one year of continuous service as of June 30, 2020, shall be eligible once they have successfully completed their initial probationary period or six (6) months of continuous employment if the employee is not covered by a Merit System. In either case, an evaluation covering the applicable period with a rating of 2 or 3 must be completed and on file with County Human Resources before an ATB increase will be processed.
 - 3. Employees who have been promoted or voluntarily demoted who do not have an evaluation on file covering the current position held will be eligible for the ATB increase, however, a current evaluation should be completed and submitted to Human Resources by August 31, 2020, or at the end of the promotional probationary period, whichever is later.
- D. Departments with employees on approved leave who do not have the required performance evaluations on file with County Human Resources should contact Human Resources for guidance.

- E. Employees who were promoted, transferred or voluntarily demoted are eligible as long as they meet all other criteria.
- F. Employees who terminate employment before their pay increases are processed through the payroll system are not eligible.

VI. Funding:

The Board of Supervisors has authorized a two and one half (2.5) percent across-the-board increase for eligible employees. Department budgets have been or will be adjusted as necessary to cover regular salaries and associated employee related expenses for eligible employees to cover the costs of the Plan.

VII. Effective Date

- A. The effective date of the increase for eligible employees is September 20, 2020.
- B. Increases for employees who become eligible on or after September 20, 2020, will be at the beginning of the first pay period after they become eligible.

VIII. Implementation

- A. Departments will be provided spreadsheets by Human Resources and are expected to verify that all eligible employees are included and that employee-level information is correct.
- B. Increases will be applied to the base pay unless doing so would cause the employee's salary to exceed the maximum of the market range for their grade. Any salary adjustment above the maximum of the range for the grade shall be given as a one-time lump sum.
 - 1. Part-time employees shall be considered at the maximum of the market range for their grade if their hourly rate multiplied by 2080 hours meets or exceeds the maximum of the range.
- C. Employees who become eligible for an increase on or after September 20, 2020, shall be processed once notification has been sent to County Human Resources documenting the employee has successfully completed their initial probation, or six months of employment if not Merit System covered, to include a performance evaluation demonstrating the employee meets performance eligibility standards, i.e., a rating of 2 or 3.

IX. Variations

- A. Variations to this Plan which do not change its purpose or intent may be made with the approval of the County Manager.