



PIMA COUNTY, ARIZONA BOARD OF SUPERVISORS POLICY

Subject:

**PERSONNEL ADMINISTRATION - CLASSIFIED SERVICE –
FAIR TREATMENT**

**Policy
Number**

D 23.8

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

Prior to July, 1975, Pima County did not have a formalized Merit System which incorporated the merit principles recommended by the Office of Personnel Management. Each department within Pima County was allowed to develop and implement their own hiring and firing practices. With this approach, employees had few rights and little protection against unfair treatment.

The Board of Supervisors adopted a Merit System for Pima County classified employees in July, 1975, which was based on good management practices, fair treatment for applicants and employees, as well as addressing employee due process rights. Since the adoption of the Merit System, the County Administrator and Board of Supervisors have refined and incorporated revisions in the Rules to ensure compliance with Federal, State and local laws/regulations.

A progressive disciplinary approach is used to correct or improve permanent employees' improper conduct/performance. Appointing Authorities are required to issue an Intent to Take Action Statement and allow an opportunity for a Pre-Action Meeting prior to imposing a disciplinary action which may result in a Suspension Without Pay, Demotion, Administrative Suspension Without Pay, or Dismissal. Eligible employees are provided an opportunity to utilize the grievance system or appeal process to resolve complaints or challenge disciplinary actions.

POLICY

It is the policy of the Board of Supervisors that:

A formal process/mechanism will be provided for complaint resolution.

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