

Personnel Policies and Procedures



2012

1: General Provisions

Policy Title: Definitions		Policy / Revision No.	HC2006.2
		Date of this Revision	March 2014
Applicable Personnel:	All Personnel	Section No.	1.3

1.3.1 Service Relationships

- a) Members of the City Council shall not be employed in any other capacity with the City during their tenure on the City Council.
- b) Members of Advisory Boards, Commissions and Advisory Groups shall not be employed by the City during their term of service. City employees who are appointed by the City Council or the City Manager to serve as subject matter experts or to staff such boards, commissions or advisory groups are exceptions to this rule.
- c) The City Manager shall be appointed by the City Council and shall serve as the chief administrative officer. The City Manager shall be responsible for the proper administration of all affairs of the City including implementing and administering these Personnel Policies and Rules and otherwise appointing, compensating, reassigning, disciplining and removing employees of the City as necessary and prudent.

1.3.2 Classified Service - Merit employees

- a) The classified service includes all employees whose positions have been approved and budgeted by the City Council, have fulfilled the required ~~ninety-day (90) evaluation~~ **six-month probationary** period of employment, and do not qualify as "unclassified". The classified service is designed to facilitate efficient and economical services to the public, and to provide for a fair and equitable system of human capital management. All classified service employees are considered Merit employees, and are therefore eligible to submit appeals to the Merit Board as allowed under the City's personnel policies and procedures.

1.3.3 Unclassified Service - "at-will" employees

- a) The unclassified service is defined as those employees not considered Merit employees, and who are NOT eligible to submit appeals to the Merit Board. This service includes employees in which administrative necessity dictates that the positions be responsive and accountable to City policy or are temporary and provisional in nature. Employees within the unclassified service are "at-will" employees; employment is subject to termination by the employee or the City at any time for any reason, unless otherwise stated in a written contract of employment.
- b) Positions considered part of the unclassified service must comply with all City standards of professional conduct while doing business with and for the City, but have limited privileges and employment protections as described throughout these provisions. Positions considered part of the unclassified service include, but are not limited to:
 - i. Staff Positions as determined by the City Manager
 - ii. Those positions appointed by the City Council as set forth in the City Code.
 - iii. New Employees: All new employees are considered unclassified and not eligible to appeal to the Merit Board until they have successfully fulfilled their ~~ninety (90) day evaluation~~ **six-month probationary** period of employment (~~see policy 3-3~~)
 - iv. **Part-time Employee: A person who is appointed to perform the duties of a position for less than forty (40) hours a week. Part-time employees shall not work more than twenty-nine (29) hours per week, or fifty-eight (58) hours biweekly, and under no circumstance shall work more than one hundred-twenty (120) hours in a consecutive four week period.**
 - v. **Seasonal Employee: A person who is appointed to perform the duties of a position that requires staffing during certain parts of the year. Seasonal employees are hired for a defined period of time in support of specific programs (e.g., Summer Recreation or Aquatics) and shall not work more than nineteen (19) weeks in a calendar year.**

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vi. Temporary Employees: Temporary employees hired to perform a job which is limited in nature are not to exceed twelve months of employment unless limited to less than twenty (20) hours per week of employment, and are not subject to a twenty-four (24) month employment limitation. Extended appointments are restricted to positions which require a considerable period of training and preparation, where a change of personnel would have an adverse effect on the program, or which are funded by non-City money (e.g., state and federal grants). Temporary employees who work twenty (20) or more hours per week for more than twenty (20) weeks in a fiscal year are required to contribute to the Arizona State Retirement System.

1.3.4 Personnel Authority

- a) The City Manager is the Personnel Officer and may delegate any of the powers, duties and responsibilities to any other employee of the City or may contract for human capital services. References to Human Resource Director in this provision refer to the individual with day-to-day responsibility for citywide human capital management. Designee refers to the individual designated by the City Manager to perform any human capital management duties in the absence of a Human Resource Director.
- b) The Human Resource Director is responsible for the development and administration of a comprehensive system to select and compensate an effective work force, maintain personnel files, provide employee fringe benefits, and communicate personnel policies and procedures.