



## PIMA COUNTY, ARIZONA BOARD OF SUPERVISORS POLICY

**Subject:**

**PERSONNEL ADMINISTRATION - CLASSIFIED SERVICE –  
PERFORMANCE – BASED RETENTION**

**Policy  
Number**

D 23.7

**Page**

1 of 1

### **PURPOSE**

The purpose of this policy is to comply with the regulations applicable to the standards for a merit system of personnel administration as set forth by the Federal Office of Personnel Management and authorized in the Arizona Revised Statutes.

### **BACKGROUND**

The Pima County Merit System Rules and the Law Enforcement Merit System Rules incorporate the principles of retaining employees on the basis of their performance and correcting performance which is considered inappropriate. A progressive disciplinary approach is recommended to correct or improve a permanent employee's improper conduct/performance. Disciplinary actions, up to and including dismissal, are used by Appointing Authorities, to address a permanent employee's inadequate performance. Dismissal is imposed when an employee's conduct/performance cannot be corrected, or is so egregious that such discipline is warranted.

Employee Performance Appraisals are recommended by the Merit System Rules to determine such activities as promotions, demotions, dismissals, layoffs, merit increases, training needs, etc. Appraisals are to be used as tools to evaluate the performance and level of competency of an employee.

### **POLICY**

It is the policy of the Board of Supervisors that:

Retention in and separation from County service will be based upon standards of performance designed to provide needed levels of service to the public.

Effective Date: October 30, 1990  
Revised Date: July 7, 2009