

**PIMA COUNTY, ARIZONA
BOARD OF SUPERVISORS POLICY**

Subject:

Multiple Positions

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Purpose

This document sets forth Pima County's policy concerning employees holding more than one position within Pima County.

Background

Certain Pima County employees have been found to hold more than one position within Pima County. Effective July 1, 2006, Pima County will consolidate the Pima County Library System and transfer employees from the City of Tucson to Pima County employment, some of whom are already Pima County employees. In addition, seasonal or other needs can result in temporary, intermittent, or other Pima County employees serving in more than one job with Pima County for at least part of the year. To clarify in what situations an employee may hold more than one position, the following policy is adopted.

Policy

It is the policy of the Board of Supervisors that:

Exempt Employees:

- Full-time, part-time, or temporary exempt employees shall hold only one position within Pima County.

Non-exempt Employees:

- Full-time non-exempt employees shall hold only one position within Pima County.
- Part-time, temporary or intermittent non-exempt employees may hold more than one position within Pima County provided that all the following conditions are met:
 - Employee status must be the same in both positions, e.g. both positions are part-time or both positions are intermittent.
 - Both positions are the same employment type: classified or unclassified.

An exception to this policy can be made, at the discretion of the Appointing Authority, for employees wishing to serve as election workers in conjunction with primary, general, or special elections or for those employees wishing to serve as an Attendant Care Worker for an immediate family member.

Definitions

Exempt Employee	Merit System Rule 1.31
Non-exempt Employee	Merit System Rule 1.40
Full Time Position	Merit System Rule 1.32
Part-time Position	Merit System Rule 1.44
Temporary Employee	Merit System Rule 1.63
Intermittent Employee	Merit System Rule 1.34

Effective: June 6, 2006