

PINAL COUNTY LAW ENFORCEMENT OFFICERS MERIT SYSTEM RULES

RULE 1 - DEFINITIONS

The following words and terms shall have the meaning indicated below unless the context clearly indicates otherwise. (Such terms shall be defined with A.R.S. § 38-1001, *et seq.*)

- 1.00 ABANDONMENT OF POSITION:** An employee who is absent for three or more consecutive days without notifying his/her supervisor as to the reason for the absence is deemed to have abandoned their position.
- 1.01 ALLOCATION:** The assignment of a position to an appropriate class.
- 1.02 APPEAL:** A written request filed with the Council by an employee for relief from certain alleged acts or conditions specified in these Rules.
- 1.03 APPELLANT:** An employee who has filed an appeal with the Council.
- 1.04 APPLICANT:** A person seeking employment with Pinal County Sheriff's Office ("PCSO") as a Deputy Sheriff. Or a law enforcement officer seeking a temporary promotional appointment, promotion, or demotion, who has completed and returned, on a timely basis, a properly completed Sheriff's Office Application, and has demonstrated that they meet the minimum qualifications for the position for which they are applying.
- 1.05 APPOINTMENT:** The offer and the acceptance of employment within PCSO in compliance with these Rules.
- 1.06 ARMED FORCES:** The United States Air Force, Army, Navy, Marine Corps, or Coast Guard.
- 1.07 BOARD:** The Pinal County Board of Supervisors.
- 1.08 BUSINESS LIAISON:** The PCSO Human Resources Director or designee.
- 1.09 CERTIFICATION:** The determination that an Applicant meets the minimum requirements of the position for which he/she applied and is Applicant for referral to the Sheriff.

- 1.10 CLASS:** A position or group of positions sufficiently similar in duties and responsibilities such that the same educational requirements, experience, knowledge, ability, and other qualifications may be demanded of the occupants so that the same compensation schedule can be applied with equity.
- 1.11 CLASS SPECIFICATION:** The official description of the type and level of duties and responsibilities of positions assigned to a class and the necessary qualifications which a person must possess for performing those duties.
- 1.12 CLASSIFICATION:** The group of positions allocated to a common class with a set of specifications, or class description, that is assigned a single pay range within the county compensation plan.
- 1.13 CLASSIFICATION PLAN:** The orderly arrangement of positions under separate and distinct classes on the basis of current duties and responsibilities.
- 1.14 CLASSIFIED SERVICE:** All positions in the Pinal County Sheriff's Office except those positions designated as at-will positions by these rules, statute or Board resolution.
- 1.15 COUNCIL:** The Pinal County Law Enforcement Merit Council.
- 1.16 COMPENSATION:** The salary, wage, allowances and all other forms of valuable consideration earned by or paid to an employee except reimbursement for necessary expenses which have been authorized and incurred.
- 1.17 COMPENSATION PLAN:** The Pinal County Salary Plan which assigns an appropriate salary range to each class of sworn positions.
- 1.18 COMPENSATORY TIME:** Time off granted to an employee in lieu of monetary payment for overtime worked.

- 1.19 CONTINUOUS RECRUITMENT:** Recruitment under which applications are received continuously after announcement has been made to that effect.
- 1.20 COUNTY:** The Pinal County government.
- 1.21 DAYS:** Unless otherwise indicated herein, "days" shall refer to calendar days.
- 1.22 DEMOTION:** A change in the assignment of an employee from a position in one class to a position in another class having a lower pay grade.
- 1.23 DISCIPLINARY ACTION:** An action taken by the Sheriff of Pinal County against an employee, including oral or written counseling, suspension, demotion or dismissal.
- 1.24 DIRECTOR:** The Pinal County Human Resources Director or designee.
- 1.25 DISCHARGE OR DISMISSAL:** A separation of an employee from his or her position for disciplinary reasons.
- 1.26 EMERGENCY APPOINTMENT:** An appointment made during an actual government emergency to prevent the impairment of public business.
- 1.27 EXAMINATION:** The evaluation process used to measure the qualifications and determine the relative suitability of candidates.
- 1.28 EXAMINATION ANNOUNCEMENT:** The official issuance of a notice to give an examination either on a scheduled or continuous basis to fill positions as they are, or become, vacant with PCSO.
- 1.29 FILING:** The receipt of a document by the person or office specified in these rules.
- 1.30 GRIEVANCE:** A formal allegation of a problem involving unlawful discrimination or harassment.
- 1.31 HEARING OFFICER:** A person designated by the Council to hear appeals as provided by these rules.

- 1.32 IMMEDIATE FAMILY:** Spouse, brother, sister, child, mother, father, grandparents, grandchildren or a person serving in place of a parent of either employee or spouse.
- 1.33 LAW ENFORCEMENT MERIT RULES:** The Rules as adopted by the Council.
- 1.34 LAW ENFORCEMENT OFFICER:** An individual employed with PCSO, who holds a certification from the Arizona Peace Officer Standards and Training Board (AZ POST) as a law enforcement officer. A law enforcement officer may hold an at-will or not at-will position.
- 1.35 LAYOFF:** The separation of an employee from PCSO for reasons of shortage of funds or work, or by reason of a bona fide abolishment of position, change in duties of the position or reorganization, or reduction of the statutory duties of the Sheriff.
- 1.36 MILITARY LEAVE:** The leave of absence status of a regular or probationary employee who leaves a position to serve in the Armed Forces of the United States or of this State in time of national emergency or State emergency or for military training and who has the right under the Arizona Revised Statutes §§ 26-168, 38- 297, 38-298, or 38-610 relating to reinstatement of a person after military service to return to his/her position or a like position.
- 1.37 OFFICE:** The Pinal County Sheriff's Office.
- 1.38 POSITION:** A specific employment, whether occupied or vacant, involving duties requiring the services of one person.
- 1.39 PROBATIONARY PERIOD:** A specified period of employment following appointment, reappointment, transfer, promotion or demotion; the final step in the examination process during which the work performance of an employee is evaluated.
- 1.40 PROMOTION:** A change in the assignment on a competitive basis of an employee from a position in one class to a position in another class having a higher range of pay.

- 1.41 PROVISIONAL (ACTING) APPOINTMENT:** The appointment of a qualified person on an interim basis to a position under these Rules without a competitive examination.
- 1.42 RECLASSIFICATION:** Changing the classification of an existing position when a material and permanent change in the duties or responsibilities of the position occurs. Such reallocated position will be filled by competitive examination.
- 1.43 REAPPOINTMENT:** The return to PCSO of a former employee of the Office who was separated by layoff.
- 1.44 REASSIGNMENT:** A competitive or non-competitive change in the assignment of an employee from one position to another of the same classification and salary.
- 1.45 REGISTER:** An official list of Applicants for a particular class or group of classes, who have successfully passed all portions of the testing process, which shall be used by the Sheriff for selection for appointments to positions in PCSO.
- 1.46 REGULAR STATUS:** A status an employee achieves when he or she is retained in a position of the classified service after the successful completion of the initial probation period.
- 1.47 RESOLUTION:** The Pinal County Resolution No. 073113-LEMC, 2013, that established the Pinal County Law Enforcement Merit Council effective July 31, 2013.
- 1.48 RESPONDENT:** The Pinal County Sheriff's Office when its interests will be directly affected by the Council's decision.
- 1.49 SHERIFF:** The Sheriff of Pinal County or his/her designee.
- 1.50 SUSPENSION:** The temporary separation of an employee from his/her position for disciplinary reasons.
- 1.51 TRANSFER:** A change in the assignment of an employee from one position to another position.

- 1.52 UNCLASSIFIED POSITION:** A position that is held by an employee who is an at-will employee and thus not covered by these rules or the Pinal County Merit System rules.
- 1.53 UNDERFILL:** The filling of a vacant authorized position by appointment of a person to a position in a class which is assigned a salary range lower than the salary range of the vacant authorized position.
- 1.54 VACANCY:** A position in the County service which has become or is about to become vacant due to the resignation, transfer or termination of an employee; or a new position which has not yet been filled.
- 1.55 VETERAN:** Any person separated from active duty in the Armed Forces of the United States (Army, Navy, Air Force, Marine Corps or Coast Guard) under honorable conditions.