

RULE 8 - PROMOTION, DEMOTION, REAPPOINTMENT,
OPEN RANGE REAPPOINTMENT,
REASSIGNMENT AND DETAIL

Effective Date: December 15, 2015

8.1 PROMOTION

- A. Departments are encouraged to fill all vacancies by promotion.
- B. An employee serving initial probation shall be eligible to apply for promotion only within the current department, and only after successful completion of six months of initial probation, except that Pima County Corrections Officers serving initial probation shall be eligible to apply for Deputy Sheriff at any point during initial probation.
- C. Promotions shall be competitive and the selection made from applicants who have been identified/certified by Human Resources.
- D. Failure of promotion probation may result in involuntary demotion or layoff of a permanent employee.

8.2 DEMOTION

A. Involuntary

- 1. A permanent employee who fails to successfully complete promotion probation may be involuntarily demoted to a position with the same classification and to the same salary previously held. The demoted employee shall be placed into his/her previous position if the position is vacant. If the previous position has been filled on a permanent basis, the employee shall be placed into a vacant position in the current department with the same classification and salary previously held. If such a placement action cannot be made, the employee shall be laid off from the classification to which demoted and within the present department.
- 2. An employee serving initial probation who promotes within the same department and who subsequently fails to successfully complete promotion probation, may be involuntarily demoted to his/her previous position if the position is vacant. If the previous position has been filled on a permanent basis, the employee may be placed into a vacant position in the current department with the same classification and salary previously held. If such a placement action cannot be made, the employee shall be terminated for failure to successfully complete initial probation.
- 3. A Corrections Officer who promotes and is appointed to serve as a Deputy Sheriff while on initial probation and who subsequently fails to successfully complete initial probation as a Deputy Sheriff, shall be involuntarily demoted to Corrections Officer with the same salary previously held as a Corrections Officer, or may be terminated for failure to successfully complete initial probation.

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4. An employee demoted or terminated under this section shall have no right of appeal.
5. An employee may be involuntarily demoted for a disciplinary reason in accordance with Rule 12.

B. Voluntary

1. If an employee makes a written request for a voluntary demotion within his/her current department, the Appointing Authority may make the demotion non-competitively if the employee meets the minimum qualifications. An employee demoted under this section shall have no right of appeal.
2. An employee may voluntarily demote through the competitive process. An employee serving initial probation shall be eligible to apply for voluntary demotion only after successful completion of initial probation. The employee shall have no right of appeal.
3. If an employee sustains a job-related injury or illness which precludes working in the current classification, the Appointing Authority may, upon written request of the employee, grant the employee a demotion non-competitively if the employee meets the minimum qualifications. An employee demoted under this section shall have no right of appeal.

8.3 REAPPOINTMENT

- A. An employee may be offered reappointment competitively within the same department to a position of another classification with the same starting salary as the classification currently held; or to a position in another department of any classification with the same starting salary as the classification currently held. An employee serving initial probation shall be eligible to apply for reappointment only within the current department and only after successful completion of six months of initial probation.
- B. An employee may be offered reappointment non-competitively within the County system at the discretion of the County Administrator.
- C. At the discretion of the County Administrator, in consultation with Risk Management, an employee may be offered reappointment non-competitively within the County system to a position of the same classification, or another classification with the same or lower starting salary, if the employee has sustained a work-related injury precluding the employee from working in the current assignment. The employee must satisfactorily meet the minimum qualifications and physical requirements, with or without reasonable accommodation, for the reappointment.

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- D. The County Administrator may offer an employee a reappointment non-competitively within the County system if Human Resources determines that the employee is a qualified individual with a disability, who is seeking reappointment to a position for which he/she is qualified, as an accommodation for his/her disability.

8.4 OPEN RANGE REAPPOINTMENT

- A. An employee may be offered an open range reappointment competitively from or to a position with a discrete grade to or from a position with an open salary range. An employee serving initial probation shall be eligible to apply for open range reappointment only within the current department and only after successful completion of six months of initial probation.
- B. An employee may be offered an open range reappointment non-competitively within the County system at the discretion of the County Administrator.
- C. At the discretion of the County Administrator, in consultation with Risk Management, an employee may be offered an open range reappointment non-competitively within the County system to a position of the same classification, or another classification with the same or lower starting salary, if the employee has sustained a work-related injury precluding the employee from working in the current assignment. The employee must satisfactorily meet the minimum qualifications and physical requirements, with or without reasonable accommodation, for the open range reappointment.
- D. The County Administrator may offer an employee an open range reappointment non-competitively within the County system if Human Resources determines that the employee is a qualified individual with a disability, who is seeking open range reappointment to a position for which he/she is qualified, as an accommodation for his/her disability.

8.5 REASSIGNMENT

- A. An Appointing Authority has the authority to make competitive or non-competitive reassignments within the department.
- B. The County Administrator may offer an employee a reassignment non-competitively if Human Resources determines that the employee is a qualified individual with a disability, who is seeking reassignment to a position for which he/she is qualified, as an accommodation for his/her disability.

8.6 DETAIL

- A. When the services of an employee are needed temporarily for more than fifteen (15) work days in a position other than the position to which regularly assigned, the employee may be non-competitively detailed to that position for a period of up to six (6) months. An Appointing Authority may renew a detail assignment for up to an additional six (6) months with the approval of the Human Resources Director.
- B. An employee is eligible for detail into a non-tested classification only if that employee meets the minimum qualifications of the classification upon detailing or upon completion of the detail assignment. An employee is eligible for detail into a tested classification only if he/she meets the minimum test scores prior to beginning the detail assignment. Temporary and intermittent employees and employees in trainee status are not eligible to serve detail assignments.
- C. A detail assignment may be ended by the Appointing Authority at any time, at which point the employee will be returned to his/her regularly assigned position and salary. An employee whose detail assignment has ended shall have no right of appeal.

8.7 EFFECTIVE DATE

The effective date for actions defined in Rule 8 shall be the first day of the pay period following the County Administrator's approval, unless otherwise addressed in policy or by Board of Supervisors directive. The effective date for actions defined in Rule 8 not requiring County Administrator approval shall be the first day of a pay period.