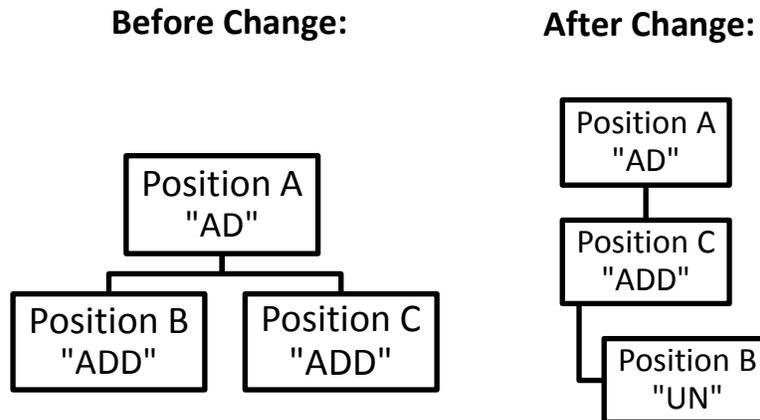


Exhibit B: Examples of Permanent and Temporary Changes to Reporting Relationships

An adjustment to a reporting structure or a change in the reporting relationship of a political appointment position may alter the position’s and the incumbent employee’s “At-Will Status.” The examples provided below are intended to illustrate a few of the more common changes to reporting relationships and the effects on “At-Will Status” and the incumbent employee’s annual leave accrual.

Example 1: Supervisor Change



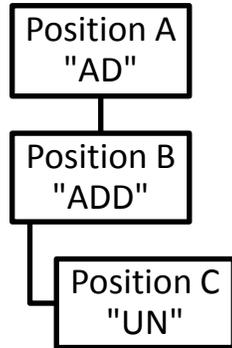
Initially, Position B and Position C both reported to Position A. The assistant director (Position A) later decides that Position B should report to Position C. Position B would no longer be a political appointment position.

AGENCY ACTION:	CURRENT HRIS INFORMATION	AFTER CHANGE
Contact the agency’s assigned ADOA HRD Class/Comp analyst to request the change to Position B’s “At-Will Status” code	ADD	UN
After receiving confirmation from the ADOA HRD Class/Comp analyst that the position’s “At-Will Status” code has been changed, depending on the incumbent employee’s hire date, change the employee’s annual leave user field in HRIS to the appropriate leave plan.	LPANUNC#*	If the employee’s hire date is on or before 9/29/2012, no change (unless change to employee’s FTE) If the employee’s hire date is after 9/29/2012, change the employee’s annual leave user field to LPANSPUNC#*

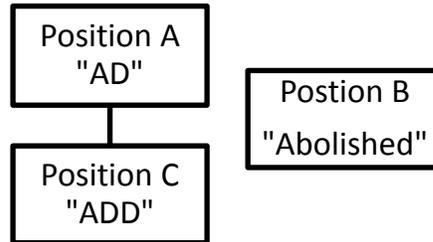
*Annual leave plans end with a numeric character (e.g., LPANUNC1); legend is as follows:
 1 = Full-time
 2 = ½ time
 3 = ¾ time
 4 = ¼ time

Example 2: Supervisor Separates and Former Supervisor Position Abolished

Before Change:



After Change:



Initially, Position C reported to Position B and Position B reported to Position A. Then, the employee in Position B retired. The assistant director (Position A) decides that Position B is no longer necessary and duties associated with the position are divided among other positions in the organization. In addition, Position C, without a change in duties, begins reporting to Position A.

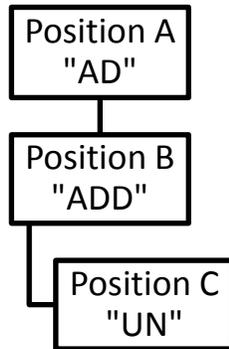
AGENCY ACTION:	CURRENT HRIS INFORMATION	AFTER CHANGE
Contact the agency's assigned ADOA HRD Class/Comp analyst to request the change to Position C's "At-Will Status" code	UN	ADD
After receiving confirmation from the ADOA HRD Class/Comp analyst that the position's "At-Will Status" code has been changed, change the employee's annual leave user field in HRIS to the appropriate leave plan.	If the employee's hire date is on or before 9/29/2012: LPANUNC#*	LPANUNC#*
	If the employee's hire date is after 9/29/2012, LPANSPUNC#*	

*Annual leave plans end with a numeric character (e.g., LPANUNC1); legend is as follows:

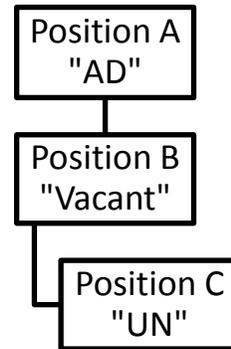
- 1 = Full-time
- 2 = ½ time
- 3 = ¾ time
- 4 = ¼ time

Example 3: Supervisor Leaves and Agency Plans to Fill Vacant Supervisor Position

Before Change:



After Change:



Initially, Position C reports to Position B and Position B reports to Position A. Then, the employee in Position B leaves the agency. The assistant director (Position A) plans to fill Position B within the next six months. For the purpose of Employee Time Entry (ETE) and MAP, Position C may “report” to Position A. Because this reporting relationship is temporary, Position C is not considered a political appointment position. In HRIS, Position C continues to report to the vacant supervisor position (Position B), so the at-will status code and annual leave plan also remain the same. The proxy supervisor function should be used for completing MAP and ETE requirements. When Position B is filled, the reporting structure, at-will status codes, and leave plans will be correct. However, if the position is not filled within six months, a new, permanent reporting structure should be established.