

ADOPTED

PINAL COUNTY UNIFORM MERIT SYSTEM RULES

RULE 1 - Definitions

The following words and phrases used in these Rules have the defined meanings hereinafter set forth unless clearly indicated otherwise in the context.

- 1.0 **"Abandonment of Position"**: An employee who is absent for three or more consecutive days without notifying his/her supervisor as to the reason for the absence is deemed to have abandoned their position.
- 1.1 **"Appeal"**: A written request filed with the Commission by an employee for relief from certain alleged acts or conditions specified in these Rules.
- 1.2 **"Appellant"**: An employee who has filed an Appeal with the Commission.
- 1.3 **"Applicant"**: A person seeking County employment or an employee seeking reappointment, temporary promotional appointment, promotion, or demotion within County employment, who has completed and returned, on a timely basis, an official, properly completed, Pinal County Application form, and has demonstrated that they meet the minimum qualifications for the position for which they are applying.
- 1.4 **"Appointing Authority"**: The single administrative or executive head of a County department, office, authority or governmental budget unit operated within the structure of Pinal County who has the sole authority within the office or unit to appoint or terminate an employee from the County service.
- 1.5 **"Appointment"**: The offer of, and acceptance by, a person of any position in the County classified service in accordance with these rules.
- 1.6 **"Board"**: The Pinal County Board of Supervisors.
- 1.7 **"Candidate"**: An Applicant participating in an examination.
- 1.8 **"Certification"**: The determination that an applicant meets the minimum requirements of position for which he/she applied and is eligible for referral to an Appointing Authority.
- 1.9 **"Certified Law Enforcement Officer"**: An individual employed with the Pinal County Sheriff's Department, in the classified service, who holds a certification from the Arizona Police Officer Standards and Training Board (AZ POST) as a law enforcement officer.
- 1.10 **"Classified Service"**: All positions in the County service, except those expressly designated as unclassified by these rules or by statute.
- 1.11 **"Commission"**: The Pinal County Merit Commission.
- 1.12 **"Continuous Recruitment"**: Recruitment under which applications are received continuously after announcement has been made to that effect.
- 1.13 **"County"**: The Pinal County government.
- 1.14 **"Days"**: "Calendar days" unless the context of these rules otherwise specifies.

- 1.15 **"Deadlines"**: These rules contain deadlines for many events, in the event the prescribed deadline falls on a non-working day, the deadline shall be 5:00 p.m. of the next regularly scheduled working day of the Human Resources Department.
- 1.16 **"Demotion"**: A change in the assignment of an employee from a position in one class to a position in another class having a lower range of pay.
- 1.17 **"Director"**: The Pinal County Human Resources Director.
- 1.18 **"Eligible Applicant"**: An applicant who meets the minimum qualifications for a specific classification and whose application has been placed in the relevant application file.
- 1.19 **"Employee"**: A person who is paid a wage, salary, or stipend from public monies as a Regular Status, temporary, intermittent, provisional, or probationary employee in accordance with official entries on a County payroll.
- 1.20 **"Examination"**: The evaluation process used to measure the qualifications and determine the relative suitability of Candidates.
- 1.21 **"Examination Announcement"**: The official issuance of a notice to give an Examination either on a scheduled or continuous basis to fill positions as they are, or become, vacant in the County service.
- 1.22 **"Filing"**: The receipt of a document by the person or office specified in these rules.
- 1.23 **"Grievance"**: A formal allegation of a problem involving unlawful discrimination or harassment.
- 1.24 **"Hearing Officer"**: A member of the Commission designated by it or its chairman to hear appeals or grievances as provided by these rules.
- 1.25 **"Intermittent Appointment"**: An appointment to a position that recurs on a seasonal or intermittent basis.
- 1.26 **"Layoff"**: The separation of an employee from County employment for reasons of shortage of funds or work or by reason of a bona fide abolishment of a position, change in duties of the position or reorganization.
- 1.27 **"Manifest Error"**: An obvious or apparent error. An error that is clearly discernable and is not subject to interpretation. The Director shall determine whether a Manifest Error exists.
- 1.28 **"Merit Rules"**: The Rules as adopted from time to time by the Pinal County Merit Commission and approved by the Board of Supervisors.
- 1.29 **"Position"**: A specific office or job assignment, whether occupied or vacant, involving defined duties requiring the services of one person.
- 1.30 **"Probationary Employment Period"**: A specific period of employment following appointment, re-employment, transfer, or promotion. It is the final step in the examination process during which the work performance of an employee is evaluated.
- 1.31 **"Promotion"**: A change in the assignment on a competitive basis of an employee from a position in one class to a position in another class having a higher range of pay.
- 1.32 **"Provisional Appointment"**: The appointment of a qualified person on an interim basis not to exceed six (6) months to a position under these Rules without a competitive examination.
- 1.33 **"Provisional Employee"**: An employee who has received a Provisional Appointment but has not been examined or certified.

- 1.34 **"Reassignment"**: A competitive or non-competitive change in the assignment of an employee from one position to another of the same classification and salary within the employee's department.
- 1.35 **"Re-employment"**: The return to County Service of a former employee.
- 1.36 **"Register"**: An official list of eligible applicants for a particular class or group of classes, placed in order of suitability according to results of an examination, which shall be used by the Appointing Authority for selection for appointments to positions in the County Classified Service.
- 1.37 **"Regular Status"**: The status an employee achieves when he/she is granted full-time employment with Pinal County, after the successful completion of the initial probationary employment period.
- 1.38 **"Respondent"**: The Appointing Authority when its interests will be directly affected by the Commission's decision.
- 1.39 **"Senior Deputy"**: An individual who has been employed for a minimum of five years as a Deputy with the Pinal County Sheriffs Department as of the date that applications for promotion must be filed.
- 1.40 **"Suspension"**: The temporary separation without pay of an employee from a position for disciplinary reasons.
- 1.41 **"Temporary Promotional Appointment"**: The assignment of an employee on an interim basis to a position of higher grade to meet a need for a determined time as provided for in these Rules.
- 1.42 **"Transfer"**: A change in the assignment of an employee from one position to another position in the same range of pay.
- 1.43 **"Vacancy"**: A position in the County service which has become or is about to become vacant due to the resignation, transfer or termination of an employee; or a new position which has not yet been filled.