



MEMORANDUM

DATE: April 24, 2020

TO: Michael Ortega
City Manager

FROM: 
Ana Urquijo, Administrative Services
Officer / Human Resources Director

SUBJECT: ANNUAL COMPENSATION PLAN RECOMMENDATION

The City Charter requires that the Human Resources Director, under the direction of the City Manager, to annually present to Mayor and Council a recommendation regarding employee compensation for the following fiscal year.

In accordance with the Tucson Code and the City's Compensation Administrative Directives, the Human Resources Department is responsible for maintenance of the City's compensation system and to ensure that the schedules retain a competitive posture in the relevant labor markets, subject to available funding and current economic trends.

To that end, the Human Resources Department has conducted and participated in labor market salary surveys, conducted market reviews and collected salary data from other municipalities and public entities.

Over the course of the last year the City of Tucson conducted market reviews to determine current posture and make recommendations for the upcoming fiscal year as part of the City Manager's Employee Retention Plan. Due to COVID 19, the City of Tucson's market posture will become unknown until the economy stabilizes and will be suspending all market reviews until 2022 at the earliest. The City of Tucson will have to be practical as the job market may soon reflect a different benchmark of pay comparisons. As a result, it is my recommendation that the City of Tucson will maintain the current salary posture with no across the board market increases and no changes to the compensation plan at this time.

Mayor's Public Hearing

In accordance with Tucson City Charter Chapter VII Section 2, on Friday, May 8, 2020, at 4:00 p.m., the Mayor will hold a public hearing during which time City employees and other interested parties may present their comments regarding the Recommended Compensation Plan. If disputes with this recommendation cannot be resolved, opportunities to further discuss the FY21 recommendation will be scheduled during the Study Session on May 19, 2020. The City Charter and Code limit wage disputes to the recommendation made by the Human Resources Director.

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