

RULE 2 - GENERAL PROVISIONS

2.01 PURPOSE

The purpose of these Rules is to implement the requirements of the Resolution which establishes for the District a system of personnel administration based on merit principles.

2.02 RULES

- A. These Rules shall apply to all classified positions in the District service.
- B. Amendments to the Rules may be made by the Commission from time to time in accordance with the Resolution.

2.03 CERTIFICATION OF PAYROLLS

The Director or designee, in cooperation with disbursing authorities, shall provide for such audit and certification of personnel service payments as is necessary to insure that all persons in the District service, for whom claim for payment of salaries or compensation is made, are holding positions as provided by law and these Rules. The Director or designee may withhold certification from a payroll or any specific item or items thereon for failure to comply with the Resolution or these Rules.

2.04 DIRECTOR'S DUTIES

- A. To serve as the executive and administrative head of the District's Human Resources Department and the Employee Merit System; to program, direct, and supervise all of its administrative and technical activities.
- B. To attend all meetings of the Commission and provide for the recording of the minutes of its proceedings and be the official custodian of all its records, and keep the members of the Commission informed of all important matters occurring in the administration of the personnel program.
- C. To establish and maintain a roster of all classified employees of the District in which there shall be set forth as to each position and employee, the compensation band title, position control number, the salary, and any other necessary data.
- D. To appoint, under the provisions of the Resolution and these Rules, such employees and such experts and special assistants as may be necessary to carry out effectively the provisions of the Resolution and Rules subject to budget limitations and any laws pertaining thereto.
- E. To formulate and prescribe administrative procedures and forms consistent with these Rules and to publish them with reasonable instructions and guides in the form of personnel manuals.
- F. To develop, in cooperation with appointing authorities and others, training, educational, and staff development programs for employees in departments covered by these Rules.
- G. To announce, recruit, assess, and otherwise provide staffing services to the departments as provided for in these Rules.

- H. To make and publish a fiscal year-end report regarding the work of the Department and the Commission, and such special reports as may be requested by the Commission or other appropriate authorities.
- I. To perform other acts and functions consistent with the Resolution and these Rules necessary or desirable to carry out their purpose and provide personnel administration for the District service.
- J. All duties of the Director may be subject to delegation.

2.05 PERFORMANCE APPRAISAL

- A. The Director shall develop a performance appraisal system and all employees in the classified service shall be evaluated in accordance with this system at established intervals of not more than 12 months.
- B. Performance appraisals shall be considered in determining training needs, salary advancements, the order of reductions in force, transfer, and as a means for identifying employees who should be promoted, demoted or dismissed.

2.06 PROGRAMS FOR EMPLOYEE DEVELOPMENT

The Director shall cooperate with appointing authorities in developing and promoting programs for employee training, safety, morale, work motivation, health, retirement counseling, and welfare.

2.07 EMPLOYMENT OF INDIVIDUALS WITH DISABILITIES

The Director may establish a placement program for individuals with disabilities, and, with the approval of the Commission, establish special procedures that may vary the assessment, certification and selection procedures for the established placement program for individuals with disabilities.

2.08 MEMBERSHIP IN ORGANIZATIONS

- A. Employees in the classified service may join and hold office in any employee organization, labor union, or professional association in which they are eligible for membership, provided that such employee organization, labor union or professional association is not organized for any illegal purpose or primarily engaged in activities contrary to law, and provided further that membership in such organization does not create a conflict of interest.
- B. No person in the District service shall attempt to prohibit or intimidate any employee in the classified service from belonging to or holding office in any lawful organization.
- C. Membership in such organization shall not be considered in any personnel action, including promotion, demotion, suspension or dismissal.

2.09 EMPLOYEE CONCERNS RESOLUTION PROCEDURE

- A. The Director shall establish a procedure to address employee concerns through which employees may obtain information regarding the terms and conditions of their employment, and to ensure that management discretion is exercised in a reasonable manner.
- B. The procedure of each department shall conform to the established procedure.

2.10 DISCRIMINATION IN EMPLOYMENT

The Director shall establish a procedure to address employee complaints regarding discrimination in employment. No appointing authority shall, because of the political affiliations, race, sex, religion, color, national origin, ancestry, age, disability, or any other non-merit factor (as determined by the District's Employee Merit System Commission) of any person:

- A. Refuse to appoint or promote any individual.
- B. Suspend, demote or discharge an employee from a position in the classified service.
- C. Discriminate in compensation or in terms, conditions and privileges of employment.
- D. Refuse to review any complaint based on discrimination, including disability, by an employee regardless of status or an applicant.

2.11 REPRISALS

An appointing authority shall not take disciplinary or punitive action against an employee, nor impede or interfere with the exercise of the employee's right of review, appeal, or of any other employee right under the Resolution or these Rules.

2.12 RECORDS AND REPORTS

- A. Personnel Action Forms: The Director shall prescribe personnel action forms which departments shall use to report personnel actions and status changes as required. The Director shall inform the departments which personnel actions and status changes must be reported.
- B. Department Personnel Records: The Director shall prescribe necessary information and the general format for department personnel records.

2.13 SERVICE OF NOTICE

Unless otherwise provided by law or these Rules, whenever any notice, paper or document is to be given to or served upon any person or department by the Commission or the Director, such notice, paper or document may be personally served or it may be served by certified mail to the last known residence or business address of the addressee. Service is complete and effective upon mailing.

2.14 SEVERABILITY

If any provision of these Rules, or the application thereof to any person or circumstances, is held invalid, the remainder of the Rules, or the application of such provision to other persons or circumstances, shall not be affected thereby.

2.15 CONFLICT WITH FEDERAL AND STATE REQUIREMENTS

Any provision of these Rules which conflicts or is inconsistent with Arizona Revised Statutes, federal law, regulations or standards governing the grant of federal funds or state assistance of positions in a department shall not be applicable to such positions.