

2.1 APPLICABILITY

Unless otherwise stated, the Merit System Rules shall apply to all positions and employees in the classified service within Pima County Government. These Rules do not apply to employees and/or positions in the Judicial Merit Systems or the Law Enforcement Merit System.

2.2 BASIC OBJECTIVES

The purpose of these Rules is to establish a system of personnel administration in compliance with federal and state laws.

- A. Positions covered by this Merit System will be filled by a competitive process that evaluates applicants on the basis of job-related knowledge, skills and abilities;
- B. Compensation and classification will reflect the responsibility and difficulty of the work and the competitiveness of the position with respect to the labor market;
- C. Involuntary separation from County service will be for a disciplinary reason as defined herein, or for other reasons as specifically provided in these Rules and Pima County Personnel Policies;
- D. Training and development opportunities will be available to all employees commensurate with the needs of the County and service to the public;
- E. Applicants and employees will be treated in a fair, legal, non-discriminatory and reasonable manner and will be provided avenues for internal complaint resolution;
- F. Employees have the right to participate in partisan political activities, but such activities shall not influence or interfere with the conduct of official County business or activities.

2.3 REPRISALS

An employee who reasonably believes he/she is the subject of reprisal for disclosure, pursuant to ARS § 38-531 *et seq.*, to a public body alleging a violation of law, mismanagement, gross waste of monies or an abuse of authority by the employer may file with the Arizona State Personnel Board for purposes of appeal of any such reprisal action. Any such appeal to the Arizona State Personnel Board must be filed, pursuant to ARS § 38-532, within ten (10) days of the effective date of the alleged reprisal action.

2.4 SERVING 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, Human Resources, or an employee, such notice, paper, or document may be personally served, or it may be served by mailing it to the last known residence or business address of the addressee. Service is complete upon mailing.

2.5 SEVERABILITY

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

2.6 SPECIALLY-FUNDED EMPLOYEES

The administration and compensation of persons employed by the County in a program financed in whole or in part by contract with another entity shall be pursuant to the terms of the contract or applicable law if there is a conflict with the Merit System.