



# 2023 City of Apache Junction Personnel Rules

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## **Rule 1. Policy and General Purpose**

### **Section 1. Policy**

These personnel policies for the City of Apache Junction (hereinafter referred to as the “City”) have been designed, revised, approved and implemented in order to provide each employee of the City a clear and thorough understanding of the policies by which the City strives to operate, and the conditions under which employment with the City is accepted or continued. Knowing the responsibilities, rights and privileges under these rules to optimize employee working conditions and will result in a professional, safe, enjoyable and efficient workplace.

### **Section 2. Purpose**

The Personnel Rules are enacted to provide:

1. A uniform system of personnel administration; and
2. A means of communication with department directors, supervisors, and employees; and
3. Protection and clarification of the rights and responsibilities of all employees; and
4. A framework for consistency and fairness in recruitment, selection, placement, promotion, retention, termination and separation of City employees based upon employees’ qualifications for a position; and
5. A tool to assist managers in the development of sound management practices and procedures; and
6. A means of protecting the legal interests of the City in compliance with federal and state laws.

### **Section 3. Scope, Interpretation, Administration and Amendments**

#### Scope

These policies and procedures apply to all employees of the City of Apache Junction except where specifically stated otherwise in the City Code, in these personnel rules, or in the case of the City Manager, City Magistrate and City Attorney in an employment agreement, and any other employee whose employment is by employment agreement henceforth. These policies and procedures do not apply to nonemployee positions as defined in the City Code, including elected officials; members of boards, committees and commissions; persons engaged by the City on a contractual basis; volunteer personnel; and other personnel whom the Council may designate.

#### Interpretation and Administration

The Human Resources Director is responsible for the interpretation and administration of the personnel rules.

In the event the Mayor declares a City emergency/disaster, parts or all of these Rules may be suspended and temporary operating procedures may be established in their place.

In the event of conflict between these policies and procedures and state, local, or federal law, the terms and conditions of the state, local, or federal law shall prevail. The City may modify its practices as appropriate upon knowledge of an amendment or enactment of a law that may pertain to employment.

#### Amendments

Amendments to these rules may be proposed to the City Council through the City Manager or Human Resources Director. The City Council may, at its sole discretion by ordinance and/or resolution, amend or repeal these rules pursuant to a public hearing agenda item at a City Council Meeting. Amendments to these rules become effective upon their adoption by the City Council, or as otherwise designated by the City Council.

## Rule 2. Definition of Terms

The following terms, whenever used in the rules, shall be defined as follows:

**Accrual** - The periodic and incremental accumulation of time or wages.

**Active Pay Status** - The status designation for any period of time when an employee is eligible to receive pay directly from the City including, but not limited to: hours worked, paid time off, and paid leave.

**Administrative Leave with Pay** - Paid leave given at the discretion of the department Director and with HR Director approval, usually granted during an investigation into improper conduct.

**Alcohol** - Ethanol, isopropanol, or methanol; and an organic compound containing one of more hydroxyl groups.

**Anniversary Date** - The date on which an employee began employment.

**Appointment** - The act of filling a position.

**Arizona Revised Statutes (ARS)** - Laws adopted, enacted or amended by the Arizona State Legislature.

**Arizona State Retirement System (ASRS)** - State agency which provides retirement benefits, long-term disability benefits, and other benefits to employees of political entities.

**Assignment Pay** - Pay provided to eligible employees as compensation for performing a special duty or assignment.

**At-Will Employment** - The status of an employee who serves at the discretion of the City Manager and may be terminated from employment with or without notice and with or without cause, with no administrative right of appeal.

**Base Rate** - The basic hourly rate (or hourly equivalent) applicable to an employee that does not include any additional or special pay that may be applicable to work performed by an employee.

**Benefit(s)** – Non-monetary programs made available to eligible employees, the cost of all or part of which may borne by the City.

**Birthday Leave** – A flexible paid day off in recognition of an employee's birthday; such time off is granted at the convenience of departmental needs.



**Career Status** – Employees who serve a probationary period.

**City** – City of Apache Junction, AZ.

**City Business** - Business directly related to the City, an employee's performance of job duties, or participation on boards and commissions affecting or dealing with City functions.

**City Manager** - The chief executive officer of the City who is appointed by the Mayor and City Council pursuant to City Code. As used in these rules, the term "City Manager" may also mean one or more subordinate management employees designated by the City Manager to perform a specific management function on behalf of the City Manager, referred to as "designee" or "designees".

**Class** - A position or group of positions sufficiently similar in duties and responsibilities that the same or similar requirements for education, experience, knowledge, ability, and other qualifications may be required so that the same compensation schedule can be applied.

**Classification Date** - The date on which an employee was appointed to a title.

**Classification Plan** - The list of classified titles.

**Classified Employee/Classified Service** - Employee positions with the City other than appointed/elected officials and those designated as non-classified such as the City Manager, City Attorney, and City Magistrate.

**Commercial Driver's License** - A specified type of driver's license required to operate large, heavy, or placarded hazardous material vehicles in the United States in commerce.

**Compensatory Time** - Those hours worked in excess of forty (40) hours for the seven (7) day work period and accrued, rather than compensated as overtime, in the employee's compensatory bank to be used for authorized time off.

**Consolidated Omnibus Budget Reconciliation Act of 1986 as amended (COBRA)** - Federal law which provides employees and their families who lose their health benefits the right to choose to continue group health benefits provided by their group health plan for limited periods of time.

**Corrective Action** - The supervisory techniques of documented oral counseling, written reprimand and formal disciplinary action.

**Day(s)** - Calendar days unless otherwise noted.

**Demotion** - The appointment of an employee from a position in one class to a position in another class assigned a lower salary group.

**Department Director** - The head of a department and includes any appointed official who serves as a department director (e.g. City Manager, City Attorney, and City Magistrate).

**Designee** - Employee authorized to perform a function with or on behalf of another employee.

**Dismissal/Termination** - A separation from employment for cause initiated by the City.

**Drugs/Controlled Substances** - The terms "drugs" and "controlled substances" are interchangeable and have the same meaning. Unless otherwise provided, drugs and controlled substances include but are not limited to: barbiturates, cocaine, opiates, (heroin, codeine) propoxyphene, amphetamines (including methamphetamine), benzodiazepines (Valium, Librium), methadone, phencyclidine (PCP), methaqualone, and cannabinoids (THC).

**Employee** - A person working for the City for compensation (wage, salary, stipend) who occupies a position subject to appointment, promotion, demotion, dismissal, separation or removal except for City Council Members.

**Employee Assistance Program (EAP)** - An Employee Assistance Program (EAP) is a work-based program that offers free and confidential assessments, short-term counseling, referrals, and follow-up services to employees who have personal and/or work-related issues.

**Eligible List** - A list of qualified persons that may be considered for employment.

**Employee Self Service (ESS)** - A web-based application that allows employees to securely access personal information, pay and tax information, and benefit open enrollment.

**Equal Employment Opportunity (EEO)** - Equal employment opportunities are provided to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity or expression, sexual preference or status as a veteran in accordance with applicable federal laws.

**Exempt Employee** - An employee who, due to the nature of the duties of their position with the City, has been determined to be exempt from the minimum wage and overtime provisions of the FLSA.

**Extended Family Member** – An extended family member is defined as:

In-laws: daughter in-law, son in-law, mother in-law, father in-law, brother in-law, sister in-law, stepchildren, step parents in-law, step siblings; grandparent or grandchild of an employee.

**Fair Labor Standards Act of 1938 as amended (FLSA)** - Federal law that provides minimum standards for both wages and overtime entitlement and describes administrative procedures by which covered work time must be compensated.

**Family and Medical Leave Act (FMLA)** - Federal law which allows eligible unpaid leave related to the medical care for the employee or employee's family member.

**Fiscal Year** - As applied to the City, the one-year period from July 1 to the following June 30.

**Floating Holiday** – A flexible paid day off with the purpose of acting as a substitute for a public holiday; such time off is granted at the convenience of the department needs.

**Grievance** – An official statement of a complaint in response to a disciplinary action believed to be wrong or unfair.

**Hiring Authority** - A management level employee who is authorized to make decisions regarding the recruitment, selection, and hiring of employees by an appointed official or designee.

**Human Resources Director** - The Department Director and/or their designee who administers the provisions of the Personnel Rules, Administrative Procedures and City policies.

The Human Resources Director is responsible for, but not limited to: interpreting personnel rules and regulations, the authority to review the hiring, firing, transferring, promoting, demoting, suspending, resignation, separation, and reinstating of employees, management of the classification and termination, compensation system, the performance evaluation system, maintenance of employee records and employee welfare through employee assistance programs.

**Immediate Family Member** – Unless otherwise noted in specific sections of the personnel rules, an immediate family member is defined as:

- a) The biological parent of an employee, an individual who stood in place of the parent to that employee, or an employee who has day-to-day responsibilities of caring for a child.
- b) Daughter or Son: A biological, adopted, or foster child; a stepchild; a legal ward; or child of a person standing in the place of a parent who is under eighteen (18) years of age or eighteen (18) years of age or older and incapable of self-care because of mental or physical disability.
- c) Spouse: A husband or wife as defined or recognized under State law for purposes of marriage, including common law marriage in States where it is recognized. A spouse does not include unmarried domestic partners.

**Insubordination** – The failure to comply or refusal to follow lawful directives of a supervisor or another administrative authority.

**Job Description** - A written statement of the characteristic duties, responsibilities, and qualification requirements that distinguish a given class from other classes.

**Lay-off** - The separation of an employee occurring when a position in the classified service has been abolished, or when there is a Reduction in Force (RIF).

**Non-classified Employees** – Employee positions not included in the classified service are non-classified employees. Persons in non-classified positions are at-will employees. Non-classified positions include:

- A. City Manager
- B. City Attorney
- C. City Magistrate
- D. Other Contract Employees
- E. Part-time, temporary and intern employees

**Non-Exempt Employee** - An employee who, due to the nature of the duties of their employment position with the City, has been determined to be non-exempt from (covered by) the minimum wage and overtime provisions of the FLSA.

**Overtime Hours** - Eligible hours in excess of the established number of hours for the established work period.

**Pay Grade** - The numerical grouping of one or more job titles based on compensable factors.

**Performance Review** - The periodic evaluation of an employee's work.

**Personnel File** - The hard copy and/or digital file maintained by the Human Resources Department, which contains all original personnel-related information for each City employee.

**Probation Period** – A specific period of time following an initial, promotional, re-employment, transfer or demotion appointment which is a work-test period for the employee and during which the employee is appointed on a trial basis.

**Promotion** - The appointment of a career status employee from a position in one class to a position in another class with a higher salary group assignment.

**Public Safety Personnel Retirement System (PSPRS)** - State agency which provides retirement benefits to public safety personnel, as cited in these rules as PSPRS.

**Reasonable Accommodation** – A modification or adjustment to a job, the work environment, or the way things are usually done during the hiring process as defined in Title I of the Americans with Disabilities Act (ADA). These modifications enable an individual with a disability to have an equal opportunity not only to get a job, but successfully perform their job tasks to the same extent as people without disabilities.

**Reasonable Suspicion/Cause** - A belief based on specific, objective facts, and reasonable inferences drawn from those facts, that suggest an employee is using drugs or alcohol while on the job or is under the influence of drugs or alcohol while on the job.

**Reclassification** - The process of allocating positions to a more appropriate class whether new or existing in the classification plan as a result of material changes in the duties of the position.

**Rehire** - The appointment of a former employee.

**Reinstatement** - The appointment of a person from a layoff list.

**Resignation** - A separation from service initiated by the employee.

**Separation** - Ending employment with the City by reason of unsatisfactory completion of the probationary period, lay-off, resignation, retirement, dismissal, termination, or death.

**Sick Leave** - Time off with pay for medical/illness related instances granted by the City to employees.

**Supervisor/Manager** - An employee whose job description includes the authority and responsibility to exercise supervision and manage work assignments of other employees.

**Suspension** – The temporary separation from employment of an employee with or without pay for disciplinary purposes.

**Sworn Personnel** - Individuals hired into certified public safety positions (e.g. police officers).

**Time-off Request** – An employee request for paid time off.

**Transfer** - The appointment of an employee to another department and from a position in one class to a position in the same class.

**Unpaid Absence** - An absence other than one resulting from the use of accruals, paid emergency absences, or other paid leaves of absence.

**Vacation** - Time off with pay for rest/leisure granted by the City to employees; such time off is granted at the convenience of the department needs.

**Work Period** - The fixed and regularly recurring seven (7) day period of Saturday at 12:01 A.M. to Friday at 12:00 Midnight upon which overtime compensation may be calculated.

**Written Reprimand** - Written disciplinary notice issued to an employee.

## **Rule 3. General Provisions**

### **Section 1. Equal Employment Opportunity**

The City of Apache Junction provides equal employment opportunities, in accordance with applicable local, state, and federal laws, to all employees and applicants for employment without regard to race, color, religion, sex (including gender identity, sexual orientation and preference, and pregnancy), national origin, age, disability, or status as a veteran in accordance with applicable federal laws.

#### **Non-Discrimination**

The City complies with applicable state laws governing non-discrimination in employment. This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, separation, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The City also provides equal treatment for disabled employees who can perform with accommodation the essential tasks of the position that are bona fide occupational qualifications of the position when such accommodations do not impose an undue hardship on the City.

#### **Equal Employment Opportunity (EEO) Program**

The Human Resources Department is responsible for the administration of the EEO program and shall undertake the following actions to ensure equal employment opportunities in the City:

- A. Periodically review all position qualifications and descriptions to ensure requirements are relevant to the tasks to be performed and make recommendations as needed to delete requirements not reasonably related to the tasks to be performed.
- B. Ensure that pay and benefits depend upon position responsibility and, along with overtime work, are administered on a non-discriminatory basis.
- C. Inform and provide guidance to staff and management personnel who make hiring decisions so that all applications for selections, promotion and termination, are considered without discrimination and all applicants be given equal opportunity regardless of race, color, national origin, sex, age, disability, sexual orientation and preference, gender identity or expression, or status as a veteran in accordance with applicable federal law.

- D. Create a pool of qualified candidates to encourage diversity and ensure equal employment opportunity in hiring. The following recruitment practices will be followed under the EEO Program:
  - 1. Positions selected for an external competitive recruitment process will be open for a minimum of fourteen (14) calendar days.
  - 2. Positions selected for an external competitive recruitment process shall be advertised to the broadest audience available and appropriate for the position to include web-based employment sites.
- E. Make available the EEO policy to employees, contractors and suppliers.
- F. Include an EEO phrase on applications and job announcements in accordance with Federal and State labor laws.

## **Section 2. Loyalty Oaths**

All employees are required to sign a loyalty oath (Oath of Office) upon employment with the City as required by ARS § 38-231.

## **Section 3. Residency Requirements and Use of City Vehicle**

### Residency

All employees are encouraged to reside within the corporate limits of the City of Apache Junction.

The City Manager, City Attorney, Director/Police Chief, Captains, Public Works Director and other persons the City Manager may specify are designated to be **key emergency** personnel and are required to live within a 15-minute response time to their work location.

Police officers, Corporals, Sergeants, and Lieutenants, are required to live within a 25 minute response time to the police department. On a case-by-case basis, upon written recommendation of the Director/Chief of Police, the City Manager may provide a written waiver of this requirement for Police Officers, Corporals, Sergeants, and Lieutenants. Such waiver will be placed in the employee's personnel file.

### Use of City Vehicle

Key emergency personnel shall have the use of a City vehicle 24/7.



No employee who resides outside the corporate limits of the City, except for key emergency personnel or designated by the City Manager in writing, shall have the use of a city vehicle for other than regular working hours. A copy of such designation shall be placed in the employee's personnel file.

#### **Section 4. Compliance with the Immigration Reform and Control Act of 1986**

All U.S. employers are responsible for completion and retention of Form I-9 for each individual they hire for employment in the United States. This includes citizens and noncitizens. Acceptable documents are listed on the back of the form. If the required documentation is not received from the employee within three (3) business days of the date of hire, the employee shall be terminated.

#### **Section 5. Affirmative Action**

In the City, an affirmative action program means using a personnel system designed for inclusion of otherwise qualified workers in personnel actions, regardless of race, religion, age, sex, physical handicap, color, national origin, sexual preference or orientation, or political or religious opinion or affiliation.

The City utilizes both external and internal dissemination of EEO policies and job opportunities, targeted recruitment if necessary, non-preferential training programs and internal reviews and evaluation of operations.

#### **Section 6. Ethics**

It is the policy of the City to expect, uphold, promote, and demand the highest standards of conduct from all of its employees. Accordingly, all City employees should maintain the utmost standards of personal integrity, truthfulness, honesty, ethics, and fairness in carrying out their public duties.

Employees of the City shall uphold the Constitution, laws of the United States, State of Arizona, and the City, and shall also be:

1. Honest and trustworthy in what they say, do, and write in all professional relationships.
2. Dedicated to providing quality services by being cooperative and constructive, and by making the best and most efficient use of available resources.

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3. Fair and considerate in the treatment of citizens and fellow employees, providing service with equality, and granting no special favors.
4. Committed to accomplishing all tasks in an efficient and cost-effective way, and never performing in a way that will harm the image of the City.
5. Recognizing that public and political policy decisions are the responsibility of the City Council, the people elected to represent the citizens.
6. Dedicated to improving the lives of the citizens of the City.

### Conflict-of-Interest

Employees should avoid any improprieties, real or perceived, in while conducting City business, and never use their City position or powers for personal gain.

It is unethical for any employee to use public influence or “inside” confidential information for his/her personal advantage. City employees are required to comply with conflict-of-interest laws under ARS Title 38. An employee and/or supervisor shall contact the City Attorney for guidance if there is any concern regarding a potential conflict-of-interest.

An employee must never allow him or herself to be placed under any kind of personal obligation which could allow any person to expect official favors. All employee official acts must be free from the intent of favoritism, prejudice, personal ambition, or partisan demands.

### Interest in Appointments

Employees should not canvass the Mayor or Councilmembers, directly or indirectly, in order to obtain preferential consideration in connection with any appointment to a City job.

### Preferential Treatment to Individuals

Granting any special consideration, treatment, or advantage to any citizen beyond that which is available to every other citizen is prohibited.

1. Disclosure of Confidential Information  
The City maintains confidential materials of various kinds (i.e., financial records, personnel data and administrative/legal opinions,) designated as confidential by the City Manager or his/her designee.

All employees are expected to assume responsibility for safeguarding City records, equipment, property, and other materials. Access to certain material is based upon job classification and a need-to-know basis. Appropriate confidentiality will always be maintained.

2. Representing private interest before City agencies or courts  
No person whose salary is paid in whole or in part by the City shall appear on behalf of private interests before any agency related to City activities. They shall not represent private, business, and/or financial interests in any action or proceeding against the interest of the City in any litigation to which the City is a party.
3. Interest in Contract with the City  
No employee of the City shall have any interest in any contract made by them in their official capacity.

## **Section 7. Professional and Personal Conduct**

A relaxed and friendly atmosphere at work is encouraged as conducive to productivity, teamwork, and morale. However, human dignity and personal safety shall not be compromised.

1. Employee Behavior  
All employees shall treat each other, their supervisors, subordinates, the citizens and visitors with the utmost dignity and respect. The following acts will not be tolerated:
  - A. Physically harming others.
  - B. Verbally abusing others.
  - C. Insubordination, inappropriate, threatening or offensive language.
  - D. Using intimidation tactics and making threats.
  - E. Sabotaging another's work.
  - F. Stalking others.
  - G. Making malicious, false and harmful statements about others.
  - H. Publicly disclosing another's private information.
  - I. Bullying

Harassment can take many forms and includes any behavior that has the purpose or effect of bullying or of creating an intimidating, hostile or offensive work environment or interferes with an individual's work performance.

Harassing conduct includes but is not limited to: using derogatory nicknames or slurs; negative stereotyping; behaving in a threatening or

intimidating way; and verbal or physical conduct that degrades or shows hostility or hatred toward an individual.

2. Appearance of Work Areas

Work areas are to be kept neat and presentable in the interest of safety and efficiency, presenting a professional appearance at all times for co-workers and visitors alike.

3. Use of City Vehicles and Equipment

City vehicles should be used only for City business and should not be used for personal errands. Employees operating City vehicles and equipment are required to comply with all state and local traffic laws. Safety belts must be worn while riding in or driving a City vehicle. If safety belts are inoperable or are not provided, employees should immediately contact the fleet supervisor and report any safety deficiencies. Use of cell phones, texting, or reading incoming messages while operating a City vehicle is prohibited.

4. Care of Personal Belongings/City Supplied Items

The City does not assume responsibility for the loss of personal money or belongings, nor is it covered by insurance for such loss. Therefore, each employee needs to protect their personal belongings while at work.

The City may provide certain clothing, clothing allowances, equipment, and other items for designated positions to aid an employee to perform assigned duties. It is the responsibility of the employee to wear, use, and maintain City-provided materials.

## **Section 8. Safety**

The City of Apache Junction is committed to provide employees, a safe and healthy working environment. The City makes every effort to comply with relevant federal and state occupational health and safety laws and to develop operations, procedures, technologies, and programs conducive to a safe and healthy work environment.

The City's goal is to minimize health and safety risk exposures to employees, to the citizens, and to visitors to City facilities. All City employees are expected to work in a manner which maintains safe and healthy working conditions and adhere to operating practices and procedures designed to prevent injuries and illnesses.

Each employee has a responsibility to:

- Exercise maximum care and good judgment at all times.
- Report all injuries to supervisors and seek first aid regardless of how minor.

- Report unsafe conditions, equipment, or practices to his/her supervisor.
- At all times use safety equipment provided by the City.
- Conscientiously observe all safety rules and regulations
- Notify his/her supervisor, before beginning the workday, of any medication he/she is taking which may cause drowsiness or other side effects that could lead to injury to either him/herself or to his/her co-workers.

## **Section 9. Gratuities/Solicitations**

Employees should not accept external gifts, loans, gratuities, discounts, favors, hospitality, services or other compensation under circumstances from which it could reasonably be inferred that a major purpose of the donor is to influence the employee in the performance of duties.

Examples of acceptable courtesies include a meal or social event when representing the city; floral offerings or gifts of food to commemorate events such as illness, death, birth, holidays, promotions; or a sample or promotional gift of nominal value (\$25 or less).

## **Section 10. Outside Employment and Volunteer Activities**

### Outside Employment

Outside employment shall not conflict with the position held in the City, this is to include but is not limited to work performance, ethics, and scheduled hours.

1. Outside employment with an entity that conducts business with the City or requires the employee to have frequent contact with entities that regularly do business with the City without full disclosure and satisfactory management of any potential conflict of interest.
2. Outside employment that cannot be accomplished outside of the employee's normal working hours or is otherwise incompatible with the performance of the employee's duties by placing the employee in a position of conflict between the employee's role at the City and the employee's role in the outside employment.
3. Performance of work for any governmental entity within the State of Arizona without the written consent of both employers.

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4. Outside employment that exploits official position or confidential information acquired in the performance of official duties for personal gain.
5. Outside employment that the public may view as work on behalf of the City.

An exception to restrictions on outside employment pertain to the Public Safety Department. Outside employment of sworn police officers must conform to Police Department Policies and Procedures.

Due to the importance of the public's perception of the governmental system, the City requires that all employees who engage in outside employment disclose such work to their Department Director, who will notify the Human Resources Director if appropriate. Outside employment is subject to review for conformance to these personnel rules. Employees engaged in outside employment determined not to be in conformance may be required to cease such employment.

Career status employees are to consider the City of Apache Junction as the primary employer.

### Volunteer Activities

Employees are encouraged to engage in volunteer activities. However, employees should evaluate their volunteer activities in the same manner as outside employment to identify any potential substantive or ethical conflict with the employee's position with the City.

## **Rule 4. Recruitment and Selection**

### **Section 1. Policy Statement**

This section is to describe the process for recruiting to fill open positions. The filling of all vacancies will be made with the objective of obtaining individuals who are qualified and best suited to perform in the positions for which they have applied.

### **Section 2. Application Forms**

All applicants for positions must complete an electronic application through the City's talent acquisition software found on the City's HR webpage. Human Resources will provide reasonable accommodations and assistance for applicants to complete their online application. Electronic applications submitted by the person become the property of the City. Resumes may be attached to an application but will not be accepted in lieu of a fully completed application, except as pre-determined for a recruitment conducted by a third-party.

### **Section 3. Recruitment and Selection Process**

When a vacancy exists or is anticipated for an existing position, the Department Director or hiring Supervisor shall submit a recruitment request to the Human Resources Director. The request is initiated by completing a requisition through the City's talent acquisition program.

Vacancies for regular and temporary, full- and part-time classified and unclassified positions may be filled by an external competitive recruitment process or an internal competitive recruitment process. The Human Resources Department and the hiring department will work together to develop recruitment and selection strategies for each vacant position. The Human Resources Department is responsible for ensuring compliance with all applicable laws and policies regarding recruitment, shall conduct all recruitment processes and retain all recruitment records.

Positions selected for an external competitive recruitment process will be open for a minimum of fourteen (14) calendar days.

Positions selected for an external competitive recruitment process shall be advertised to the broadest audience available and appropriate for the position.

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Any city employee may apply for positions posted as external recruitments.

Positions selected for internal competitive recruitment process will be opened for a minimum of seven (7) calendar days.

Probationary employees may apply for appointment to a vacant position with the approval of their department director.

The selection process may consist of, but is not limited to, drug and alcohol pre-employment screenings, consumer background reports, evaluation of application material, interviews, written examinations, performance tests, assessment centers, physical ability tests, probation periods, or any other appropriate measure of fitness.

### **Section 4. Examination Results**

Unless otherwise stated in the testing service agreement, candidates may inspect their own examination papers.

Each candidate in an examination shall be given notice of examination results.

### **Section 5. Screening of Applicants**

The Human Resources Division shall refer all minimally qualified applications to the appropriate Department Director or designee for review. Non-qualifying and/or incomplete applications will remain in the talent acquisition program and will not be considered in the recruitment process.

#### Minimum Qualifications

Applicants for appointment, promotion, or transfer to positions must possess the minimum qualifications stated in the job announcement. The determination as to whether a person meets the specified minimum qualifications set for the position shall be made by Human Resources. A review of the applicant's employment application, academic credentials, work experience, certifications, skills, examination results if required, and any other pertinent information shall be used in determining whether an applicant possesses the minimum qualifications.



## **Section 6. Offer of Employment**

All offers of employment will be made exclusively by Human Resources, except for those positions filled through appointment by the City Council such as the City Manager, City Attorney and City Magistrate. Human Resources will notify Department Directors, hiring Supervisors or designees as soon as an offer has been accepted, pre-employment screenings have been completed and a reporting date has been arranged.

## **Section 7. Eligible Lists**

Qualified applicants who apply for a position but are not selected may be placed on an eligibility list for the position they applied for and/or for another related position within the City. The related position must be in the same or lower pay range than the position for which the candidate applied. Example: The Administrative Assistant eligibility list may be used to fill an Office Support Specialist, but not vice versa.

Candidates placed on an eligibility list for a position may be eligible to be interviewed for that position or a related position at a lower pay range, should it become available, without having to reapply. The list will be kept on file in Human Resources for six (6) months from the date the position closed. Human Resources may extend the expiration of the eligibility list for an additional six months upon a Department Director's request.

The name of any person appearing on an eligible list shall be removed by the Human Resources Director if the person whose name on the list makes written request to have it removed, or if the eligible person fails to respond to a notice of eligibility mailed to the last known address of record.

## **Section 8. Hiring of Relatives**

No active City Council Member, City Manager, City Attorney, City Magistrate, or Department Director, shall appoint or be involved in the decision to hire any immediate family member or relative, related within the third degree of affinity (marriage) or consanguinity (blood), as defined in ARS § 38-481 and Administrative Code R2-5A-305, to include a spouse, child, parent, grandchild, grandparent, sister, brother, great grandchild, great grandparent, aunt, uncle, nephew, niece or first cousin, to a position in the City of Apache Junction.

Immediate family or employees who reside in the same household will be allowed to work in the same department, and neither will be required to

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transfer or terminate employment, as long as neither is in a position that requires supervising the other.

If a supervisory responsibility is involved, Rule 14. Fraternalization Policy applies, and the affected employees will determine which of them will transfer or resign in order to ensure compliance with this policy. The City will assist in exploring transfer opportunities to like or similar positions for either employee. If no transfer opportunity exists after 90 days, one of the employees will be required to resign employment with the City.

Should a supervisory employee marry a subordinate employee, both employees shall report the marriage to the next higher up supervisor in the chain of command and the Human Resources Director. Failure to do so is grounds for discipline, up to and including termination.

## **Rule 5. Appointments, Status, and Probation**

### **Section 1. Types of Positions**

All positions in the City service shall be identified by duration and position characteristics.

#### **A. Duration**

1. Unlimited position.  
A position which has no specified ending date.
2. Limited position  
A position that has a specified ending date. Examples are positions created, on a temporary basis, to replace an employee on leave without pay or positions created to meet a seasonal need.

#### **B. Position Characteristics**

1. Full-time  
A position in which an employee is generally scheduled to work forty (40) hours per week.
2. Part-time  
A position in which an employee is generally scheduled to work less than forty (40) hours per week.
3. Seasonal  
A position in which an employee is employed to meet regular recurring seasonal needs.
4. Temporary or Per Diem  
A position in which an employee works as needed.
5. Contractual  
A position in which an individual receives compensation and other benefits per a contract.

## **Section 2. Employee Status**

Every employee in the City service shall hold one of the following status identifications determined by position characteristics, probation requirements, or both:

- A. Initial probationary status
- B. Career status
- C. Transitional probationary status
- D. Non-career status

## **Section 3. Attainment of Status**

### **A. Initial probation**

Every person when first appointed or re-employed to a full-time or part-time City position, other than a non-career status position, shall hold initial probationary status for the probation period, which is one (1) year; unless they are appointed to a title which requires Arizona Peace Officer Standards and Training (AZ POST) certification, refer to Rule 5, Section 5.

In the event of placement from a layoff list, the employee will not serve a probation period unless the employee is appointed from a layoff list and there was time remaining in his/her probation period in the title appointed, in which case the employee will complete the time remaining in his/her probationary period.

### **B. Career Status**

Employees attain career status through successful completion of the probation period, which may be evidenced by an end of probation notification.

An employee promoted, to a position in his/her job family, while on initial probation shall attain career status in the former position upon satisfactory completion of the number of months remaining in the probation period in the former position. In order to achieve career status in the position to which promoted, the employee shall serve the probation period required for that position in transitional probationary status.

C. Transitional probation

Every career status employee who is promoted, transferred, or voluntarily demoted shall hold transitional probation status for the full probationary period of the new position where a probation period is required. The transitional probation period is six (6) months. In the event of placement due to layoff action, the employee will not serve a probation period; however, if an employee is appointed from a layoff list and to a title in which there was time remaining in his/her probation period, the employee will complete the time remaining in his/her probation period.

D. Non-career Status

Employees who are appointed to limited, seasonal, part time 19 or less hours, or contractual positions shall hold non-career status for the duration of the appointment and shall not serve a probation period. Non-career status employees include contract employees such as the city manager, city attorney, and presiding magistrate.

#### **Section 4. Probation**

Probation periods shall be regarded as integral parts of the recruitment and selection process and shall be utilized for close observation of the employee's work, performance of duties, job dedication and for securing the most effective adjustment of a new employee to the position and to separate or demote an employee whose performance does not meet required standards in accordance with the following:

A. Separation during initial probation

An employee in initial probationary status may be separated at any time without cause and without right of appeal. Employees are considered at-will during this time period.

After discussion with, and the recommendation of the Human Resources Director, the department director is responsible for notifying the probationer and the Human Resources Director of an employee's pending separation, probation extension, or attainment of career status. It is recommended that notification to the Human Resources Director be a minimum of two (2) weeks prior to the action and probation period end.

B. Separation during transitional probation

An employee in transitional probationary status may be separated if the employee does not perform satisfactorily during the transitional probation period. An employee in transitional probationary status has no right to return to his/her former position.

The Department director is responsible for notifying the probationer and the Human Resources Director, prior to the end of the probation period, of successful or unsuccessful completion of probation.

## Section 5. Duration of Probation

A. Initial

The initial probation period shall be one (1) year of actual service from the date of appointment, except for police personnel in titles requiring AZ Post certification.

*The initial probation period for titles requiring AZ POST certification shall be one (1) year, providing they hold AZ POST certification at time of appointment. Those not holding AZ POST certification at time of appointment and where AZ POST Certification is required to continue in the title shall serve a fifteen (15) month probation period.*

At the request of a department director, the Human Resources Director may approve an extension of the initial probation period, to a maximum of three (3) months actual service.

B. Transitional

The transitional probation period shall be six (6) months from applicable action and is required for transfers, promotions, and voluntary demotions unless requested to be waived by the Department director and approved by the Human Resources Director.

*The transitional probation period of non-sworn and non-AZ POST certified employees to a title requiring AZ POST certification shall be ten (10) months.*

At the request of a department director, the Human Resources Director may approve the extension of the transitional probation period for up to three (3) months actual service.

Actual service shall be measured in calendar days, regardless of whether the position has a full-time or part-time work schedule.

## **Section 6. Effect of Status on Employee Rights and Privileges**

### **A. Employees in Initial Probationary Status**

1. May be separated or demoted at any time for any reason without cause except for unlawful discrimination as defined in Rule 17, Grievance and Appeal Procedures;
2. May not grieve or appeal any decision relating to his or her employment, including dismissal, except for alleged unlawful discrimination as provided in Rule 17, Grievance and Appeal Procedures.

### **B. Employee in Career Status**

1. Shall be disciplined or dismissed only for cause;
2. May file a grievance or appeal for the reasons specified in Rule 17, Grievance, and Appeal Procedures;
3. May receive reinstatement appointments without serving a new probation period.

### **C. Employees in Transitional Probationary Status**

An employee in transitional probationary status and who has completed an initial probationary status has the rights and privileges of an employee in career status.

However, an employee in transitional probationary status has no right to return to his/her former position and may be discharged upon unsuccessful completion of his/her probationary period.

### **D. Employees in Non-career Status**

1. May be separated at any time;
2. May not grieve or appeal any employment decision or action under these rules except on grounds of unlawful discrimination as defined in Rule 17, Grievance and Appeal Procedures.

## Section 7. Types of Appointments

A. Promotion Appointment

The appointment of a career status employee from a position in one class to a career position in another class assigned a higher salary group.

B. Reinstatement Appointment

The appointment of a person who has been laid off from a classified position and which is made from a layoff list as a result of an approved vacancy.

C. Rehire Appointment

The re-employment of a former employee.

D. Transfer Appointment

The appointment of a career status employee from one department to another department and from a position to a position in the same class.

No employee shall be transferred to a position for which the employee does not possess the minimum qualifications.

E. Demotion Appointment

The appointment of a career status employee from a position assigned a lower salary group. The employee must meet the minimum qualifications of the demoted position.

1. A department director may demote an employee whose ability to perform required duties falls below standard or for disciplinary purposes. Written notice of the demotion shall be in accordance with Rule 16, Discipline, Section 4, Pre-disciplinary Meeting.
2. An employee may voluntarily demote to a lower-level position provided the employee meets the minimum qualifications for the position and the affected department directors consent to the demotion.

## Section 8. Reassignments

A department director may assign or reassign an employee at any time to any position within the employee's classification and in the same department. The City Manager has the authority to reassign an employee within the employee's classification across departments to address the needs of the City.



## **Section 9. Exempt and Nonexempt Personnel**

An employee is designated exempt or nonexempt in accordance with the Fair Labor Standards Act (FLSA).

### **A. Exempt Employees**

Employees who meet the criteria established by the FLSA as amended, and relevant case law, are exempt from overtime pay. Notwithstanding any other provision of these Personnel Rules or any other policy of the City of Apache Junction, FLSA classified exempt employees shall receive a salary that is not subject to deduction for absences of less than one (1) day unless those absences are covered by the Family and Medical Leave Act (FMLA) or the deduction is a penalty or disciplinary measure taken for infractions of safety rules of major significance. In addition, the FLSA allows deductions for one or more full days for infractions of workplace conduct rules.

### **B. Nonexempt Employees**

Nonexempt employees are FLSA covered employees who do not meet the criteria to be classified exempt. Non-exempt employees must be compensated at time and one-half their regular rate of pay for all hours worked in excess of 40 within the position's designated 7-day work period. Nonexempt employees shall be compensated for overtime in accordance with Rule 9, Overtime.

## **Rule 6. Classification**

### **Section 1. Adoption, Amendment, and Revision of Plan**

A classification plan adopted by the City Council shall be maintained by the Human Resources Department and may be amended from time to time by resolution of the city council or through action of the city manager pursuant to these rules.

Requests for amendments and revisions to the classification plan requiring city council action are presented to the City Council by the Human Resources Director or his/her designee through the City Manager.

### **Section 2. Classification of Positions**

The Human Resources Director is responsible for classifying every position in the classified service.

### **Section 3. Reclassification of Positions**

A filled position may be reclassified from one class to another class on an individual basis by the Human Resources Director under all of the following circumstances:

- A. Significant changes have occurred in the level of duties and responsibilities of the position, rather than changes in the performance of the employee.
- B. Such change has been gradual, rather than resulting from assignments to a specific employee in a short period of time.
- C. Such changes in duties and responsibilities are of a permanent nature.
- D. The department director or an employee may request a classification review of the position. The request shall be submitted in writing and to the Human Resources Department.
- E. The determination by the Human Resources Director of the appropriate class shall be final and is not subject to the grievance or appeal procedure.

Reclassification shall not be used for the purpose of avoiding conditions for demotions and promotions.

#### **Section 4. Creation, Abolishment and Reclassification of Positions**

Creation, abolishment, and reclassification of positions in civilian salary Grade 42 and above and sworn salary Command Staff Grade 8 and above may be initiated by the Human Resources Director to the City Council through the City Manager. The city council may amend the classification plan as appropriate.

In response to city staffing needs, the City Manager has the authority to modify the classification plan for positions in civilian salary group 41 and below and below sworn salary group Command Staff 7.

## **Rule 7. Employee Records**

### **Section 1. Policy**

Unless otherwise required by law, personnel files shall be protected from access by persons other than the City Manager, Human Resources personnel, City Attorney, the employee's Department Director or Supervisor, or others as the City may designate as appropriate under the circumstances, and the employee. The City will respond to legally issued subpoenas, judicial orders or public records requests in regard to personnel files, or as otherwise required by law.

Employee records will be kept confidential except as required by state or federal law.

### **Section 2. Accessibility**

Employees may request in writing the opportunity to review their personnel files. Files can be reviewed in Human Resources in the presence of a Human Resources staff.

At the request of the employee, copies of materials included in their files shall be furnished to the employee within a reasonable time frame.

A Department Director and/or immediate Supervisor will have access to the personnel file of the employees in their chain of command, as appropriate and when needed.

Human Resources personnel will have access to personnel files for the purpose of carrying out necessary personnel transactions.

All inquiries for information on current or former employees made by parties other than the employee, Department Director, immediate Supervisor, or hiring Supervisor will be handled in accordance with the Arizona state public records laws.

Release of any information to an outside party must be requested via a Public Records Request Form authorized by City Clerk or their designee; a written authorization from a current or former employee; or, a legal summons (limited exceptions may apply).

If necessary or required, the City may disclose information to the appropriate party in a lawsuit, grievance, or other proceedings initiated on behalf of the employee including without limitation, proceedings relating to workers'

compensation, unemployment compensation, marital dissolutions or other actions relating to benefits sought by the employee.

### **Section 3. Contents of Personnel File**

Once material has been entered into an employee's personnel file it shall remain with the contents of the file in accordance with the Arizona state record retention laws.

No documents pertaining to discipline or other matters of a negative nature shall be placed in an employee's personnel file without the prior knowledge of the employee and the employee's department director.

Employees may place into their personnel file their written response to any evaluation, report, disciplinary action, or other documentation put into the file by the City. Such written response shall be submitted to the Department Director with a notation on the response that it is copied to the Human Resources department. Upon receipt in Human Resources the response shall be placed in the employee's file.

### **Section 4. Status Changes**

The employee shall keep the Human Resources Department informed of his/her current address and telephone number as well as any change in marital status or number of dependents.

### **Section 5. Verification of Employment**

Only the following information will be provided to prospective employers and other agencies seeking employment verification:

- A. Dates of employment
- B. Job title
- C. Pay rate

In response to reference requests, public records requests and subpoenas, the City will provide the same information only if requested.

## **Rule 8. Attendance and Leaves**

### **Section 1. Attendance**

Employees shall be in attendance at their work in accordance with the rules regarding hours of work, holidays, and leaves. All departments shall keep daily attendance records of employees.

An employee shall be considered absent without leave when absent from work for three (3) or more consecutive working days without authorization. This absence is automatically considered resignation by job abandonment.

Tardiness and/or absenteeism or pattern of absences and/or tardiness may result in disciplinary action.

### **Section 2. Vacation Leave**

Employees shall be entitled to annual vacation leave with pay except the following:

- A. Employees who have served less than six months in the service of the City.
- B. Employees who work less than 1,040 hours per year.

Upon completion of six (6) months of actual service, each eligible employee shall be credited with up to forty-eight (48) hours of vacation and shall accrue vacation thereafter at the rate specified in this rule. It is the responsibility of the employee to schedule his/her vacation time in compliance with departmental workloads and needs and to obtain supervisor approval in advance. It is the supervisor's duty to confirm the approval or denial of an employee's requested vacation leave in a timely manner.

All vacation leaves are to be taken at the convenience of the department and shall be approved by the Department Director or his/her designee.

Vacation credits shall not be allowed to accumulate in excess of 320 hours at the first of January of any calendar year. Any vacation credits in excess of 320 hours at the first of any calendar year become void.

The annual vacation leave is as follows for employees working 2,080 annually:

1 year	-	4 years	96 hours
5 years	-	9 years	120 hours
10 years	-	14 years	144 hours
15 years or more			192 hours

Vacation leave credits are pro-rated for employees who work between 1,040 and 2,080 hours annually. Vacation leave accrual is based on continuous active employment and will not accrue during a pay period when on unpaid status for the full pay period.

The City Manager may provide a hiring incentive of additional vacation hours than referenced above and may allow such vacation time to be used immediately.

### **Section 3. Sick Leave**

#### **A. Sick Leave for Career Status Employees**

In accordance with the provisions set forth in this section, employees who become ill or are injured may use available sick leave credits. Use of sick leave credits shall not be considered a right but rather a privilege and shall be allowed only under the conditions outlined in this Section.

##### **1. Accrual**

- a) All career status and probationary employees who work 20 hours or more a week earn sick leave credits. Employees who work 40 hours per week accrue eight (8) hours each month. Employees who work a minimum of 20 hours but less than 40 hours weekly accrue sick leave on a prorated basis.
- b) The employee must have completed thirty (30) days of employment before sick leave credits are granted.
- c) Accrual of sick leave credits is based on continuous active employment and will not accrue during a pay period when an employee is on unpaid status for the full pay period.
- d) Employees eligible for sick leave may bank a maximum of 1,040 hours. Sick leave credit is neither earned nor granted when an employee is at the maximum.

## 2. Use of Sick Leave Credits

- a) Sick leave credits may be used for absences due to illness or injury, dental, optical, or medical appointments, quarantine regulations, and serious illness of the employee, or when through exposure to a contagious disease a physician certifies that the employee's presence jeopardizes the health of others.

Sick leave may also be taken in cases in which an employee is absent for reasons of illness or injury, dental, optical or medical appointments for his/her immediate family member.

- b) When absence is required under sick leave, the employee or his/her designee shall notify the employee's immediate Supervisor of the reason prior to, or within two (2) hours, of the employee's scheduled starting time. Notification must be made each day of absence unless other arrangements have been made with the Supervisor. Failure to do so will result in the employee being absent without leave and may result in disciplinary action.

Department Directors may establish written sick leave reporting procedures which differ from this standard for their department or specific division/units within their department or for individual workloads.

- c) Upon approval by the department director, employees who have exhausted their sick leave credits may substitute their accumulated compensatory time credits first, if available, before vacation leave credits during absence as set forth in this Section.
- d) Should an employee require an unpaid leave to support their absence because all accruals have been exhausted and there are no leave donations, Rule 8. Section 6. Leave of Absence without Pay applies.
- e) Sick leave credits shall not be granted in advance of accrual.
- f) If the employee did not submit a Time-off request (TOR) prior to the absence, the employee shall do so immediately upon his/her return to work or upon request. A Supervisor may enter a TOR for sick leave on behalf of an employee when an employee is absent and timecards are due to meet a payroll deadline.
- g) The City Manager may as an employee incentive, provide additional sick leave and new hires and may waive the limitations noted in Section 3 (1) above.



## **B. Sick Leave for Non-Career status Employees**

In accordance with the provisions set forth in this section, employees who become ill or are injured may use available sick leave credits. Use of sick leave credits shall not be considered a right but rather a privilege and shall be allowed only under the conditions outlined in this Section.

### 1. Accrual

- a) The employee must have completed 30 days of employment before sick leave credits are granted.
- b) Employees shall accrue a minimum of one (1) hour of earned paid sick time for every 30 hours worked, but employees shall not be entitled to accrue or use more than 40 hours of earned paid sick time per year. A year is the period July 1 to June 30.
- c) An employee may use earned paid sick time as it is accrued.

### 2. Use of Sick Leave

- a) Sick leave credits may be used for absences due to illness or injury, dental, optical, or medical appointments, quarantine regulations, and serious illness of the employee, or when through exposure to a contagious disease a physician certifies that the employee's presence jeopardizes the health of others.
- b) Sick leave may also be taken in cases in which an employee is absent for reasons of illness or injury, dental, optical or medical appointments for his/her immediate family or foster child.
- c) Sick leave must be requested by a TOR through the function of the City's timekeeping system.
- d) When absence is required under sick leave, the employee or his/her designee shall notify the employee's immediate Supervisor of the reason prior to, or within two (2) hours, of the employee's scheduled starting time. Notification must be made each day of absence unless other arrangements have been made with the Supervisor. Failure to do so will result in the employee being absent without leave and may result in disciplinary action.

-Department Directors may establish written sick leave reporting procedures which differ from this standard for their department or

specific division/units within their department or for individual workloads.

- e) Sick leave credits shall not be granted in advance of accrual.
- f) If the employee did not submit a TOR prior to the absence, the employee shall do so immediately upon his/her return to work or upon request. A Supervisor may enter a TOR for sick leave on behalf of an employee when an employee is absent and timecards are due to meet a payroll deadline.

### **C. Supporting Documentation and Investigation of Sick Leave**

The City may require submission of evidence from a licensed health-care practitioner substantiating the need for paid sick leave used on three (3) or more consecutive workdays. The City can require reasonable documentation showing the earned paid sick time was used for purposes permitted.

Department Directors may investigate the alleged illness of an employee absent on sick leave. False or fraudulent use of sick leave shall be cause for disciplinary action up to and including termination.

If the Department Director determines the evidence is inadequate, the absence shall be charged to another category of leave or considered an unauthorized absence.

### **D. Employer-initiated Exam**

When a department director has reason to believe an employee should not work due to illness, injury, or performance issues that may relate to fitness for duty, or when the department director has reason to believe the employee should work, the department director may submit a written request to the Human Resources Director, requesting the employee be examined by a licensed health-care practitioner. The licensed health-care practitioner shall be designated by the Human Resources Director.

If the licensed health-care practitioner determines that the employee should not work due to illness or injury, the department director may place the employee on sick leave, or if the employee's sick leave is exhausted, on other leave as appropriate.

If the licensed health-care practitioner determines that the employee cannot perform the essential functions of his/her regular class, the department director and Human Resources Director will investigate possible reasonable accommodation for the employee. The department director may require the

employee to obtain approval from the licensed health-care practitioner prior to the employee's return to his/her former class.

The City pays for all examinations required pursuant to an employer initiated exam. The employee shall not be charged any leave credits while participating in or traveling to or from any examination required pursuant to an employer-initiated exam.

**E. Sick Leave Payout**

The City offers a payout upon an employee death or if an employee resigns in good standing. Reference Rule 19, Section 2.

The payout shall be as follows:

Hours between	0 – 320 @ 0%
Hours between	321 – 639 @ 50%
Hours between	640 – 1040 @ 25%

**F. Donation of Sick Leave Hours between Employees**

Donation of sick or vacation leave hours are established by Administrative Procedure.

**Section 4. Workers' Compensation**

Workers' compensation and on the job illness or injury procedures are established by administrative procedure.

Employees who sustain a job-related injury compensable under the Arizona Workers' Compensation law are covered by the provisions of that law.

**Section 5. Military Leave**

Military leave shall be granted in accordance with state and federal law.

All employees entitled to military leave shall give their supervisors an opportunity, within the limits of military regulations, to determine when such leave shall be taken. The request process for this leave is established in the City's Administrative Procedures.

## **Section 6. Leave of Absence without Pay**

A written request for a Leave of Absence without Pay must be submitted to the employee's department director. The employee's Department Director shall review the request, and, if supported, submits it to the Human Resources director for consideration.

Leave shall be granted only upon written approval of the Human Resources Director and may be granted for up to three (3) months in a twelve (12)-month period. The Human Resources Director may extend the leave after review of the situation.

A leave of absence without pay may be granted for up to twelve (12) months, if the absence is due to a workers' compensation covered event.

### **Benefits, Accruals, Holidays**

- a. An employee's health and dental benefits will be cancelled.
- b. An employee may, at his/her option, continue health and dental coverage through COBRA.
- c. The city's Human Resources Office will issue a COBRA letter and the employee may elect to continue his/her health and dental insurance and pay the full premium (employee and employer portion) plus 2%
- d. Credits do not accrue.
- e. The employee is not entitled to compensation for city observed holidays.

### **Retirement Credit**

The employee is encouraged to consult with his/her retirement system for information regarding retirement service credit and his/her leave of absence without pay.

### **Termination of Leave of Absence without Pay**

An employee on a Leave of Absence without Pay is not protected from changes at work and is not entitled to any greater restoration right than those of an employee not taking a Leave of Absence without Pay.

Upon return from an approved leave of absence without pay, the employee shall be reinstated to the position held at the time leave was granted, only if the position is available.

Failure on the part of an employee to report to duty upon expiration of the leave shall be cause for discharge. The effective date of discharge will be the first date of leave of absence without pay.

## **Section 7. Leave with Pay**

Upon request by the department director to the Human Resources Director and upon written approval by the Human Resources Director, leave with pay for sufficient cause may be granted to career status employees for a total of 10 working days in any twelve-month period.

Extended periods of leave with pay may not be granted except by express approval of the department director, Human Resources Director, and City Manager.

## **Section 8. Jury Leave**

Career status employees who are called to meet an obligation as a citizen by serving on juries, will be granted time off with pay for jury duty.

Compensation received by the employee, except mileage fees, will be paid by the employee to the City of Apache Junction.

## **Section 9. Subpoena Leave**

If the subpoena or other order of the court appearance is City related, the employee will be granted time off with pay to meet the requirement of the subpoena or other order.

If the subpoena or other order of the court is not City related, employees who are regularly scheduled to work 20 hours or more in a week shall be excused from work and may use their vacation, compensatory time, floating holiday to cover the absence.

## **Section 10. Administrative Leave**

With the approval of the Human Resources Director, employees may be placed on paid administrative leave while conduct is being investigated and/or possible disciplinary action is being contemplated or the employee is undergoing fitness for duty exams and while the City is awaiting the results of such exams.

Employees on administrative leave are subject to the Personnel Rules and other City policies/procedures and may be required to report to their supervisor on a regular basis.

## **Section 11. Bereavement Leave**

Employees are permitted up to forty (40) hours bereavement leave, due to the death of an immediate family member, or biological, legally adopted or foster sibling.

Employees are permitted up to three (3) days of bereavement leave due to the death of an extended family member.

An employee may request to use any available paid leave balances for additional time off as necessary. Any request to use paid leave balances will be considered in accordance with the leave policies set forth.

## Section 12. Holidays

The City may observe the following holidays:

1. "New Year's Day"
2. Third Monday in January, "Martin Luther King, Jr./Civil Rights Day"
3. Third Monday in February, "President's Day"
4. Last Monday in May, "Memorial Day"
5. "Independence Day"
6. First Monday in September, "Labor Day"
7. Second Monday in October, "Columbus Day"
8. "Veterans Day"
9. "Thanksgiving Day"
10. The Day After Thanksgiving Day
11. "Christmas Day"

To observe a holiday means to close City Hall and City administrative offices. The observed holiday may or may not be a paid holiday. When an observed holiday falls on Friday or Saturday, the preceding Thursday will be considered the holiday. When an observed holiday falls on a Sunday, the following Monday will be considered the holiday. Public Safety and other employees may be required to be on duty for City observed holidays.

Each year, on or before April 1<sup>st</sup>, the Human Resources Department shall post a list of the next fiscal year's observed holidays and shall indicate which holidays are eligible for holiday pay.

The City allocates ninety (90) holiday hours annually to full time employees, and fifty-five (55) annually to part time employees (twenty (20) hours or more per week); holiday hours in excess of those designated for paid City holidays will be converted to Floating Holiday hours and will be deposited in the employee's Floating Holiday bank. The City Manager may provide additional holiday hours than referenced above with notification to City Council prior to the observed holiday.

The holiday hours deposited into the Floating Holiday bank shall be approved for use at such time that is mutually agreeable to the employee and the employee's supervisor. Floating Holiday hours will not be available for use on an unplanned or call-in basis. Floating Holiday hours not used by June 30<sup>th</sup> of each year will be forfeited. In addition, all Floating Holiday hours remaining, but not taken prior to the last day of employment with the City, shall be forfeited.

For those holidays eligible for holiday pay, the employee must be on pay status their scheduled day before and day after the holiday. This means if an

employee is on leave without pay or in any other no pay status, he/she will not be paid for the holiday.

### **Section 13. Birthday Leave**

Birthday leave hours are granted on July 1<sup>st</sup> of each year. Birthday Leave must be used in total hours for an employee's full scheduled day.

Employees with normal hours of 32 or more per week are given hours equivalent to one regularly scheduled workday to be used as Birthday Leave.

Part time employees with normal hours between 24 and 31 per week are given five (5) hours.

Prior to taking Birthday Leave, an employee shall obtain approval from his/her supervisor. The leave may be taken at a time mutually agreed to between the employee and the supervisor.

Employees are encouraged to use their Birthday Leave hours within 30 days of their birthday, however if Birthday Leave hours are not used by the end of the fiscal year in which they were granted, they will be lost, Birthday Leave hours are not carried over.

### **Section 14. Rest Periods**

Employees may be granted two separate rest periods of fifteen (15) minutes each during a work shift. Rest periods shall be counted as time worked.

Rest periods shall not be combined or used to provide an extended rest or lunch period or shorten the workday.

Compensatory time or overtime pay shall not be granted for rest periods not received or taken or for work performed during the rest period.

### **Section 15. Family and Medical Leave Policy**

#### **A. Basic Leave**

The Family Medical Leave Act (FMLA) provides eligible employees with up to twelve (12) workweeks of job protected leave without pay in a twelve (12)-month period and requires group health benefits to be maintained during the leave as if the employee continued to work. FMLA designated



time is not required to be a consecutive twelve (12) workweeks and can be intermittent, if applicable.

An employee may be eligible to have his/her leave designated as FMLA leave when attending to the birth, adoption, or foster care placement of a child or to attend to their own serious health condition or the serious health condition of the employee's parent, spouse, son, or daughter, or because of any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty or has been notified of an impending call to active duty status in support of a contingency operation.

B. Qualified Exigency Leave

An eligible employee can take up to twelve (12) weeks of FMLA designated leave to address qualified exigencies related to the employee's spouse, son, daughter, or parent being on active duty or being called to active-duty status in the National Guard or Military Reserves.

C. Military Caregiver Leave

The FMLA includes a leave designation that permits eligible employees to take up to a combined total of twenty-six (26) weeks of leave (Basic and Military Caregiver Leave) to care for a covered service member (next of kin) who is recovering from a serious illness or injury sustained in the line of duty while on active duty.

D. The City of Apache Junction under the FMLA

- Uses a rolling twelve (12) months, measured backward from the date an employee uses any leave designated as family medical leave.
- Requires the use of accrued leave time as allowed in the Personnel Rules to run concurrent with the designation of family medical leave.

E. Definitions

For the purpose of designation of leave as family and medical leave the following definitions apply:

2. Immediate Family: A parent, spouse, son, or daughter is defined as follows:
  - a) Parent: The biological parent of an employee, an individual who stood in place of the parent to that employee, or an employee who has day-to-day responsibilities of caring for a child.

- b) Daughter or Son: a biological, adopted, or foster child; a stepchild; a legal ward; or child of a person standing in the place of a parent who is under 18 years of age or 18 years of age or older and incapable of self-care because of mental or physical disability.
  - c) Spouse: a husband or wife as defined or recognized under state law for purposes of marriage, including common law marriage in States where it is recognized. A spouse does not include unmarried domestic partners.
- 3. Next of Kin (Military Caregiver Leave): The nearest blood relative other than the covered service member's spouse, parent, son or daughter, in the following order of priority: Blood relatives who have been granted legal custody of the covered service member by court of decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA.
  - 4. Serious Health Condition: an illness, injury, impairment, or physical or mental condition that involves in-patient care in a hospital, hospice, or residential medical care facility or any subsequent treatment in connection with such in-patient care or continuing treatment by a health care provider.

Per the FMLA, examples of situations that do not normally meet the definition of a serious health condition are: conditions for which cosmetic treatments are administered, the common cold, the flu, earaches, upset stomach, minor ulcers, headaches other than migraine, routine dental or orthodontia problems, periodontal disease.

#### F. Eligibility for FMLA

- 1. Who is eligible for leave designation under the FMLA: Eligible employees are those who have been employed by the City for at least twelve (12) months and have worked (including paid absences) for a period of not less than 1250 hours during the preceding twelve (12) months.
- 2. When FMLA may be Designated: Leave may be designated as Family and Medical leave for the following reasons:

## Apache Junction Personnel Rules 2023

- a. The birth, adoption, or foster care placement of a son or daughter if the leave is taken within twelve (12) months of the birth, adoption, or placement.
- b. The serious health condition of a parent, spouse, son, or daughter;
- c. The employee's own serious health condition, which prevents the performance of the essential functions of the job.
- d. Eligible employees with a spouse, son, daughter, or parent on active duty or called to active-duty status in the National Guard, or Military reserves in support of a contingency operation may use twelve (12) weeks FMLA to address certain qualifying exigencies; examples are attend certain military events, arrange for alternative childcare, address certain financial and legal matters, attend certain counseling sessions, and attend post-deployment reintegration briefings.
- e. To care for a current member of the Armed Forces who has serious injury or illness incurred in the line of duty on active duty, and who is the spouse, son, daughter, parent, or next of kin of the employee. Eligible employees may use a combined total of twenty-six (26) weeks (FMLA and Military Caregiver Leave). 29 CFR 825.127

### G. Duration of FMLA

Eligible employees are allowed to be granted up to twelve (12) weeks of leave for basic FMLA and Exigency Leave and up to a combined total of twenty-six (26) weeks for leave under the military caregiver provision of the FMLA in a twelve (12)-month period. The twelve (12)-month period is computed as a rolling twelve (12)-month period measured backward from the date leave is used.

H. Designation of leave under the FMLA

The following are the terms and conditions for the designation of leave under the FMLA:

1. In the case of the employee's own serious health condition, the employee shall use all accrued sick leave before using accrued compensatory leave and then vacation leave.
2. All accrued compensatory leave and then vacation leave shall be used before unpaid leave may be used.
3. Both non-exempt and exempt employees shall use earned accruals while on FMLA leave, if available. Exempt employees shall be charged in hourly increments for intermittent time off while on FMLA Leave.
4. The amount of unpaid leave available shall be the time remaining after having deducted the eligible accrued paid leave time from the twelve (12) weeks, or twenty-six (26) weeks if applicable, of designated leave allowed under the FMLA. In the event that unpaid time is to be designated under the FMLA; this time will be applied to the employee as Leave of Absence without pay.
5. In the case where both husband and wife are employees of the City, twelve (12) weeks of leave designated as family and medical leave may be used by each employee in any twelve (12) month period for any event qualifying under the basic or exigency FMLA, or 26 weeks if Military Caregiver leave is used.

I. Reduced or Intermittent Leave

1. Intermittent or reduced leave shall be granted for the employee's own serious health condition or the serious health condition of the employee's spouse, parent, son, or daughter, or due to qualifying events as described in the military family leave provision.
2. Intermittent or reduced leave for the birth, adoption, or foster placement of a child will be allowed only with the consent of the department director and the Human Resources Director and the use of intermittent or reduced leave shall be limited to a period of twelve (12) consecutive weeks.

J. The department director may temporarily transfer the employee to a position that better accommodates the leave, provided the transfer does not deprive the employee of hours that he or she is otherwise available to work.

K. Notice Requirements

1. Thirty-day-notice Requirement: An employee who has a preplanned FMLA qualifying event under the FMLA must give his or her department director thirty (30) days advance notice where practical. The notice may be verbal and the department director shall document the request for leave and provide a copy to Human Resources. If it is necessary that the leave begin in less than thirty (30) days, the employee must provide such notice as is practical.
2. Sanctions for Failure to Provide Notice: If the employee could have provided thirty (30) days advance notice to the department director but did not, the City may deny designation of leave for thirty (30) days after the employee provides notice.
3. Designation of Leave as Family and Medical Leave: It is the responsibility of the City to designate leave, paid or unpaid, as qualifying under the FMLA. The City may inquire further if the employee does not provide sufficient information to enable the City to designate the leave under the Act.

L. Medical Certification and Reporting Requirements

1. The City may require that designated leave related to a serious health condition be supported by a certification issued by the employee's health care provider, or the health care provider of the employee's spouse, daughter, son, or parent, as appropriate. A copy of this certification shall be provided to Human Resources within fifteen (15) calendar days of the request for certification.
2. The certification must include the following:
  - a. The date on which the serious health condition commenced; and
  - b. The anticipated duration of the condition; and
  - c. The appropriate medical facts within the knowledge of the health care provider regarding the condition; and
  - d. A statement that the employee is needed to care for the daughter, son, spouse, or parent as appropriate.
  - e. An estimate of the amount of time that the employee is needed to care for the daughter, son, spouse, or parent as appropriate.
3. Failure to provide certification within fifteen (15) calendar days may result in denial of leave designated under the FMLA until a certification is provided.
4. If the Human Resources Director questions the validity of the certification, the Human Resources Director may require the employee,

at the City's expense, to obtain a second certification. If the second opinion conflicts with the original opinion, the City may require, at its expense, the employee obtain the opinion of a third health care provider selected jointly by the City and the employee. The third opinion shall be final and binding on both parties.

5. The Human Resources Director may require the employee obtain subsequent recertification if the designated leave is extended. This includes the need for intermittent leave.
6. All records or documents provided by a health care provider in response to a request to verify the necessity of leave designated under the FMLA shall be maintained in separate files and treated as confidential medical records.

M. Effect of an unpaid FMLA Designation on Accruals, Service, and Benefits

1. Accruals:

- a. While on unpaid leave an employee will not lose any credits accrued and unused before the date on which his/her leave is designated.
- b. The employee will not accrue vacation or sick leave credits.
- c. If the employee is not compensated in a month, retirement service credit will not accrue.
- d. The employee is not entitled to holiday pay.

2. City Service:

- a. The unpaid absence will not constitute a break in City service for seniority purposes.

3. Health/Dental Coverage:

- a. The employee is entitled to have his/her health and dental benefits maintained while on leave as if the employee had continued to work.
- b. It shall be the responsibility of an employee on unpaid leave which has been designated as FMLA to provide his/her portion of the premium payment necessary to maintain health and dental insurance coverage.
- c. If an employee decides not to return to work, the City is entitled to recover from the employee the cost of the health insurance premiums paid while the employee was on leave designated as

FMLA. However, no such repayment is required if the employee is unable to return, as certified by a health care provider, due to circumstances beyond his/her control (i.e., continuation, recurrence, or onset of a serious health condition).

N. Return from leave designated as FMLA

1. An employee who has taken leave for his/her serious health condition shall present to the department director, on or before returning to work, a certification from the employee's health care provider that the employee is able to resume work. This certification should include any limitations on performance of duties the employee might have.
2. Upon return from leave designated as family and medical leave an employee shall be returned to the same or equivalent position.
3. An employee need not be reinstated if the employee would not otherwise have been employed at the time reinstatement is requested.
4. When an employee returning from leave designated as FMLA is not qualified or able to perform the essential functions of the position to which the employee was returned, the employee shall be given a reasonable opportunity in which to become qualified or seek a reasonable accommodation.
5. When an employee returning from leave designated as FMLA is not able to perform the essential functions of the position to which the employee is returned, the employee may be disqualified for the position.

N. Investigation of Family and Medical Leave Use

The Human Resources Director may investigate the use of FMLA designation. Misuse of this designation shall be cause for disciplinary action up to and including termination.

## **Rule 9. Overtime**

### **Section 1. Policy**

It is the City's policy to avoid the necessity for overtime work whenever possible but understands overtime work may be necessary to handle emergency situations and to meet seasonal or peak workload requirements of a critical nature.

It shall be the responsibility and an important measure of job performance, for supervisors, managers, and department directors to adequately plan and schedule work and staffing to minimize the need for overtime.

In the event of hours worked beyond the normal workday, all efforts shall be made to allow the employee to take off an equivalent number of hours within the designated work period (flexing the schedule).

No employee, except in a situation involving public health or safety, shall be permitted or allowed to work overtime unless authorized by the supervisor. Any verbal authorization given by the supervisor is to be followed up with written authorization.

### **Section 2. Exempt and Non-covered Employees**

The overtime provisions of this policy shall not apply to employees whose positions have been determined to be exempt from the provisions of the FLSA. All employees classified FLSA Exempt are excluded from payment of overtime hours, on-call pay, call out pay assignment pay, or other special pay in and above the base rate of pay.

FLSA exempt employees are expected to work the hours necessary to satisfactorily perform their jobs. However, FLSA exempt employees may be required to work a specified schedule set by their supervisor.

The City prohibits any deductions from FLSA exempt employees' pay that are improper under the FLSA. Exempt employees shall not use partial day increments of accrued leave credits unless on FMLA designated leave.

Non-covered employees include City Manager, City Magistrate, City Attorney, Associate City Magistrate, Judicial Assistant, and independent contractors.

### **Section 3. Work Period**

All employees assigned a nonexempt status shall be paid an amount equal to one and one-half times their regular hourly rate for time worked in excess of



forty (40) hours per week or the equivalent in compensatory hours, or as provided in these Rules (see Section 6. Calculation of Overtime). A work period is defined as seven consecutive days which begins on Saturday at 12:01 A.M. and ends the following Friday at 12:00 Midnight.

#### **Section 4. Overtime Accrual**

In situations where an employee begins work prior to, or after, his/her scheduled starting time or ends work prior to, or after, his/her scheduled ending time, credit shall not be given for increments of time that are seven (7) minutes or less. Increments of time greater than seven minutes shall be paid or compensated to the nearest quarter hour.

#### **Section 5. Hours Worked**

Employment, under the FLSA, is defined to include all hours that an employee is "suffered or permitted to work" for the employer. Hours worked also include time during which an employee is "necessarily required to be on the employer's premises, on duty or at the prescribed workplace." The following are examples of typical situations qualifying as compensable hours worked as provided by the FLSA:

##### Call-Out Time

Any employee may be contacted and asked to respond to a situation during hours they are not scheduled for work. Call-out occurs when a non-exempt employee who is not assigned to an on-call status is asked to respond to a work situation. Employees responding to a call-out will receive a minimum of two (2) hours compensation.

##### Meal Periods

All employees that work in excess of six hours shall be offered a meal break as ordered by the United States Department of Labor. The City requires all career status non-exempt employees that work in excess of six hours during a regular scheduled day to take at minimum a half-hour meal break. Departments may require a one-hour meal break depending on department needs and as needed to provide coverage. Employees are prohibited from working through their meal break in order to reduce hours worked in the workday. Meal periods are not compensated when the following three conditions are met:

- (1) the meal period must be at least 30 minutes; and
- (2) the employee must be completely relieved of all duties; and

- (3) the employee must be free to leave the duty post (there is no requirement that the employee be allowed to leave the premises or work site).

### On-call Time

If a non-exempt employee assigned on-call status is able to use the off-duty time for his/her purposes, the hours will not be considered hours worked.

If the employee is required to perform any work-related duties during on-call time, the time will be calculated as hours worked.

The employee who is merely required to leave work where he/she can be reached during on-call periods or is required to respond to a page and/or other contact will not accrue hours worked for those time periods.

Employees who are assigned on-call status will receive compensation for each hour served in an on-call status.

On-call compensation:

- \$2.00 per hour
- The City Manager has the authority to adjust the compensation rate.

On-call compensation does not apply when the employee is required to perform work-related duties during on-call time since that time is considered hours worked.

If an employee is unable to use off duty time for his/her purposes as outlined in the FLSA, those hours shall be considered hours worked and not qualify for on-call status.

### Voluntary Work

Employees who continue to work after their shift is over are engaged in compensable working time.

The reason for the work is immaterial as long as the supervisor "suffers or permits" employees to work on the City's behalf, proper compensation must be paid. Once an employer allows the employee to work, or knows that the employee is working, the employee must be compensated.

It is the supervisor's responsibility to make certain that unauthorized overtime work is not performed. According to the FLSA, the mere existence of a rule is not sufficient to avoid compensation for additional hours worked.

Supervisors who permit employees to work overtime without compensation may be subject to discipline. Employees who work unauthorized overtime may also be subject to discipline.

### Waiting Time

If a non-exempt employee has been assigned to wait for something to occur his/her waiting time will be counted as hours worked; if the employee arrives early, does not perform any work before his/her shift starts, and merely waits to begin working, his/her waiting time will not constitute hours worked.

Non-exempt employees, who are required to stand by ready for duty, whether during the lunch period, during machinery breakdowns, or during other temporary work shutdowns, must be paid for this time.

Examples of compensable hours worked include but are not limited to:

- Caring for tools that are a part of principal activities, such as guns and vehicles (unless also allowed for personal use) by police officers, tools, and equipment for parks and streets workers.
- Charitable work requested or controlled by the employer.
- Emergency work/travel time.
- Fire drills and other disaster drills, whether voluntary or involuntary, either during or after regular working hours.
- Training in regular duties to increase efficiency.
- Training programs required by the employer.
- Rest periods of twenty (20) minutes or less.
- Medical attention during working hours at the employer's direction.
- On-call time where the employee must remain at the employer's premises or which is so restricted that the employee is unable to use the time for his/her own purposes.
- Travel time from the employer's premises to the work site.
- Travel time between work sites during the normal workday.
- Donning and doffing (putting on and taking off work uniforms and equipment)

Examples of time not considered hours worked for the purposes of overtime compensation include, but are not limited to:

- Jury Duty Leave
- Military leave
- Bereavement Leave
- Floating Holiday
- Birthday Leave
- Vacation Leave

- Sick leave
- Compensatory time
- On-call time
- Time spent before, after, or between regular working hours.
- Voting time if outside the regular-scheduled hours of work.

## **Section 6. Calculation of Overtime**

When a nonexempt employee is on paid leave time, such time is not hours worked for the purposes of calculating overtime.

However, holiday hours are considered hours worked for the purposes of overtime calculations.

## **Section 7. Compensatory Time in Lieu of Paid Overtime**

The FLSA permits the City to provide compensatory time in lieu of monetary overtime compensation, at a rate of not less than one and one-half hour of compensatory time for each hour of overtime worked. The calculation used for compensatory time is the same as that generally used for calculating monetary overtime.

Nonexempt employees may receive compensatory time in lieu of overtime pay for hours worked beyond 40 hours in a seven-day work week. Employees may accrue a maximum of 160 hours of compensatory time (106.67 actual hours of overtime worked).

An employee who has accrued compensatory time and requests use of the time must be permitted to use the time within a reasonable period after making the request if the time off does not unduly disrupt the operations of the City. When the use of compensatory time is denied, the supervisor shall provide the affected employee the reasons for denial. A copy of the reasons for denial shall also be provided to the Human Resources Director.

Non-exempt FLSA classified employees who change from one salary group to another, either by promotion or demotion shall receive a payout of their banked compensatory time. Payment will be at the employee's current rate of pay prior to change.

Non-exempt FLSA classified employees who become exempt FLSA classified employees shall receive payment for any compensatory banked time. Payment will be at the rate of pay in the non-exempt status.

## **Section 8. Payment of Compensatory Time at Termination of Employment**

In accordance with the FLSA, unused compensatory time must be paid at whichever is higher of the following:

1. The average regular rate received by the employee during the last three years of employment; or
2. The final regular rate received by the employee.

## **Section 9. Substitution of Work Hours between Employees**

The FLSA provides that any individual employed in any capacity by a public agency may agree to substitute, during scheduled work hours, for another employee. Employees may work substitution schedules where the substitution is:

- 1) voluntarily undertaken and agreed to solely by the employees, and,
- 2) approved by the supervisor.

The traded time will not be considered by the City when calculating the hours for which the employee is entitled to overtime compensation. In effect, even though a substitution has taken place, each employee will be considered to have worked his or her normal schedule.

In addition, the supervisor of an employee who performs such substitute work is not required to keep a record of the hours of substituted work. It is important to be aware that the substitution provisions of the FLSA apply only when the employee's decision to substitute is made freely and without direct or implied coercion. It must be made exclusively for the employee's own convenience.

## **Section 10. Travel Time**

### Home-to-Work Travel

As a general rule, home-to-work travel is not compensable, even if an employee must travel from a town to an outlying site to get to the employer's premises. This is true whether an employee works at a fixed location or at different job sites. Generally, an employee is not at work until he or she reaches the work site. However, if an employee is required to report to a meeting place where he or she is to pick up materials, equipment, or other employees, or to receive instructions, before traveling to the work site, compensable time starts at the time of the meeting.

### Travel during the Work Day

Traveling from an outlying job at the end of the scheduled workday to the employer's premises is time worked. Where an employee is required to report to a meeting place to receive instructions, perform other work, or pick up tools, and travel from the designated meeting place to the work site is considered working time.

### Out-of-town Travel

Where employees travel out of town overnight on business they must be paid for time spent traveling during their normal work hours on their non-working days as well as on their regular working days. Travel time as a passenger outside regular working hours is not considered hours worked. If an employee drives a car without being offered public transportation, the travel time is considered working time.

## **Rule 10. Performance Review**

### **Section 1. Purpose**

The performance review is designed to inform the employee of the manner in which he or she is meeting standards of performance established by the supervisor. The performance review is intended to cover the City's Core Values and overall performance during the review period.

### **Section 2. Performance Reporting Requirement during Probation**

Reporting on employee performance during probation is covered in Rule 5, Appointments, Status, and Probation.

### **Section 3. Performance Review Requirements Following End of Probation**

Every career status employee shall have his or her performance reviewed at least once a year and, when a written report is prepared on this performance, shall be retained by the department. Employees shall be allowed to submit a written response to their performance review; the employee's written response shall be attached to the report it addresses.

Department directors are encouraged to bring unsatisfactory performance to the attention of the employee when the unsatisfactory performance occurs.

### **Section 4. Salary Increase**

Employees, with the exception of temporary, seasonal, and employees in their initial probationary period, are eligible for the city's annual salary adjustment dependent upon budgetary approval by the City Council.

Employees who successfully complete their initial probationary period in July, August, or September, will receive a salary adjustment the first full pay period after the completion of their initial probationary period. Departments are responsible to notify Human Resources of the completion of the probationary period.

## **Rule 11. Drug-Free Workplace Policy**

### **Section 1. Purpose**

The City believes that substance abuse is a serious threat to the welfare of employees, citizens, and the public. The City has established rules with respect to the use, possession, or sale of drugs and alcohol. The expectation of the drug and alcohol testing policy is to:

- 1) Ensure a healthy, safe and productive working environment for City employees;
- 2) Continue to provide high-quality services to the public; and,
- 3) Ensure compliance with federal and state laws and regulations for a uniform city-wide, drug-free workplace effort.

### **Section 2. Policy Statement**

This policy will be construed in accordance with federal, state, and local laws, including the ADA, the FMLA, and the Omnibus Transportation Employee Testing Act (OTETA) of 1991.

Reporting for work under the influence of alcohol or drugs, or any substance that impairs an employee's mental or physical capacity, is not acceptable.

The use of illegal drugs or the misuse of legal drugs or alcohol by any employee is prohibited, as is the presence in any employee's system of a prohibited drug or drug metabolite.

The possession, sale, or distribution of drugs, alcohol, or any illegal substance by an employee during regular working hours while on city business or while on City property is prohibited except as allowable in police department policies and procedures.

Reasonable suspicion/cause generally includes but is not limited to:

1. Observable phenomena, such as direct observation of drug or alcohol use and/or the physical symptoms or manifestations of being under the influence of a drug or alcohol;
2. Abnormal conduct, erratic behavior, absenteeism, tardiness;
3. Physical symptoms (i.e. glassy eyes, slurred speech, unsteady gait, red eyes, running nose);
4. Smell of alcohol or marijuana;
5. Deterioration in work performance or physical appearance.



6. A report of drug or alcohol use provided by reliable and credible sources and which has been independently corroborated;
7. Evidence that an individual has tampered with a drug or alcohol test, during his/her employment with the current employer;
8. Involvement in or responsibility for, a work-related or industrial accident that caused, or could have caused serious injury to the employees, any other person, or serious damage to employer property or property belonging to others; if a City vehicle is involved, the vehicle must be in operational mode and in motion;
9. Evidence of use, possession, sale, solicitation, manufacture, or transfer of drugs or alcohol while working or while on employer premises.

### **Section 3. Over-the-Counter or Prescribed Medications**

Employees taking prescription or over-the-counter non-prescribed drugs or medication which might interfere with the performance of his/her job duties, shall report the usage of the drug or medication to his/her supervisor before going on duty. Employees taking such drugs or medication are responsible for knowing any side effects of the medication that might interfere with job performance based upon the prescribing physician's advice or the warning on the medication label.

### **Section 4. Types of Authorized Drug and Alcohol Testing**

#### **A. Post-Job Offer, Pre-employment Testing**

All new job candidates, occupying a safety-sensitive position identified by Human Resources and/or as per state and/or federal law, must undergo testing for alcohol and controlled substances within thirty-six (36) hours of the conditional offer of employment. The conditional offer of employment will be withdrawn if the job candidate does not test within thirty-six (36) hours of notification.

A job candidate who tests positive for alcohol, controlled substances, or drugs may be disqualified from consideration for employment and may not be eligible for employment with the city for a period of twelve (12) months from the date of the initial positive drug/alcohol test result.

Pre-employment testing also pertains to current employees who transfer or are promoted into a position that requires the possession of a CDL or is a safety-sensitive position. Applications for any position will not be considered from any current employee who refuses to test.

Applicants will not be allowed to substitute testing done through their own medical facilities and/or laboratories unless the applicant is an out-of-state resident and the out-of-state laboratory has been approved by Human Resources to perform the test.

B. Public Safety Department Employees and Transfer

Upon transfer to or from a narcotic or drug-related assignment, all public safety department employees, shall submit to drug and alcohol screening.

A transfer to a narcotic or drug-related assignment shall be contingent upon a negative drug test result.

A positive test result of a public safety department employee transferring out of a narcotic or drug-related assignment is subject to the provisions of this rule for positive test results.

C. Reasonable Suspicion/Cause Testing

If the City has reason to suspect that an employee is violating this policy or when there is reasonable suspicion/cause that an employee is under the influence or is impaired by alcohol and/or drugs, the City may require the employee to submit immediately to drug and/or alcohol testing.

The decision to require a test for reasonable suspicion will be based upon objective observation, by one or more supervisors. If a supervisor has reasonable suspicion to believe an employee is impaired while on duty or while in control of any City-owned vehicle, he or she should immediately ensure the safety of the employee and other employees by removing the employee from the work site. The City may request assistance of a police officer to assist in the determination. The Human Resources Director, or designee, must be notified and provide approval prior to administering a reasonable suspicion test.

Documentation shall be made as to specific observations made and then the supervisor or designee will drive the employee to the testing site and then home pending the test results. The employee will be placed on paid administrative leave pending notification of the test results.

#### D. Post-Triggering Incident

Employees involved in the following circumstances are required to submit to a drug and/or alcohol test:

1. Those whose use of city equipment or a City vehicle in operational mode and in motion results in an accident involving tow-away and/or medical assistance.
2. Those whose use of City equipment or vehicle results in an accident in which a person is fatally injured.
3. Those who are required as part of their job to carry a firearm and who, while on duty, discharge a firearm resulting in bodily injury, property damage or violation of departmental policy, or who are off duty and discharge a firearm in violation of departmental policy regarding off-duty use of firearms.

#### E. Self-Identification and Testing

Employees are encouraged to self-identify to his/her immediate supervisor, through the chain-of-command or to Human Resources for chemical dependency, alcohol abuse, or continued misuse of medications before it affects safety or on-the job performance.

This is a one-time self-identification opportunity during the employee's tenure with the City.

The self-identification opportunity must be voluntary. Discipline will not be initiated because an employee self-identifies (self-identification must occur prior to when an employee receives notification of the requirement for a test).

Employees who self-identify will:

- a) Be removed from any driving or safety-sensitive position until released by a City-selected Substance Abuse Professional (SAP).
- b) Agree to successfully participate in a City-approved Employee Assistance Program (EAP) treatment rehabilitation program and comply with the program conditions.
- c) Sign a Last Chance Agreement. This Agreement is offered in lieu of dismissal for violation of the City's substance abuse rule. This Agreement outlines the additional condition of continued employment with the City.

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- d) Sign a “Consent to Release Information” document allowing the SAP to communicate the employee’s progress to the Human Resources Director, or designee.
- e) Agree that the employee will pay the cost of the SAP and for follow-up testing. The City will allow follow-up testing on City time.
- f) Agree to unscheduled alcohol and/or controlled substance tests, as directed by the SAP or the City, for a minimum of six (6) tests in the first twelve (12) months and not to exceed sixty (60) months from the date the employee returns to work.
- g) Complete a Fitness for Duty (FFD) test as a condition to return to work or continued employment in conjunction with the completion of an approved drug and/or alcohol treatment or counseling program.

Voluntary self-identification shall not relieve the employee from the responsibility of adequate job performance, nor prevent a recommendation for dismissal in the event that the employee tests positive for any alcohol, illegal controlled substance, or non-prescribed medication, after follow-up testing has begun. In addition, if, due to the circumstances of the drugs, controlled substances and/or alcohol misuse, the employee is not able to perform the functions of their position, the employee will be recommended for dismissal.

### F. Re-employment or Reinstatement to Workforce

Any individual who is re-hired, reinstated, transferred, promoted, or demoted to a safety sensitive position, in accordance with Rule 5, Appointments, Status, and Probation, is required to submit to a drug and alcohol test prior to resuming work.

### G. Follow-up Testing

If an employee is offered a rehabilitation option in lieu of discipline for a positive test result in accordance with Section 7 of these rules; the employee is subject to random drug testing for a minimum of one (1) year following the completion of the rehabilitation program.

## Section 5. Policy Violation

The following are grounds for discipline up to and including termination, even for a first offense.

- A. Alcohol: An employee who tests positive for alcohol while on city business during the employee's working hours or while on city property during the employee's working hours is in violation of this policy.
- B. Drugs: An employee who tests positive for drugs is in violation of this policy.
- C. An employee who is required as a part of his/her job to carry a firearm and who, while on duty, discharges a firearm resulting in bodily injury, property damage or violation of departmental policy or who is off-duty and discharges a firearm in violation of departmental policy regarding off-duty use of firearms is in violation of this policy.
- D. Failure to Participate: An employee will be considered a failure to participate in the City's drug and alcohol testing policy for:
  - 1. Failure to submit to drug or alcohol testing.
  - 2. Failure to immediately report for drug or alcohol testing when requested to do so.
  - 3. Refusal to sign all appropriate consent forms.
  - 4. Failure to enroll and complete drug or alcohol rehabilitation program in lieu of discipline as set forth in Section 7.
  - 5. Failure to report, within five (5) days of a criminal drug statute conviction, for a violation occurring within the workplace

The appropriate level of discipline will be determined on a case-by-case basis at the City's discretion and may include treatment or rehabilitation under terms established by the City in consultation with a substance abuse professional.

## Section 6. Employee and Applicant Consent Form

Employees and applicants who are requested to submit to a drug and/or alcohol test must agree in writing to allow the results of such test to be disclosed to and used by the City's authorized representative(s). Failure to sign such a consent form shall be considered a refusal to submit to testing and may subject the employee to discipline up to and including termination.

## **Section 7. Rehabilitation**

Rehabilitation is the responsibility of the individual employee. An employee with a drug or alcohol abuse problem is encouraged to use whatever treatment or rehabilitative services are available under the employee's health plan in effect at that time.

The City may, at its option, suspend all or part of a disciplinary action for violation of this policy in return for the employee's enrollment and participation in a drug or alcohol counseling or rehabilitation program for the purpose of enabling the employee to permanently cease the prohibited conduct. The program must be approved by the Human Resources Director. Cost of rehabilitation or counseling is the responsibility of the employee. An employee who elects such participation shall enter into a written agreement with the city.

The employee shall authorize release of information to City's Human Resources department from the drug or alcohol program which indicates the employee's compliance or non-compliance with the program. Should the employee not comply with the program, the City shall impose the discipline.

## **Section 8. Searches**

The City of Apache Junction reserves the right to search all areas and property it maintains or has complete or joint control over. An employee's locker, closet, work area, desk, desk files, computer files, city-owned vehicle, and similar areas are subject to inspection at any time on a random or any other non-discriminatory basis for purposes of this policy.

## **Section 9. Confidentiality**

The results of drug or alcohol screening tests shall not be included in an applicant file or employee personnel file but shall be retained by the Human Resources Department in a separate medical file. Any conditions of employment that may be established as a result of the drug test (i.e. a written agreement for rehabilitation in lieu of discipline) become part of the employee's personnel file.

Except as required by the state or federal law, test results and ancillary information may be disclosed to management personnel only on a need-to-know basis or to any person upon the written consent of the employee or applicant. Information is normally limited to the employee's supervisor, City Manager, Assistant City Manager, Human Resources staff, and legal counsel. Failure to maintain confidentiality by any employee shall be grounds for discipline.

## **Section 10. Employee Responsibilities**

- A. Pursuant to the Federal Drug-Free Workplace Act of 1988, the City prohibits the unlawful manufacture, use, possession, or distribution of controlled substances in the workplace. As a part of this Act, employees have the following responsibilities.
  - 1. To abide by the terms of the City's drug-free workplace policy; and
  - 2. To notify their Supervisor or Department Director of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
  
- B. It is each employee's responsibility to immediately report to their supervisor, department director, or Human Resources Department unsafe working conditions or hazardous activities that may jeopardize the safety of employees. This includes the responsibility to immediately report any violations of the drug and alcohol policy. An employee who fails to report such a violation is subject to disciplinary action up to and including termination.
  
- C. All employees are required, as a condition of employment, to sign a statement that the employee has:
  - 1. Received a copy of the City's Drug-Free Workplace Policy;
  - 2. Agreed to abide by the terms of the policy;
  - 3. Agreed to notify the Supervisor, or appropriate representative of the City, immediately, or within five (5) days, of a criminal drug statute conviction for a violation occurring within the workplace.

## **Section 11. Management Responsibilities**

- A. Management personnel shall be responsible for implementation and consistent enforcement of this policy, together with the Human Resources Director or his/her designee.

Management personnel who fail to enforce this policy in accordance with its terms are subject to disciplinary action up to and including termination.

- B. Supervisors will be trained in the detection of impairment by alcohol, drugs, and substance abuse.

Supervisors must document, in writing, the facts constituting reasonable suspicion/cause for drug and/or alcohol testing or for violation of this policy. This documentation shall be submitted to Human Resources as justification for the test.

- C. Management shall inform any employee required to submit to drug or alcohol testing of the requirements of this policy and the consequences of non-compliance.

## **Section 12. Drug and Alcohol Testing Methodology**

Every reasonable effort will be made to obtain the most accurate drug or alcohol test results. The testing lab the City uses must be a laboratory approved or certified by the United States Department of Health and Human Services, the College of American Pathologists, or the Arizona Department of Health Services to ensure that the testing is conducted in compliance with state and applicable federal procedures.

The City is responsible for the cost of testing for random (as set forth in the CDL section), reasonable suspicion, post-accident and or/injury, post-triggering incident, post-job offer/pre-employment, employee transfer from non-safety to safety-sensitive position, and follow-up testing.

### **1. Drug Testing**

Drug testing will be performed through urinalysis, blood or oral fluids.

Each drug test result will be analyzed in a Substance Abuse and Mental Health Services Administration (SAMHSA) certified laboratory and will be reviewed by a certified Medical Review Officer (MRO) prior to being reported to the City. Professionally accepted chain of custody procedures will govern the administration of all drug tests, subject to the oversight of a certified MRO.

All test results will be reported to the Human Resources Director or designee.

### **2. Alcohol Testing**

Referrals for alcohol use include a breath or blood alcohol (ethanol) test. The City's designee will conduct a screening test for alcohol use by using either an evidentiary breath-testing device (EBT) or a non-evidential screening device approved by the National Highway Traffic Safety Administration. Results will be reported to City's Human Resources.



Failure to provide adequate breath for alcohol testing without a valid medical explanation will constitute a refusal to submit to alcohol or controlled substances test.

### **Section 13. Test Results**

All drug, controlled substance and alcohol screening results shall be the private and confidential property of the City and will not be shared with anyone except:

- a. The candidate or employee.
- b. Supervisory staff with a demonstrated need to know such information.
- c. As required by law, expressly authorized by the United States Department of Transportation (USDOT) rules.
- d. To legally protect the City.

Human Resources will notify an employee of the results of random, reasonable suspicion, and post-accident test results verified as positive for alcohol, drug, or controlled substances, and identify for the employee the drug, controlled substance or alcohol that was detected and verified.

### **Section 14. Commercial Driver's License Holders**

All employees required, as a condition of their city employment, to have a valid CDL shall comply with the USDOT rules for drug and alcohol testing of drivers with CDLs. The City uses a third-party vendor to randomly select a number of drivers each calendar year for drug and alcohol testing at an annual percentage rate determined by the Federal Motor Carriers Safety Association (FMCSA). The random selection system provides an equal chance for each driver to be selected each time random selection occurs. Random testing will be unannounced, will be performed at the time the driver reports to work, during the workday, or at the end of the workday, and will be reasonably spread throughout the year.

All employees required to hold a CDL as part of their job with the City must always be immediately available to perform any safety sensitive function and must comply with these rules at all times while on duty. If the employee engages in conduct that does not lead to a collection as soon as possible after notification, such conduct may be considered a refusal to test in which appropriate disciplinary action will be taken up to and including termination.

## **Rule 12. Policy against Discrimination**

### **Section 1. Policy Statement**

The City does not tolerate any form of discrimination based upon race, gender (including gender identity, sexual orientation and preference, or pregnancy), national origin, religion, age, color, disability, genetic information; or sexual harassment, and status of a veteran.

#### **A. Discrimination**

Unfair treatment because of race, color, religion, gender (including gender identity, sexual orientation and preference, or pregnancy), national origin, age (40 or older), disability or genetic information, and status as a veteran.

Harassment by managers, co-workers, or others in the workplace, because of race, color, religion, gender (including gender identity, sexual orientation and preference, or pregnancy), national origin, age (40 or older), disability or genetic information, and status as a veteran.

Denial of a reasonable workplace accommodation that the employee needs because of religious beliefs or disability.

Retaliation because the employee complained about job discrimination or assisted with a job discrimination investigation or lawsuit.

#### **B. Sexual Harassment**

Sexual Harassment is defined by the Equal Employment Opportunity Commission (EEOC) as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or
2. Submission to or rejection of the conduct by an individual is used as a basis for employment decisions affecting such individual, or
3. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

C. Education

The Human Resources Director is responsible for coordinating training on the topic of discrimination and sexual harassment; attendance at this training is mandatory for all employees. In addition, all employees shall be notified of the existence of these rules.

D. Implementation

Both managers and employees are responsible for creating an atmosphere free of discrimination, and managers and supervisors are responsible for taking immediate and appropriate corrective action in response to any allegation of a violation of these rules, in addition to respecting the rights and sensitivities of their co-workers.

The Human Resources Director and department directors are responsible for taking immediate and appropriate corrective action in response to any confirmed violation of these rules and for assuring that no reprisals are taken against complainants, witnesses, or perpetrators.

The Human Resources Department is responsible for monitoring the application of these rules, providing advice, and responding to any questions, which may arise from these rules.

## **Section 2. Initiating a Discrimination or Sexual Harassment Complaint**

When an employee feels he/she has been discriminated against or sexually harassed, the following should occur:

Employee:

- Attempt to advise the alleged discriminator/harasser of their discomfort, OR;
- Report the problem to his/her immediate supervisor if:

The offended employee does not feel comfortable directly addressing the situation with the discriminator/harasser, and/ or the unwelcome or offensive behavior continues, OR;

- Report the problem to the Human Resources Director if:
  - o The employee's immediate Supervisor, a division director, or Department Director is the source of the alleged harassment, OR;

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- The employee is uncomfortable reporting the problem to his/her immediate Supervisor, division director, or Department Director, OR;
- The source of the harassment is an individual appointed by the City Council (including, but not limited to, the City Attorney, City Manager, or City Magistrate).
- Report the problem to the City Manager if:
  - The Assistant City Manager or Human Resources Director is the source of the alleged discrimination/harassment.

When advised of the discrimination/harassment the following will:

Immediate Supervisor:

- Promptly notify his/her Department Director.

Department Director:

- Promptly notify the Human Resources Director.

Human Resources Director:

- Begin an assessment into the complaint and determine the course of action.
- If the discriminator/harasser is an individual appointed by the City Council advise the Mayor and City Council that a discrimination/harassment complaint has been filed.

### **Section 3. Investigation Procedure**

Human Resources staff coordinates the investigation process and advises the Department Director regarding his/her level of involvement in the process and of the progress of the investigation.

The department shall work with Human Resources staff to obtain and evaluate all relevant evidence with respect to what has occurred.

Human Resources staff makes a recommendation to the Department Director regarding the resolution of the complaint. Human Resources staff notifies the complainant and the alleged violator of the findings.

With the advice of the Human Resources Director, the Department Director implements specific remedial, and/or disciplinary actions.

#### **Section 4. Discipline**

Violations of these rules may be cause for the full range of disciplinary action, up to and including termination. The type of discipline and/or remedial action to which an employee is subject for discriminating against or harassing another employee is dependent on the circumstances of the situation. Career status employees subject to disciplinary and/or remedial action as a result of a finding of discrimination or sexual harassment shall be afforded due process rights through the grievance or appeal procedures, whichever is applicable to the level of discipline imposed. (See Rule 16. Discipline).

#### **Section 5. Reprisals Prohibited**

No reprisal/retaliation of any kind by any employee or manager shall be taken against an employee who asserted a complaint, the alleged perpetrator or against any witness.

Any such reprisal/retaliation taken by an employee will subject him/her to disciplinary action up to and including termination.

## **Rule 13. Policy against Violence in the Workplace**

### **Section 1. Policy Statement**

The City does not tolerate threats, intimidation, and/or violence made by an employee against another person's life, health, well-being, family, or property.

Such acts or threats of violence, whether made directly or indirectly, explicitly or implicitly, by words, gestures, or symbols, infringe upon the city's right or obligation to provide a safe workplace for its employees.

### **Section 2. Prohibitions**

Any threats or acts of violence made by an employee against another person's life, health, well-being, family, or property are cause for discipline up to and including termination.

### **Section 3. Applicability**

This policy applies to any threats or acts of violence made on city property, at City sponsored events or under other circumstances that may negatively impact the City's ability to conduct its business.

### **Section 4. Initiating a Complaint Involving Violence in the Workplace**

Any employee who believes that he or she has been the target of threats or acts of violence or has witnessed or otherwise learned of threats or violent conduct by another employee or by a third party, should immediately contact their immediate Supervisor, Department Director, Human Resources Director or the City Manager.

If an employee feels threatened with immediate harm, the Public Safety Department should be notified.

## **Rule 14. Fraternalization Policy**

### **Section 1. General Information**

The City's success depends on positive employee morale and good team working relationships. The City recognizes workplace romances or attractions can develop between people who work together. Unfortunately, attractions are not always mutual, and these situations can develop into sexual harassment complaints. In addition, relationships between supervisor and subordinate often cause morale problems or misperceptions about assignments and favoritism on the part of other employees in the work group.

### **Section 2. Policy**

Employees holding supervisory roles shall not pursue or be in a romantic relationship or have a close personal relationship with any employee who may report, either directly or indirectly, to them.

In addition, employees in a supervisory capacity are required to maintain a professional relationship with any employee for whom they supervise, give work direction or assignments, give discipline, review performance, or recommend promotions or raises.

### **Section 3. Reporting Requirements**

In the event a workplace romance develops between employees in positions where one is in a supervisory chain of the other, either directly or indirectly, it is the responsibility of both parties to, either separately or together, bring the fact of the relationship to the attention of their supervisor and/or department director AND to the Human Resources Director.

The Human Resources Director will determine the arrangements to further the best interests of both the city and the employees involved. However, if within three (3) months, one (1) of the employees has not transferred or been appointed to a vacant position for which he/she meets the minimum qualifications of the position, the city will separate the least senior employee from employment.

The position transferred or appointed to must be outside the direct or indirect supervisory chain of employees involved and cannot result in a promotion. Seniority is determined by time in current title calculated from most recent appointment to the title.

## **Rule 15. Political Activities**

### **Section 1. Purpose**

To establish a policy governing the political activity of City employees.

### **Section 2. Policy Statement**

City employees have the right to vote as they choose and to entertain and express personal opinions about political candidates. However, employees must refrain from political activity while on duty or at public expense.

### **Section 3. City Council Elections**

To avoid undue influence of City employees on the outcome of City Council elections and to avoid undue influence of City Council members or candidates for City Council on City employees, the following apply:

#### **A. Prohibitions and Restrictions**

1. No employee of the City may be a candidate for nomination or election to the City Council.
2. While on City time, employees may not circulate petitions for City Council.
3. While on City time, employees may not contribute directly, or through an employee organization or association to a campaign or solicit or receive contributions for a City Council candidate.
4. No employee or organization or association, while on City time, may publicly endorse or actively support candidates for the City Council or any political organization or association organized to support candidates for the City Council.
5. While on City time, employees may not wear City Council campaign buttons or distribute campaign literature at work or in a City uniform or in City offices, vehicles, or buildings.
6. No employee shall use any political endorsement in connection with any appointment to a position in City service.
7. No employee shall use or promise to use any official authority or influence for the purpose of influencing the vote or political action of any person for any consideration.



**B. Permissible Activities**

1. City employees may place City Council campaign signs in their yards and on the premises of their homes.
2. City employees may place City Council campaign bumper stickers on personal vehicles.
3. City employees may, on their time, work in campaign headquarters of City Council candidates.
4. Outside of City time, an association or organization of City employees may mail or otherwise distribute endorsements of City Council candidates to members of organizations or associations who are City employees.
5. City employees may express their opinion.
6. City employees may, on their time, attend informational meetings concerning candidates for public office.

**Section 4. Other Candidate Elections**

For candidate elections and political activity other than for the Apache Junction City Council, the following apply:

**A. Prohibitions**

An employee shall not:

1. Use any political endorsement in connection with any appointment to a position in the city service.
2. Use or promise to use any official authority or influence for the purpose of influencing the vote or political action of any person or for any consideration.
3. While on city time, participate in the management of any political party or in the management of any political campaign or recall effort.
4. While on city time, solicit or receive contributions for any candidate campaign.

**B. Permissible Activities**

Any employee may, on his or her own time:

1. Express his/her opinion regarding candidate elections and political activity.
2. Attend meetings for the purpose of becoming informed concerning the candidates for public office and the political issues.
3. Actively support a candidate while not in a city uniform or in an office or building of the City.
4. Cast his/her vote and sign nomination or recall petitions.
5. Make contributions to candidates, political parties or campaign committees contributing to candidates or advocating the election or defeat of candidates.
6. Circulate candidate nomination petitions or recall petitions.

**C. Candidacy for Elected Office**

Unless subject to the Hatch Act (5 U.S.C. Section 7321-7326), any City of Apache Junction employee desiring to run for county, state, or federal elected office may request a leave without pay upon filing for such office.

The employee's department director, with the concurrence of the City Manager, has the authority to grant or deny the requested leave based upon the needs of the organization. If the leave is not granted and the employee still desires to run for elected office, the employee shall resign from city service upon filing for such office.

If the leave is granted and the employee is elected, the employee shall resign from city service immediately upon being seated in the elective position. If the leave is granted and the employee is not elected, the employee will be returned to his/her former position on the same terms and conditions as any other employee who has taken a leave without pay.

**Section 5. Retaliation Prohibited**

- A. An employee shall not solicit any other employee to engage or not engage in activities permitted by this rule with the direct or indirect use of any threat, intimidation, or coercion including threats of discrimination, reprisal, force or any other adverse consequence including the loss of any benefit, reward, promotion, advancement, or compensation.
- B. An employee shall not subject any other employee engaging in activity permitted by this rule to any direct or indirect discrimination, reprisal, force, coercion or intimidation or any other adverse consequence including the loss of any benefit, reward, promotion, advancement, or compensation.
- C. An employee shall not subject any other employee who chooses not to engage in any activity permitted by this section to any direct or indirect discrimination, reprisal, force, coercion or intimidation or any other adverse consequence including the loss of any benefit, reward, promotion, advancement, or compensation.

**Section 6. Other Permitted Activity**

The provisions of this rule do not apply to school board elections or community college district governing board elections and an employee may serve as a member of the governing board of a high school district or as a member of a community college district governing board.

**Section 7. Protection of Civil Liberties**

Nothing contained in these policies shall be construed as denying any city employee their civil or political liberties as guaranteed by the United States and Arizona Constitutions.

## **Rule 16. Discipline**

### **Section 1. Disciplinary Actions**

Disciplinary actions may include informal and formal counseling (verbal or written warnings), written reprimands, suspensions, demotions and dismissals, or other action deemed appropriate by the Human Resources Director and the department director.

When discipline is contemplated the department shall consult with the Human Resources department regarding the discipline to be imposed.

The department director may delegate the authority to impose informal and formal counseling or written reprimands but may not delegate authority to suspend, demote, or impose any other action affecting pay and/or benefits.

### **Section 2. Grounds for Discipline**

Grounds for discipline include, but are not limited to:

1. Falsification of records
2. Insubordination
3. Lying to supervisors or falsifying records with respect to official duties.
4. Absenteeism
5. Tardiness
6. Conviction of a crime, which impacts the employee's ability to perform the duties and responsibilities of the job.
7. Inefficiency, incompetence, or negligence in the performance of assigned duties.
8. Prohibited political activities.
9. Discrimination on the part of an employee against any employee on the basis of race, color, gender, sexual orientation and preference, age, physical disability, place of national origin, political or religious affiliation, or veteran status.
10. Retaliation against a person who has made a complaint or given information regarding possible violations of this policy.
11. Any action, on or off the job, tending to bring discredit to the City service.
12. Refusal or failure to comply with the orders of an authorized supervisor or refusing or failing to do assigned work.
13. Theft, destruction, or neglect in the use of City property while the employee is on or off duty, or of property or materials of any other person while the employee is on duty.
14. Threatening, fighting with, intimidating, coercing, or abusing other employees or officials of the City or provoking such actions by others.

15. Divulging confidential information from privileged official records to unauthorized persons.
16. Failure to observe departmental regulations.
17. Unauthorized absence from duty.
18. Abuse of sick leave, including use under false pretenses.
19. Failure to maintain satisfactory working relationships with other employees or the public.
20. Failure to observe safety regulations, including failure to report an accident or injury occurring on the job in a timely manner.
21. Discourteous, rude or threatening conduct or offensive and abusive language toward the public or other employees.
22. Unauthorized performance of work by nonexempt employee outside of established work schedules.
23. Unauthorized operation or use of any vehicles, machines, or equipment of the City.
24. Carelessness in the performance of duties.
25. Intentionally or maliciously supplying false information or making false claims with intent to improperly affect official decisions or bring discredit to other employees.
26. Removal of City equipment, material, supplies, etc., without the approval of the department director or City Manager.
27. Use of clothing provided by the City for other than official City duties.
28. Engaging in any sexual activity while on duty.
29. Sleeping on the job without authorization.
30. Violation of any section of the Personnel Rules, or any department policy, procedure, rule or regulation.

### **Section 3. Written Reprimands**

A pre-disciplinary meeting is not required when issuing a written reprimand to the employee.

Written reprimands shall:

1. Identify the violations or failures to meet reasonable expectations for performance on the job with sufficient specificity and detail so as to enable the employee to respond to the charges against him or her
2. Indicate a copy is to be sent to the Human Resources Department
3. Contain a notice that the employee may file a grievance on the written reprimand in accordance with Rule 17, Grievance and Appeal Procedures.

## Section 4. Pre-Disciplinary Meeting

Pre-disciplinary meetings are not required for:

- Informal counseling (verbal warnings);
- Formal counseling (written warnings); or,
- Written reprimands

Pre-disciplinary meetings are required prior to:

- Suspension;
- Demotion; or,
- Other forms of discipline

The pre-disciplinary meeting shall include the employee and may include the Human Resources Director or designee and/or legal counsel for the City.

The employee facing discipline shall be afforded a pre-disciplinary meeting; the notification of the pre-disciplinary meeting shall be in writing and consist of the following:

- a) That discipline is contemplated; up to and including termination or the type of discipline contemplated;
- b) The violation of one or more of the causes for discipline, general examples are set forth in Rule 16, Discipline;
- c) The specific conduct or omission committed by the employee which the department director believes is a violation;
- d) When and where the meeting is to be held;
- e) That the employee is entitled to have a representative of his or her own choosing present at the meeting; and
- f) The purpose of the meeting, which is:
  - 1) To allow the employee to correct any errors in the information or facts upon which disciplinary action is proposed;
  - 2) To allow the employee to present his/her account of the alleged events and to present any mitigating information as to why discipline should not be taken.

The time between the initial notice of proposed disciplinary action and the pre-disciplinary meeting shall be reasonable and shall give the employee an adequate opportunity to prepare a reply. Two (2) full business days is considered reasonable and under no circumstances shall the pre-disciplinary meeting be less than two (2) full business days from the time the employee receives the meeting notice.

Initial notice of pre-disciplinary meeting may be delivered via email if email address is confirmed, or personal delivery, and if neither is possible notice may be sent by United States Postal Service addressed to the last address of record for the employee, and with the first-class postage affixed. If service of

notice is by mail, six (6) calendar days shall be allowed between the date the notice is mailed and the date the meeting is scheduled.

The following procedure is required at the pre-disciplinary meeting:

- a) Presentation of the facts and information upon which the initial notice of proposed disciplinary action was based;
- b) Provide the employee an opportunity to respond to the presentation of facts and information; and
- c) If the employee submits a written response prior to or during the meeting, include the response in the official record.

At the meeting the employee may be accompanied by an individual of his or her choosing. The following are guidelines for conduct at the pre-disciplinary meeting:

- a) It is not mandated to provide justification to the employee or his or her representative for proposing disciplinary action.
- b) Testimony by or cross-examination of witnesses is not required.
- c) Testimony under oath is not required.
- d) Recording of the proceedings by a court reporter is not required, however the proceedings may be tape recorded by either side.
- e) The person accompanying the employee may only observe the meeting and advise the employee; he or she cannot interfere with the process by asking questions or demanding the procedures be changed. Such interference shall constitute forfeiture by the employee of the right to be accompanied by anyone and such person shall be asked to leave the proceeding immediately; subject to the disorderly conduct laws of the State.

## **Section 5. Notices of Suspension, Demotion, or Termination**

The department director shall discuss with Human Resources staff the disciplinary action considered prior to taking action.

Notices of suspension, demotion, or termination shall contain the following:

- a) The discipline being imposed.
- b) Identification of the violations or failures to meet reasonable expectations for performance on the job with sufficient specificity detailed as founded/unfounded or sustained/not sustained counts. These charges shall be those listed in the initial notice of disciplinary action, except for counts that may have been added or deleted as a result of the pre-disciplinary meeting. Substantial amendment or additional counts may be

made only by repeating the procedure detailed in Section 4, Pre-disciplinary Meeting.

- c) A reference to the opportunity afforded the employee to tell his or her side of the story in accordance with Section 4, Pre-disciplinary meeting.
- d) An indication that the material presented has been considered by the city in reaching a final determination.
- e) Notice that the employee may request a copy of the written materials alleged to support the action taken.
- f) A notice that the employee may appeal the suspension, demotion or dismissal pursuant to Rule 17, Grievance and Appeal Procedures, with a copy attached with the notice.

Copies of notices of suspension, demotion, or dismissal shall be sent to the Human Resources department for inclusion in the employee's personnel file.

## **Section 6. Taking Disciplinary Action**

The discipline notice shall be delivered to the employee within ten (10) calendar days after the Pre-disciplinary meeting. The disciplinary action shall be taken within sixty (60) calendar days after the Pre-disciplinary meeting.



## Rule 17. Grievance and Appeal Procedures

### Section 1. Purpose of Grievance and Appeal Procedures

The purpose of the grievance and appeal procedures is to provide career status employees, aggrieved about a situation affecting the conditions of their employment, with a method for the resolution of the matter without discrimination, coercion, restraint, or reprisal against the employee during the process.

Any contention that the City has failed to comply with any obligation it has made to an employee through its ordinances, policies, or any other written commitment must be raised pursuant to these grievance and appeal procedures, and these procedures provide the exclusive remedy for any such claim.

### Section 2. General

An employee may file a grievance or appeal for actions as identified in this rule and utilize the procedures defined in this rule.

If the complaint alleges a matter other than that identified by this rule, employees are encouraged to discuss the complaint on an informal basis with appropriate management personnel as the matter is not entitled to the grievance and/or appeal process.

Action	Grievance	Appeal to City Manager (CM)	Appeal to Hearing Officer
Verbal Warning			
Informal and Formal Counseling			
Written Reprimand	X		
Overall unsatisfactory Performance rating	X		
Suspension: 4 days or less	X		
Misinterpretation or misapplication of the Personnel Rules or administrative procedures	X	X (if grievance does not resolve the complaint)	X (if appeal to CM does not resolve the complaint)
Adverse action to the employee, based on unlawful discrimination because of race, color, creed, national origin, sex, age, political affiliation, or disability and	X	X (if grievance does not resolve the complaint)	X (if appeal to CM does not resolve the complaint)

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other than suspension, demotion, or dismissal			
Suspension of more than four (4) days, demotion, or dismissal on any grounds, including alleged unlawful discrimination	X	X (if grievance does not resolve the complaint)	X (if appeal to CM does not resolve the complaint)
Disposition of a sexual harassment complaint did not result in stopping the prohibited behavior		X	X (if appeal to CM does not resolve the complaint)

### Section 3. Prohibited Grievances and Appeals

The grievance and appeal procedures may not be used for matters involving:

- A. Compensation and Classification Plans
- B. Overall satisfactory performance evaluations
- C. Informal disciplinary actions such as informal or formal counseling (verbal or written warnings)
- D. Supervisory or management style

### Section 4. Grievance Procedure

Grievances shall be presented according to the following procedure:

An employee may begin a grievance at the level in which the discipline was administered.

A copy of the grievance and the responses shall remain with the grievance at all steps in the process. At no time in the process should additional material be added to the grievance.

- A. Form: Grievance forms may be obtained from the Human Resources Department or they may be found on the City's Intranet.
- B. Step 1: Filing with Supervisor  
The employee shall present a grievance to the immediate supervisor within seven (7) calendar days after notification of or occurrence of the action which gives rise to the grievance.

*The immediate supervisor should consider the grievance and provide the employee a dated, written response within seven (7) calendar days of the receipt of the grievance.*

**C. Step 2: Filing with the Department Director**

If the response of the immediate supervisor does not resolve the grievance or the immediate supervisor did not respond to the grievance, and the employee wishes to pursue it further, the employee shall present it to the department director in writing within seven (7) calendar days after receiving the decision of the immediate supervisor or within seven (7) calendar days from the date the immediate supervisor's response was due.

*The department director should consider the grievance and provide the employee a dated, written response within seven (7) calendar days of receipt of the grievance.*

**D. Step 3: Filing with the Assistant City Manager**

If the response of the department director does not resolve the grievance and the employee desires to pursue it further, the employee shall present it in writing to the assistant city manager within seven (7) calendar days after receiving the decision of the department director, or within seven (7) calendar days from the date the department director's response was due.

*The Assistant City Manager or his or her designee shall consider the grievance and shall provide the employee a dated, written response within seven (7) calendar days of receipt of the grievance.*

*The decision of the Assistant City Manager for grievances is final and is not administratively appealable further unless formal appeal procedures are an available remedy under this rule.*

## **Section 5. Time Computation**

The computation of the calendar days shall be as follows for the date of notice of the action:

**A. If written action:**

- date of the delivery of a notice if handed to the grievant or
- the date of mailing of the notice if sent by U.S. mail.

*(If the notice is mailed, three (3) calendar days shall be added to the time in which a response is due).*

**B. If not a written action:**

- date of action shall be the date on which the aggrieved action occurred.

- C. The period of time for filing the grievance starts on the day following the date of notice or occurrence of the action.
- D. If the final date of the grievance period falls on a city observed holiday or weekend or on a day the city is closed, the final date for grievance shall be construed to be the next business day it is open.
- E. The grievance period ends at 5:00 p.m., on the final date for grievance. If this date is a City observed holiday, a weekend, or on a day the city office is closed, the grievance period ends at 5:00 PM the next business day.

## **Section 6. Appeal Procedure**

Matters not specifically stated in this rule cannot be appealed. Appeals shall be presented according to the following:

- A. Time Computation: The computation of the calendar days shall be in accordance with Section 5 of this Rule.
- B. Form of Appeal: Every appeal shall be filed in writing and shall include the name and address of the employee appealing, the action which is the subject of the appeal, the reason for the appeal, a factual chronology of the action, the remedy sought, and a reference to the personnel rule which the action allegedly violates. The appeal shall have attached any written material pertaining to the matter appealed.
- C. Procedures for Filing an Appeal: Every appeal shall be filed within ten (10) calendar days from the date of notice of the action, which is the subject of the appeal. All appeals shall be addressed to the City Manager. The City Manager shall have ten (10) calendar days to respond to the appeal.

If the employee is not satisfied with the City Manager's decision, the employee has ten (10) calendar days from the date of response or the date a response was due, to file a Notice of Appeal for a hearing before a Hearing Officer. The Notice of appeal shall be in accordance with Section 6 (B) of this rule and shall be filed in the Human Resources Department.

## **Section 7. Time Extension**

Upon mutual consent of the parties a time extension for grievances and appeals may be authorized by the Human Resources Director. Such agreement shall be in writing, state the duration of the extension, and be signed by both parties. This agreement shall accompany the grievance at all future steps.

## **Rule 18. Rules for Hearings before a Hearing Officer**

### **Section 1. Hearing Officer**

The employee wishing an appeal for a hearing before a Hearing Officer, shall file an appeal to a Hearing Officer with the Human Resources Director.

The Human Resources Director, in consultation with the City Attorney, shall retain a Hearing Officer or Officers who shall not be an employee(s) of the City.

### **Section 2. Right of Appeal**

Any employee shall have the right to appeal actions to the Hearing Officer pursuant to the City's personnel rules. The Hearing Officer shall determine if the appeal is allowed under the personnel rules and shall not consider appeals not covered by these rules. The Hearing Officer shall dismiss such appeals upon motion by a party to the appeal or by his or her own authority.

### **Section 3. Time of Hearing**

Upon receipt of Notice of Appeal, the Human Resources Director shall contact the Hearing Officer who shall schedule a time for the hearing. The hearing shall be set for not less than sixty (60) calendar days from receipt of the Notice of Appeal by the Human Resources Director of the employee's appeal to the Hearing Officer. The Hearing Officer shall provide the parties to the appeal with written notification of the date, time, and place of hearing.

### **Section 4. Pre-Hearing Statements**

Upon receipt of the appeal the Hearing Officer shall give each party a pre-hearing statement form to be completed. The pre-hearing statement shall include the following:

- a) The names, addresses, and phone numbers of all parties to the appeal.
- b) The names, addresses, and phone numbers of legal counsel or representatives for the parties.
- c) A list of witnesses, including addresses and phone numbers, and brief summaries of their testimony contemplated.
- d) A description of the exhibits to be used at hearing.

The pre-hearing statement shall be filed directly with the Hearing Officer within twenty (20) calendar days of receipt by the parties of the pre-hearing statement.

Each party to the appeal shall provide the opposing party with a copy of the pre-hearing statement and copies of exhibits to be used within twenty (20) calendar days of the receipt of the pre-hearing statement. Each party is responsible for keeping the Hearing Officer and the opposing party updated on additional witnesses and exhibits through the use of an amended pre-hearing statement. The party amending the pre-hearing statement shall submit one copy to the Hearing Officer and shall provide the opposing party with a copy of the amended statement and a copy of additional exhibits, if any.

Under no circumstances shall witnesses or exhibits be added within twenty (20) calendar days of the hearing. No witness testimony or exhibits shall be admissible if not identified by the parties twenty (20) calendar days prior to hearing.

## **Section 5. Pre-Hearing Conference**

After acceptance of an appeal and designation of representatives, the Hearing Officer may, at the request of the parties or on their own initiative, schedule a pre-hearing conference at a time convenient to all parties.

At the pre-hearing conference the Hearing Officer may request exhibits, define the issues, and accept stipulations of the parties. The Hearing Officer may rule on the admissibility of exhibits and witnesses and may reject irrelevant or cumulative exhibits and disapprove witnesses whose testimony is irrelevant or cumulative.

## **Section 6. Subpoenas**

Pursuant to Title 12, Article 13, Chapter 2, A.R.S. 12-2212, as amended, the Hearing Officer may issue subpoenas, compel attendance of witnesses and production of evidence, administer oaths, and cause depositions to be taken. Any subpoena shall be issued in the same manner as provided for issuance of subpoenas in the Superior Court of Arizona.

Any party or witness, or a representative thereof may, within five (5) calendar days after service of the subpoena, file a motion to quash or modify the subpoena if it is unreasonable and oppressive; or move the Hearing Officer to condition denial of the motion upon the advancement by the person in whose

behalf the subpoena is issued of the reasonable cost of producing the books, papers, documents, or tangible items.

## **Section 7. Continuances**

The Hearing Officer may, in his or her sole discretion, grant continuances during the entire proceeding to each party for good and sufficient cause.

## **Section 8. Appeal Hearings**

The appealing employee shall appear personally, unless physically unable to do so, before the Hearing Officer at the time and place of the hearing. The appealing employee may be represented by an attorney.

All hearings before the Hearing Officer shall be closed to the public.

The hearing need not be conducted in accordance with technical rules relating to evidence and witnesses, but hearings shall be conducted in a manner most conducive to determination of the truth.

Any relevant evidence may be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rules, which might make improper the admission of such evidence over objection in civil actions.

Hearsay evidence may be used for the purpose of supplementing or explaining any direct evidence but shall not be sufficient in itself to support a finding unless it would be admissible pursuant to the Arizona Rules of Evidence.

The rules of privileges shall be effective to the same extent that they are now or hereafter may be recognized in civil actions, and irrelevant and unduly repetitious evidence may be excluded.

Decisions made by the Hearing Officer shall not be invalidated by any informality in the proceedings, and the Hearing Officer shall not be bound by technical rules of evidence.

The Hearing Officer shall rule on the admission or exclusion of evidence.

The proceedings before the Hearing Officer may be recorded by a stenographer or by electronic audio or videotape. The original recording, or certified transcript shall be a part of the record of any appeal.

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Each party shall have these rights:

- to be represented by legal counsel or other person of choice; and
- to call and examine witnesses; and
- to introduce evidence; and
- to cross-examine opposing witnesses on any matter relevant to the issues; and
- to impeach any witness regardless of which party first called for testimony; and
- to rebut the evidence.

If the respondent does not testify on his/her behalf, he/she may be called and examined as if under cross-examination.

Oral evidence shall be taken only on oath or affirmation.

Hearings involving disciplinary actions shall proceed in the following order, unless the Hearing Officer directs otherwise:

1. The party imposing discipline shall be permitted to make an opening statement.
2. The appealing party shall be permitted to make an opening statement.
3. The party imposing disciplinary action shall produce the evidence on his/her part.
4. The party appealing from such disciplinary action may then open for defense and offer evidence in support thereof.
5. The parties may then, in order, respectively offer rebutting evidence only, unless the Hearing Officer for good reason permits them to offer evidence upon their original case.
6. Oral or written arguments shall be permitted at the discretion of the Hearing Officer.
7. Both parties may present closing arguments.

The Hearing Officer shall determine relevancy, weight, and reliability of testimony and evidence, and shall base findings on the preponderance of evidence.

During the examination of a witness, all other witnesses, except the parties, shall be excluded from the hearing upon motion of either party.

This hearing is not open to the public.

The standard of review for the Hearing Officer shall be whether the action appealed from was viewed objectively, arbitrary or was taken without reasonable cause.



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The role of the Hearing Officer is limited as a matter of law. The Hearing Officer may not substitute his or her independent judgment simply on the belief that a reduced level of discipline would be more appropriate to the offense. Based on this standard of review the Hearing Officer may sustain or reject the disciplinary action invoked against the employee. However, the Hearing Officer may not modify the disciplinary action. The standard of review is not “de novo”.

The Hearing Officer shall render findings of fact, conclusions of law, and decision as soon after the conclusion of the hearing as possible, and in no event, later than thirty (30) working days after conducting the hearing unless otherwise stipulated by the parties. The Hearing Officer's decision shall set forth the findings as to each of the charges and the reasons, therefore.

The Hearing Officer shall provide the decision in writing to the Human Resources Director, the City's counsel, and the employee and his or her counsel, and shall set forth all the findings of fact, conclusions of law, and the final determination.

The Human Resources Director shall provide a summary and/or copy of the decision to the Department Director, the City Attorney, the Assistant City Manager and the City Manager.

The decision of the Hearing Officer shall be final and binding upon both the employee and the City, and therefore, not administratively appealable to any office or body of the City or to any other forum, unless otherwise allowed under Arizona law.

## **Rule 19. Separation other than Dismissal**

### **Section 1. Layoff**

When, in the judgment of the City Manager, it becomes necessary to reduce the number of employees in a specific job classification due to lack of work or funds, the City may lay off any employee holding such position by classification. The City Manager, in consultation with the Human Resources Director and the department director, shall determine the affected positions. The Human Resources Director shall oversee the layoff process and notification to the affected employees. An employee being laid off will receive a minimum notice of two (2) weeks.

There are two (2) layoff units covered by these Rules: Municipal Court and all other City departments.

In the event of a Reduction-in-Force (RIF), the layoff of employees shall follow the order below:

**A. Layoff by Type of Status**

- Non-career status employee before initial probationary status.
- Initial probationary status before transitional probationary status.
- Transitional probationary status before career status.

**B. Layoff by Classification and Seniority**

Career status employees serving in a classification requiring reduction in personnel shall be laid off in the reverse order of their appointment in that classification and within the layoff unit, the last one so appointed being the first to be laid off.

When no position of the same class exists within the layoff unit or all employees in the class have greater seniority than the employee, the employee may request in writing to be placed in a lower class in the same classification series and within the layoff unit. The employee may request to be placed in the lower class if the employee has previously held the position and in no circumstance shall this request be used to affect a promotion.

The most recent classification plan accepted by the City Council and/or modified by the City Manager shall be used as a guide. Human Resources determines the classification series within the classification plan.

C. Layoff Lists

A layoff list shall be maintained by Human Resources for each affected classification. All career status employees who have been laid off shall have their names placed on the appropriate layoff list according to seniority. If the employee has not been appointed from the layoff list to his/her layoff title, the employee's name shall remain on the list for a period of two (2) years from date of layoff.

It shall be the responsibility of the employee on the layoff list to provide the Human Resources Department with their most current mailing address.

D. Reinstatement

As positions are reinstated within the layoff unit, individuals will be reinstated according to seniority from the appropriate layoff list; the most senior person laid off will be the first person hired back.

Employees resume their positions without loss of seniority. The employee will be placed at the pay rate that is the closest to the rate at layoff that does not disadvantage the employee. In addition, the employee's unused sick leave accruals will be restored.

Upon time of reinstatement, the employee will be notified at the address on file with Human Resources and given ten (10) working days to respond. Failure to respond within that timeframe may result in the City's contacting the next person on the layoff list.

## **Section 2. Resignation**

To be considered "resignation in good standing" an employee shall submit a written resignation to their Department Director with a copy to Human Resources Director, at least two (2) weeks before leaving service. The resignation shall state the effective date and reasons for resignation. This time limit may be waived by the Human Resources Director and Department Director.

Failure to give notice as noted above may result in disqualification for future employment with the City.

An exit interview may be arranged with the Human Resources Director and/or his/her designee.