



MEMORANDUM

Date: December 23, 2014

To: The Honorable Chair and Members
Pima County Board of Supervisors

From: C.H. Huckelberry
County Administrator 

Re: **Proposed Merit System Rules and Personnel Policy Changes at the December 16, 2014 Board of Supervisor Meeting**

At the December 16, 2014 Board of Supervisors Meeting, Supervisor Elías asked whether the proposed Merit System Rule and Personnel Policy changes had been provided to various union organizations. The attached December 17, 2014 memorandum indicates as a standard practice, these changes are circulated to all of the individuals listed in Item 3.

The latest changes on the December 16, 2014 agenda were circulated and included the Fraternal Order of Police, Sheriff's Deputies' Association, the Service Employees International Union (SEIU), and Corrections Officers' Association as the proposed change benefits the Corrections Officers' Association by allowing Corrections Officers who are on probation to apply for the position of Deputy Sheriff.

If you require any additional information before this matter is returned to the agenda on January 6, 2015, please let me know.

CHH/anc

Attachment

c: Sergeant Eric Johnson, President, Pima County Deputy Sheriffs' Association
Sergeant Costaki Manoleas, President, Fraternal Order of Police
Jay Smith, President, Pima County Corrections Officers Association

Date: December 17, 2014

To: C.H. Huckelberry
County Administrator

From: M. Allyn Bulzoni, Director
Human Resources

Re: Union Notification of Merit System Rule and Personnel Policy Changes

In response to the questions regarding notification to unions of proposed Merit System Rule and Personnel Policy changes, I am providing the following description of our process.

1. Staff performs the appropriate research of best practices of each policy that is proposed for change. If the policy change has been requested by a department other than Human Resources, a justification for the request is reviewed.
2. Staff prepares revised versions of the directives for review.
3. Changes are circulated to all Appointing Authorities and Elected Officials followed by a two week review and comment period. **This circulation also includes Department Personnel Representatives, the Merit System Commission, employee groups, Meet and Confer Committee co-chairs, President of the SEIU Chapter, and legal counsel.**
4. Staff analyzes the comments and suggestions that are received during the review and comment period. Changes (if needed) are made and change documents are prepared for review. If the change is to a Merit Rule, the change is presented to the Merit Commission for review and approval before being presented to the County Administrator for further approval prior to presentation to the Board. Personnel Policy changes are presented to the County Administrator for approval and presentation to the Board.
5. Changes to Merit Rules and Personnel Policies are placed on the next available Board Agenda. At this time, the final recommended Merit Rule and/or Personnel Policy is again distributed to those unions that receive Board Agendas.
6. If and when the Board approves the changes, the revised Merit Rules and/or Policies are distributed.

Employee representatives are given at least two opportunities to communicate their comments on any changes that are proposed.

AB/mp

c: Wendy Petersen, Deputy Director, HR
Cory Dent, Division Manager, HR