

**ARIZONA STATE PERSONNEL SYSTEM  
STATEWIDE POLICIES AND PROCEDURES**

<b>Policy Number:</b> ASPS/HRD-PA1.01	<b>Issued:</b> June 6, 2013
<b>Subject:</b> Summary of Authority Provided by Rule	<b>Effective:</b> April 13, 2013
<b>Policy Section:</b> General	<b>Revised:</b>
<b>Policy Owner:</b> ADOA Human Resources Division	

This policy does not create a contract for employment between any employee and the State. Nothing in this policy changes the fact that all uncovered employees of the State are at will employees and serve at the pleasure of the appointing authority.

**Scope:**

This policy applies to all agencies, boards, offices, authorities, commissions, or other governmental budget units of the State that are part of the State Personnel System.

**Authority:**

- A.R.S. § 41-742, State personnel system; covered and uncovered employees; application; exemptions
- A.R.S. § 41-743, Powers and duties of the director
- A.R.S. § 41-771, Powers and duties of director relating to employees in covered service
- A.A.C. R2-5A-102(B), Delegation of authority

**Definitions:**

*“Agency head”* is defined in A.A.C. R2-5A-101 and means the chief executive officer of a state agency, or designee.

*“Director”* is defined in A.R.S. § 41-741 and means the Director of the Arizona Department of Administration (ADOA), or the Director’s designee, who is responsible for administering the state personnel system pursuant to applicable state and federal laws.

**Policy:**

As provided by statute, the Director is responsible for the direction and control of personnel administration and has rulemaking authority relating to personnel and personnel administration for both covered and uncovered employees. With some exceptions, the Director has delegated the authority for personnel administration to the ADOA Human Resources Director.

As provided by the State Personnel System Personnel Rules, authority for certain actions has been given to agency heads. The Personnel Rules also provide that any authority granted to an agency head may be further delegated by the agency head, unless otherwise specified by law or rule.

The authority provided in the Personnel Rules is summarized in the document entitled, Summary of Authority Provided by State Personnel System (SPS) Rules (see Related Form(s)/Link(s)).

## **ASPS Statewide Policies and Procedures**

**Subject:** Summary of Authority Provided by Rule

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### **Procedure:**

Not applicable

### **Related Forms/Links:**

Summary of Authority Provided by State Personnel System (SPS) Rules (April 13, 2013).

### **Corresponding Policies**

None

### **Contact:**

If you have any questions related to Human Resources policy, please contact your agency Human Resources Office/representative.

### **Policy History (supersedes):**

Not applicable