

Personnel Reform At-A-Glance

The following table describes the components of personnel reform and how they apply to state employees within the Arizona State Personnel System.

	Covered Employees	Uncovered Employees
Covered/Uncovered Status as of September 29, 2012	<p>A current covered employee may remain covered if the employee meets all of the following criteria:</p> <ul style="list-style-type: none"> • Does not meet the criteria to automatically convert to an uncovered position • Does not volunteer to become uncovered • Continues in covered status without a break in service <p>All current Correctional Officer I, II and III and Community Correctional Officers shall remain covered. All future appointments to the position shall also be covered.</p>	<p>A current covered employee will become uncovered if the employee meets any of the following criteria:</p> <ul style="list-style-type: none"> • Is a supervisor • Is in a position of Grade 19 or higher in the regular salary schedule • Is in an attorney position in the attorney salary schedule • Is in an information technology position <p>An employee hired on or after September 29, 2012 will be uncovered.</p> <p>A covered employee who voluntarily elects to become uncovered during the “open enrollment” period of September 4 through 14, 2012.</p>
Retention Payments	Not eligible	Employees who are uncovered as of September 29, 2012 are eligible for a retention payment of 5% of their base salary for 19 pay periods.
Change from Covered to Uncovered Status after September 29, 2012	<p>A covered employee may become uncovered if the employee:</p> <ul style="list-style-type: none"> • Voluntarily elects to become uncovered • Voluntarily changes assignment • Returns to state employment after a break in service 	Not Applicable
Hiring	Employees shall meet the established qualifications of the position	Employees shall meet the established qualifications of the position
Probation	<p>Employee has the ability to complete probationary period if employee is on probation at the time reform is implemented</p> <p>Correctional Officer I, II and III and Community Correctional Officers serve a one year probation</p>	Uncovered employees do not serve a probationary period

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Performance Management	<p>Permanent status covered employees shall be evaluated annually</p> <p>Covered probationary employees shall be evaluated at least once prior to end of the probationary period</p>	<p>Uncovered employees shall be evaluated annually</p>
Compensation	<p>Base salary shall not be less than the minimum nor more than the maximum of the salary range of the classification to which the employee's position is allocated</p> <p>Compensation shall be in accordance with the Arizona State Personnel System Rules and guidelines established by ADOA</p>	<p>Base salary shall not be less than the minimum nor more than the maximum of the salary range of the classification to which the employee's position is allocated</p> <p>Compensation shall be in accordance with the Arizona State Personnel System Rules and guidelines established by ADOA</p>
Overtime	<p>Non-exempt employees are eligible for additional pay (or compensatory leave) at the rate of 1½ times the employee's regular rate for each excess hour worked beyond 40 hours in a workweek</p> <p>Exempt employees do not receive overtime pay or compensatory leave for hours worked beyond 40 hours in a workweek</p> <p>Exempt employees engaged in firefighting or law enforcement activities are eligible for one hour of additional pay (or compensatory leave) for each excess hour worked beyond 40 hours in a workweek</p>	<p>Non-exempt employees are eligible for additional pay (or compensatory leave) at the rate of 1½ times the employee's regular rate for each excess hour worked beyond 40 hours in a workweek</p> <p>Exempt employees do not receive overtime pay or compensatory leave for hours worked beyond 40 hours in a workweek</p> <p>Exempt employees engaged in firefighting or law enforcement activities are eligible for one hour of additional pay (or compensatory leave) for each excess hour worked beyond 40 hours in a workweek</p>
Sick Leave	<p>Full-time, benefits eligible employees accrue sick leave at the rate of 3.7 hours per bi-weekly payperiod</p>	<p>Full-time, benefits eligible employees accrue sick leave at the rate of 3.7 hours per bi-weekly payperiod</p>

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Annual Leave	<p>Full-time, benefits eligible employees:</p> <ul style="list-style-type: none"> • Accrual (hours per bi-weekly payperiod) <ul style="list-style-type: none"> ○ Fewer than 3 years: 3.7 ○ 3 years but fewer than 7 years: 4.62 ○ 7 years but fewer than 15 years: 5.54 ○ 15 years or more: 6.47 • Maximum Accumulation: 240 hours per year • Payout upon separation: employee shall receive pay for all unused and unforfeited annual leave 	<p>Full-time, benefits eligible employees hired prior to September 29, 2012 and employees who meet the criteria listed in ARS 41-742(F):</p> <ul style="list-style-type: none"> • Accrual (hours per bi-weekly payperiod) 6.47 • Maximum Accumulation: 320 hours per year • Payout upon separation: employee shall receive pay for all unused and unforfeited annual leave <p>Full-time, benefits eligible employees hired after September 29, 2012:</p> <ul style="list-style-type: none"> • Accrual (hours per bi-weekly payperiod): <ul style="list-style-type: none"> ○ Fewer than 3 years: 4 ○ 3 years but fewer than 9 years: 5.54 ○ 9 years or more: 6.47 • Maximum Accumulation: 320 hours per year • Payout upon separation: employee shall receive pay for all unused and unforfeited annual leave
Discipline	<p>Covered employees may be disciplined for cause; agency head determines level of discipline to be imposed based on factors as outlined in the Arizona State Personnel System Rules</p> <p>Suspensions greater than 80 hours and involuntary demotions shall be reviewed by ADOA prior to agency administering such action</p>	<p>Uncovered employees may be disciplined; agency head determines level of discipline to be imposed based on factors as outlined in the Arizona State Personnel System Rules</p> <p>Suspensions greater than 80 hours and involuntary demotions shall be reviewed by ADOA prior to agency administering such action</p>
Dismissal	<p>Permanent status covered employees may be dismissed for cause</p> <p>Dismissals shall be reviewed by ADOA prior to agency administering such action</p>	<p>Uncovered employees serve at the pleasure of the appointing authority; the employment relationship may be ended by either party at any time for any reason other than an unlawful reason</p> <p>Dismissals shall be reviewed by ADOA prior to agency administering such action</p>
Reduction in Force/Layoffs	<p>Permanent status covered employees may be separated through a reduction in force; retention will be based on the employee's performance record</p>	<p>Uncovered employees may be separated through a layoff; reduction in force procedures do not apply</p>

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Grievances	<p>Employee may file a grievance related to written reprimands and suspension 80 hours or less (40 hours or less if employee is a full authority peace officer);</p> <ul style="list-style-type: none"> • 1st step: Employee's second line supervisor, or the assistant director or equivalent, or any level of management in between. • 2nd step: Agency director; issues final decision 	Uncovered employees do not have grievance rights
Appeals	<p>Employees may appeal suspensions greater than 80 hours, dismissals, and involuntary demotions to a Personnel Board</p> <p>Full authority peace officers may appeal suspensions greater than 40 hours, dismissals and involuntary demotions to Law Enforcement Merit System Council</p>	Uncovered employees do not have appeal rights to the Personnel Board
Complaints	<p>Employee may file a complaint related to harassment and discrimination; agency director issues decision</p> <p>If employee is not satisfied with the agency director's response, employee may elevate the complaint to the ADOA Director; ADOA Director issues final decision</p>	<p>Employee may file a complaint related to harassment and discrimination; agency director issues decision</p> <p>If employee is not satisfied with the agency director's response, employee may elevate the complaint to the ADOA Director; ADOA Director issues final decision</p>