



Cochise County Board of Supervisors

Public Programs...Personal Service
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Policy Title: Compensation Policy

Policy Number: 2215

Effective: June 19, 2018

Supersedes:

Last Reviewed/Updated:

Scope/Coverage: *All County Employees.* Guidelines for classifying positions and setting and adjusting employee pay rates. Administration of this policy is the responsibility of all hiring authorities, including elected officials, their designees and appointed directors.

Policy Contact: Director of Human Resources

I. Classifying Positions

- A. All positions shall be classified by Human Resources in one of six salary bands according to competitive median-market value, job skills, and career track.
 - 1. Each position will be assigned to a Pay Band based on market value.
 - 2. The relevant labor market will be reviewed annually, and market data will be published/provided for departments to use in salary/budgeting decisions.
 - 3. The County will target pay for fully skilled, experienced and qualified employees at median market value of the applicable recruitment market (as illustrated below) while considering the availability, dependability, consistency and quality of relevant market data.

Job Grouping	Recruitment Area
Clerical/Support Services	Local (within Cochise County)
Labor/Trades	Local (within Cochise County)
Paraprofessionals	Local/Regional (SE AZ)
Professionals	Regional (SE AZ/AZ)
Supervisory/Management	Local or Regional, based on work assignments
Mid-Management	Regional (AZ/Southwest)/National
Top Management	National



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4. If no relevant market data is available, slotting will occur based on a whole job evaluation method.
5. Salary/market data for classifications is in no way binding. The County reserves the right to adjust pay bands and classification placement in pay bands as necessary.

II. Compensation Adjustments

- A. All employees shall be compensated within the salary band under which their job classification is assigned.
 1. Compensation adjustments cannot exceed the total annual salary budget of the department.
 2. No employee's salary shall ever exceed the established market median by more than 20%.
 3. No employee's salary shall be increased by more than 5% in a rolling twelve-month period if the employee is at or above the identified median market salary. Exceptions to this include compensation adjustments that occur because of employee promotion or reclassification.
 4. The Department Director/Elected Official is responsible for determining the appropriate salary for each employee. All salary decisions must:
 - a. be in accordance with the policies set forth above;
 - b. be consistent with equal opportunity principles and/or applicable laws;
 - c. be based upon an employee's skills, education, experience and performance of assigned duties;
 - d. take into consideration the established market value of the position and the salaries of other county employees in the same job classification;
 - e. be documented in writing, which indicates the specific rationale for the salary;
 - f. be submitted to Finance and Human Resources for final review and processing prior to advising the employee of the effective date.
- B. The Finance Director and Human Resources Director shall establish procedures to ensure all salary adjustments are:
 1. processed in a timely manner if determined to be in accordance with these policies.
 2. promptly returned to departments for reconsideration and correction if determined to be inconsistent with these policies.