

The following words and terms as used in the Merit System Rules and Personnel Policies shall have the meanings set forth below unless the context requires otherwise:

- 1.01 ADMINISTRATIVE SUSPENSION: A non-disciplinary suspension without pay or with reduced pay in the best interest of the County imposed upon an employee who is under investigatory or judicial proceedings.
- 1.02 ALLOCATION: The assignment of a classification to a position on the basis of the duties and responsibilities assigned to the position.
- 1.03 APPEAL: A request for the Merit System Commission to hear a complaint alleging improper suspension, demotion for disciplinary reasons, reduction in pay for disciplinary reasons, dismissal, or termination under Rule 11.5 B. through D.
- 1.04 APPELLANT: A permanent employee who files an appeal with the Merit System Commission.
- 1.05 APPLICANT: A person seeking County employment or an employee seeking reappointment, promotion, or demotion within County employment, who has completed and returned, on a timely basis, an official Pima County Application according to instructions.
- 1.06 APPOINTING AUTHORITY: For the purpose of these Rules, Appointing Authorities include the Sheriff, Recorder, Treasurer, Superintendent of Schools, County Attorney, Assessor and others designated by the County Administrator, who have authority to take official personnel actions in accordance with these Rules.
- 1.07 APPOINTMENT: The official offer of employment and acceptance by an applicant in accordance with these Rules. The effective date for initial appointments shall be the first actual day of work.
- 1.08 ARS: Arizona Revised Statutes.
- 1.09 AUDIT: A review of the duties and responsibilities of a position in order to determine proper allocation.
- 1.10 BOARD: The Pima County Board of Supervisors.
- 1.11 BUSINESS DAYS: Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding holidays, as provided by law.
- 1.12 CERTIFICATION: The process in which Human Resources identifies/certifies eligible applicants to continue in the selection process for a particular position.

- 1.13 CLASS SPECIFICATION: The official document defining the type and level of duties and responsibilities and the minimum qualifications of positions assigned to a particular classification.
- 1.14 CLASSIFICATION: A title and code assigned to a grouping of similar positions as described in the appropriate class specification.
- 1.15 CLASSIFICATION SYSTEM: The orderly arrangement of positions under separate and distinct classifications on the basis of current duties and responsibilities.
- 1.16 CLASSIFIED SERVICE: County positions included in the Merit System and not exempt from the Merit System as provided in Pima County Code, Chapter 2.24.
- 1.17 COMMISSION: The Pima County Merit System Commission.
- 1.18 COMMISSIONER: A member of the Pima County Merit System Commission.
- 1.19 COMPENSATION: The salary, wage, allowances and all other forms of valuable consideration earned by or paid to an employee, except reimbursement for necessary expenses which have been authorized and incurred.
- 1.20 COUNTY: Pima County Government.
- 1.21 COUNTY ADMINISTRATOR: Highest ranking administrator for the Board of Supervisors.
- 1.22 COUNTY EMPLOYEE: A person appointed to and currently filling a paid position within the County.
- 1.23 COUNTY-FUNDED POSITION: A position funded by legally established recurring revenue to the County.
- 1.24 COUNTY-WIDE ANNOUNCEMENT: The official notice posted on the County's website of employment opportunities limited to County employees.
- 1.25 DEMOTION: A change in the assignment of an employee from a position in one classification to a position in another classification having a lower starting salary.
- 1.26 DEPARTMENT: A County governmental unit which has a separate operating budget approved by the Board.
- 1.27 DETAIL: The assignment of an employee to temporary duty which exceeds fifteen (15) work days to a position other than the position to which regularly assigned.

- 1.28 DISCIPLINARY ACTION: An action taken only for cause to correct inappropriate performance or other work-related behavior.
- 1.29 DISMISSAL: The involuntary termination of a person from County employment for a disciplinary reason. For the purposes of employee appeals pursuant to these Rules, a resignation in lieu of dismissal shall be deemed to be a dismissal.
- 1.30 ELIGIBLE APPLICANT: An applicant who has applied for a specific employment opportunity posted on the County's website, and whose previous work experience and/or education meet the eligibility requirements for the classification as determined by the Human Resources Department.
- 1.31 EXEMPT EMPLOYEE: An employee who is not required to receive overtime compensation under the Fair Labor Standards Act and who is not eligible for overtime compensation pursuant to Personnel Policy 8-102.
- 1.32 FULL-TIME POSITION: A position which provides employment for eighty (80) hours per pay period.
- 1.33 GRIEVANCE: A complaint alleging misinterpretation, misapplication, or unequal enforcement of Personnel Policies, Merit System Rules, or Administrative Procedures, or alleging unlawful discrimination under County Personnel Policies, Merit System Rules, or Administrative Procedures.
- 1.34 INTERMITTENT EMPLOYEE: A person who has been hired into a non-exempt classification for seasonal, on-call, or as-needed employment that does not exceed one thousand forty (1040) paid hours per fiscal year. Intermittent employees include Adult Work Experience Program workers, law clerks, youth workers, summer youth, paid interns, and employees with the employment type of intermittent.
- 1.35 INTRADEPARTMENTAL ANNOUNCEMENT: The official notice posted on the County's website of employment opportunities limited to employees in a specific department.
- 1.36 LAYOFF: The conditional termination of a permanent employee due to lack of funds, reduced demand for services, functions or programs, elimination of position, for inability to perform the essential functions of the employee's position with or without reasonable accommodation, or failure to successfully complete promotion, demotion or reappointment probation.
- 1.37 MERIT SYSTEM: The uniform and equitable system of personnel administration under federal guidelines and rules.
- 1.38 NON-EXEMPT EMPLOYEE: An employee who is eligible for overtime compensation under the Fair Labor Standards Act and Personnel Policy 8-102.

- 1.39 OPEN RANGE REAPPOINTMENT: A competitive or non-competitive change in the assignment of an employee in the classified service from or to a position in a numeric grade to or from a position with an open salary range.
- 1.40 OPEN RANGE CLASSIFICATION: A classification in the classified service assigned an alpha-numeric salary grade. The level of compensation is determined by a Salary Administration Plan/Salary Matrix approved by the County Administrator.
- 1.41 OPEN SALARY RANGE: An alpha-numeric salary grade assigned to a classification in the classified service with an approved Salary Administration Plan/Salary Matrix.
- 1.42 PART-TIME POSITION: A position which provides employment for less than eighty (80) hours per pay period.
- 1.43 PAY PERIOD: A two (2) week period established by the Finance and Risk Management Department that shall begin at 12:01 a.m. Sunday and end at 12:00 midnight the second (2nd) Saturday thereafter.
- 1.44 PAY STATUS: An employee who is receiving pay based on hours worked, use of annual or sick leave or compensatory time, or paid leaves of absence is considered in pay status.
- 1.45 PERMANENT EMPLOYEE: A regular employee who has successfully completed initial probation.
- 1.46 PRE-LAYOFF REAPPOINTMENT: The appointment of a County employee who has been notified of layoff, prior to the effective date of layoff, to a classification of the same or lower salary.
- 1.47 PROBATION: A specified period of employment following initial appointment, reemployment, reinstatement, reappointment, promotion, or demotion, which is the final step in the examining process during which an employee is evaluated.
- 1.48 PROBATIONARY EMPLOYEE: A regular employee serving initial probation who may be terminated without cause and with no right of appeal.
- 1.49 PROMOTION: A change in the assignment of an employee from one classification to another classification having a higher starting salary.
- 1.50 PUBLIC ANNOUNCEMENT: The official notice posted on the County's website of employment opportunities with the County open to the public.
- 1.51 REALLOCATION: A change in the classification assigned to an existing position.

- 1.52 REAPPOINTMENT: A competitive or non-competitive change in the assignment of an employee from one position to another of any classification having the same or lower starting salary.
- 1.53 REASSIGNMENT: A competitive or non-competitive change in the assignment of an employee from one position to another of the same classification and salary within the employee's department.
- 1.54 RECLASSIFICATION: A change in the classification of an employee when his/her position has been reallocated.
- 1.55 REEMPLOYMENT: The appointment of a laid-off employee to a classification, other than the classification from which laid off, in any department, or to the same classification in a department other than the department from which laid off, or an appointment following Uniformed Service leave under Personnel Policy 8-103.
- 1.56 REGULAR EMPLOYEE: An employee who is employed full-time, part-time, or variable-time on a continuous and continuing basis.
- 1.57 REGULAR CLASSIFIED EMPLOYEE: An employee in the classified service who is employed full-time, part-time, or variable-time on a continuous and continuing basis.
- 1.58 REINSTATEMENT: The appointment of a laid-off employee to a position of the same classification in the same department from which laid off, or the returning of an employee as ordered by the Merit System Commission.
- 1.59 RESIGNATION IN LIEU OF DISMISSAL: An employee has been officially dismissed from the County via a formal and final notice of dismissal and the employee requests in writing and is approved to resign instead of being dismissed.
- 1.60 RESPONDENT: The department or individuals named by the Appellant, whose interests are adverse to those of the Appellant, who will be directly affected by the Commission's decision in an appeal.
- 1.61 SALARY GRADE: Either a numeric grade (e.g., 22, 32, 64 etc.) or alpha-numeric grade (e.g., M1, A2, P1 etc.) with an established salary range minimum and salary range maximum.
- 1.62 SELECTIVE CRITERIA: Key position-specific factors within a classification, such as specialized knowledge and/or experience, or special background or qualifications, or particular geographic area, used to identify/certify eligible applicants.

- 1.63 SENIORITY: The number of hours of continuous employment with the County.
- 1.64 SUSPENSION: An involuntarily imposed leave without pay or with reduced pay.
- 1.65 TEMPORARY EMPLOYEE: An employee who has been appointed on a full-time, part-time, or variable-time basis for a limited period not exceeding eighteen (18) months.
- 1.66 TERMINATION: Separation of an employee from County employment.
- 1.67 TERMINATION DATE: Day following the last day of County employment.
- 1.68 TRAINEE: A new hire or regular employee serving in a trainee program pre-approved by Human Resources for such length of time necessary to meet the minimum qualifications or selective criteria for the training classification within six to twenty-four months from the commencement of the program. Employees who fail to successfully complete an approved trainee program have no right of appeal.
- 1.69 UNAUTHORIZED ABSENCE: Any absence or unscheduled time off from work where established notification requirements are disregarded by the employee or authorization was sought and reasonably denied. The exception would be if the employee retroactively applies sick leave to the absence.
- 1.70 VACANT POSITION: A position currently under recruitment or available to be filled as determined by an Appointing Authority.
- 1.71 VARIABLE-TIME POSITION: A position which provides employment for an as-needed number of hours per work week.
- 1.72 WORK DAY: Any designated hours within a twenty-four (24) hour period during which an employee is scheduled to work at a prescribed work place or on duty. Holidays are not work days unless the employee is scheduled to work.
- 1.73 WORK PERIOD: Any established and regularly recurring period of work which cannot be less than seven (7) consecutive days nor more than twenty-eight (28) consecutive days.
- 1.74 WORK RELEASE TIME: Time off work with pay.
- 1.75 WORK SCHEDULE: Time(s) an employee is scheduled to work within the work week and pay period consisting of five (5) eight (8) hour shifts, Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding holidays, as provided by law.

- 1.76 WORK WEEK: All time within a seven (7) day period during which an employee is required to be on the employer's premises for the performance of prescribed duties, at a prescribed work place, or on duty. Work weeks shall begin at 12:01 a.m. Sunday and end at 12:00 midnight the following Saturday.