

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

<b>Policy Number:</b> ASPS/HRD-PA3.04	<b>Issued:</b> October 18, 2012
<b>Subject:</b> Change in Assignment	<b>Effective:</b> October 18, 2012
<b>Policy Section:</b> Recruitment, Selection and Appointment	<b>Revised:</b> May 6, 2015
<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.A.C. R2-5A-307, Appointment  
A.A.C. R2-5B-205, Change from Covered to Uncovered Service

**Definitions:**

*“Change in assignment”* means movement of an employee to a different position in the same state agency or another state agency.

*“Demotion”* means a change in the assignment of an employee from a position in one class to a position in another class that has a lower grade.

*“Director”* means the Director of the Arizona Department of Administration or the Director’s designee, who is responsible for administering the state personnel system pursuant to applicable state and federal laws.

*“Full Authority Peace Officer”* means an employee who is:

- A peace officer whose authority to enforce the laws of this state is not limited by the rules adopted by the Arizona Peace Officer Standards and Training Board,
- Certified by the Arizona Peace Officer Standards and Training Board, and
- Assigned to a position requiring such certification.

*“Promotion”* means a change in assignment of an employee from a position in one class to a position in another class that has a higher grade.

*“Transfer”* means the movement of an employee from one position to another position in the same or an equivalent grade.

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### **Policy:**

An agency head may approve or disapprove an employee's change in assignment consistent with State Personnel Rules and the guidelines and procedures established by the ADOA Director. The employee shall possess the qualifications for the position to which assigned.

#### Voluntary Change in Assignment

A covered employee who accepts a voluntary change in assignment, regardless of whether the change in assignment is a promotion, demotion or lateral transfer, shall become an at will uncovered employee upon the effective date of the employee's change in assignment, unless the position to which the employee is assigned is a covered position as defined by A.R.S. § 41-741(5).

#### Involuntary Change in Assignment

A covered employee who is involuntarily transferred or demoted is not required to become an at will uncovered employee upon the change in assignment. An agency head may:

- Direct the transfer of an employee to a position in the same grade in the employing agency based on the business needs of the agency; an agency head may reimburse reasonable relocation expenses to a current employee for a management initiated geographical transfer of more than 50 miles from the employee's current work site, in accordance with the procedures established by the ADOA Director.
- Involuntarily demote an employee to a position in a lower grade in the employing agency in accordance with the State Personnel Rules and Statewide Policy ASPS/HRD-PA8.01.
- Direct the transfer of an employee to a position in the same grade in another agency with the concurrence of the agency head of the gaining agency and the Director.

### **Procedures:**

#### Promotion

With the exception of Correctional Officers I, II and III, Community Corrections Officers, and Full Authority Peace Officers, if a covered employee voluntarily accepts a promotion (either within the agency or to another state agency) the employee will become an at will uncovered employee. For example, a Correctional Officer II promoting to a Correctional Officer III within ADC will not become an at will uncovered employee; however, a Correctional Officer II promoting to a Correctional Sergeant, will become an at will uncovered employee.

An employee who has a change in assignment from a position in one class to a position in another class having a higher grade shall receive a salary increase as determined by the agency head in accordance with the procedures and guidelines published by the ADOA Director.

#### Voluntary Demotion

With the exception of Correctional Officers I, II and III, Community Corrections Officers, and Full Authority Peace Officers, if a covered employee voluntarily accepts a demotion (either within the agency or to another state agency) the employee will become an at will uncovered employee. For example, a Correctional Officer III who voluntarily accepts a demotion to a Correctional Officer II within ADC will not become an at will uncovered employee; however, a Correctional Officer III who voluntarily accepts a demotion to an Administrative Assistant III, will become an at will uncovered employee.

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An employee may request a voluntary demotion by submitting a written request through his/her supervisor to the agency head or designee. The employee's written request must:

- Identify the employee's current position title, grade, position number and division/section/unit.
- Identify the position to which the employee requests assignment by voluntary demotion, including the position title, grade and division/section/unit.
- Include an acknowledgement by the employee that his/her voluntary demotion will result in a salary decrease as determined by the agency head.
- Include an acknowledgement by the employee that s/he will not be eligible for a salary adjustment or grade increase for a period of six months following the effective date of the voluntary demotion, and attaining a performance appraisal rating in the new position of "meets expectations" or "exceeds expectations".
- Include an acknowledgement by the employee that s/he may not grieve approval or disapproval of the request.

An agency head may approve or disapprove a voluntary demotion request based on the needs of the agency. An agency head's approval or disapproval must be consistent with personnel rules, guidelines and procedures established by the ADOA Director. An employee who is voluntarily demoted must possess the qualifications for the position.

If an employee's request for a voluntary demotion is approved, the employee's salary will be reduced as specified by this procedure. A position change under this procedure will result in the employee becoming an uncovered at will employee, unless the position to which assigned at the lower grade is a covered position as defined by A.R.S. § 41-741(5).

A salary reduction as the result of voluntary demotion becomes effective as of the date of the reassignment.

### Lateral Transfer

With the exception of Correctional Officers I, II and III, Community Corrections Officers, and Full Authority Peace Officers, if a covered employee voluntarily accepts a lateral transfer (either within the agency or to another state agency) the employee will become an at will uncovered employee. For example, a Correctional Officer II transferring to a Correctional Officer II position in the Arizona Department of Corrections remains a covered employee, but a Correctional Officer II transferring to a Fiscal Services Specialist IV will become an at will uncovered employee.

If the lateral transfer of a covered employee is agency initiated or involuntary, then the employee will retain their covered status.

An employee who has a change in assignment from a position in one class to a position in another class *having the same grade or equivalent* shall receive no increase in salary, unless an exception is approved in accordance with the procedures and guidelines published by the ADOA Director. A salary increase may be approved based upon documentation of recruitment difficulties to fill the position, specific needs identified by the agency, or the employee's qualifications.

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Unless an exception is granted in accordance with the procedures and guidelines published by the ADOA Director:

- A transferred employee is not eligible for an increase to base salary during his/her first six months in the new position.
- An employee who transfers to another agency may become eligible for a salary increase only after a performance evaluation in the new position for which the employee received an overall rating of “meets expectations” or higher.

### **Related Forms/Templates:**

- ASPS/HRD-TA3.02 Promotion – Covered to Covered
- ASPS/HRD-TA3.03 Promotion – Covered to Uncovered
- ASPS/HRD-TA3.04 Promotion – Uncovered to Uncovered
- ASPS/HRD-TA3.05 Voluntary Demotion Request – Covered to Covered
- ASPS/HRD-TA3.06 Voluntary Demotion Request – Covered to Uncovered
- ASPS/HRD-TA3.07 Voluntary Demotion Request – Uncovered to Uncovered
- ASPS/HRD-TA3.08 Voluntary Demotion Acceptance – Covered to Covered
- ASPS/HRD-TA3.09 Voluntary Demotion Acceptance – Covered to Uncovered
- ASPS/HRD-TA3.10 Voluntary Demotion Acceptance – Uncovered to Uncovered
- ASPS/HRD-TA5.01 Lateral Transfer – Covered to Covered
- ASPS/HRD-TA5.02 Lateral Transfer – Covered to Uncovered
- ASPS/HRD-TA5.03 Lateral Transfer – Uncovered to Uncovered

### **Corresponding Policies/Guidelines:**

- ASPS/HRD-PA3.03, Pre-employment Reference and Background Check Policy
- ASPS/HRD-PA8.01, Review of Suspensions Greater than 80 Working Hours, Involuntary Demotions and Dismissals for Covered and Uncovered Employees
- ASPS/HRD-PB2.01, (Covered Employees) Promotional Probation and Reversion
- Compensation Guidelines

### **Contact:**

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

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

- ASPS/HRD-PA3.04, Change in Assignment Policy (December 30, 2014)
- ASPS/HRD-PA3.04, Change in Assignment Policy (October 18, 2012)