

GREENLEE COUNTY
PERSONNEL POLICIES
101 THROUGH 118

GREENLEE COUNTY
PERSONNEL POLICIES
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Effective Date: 9-10-91

101 - EMPLOYMENT OF RELATIVES

A. Definitions

1. "Relative" means the spouse; natural, foster, adopted, or stepchild; child's child; parent; grandparent; brother or sister of the whole or half blood and their spouses and the parent; brother; sister or child of a spouse; aunt; uncle; niece; or nephew.
2. In accordance with Arizona Revised Statutes "executive, legislative, ministerial or judicial officer" includes all officials of the state or any county or incorporated city within the state, holding office either by election or appointment, and the heads of the departments of state, county or incorporated cities, officers and boards or managers of the universities.

B. It is unlawful, unless otherwise expressly provided by law, for an executive, legislative, ministerial, or judicial officer to appoint or vote for appointment of any person related to him or her by affinity (marriage) or consanguinity (blood) within the third degree, to any clerkship, office, position, employment or duty in any department of the state, district, county, city or municipal government of which such executive, legislative, ministerial, or judicial officer is a member, when the salary, wages, or compensation of such appointee is to be paid from public funds or fees of such office, or to appoint, vote for, or agree to appoint, or to work for, suggest, arrange, or be a party to the appointment of any person in consideration of the appointment of a person related to him or her within the degree provided in this section.

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 1. Relatives shall not be employed in positions where one is in supervisory chain of the other. This provision shall apply to all appointments after the effective date of this resolution.
 2. Employees who become relatives after appointment shall not continue to be employed in violation of this Policy. One of the two employees must be appointed to an appropriate vacancy in accordance with Merit System Rules or resign. If no resolution has been reached within six (6) months, the Department Head or the County Administrator shall determine which employee is to be affected or involuntarily terminated.

Effective Date: 9-10-91

102 - PREMIUM PAY

A. Definitions

1. "Premium Pay" means compensation in addition to an employee's normal pay and includes the following: overtime pay, compensatory time, management leave time, callback pay, on-call pay, holiday pay, shift differential pay, and special assignment pay.
2. "Overtime" means authorized time worked in excess of forty (40) hours per work week unless a different definition is required by law. The holiday benefit is to be included as time worked only if it is part of the normally scheduled work week.
3. "Compensatory time" means earned time recorded on an employee's pay record in lieu of overtime pay or holiday pay.
4. "Management leave" means time off with pay during an employee's normal working hours to offset unaccrualable extraordinary hours worked in unusual circumstances as determined by the Department Head.
5. "Work week" means seven (7) consecutive days beginning at 5:01 p.m. Friday and ending at 5:00 p.m. the following Friday.
6. "Holiday benefit" means the compensation paid to eligible employees for each of the recognized holidays.

B. Exclusions from Premium Pay

The following are not eligible for any premium pay except that a Department Director shall receive pay for time not worked on holidays as provided herein:

- a. Elected Officials;
 - b. Department Heads; and
 - c. Anyone who is not an employee on a county payroll.
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102 - PREMIUM PAY

C. Overtime

1. An employee who is required to work overtime, shall be compensated for such overtime by either one of the following methods at the discretion of the Department Head.
 - a. By payment at one and one-half (1-1/2) time the employees current hourly rate.
 - b. By compensatory time at a rate of one and one half (1-1/2) hours off for each hour of overtime worked and not paid.
 2. The following are exceptions to this policy:
 - a. Elected Officials;
 - b. Chief Deputies;
 - c. Appointed Department Heads, County Administrator, Clerk of the Board of Supervisors;
 - d. Employees classified as Executive (E), Administrative (A), or Professional (P), under the Fair Labor Standards Act.
 3. An employee whose classification is exempted in V E. through I of Resolution No. 91-09-01 and who is required to work extraordinary hours in unusual circumstances may be authorized management leave time. Authorization of this time may be granted up to a maximum of five (5) working days at any one time at the discretion of the Department Head or Administrator.
 4. Overtime shall be allocated as evenly as possible among all employees qualified to do the work. While preference may be given to those employees who wish to volunteer for the work, all employees are required to work overtime when requested to do so.
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102 - PREMIUM PAY

- C. 5. Compensatory time shall not be accumulated in excess of two hundred forty (240) hours for Sheriff Deputies and Jailors and one hundred twenty (120) hours for other employees. An eligible employee who had one hundred twenty (120) hours, two hundred forty (240) hours for sheriff's deputies and jailors, of compensatory time accrued is not eligible to accrue any additional compensatory time and is to be paid for future authorized overtime worked. If compensatory time is accrued, it cannot be converted back to pay except as provided in the termination policy or approval of the Board of Supervisors. The Department Head may establish procedures for timely usage of compensatory time accrued.
6. An employee who transfers from one county department to another county department shall retain any accumulated compensatory time. An employee who changes from one employment type to another employment type shall retain any accumulated compensatory time and shall be eligible to use and/or accrue in accordance with his/her current employment type.

D. Callback Pay

An employee who has left a place of work and is called back to work before their next regular scheduled work shift shall receive a minimum of two (2) hours of work. This applies only in emergency circumstances. Only an employee eligible to receive payment for overtime is eligible to receive compensation for callback hours. The callback period shall begin when the employee is notified to return to work. The employee must report as soon as possible to the worksite. The callback period ends when the employee completes the job assignment. Callbacks shall be allocated as evenly as possible among all employees qualified to do the work. All employees are required to work if called back.

E. Holidays

1. Greenlee County recognized the following actual holidays:

(1)	January 1	New Year's Day
(2)	Second Monday in February	Lincoln's Birthday
(3)	Third Monday in February	Washington's Birthday
(4)	Last Monday in May	Memorial Day
(5)	July 4	Independence Day
(6)	First Monday in September	Labor Day
(7)	Second Monday in October	Columbus Day
(8)	November 11	Veteran's Day
(9)	Fourth Thursday in November	Thanksgiving Day
(10)	December 25	Christmas Day

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102 - PREMIUM PAY

- E. 1. County offices shall be closed on each of the ten (10) actual holidays listed above. If actual holidays, 1, 5, 8 or 10 fall on a Sunday, the holiday shall be designated as observed for pay purposed on the following Monday. If actual holidays 1, 5, 8 or 10 fall on a Saturday, the holiday shall be designated as observed for pay purposes on the preceding Friday.
2. All employees shall be given time off with pay for each recognized holidays. This does not apply to intermittent employees, or temporary employees who have worked six (6) months or less. Full-time employees shall receive eight (8) hours and variable-time and part-time employee shall receive a prorated amount based on hours paid in previous pay period. If no hours were paid in the previous pay period holiday pay shall be based upon hours worked during the pay period in which the holiday falls.
3. If it is not possible for an employee to be given time off on a holiday and the employee is required to work, the employee shall receive the pay he/she would have received for time off plus the following holiday pay:
- Actual Holiday - 1 and ½ times regular pay rate for time worked,
minimum two (2) hours.
4. If half or more of the hours worked on a shift fall on a holiday, the entire shift shall be paid in accordance with paragraph 3 above.
5. If mutually agreeable to both employees and Department Head, the employee may be given compensatory time instead of the extra pay provided in paragraphs 2 and 3.

F. Special Assignment Pay

Additional compensation may be authorized by the Board of Supervisors for certain employees who work evening or night shifts, perform hazardous duty (duty which imperils or endangers an employee), or other duty under special circumstances. The Department Head shall submit a request to the Personnel Officer for recommendation to the County Administrator furnishing substantial evidence of the circumstances to justify the Special Assignment Pay.

Effective Date: 9-10-91

103 - CIVIC DUTY LEAVE (INCLUDES MILITARY LEAVE)**A. Definitions**

1. "Civic Duty Leave" means approved periods of absence with pay and related benefits from regularly scheduled work approved in advance while:
 - a. Serving as a juror;
 - b. Responding to a subpoena to appear as a witness as hereinafter provided;
 - c. Serving as a member of a public service board, commission, or similarly constituted body;
 - d. Serving in the Arizona National Guard or Military Reserve as hereafter provided; or
 - e. Voting.
2. "Consecutive Calendar Years" means a twenty-four (24) month consecutive period of time including the current and previous calendar years.
3. "Armed Forces" means the United States Air Force, Army, Navy, Marine Corps, Coast Guard, or the Arizona National Guard.

B. Leave for Jury Duty

1. An employee summoned for duty as a juror shall appear as required for such duty, and shall receive leave with pay. The employee on jury duty during regularly scheduled work hours shall remit the fees paid for such jury duty to the County. When the employee's presence as a juror is not officially required during regularly working hours, the employee shall return to work until again called. However, an employee shall not be required to return to work, if, because of the remoteness of the location of such work, the employee cannot respond to a call to return to jury duty with timeliness or the employee cannot arrive at work at least one (1) hour before the end of a regularly assigned workshift.
 2. An employee on jury duty during regularly scheduled time off or an annual leave or leave without pay must keep any monies paid by the Courts.
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Effective Date: 9-10-91

103 - CIVIC DUTY LEAVE (INCLUDES MILITARY LEAVE)**C. Leave for an Employee Subpoenaed to Appear as a Witness**

1. An employee who has been subpoenaed to appear as a witness before any court or administrative, executive, or legislative tribunal when it related to county business shall be entitled to civic duty leave with pay.
2. The Department Head may authorize civic duty leave for an employee subpoenaed when such absence is for purposes which comply with this policy. The Department Head may require such employee to submit substantiating evidence and may disapprove the request if the evidence is not adequate.
3. An employee who has been subpoenaed to appear as a witness before any court or administrative, executive, or legislative tribunal due to a personal, commercial business transaction, or due to the employee's own unlawful conduct or misconduct shall not be entitled to civic duty leave with pay.
4. An employee who is paid a fee for an appearance as an expert witness while on civic duty leave shall remit such fee to the county.

D. Leave for Service on a Public Service Board of Commission

A Department Director may authorize civic duty leave to an employee to attend meetings of a public service board of commission, provided the employee is an elected or appointed member of such a board or commission.

E. Time Off for Voting

1. Every county employee is encourage to exercise the right to vote at all public elections.
2. In accordance with Arizona Revised Statutes (ARS) any employee eligible and registered to vote in any public election held within this state, may be absent on the day of election, either until 9:00 a.m. or after 4:00 p.m. for the purpose of voting.
3. Application for time off for voting shall be made prior to the day of election, and the Department Head may specify the hours during which the employee may be absent. An employee shall not be liable to any penalty nor shall any deduction be made from any salary or wages because of such absence. An employee may be required to provide evidence of eligibility to vote prior to an approval for time off.

Effective Date: 9-10-91

103 - CIVIC DUTY LEAVE (INCLUDES MILITARY LEAVE)

F. Leave for Short Term Military Service

1. An employee who is a member of the National Guard or military reserve and who is order to field training pursuant to Arizona Revised Statutes (ARS) shall be granted civic duty leave up to two hundred forty (240) hours in any two (2) consecutive calendar years. An employee order to military duty shall supply:
 - a. The Department with notification in writing in advance of the absence; and
 - b. The request is accompanied by a copy of the employee's military orders.
2. An employee shall be granted military leave without pay or may take accrued annual or compensatory leave, for required attendance at activities of the National Guard or military reserve exceeding the two hundred forty (240) hours with pay in any two (2) consecutive calendar years.

G. Leave for Long Term Military Service

1. A regular employee inducted, ordered, or enlisted into active service of the Armed Forces of the United States shall be restored to a position of like seniority, status, and pay upon completion of active service if the employee:
 - a. Requests such restoration in writing within ninety (90) calendar days of separation from the armed forces;
 - b. Possesses a certification of satisfactory completion of service. (Honorable Discharge, General Discharge, or Discharge under Honorable Conditions);
 - c. Is still qualified to perform the duties of the position.
2. An employee's restoration rights expire after four (4) years of continuous service in the Armed Forces unless service extension beyond four (4) years is at the request and convenience of the Federal Government (Military Selective Services Act, as amended).

Effective Date: 9-10-91

104 - ATTENDANCE

A. Work Schedules

Work schedules are established at the discretion of the Department Head.

B. Tardiness and Absence

1. All employees are required to be at work on time. If an employee is unavoidable detained or unable to report to work, notification shall be made to the immediate supervisor or authorized department representative. This notification shall be provided at least one (1) hour before starting time unless otherwise specified by the Department Head. Failure to notify without good reason shall constitute an unauthorized absence without pay.
 2. Time off work with pay shall be allowed only as provided in County Personnel Policies for compensatory time, paid holiday time or various paid leaves.
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105 - ANNUAL LEAVE

Annual leave includes all period of approved absence with pay which are not chargeable to another category of leave.

A. Eligibility

1. All employees except Elected Official, intermittent employees, and temporary employees are eligible to accrue annual leave from date of appointment.
2. A temporary employee extended beyond the first six (6) months of employment shall accrue and may use annual leave beginning with the period of extended employment. A temporary employee appointed to a regular appointment with a break in service shall be credited with annual leave from original date of hire.
3. Annual leave shall accrue during any approved leave of absence with pay, or suspension with pay.
4. Annual leave shall not accrue during any leave of absence without pay, or suspension with pay.

B. Rate of Accrual

An eligible employee shall accrue annual leave as follows:

1. A full-time employee with fewer than five (5) years of service (established by anniversary date) shall accrue four (4) hours per pay period.
 2. A full-time employee with five (5) to fifteen (15) years of service (established by anniversary date) shall accrued five (5) hours per pay period.
 3. A full-time employee with more than fifteen (15) years of service (established by anniversary date) shall accrue six (6) hours per pay period.
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Effective Date: 9-10-91

105 - ANNUAL LEAVE

- B. 4. A part-time or variable-time employee shall accrue annual leave as follows:

<u>HOURS WORKED PER PAY PERIOD</u>	<u>PERCENT OF FULL TIME ANNUAL LEAVE ALLOWANCE</u>
0 - 39	0%
40 - 59	50%
60 - 79	75%
80 +	100%

C. Annual Accumulation

1. An eligible employee may carry over from one (1) calendar year to the next, a maximum of one hundred sixty (160) hours (20 work days) of annual leave. Credit in excess of one hundred sixty (160) hours become void at the end of the first payroll period in the new year.

D. Use of Annual Leave

1. An eligible employee may use annual leave after completion of the initial probationary period. Accrued annual leave may be used prior to completion of initial probation for a job-related illness or job-related injury. Law enforcement personnel and Correction Officers completing six (6) months of their one (1) year initial probationary period may use annual leave in the same manner as permanent employees.
2. Annual leave shall not be charged against an employee's accrued balance for an authorized holiday which occurs while an employee is using annual leave.
3. All employees are encouraged to take a two-week vacation per year for the purposes of rest and recuperation.
4. A Department Head may require that the employee postpone or change scheduled annual leave for good cause.

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105 - ANNUAL LEAVE

E. Leave Requests

Unless waived by the Department Head, an employee shall submit a written request for annual leave to the Department Head for approval at least two (2) weeks in advance of the intended absence and indicate the dates and duration of annual leave.

F. Disposition of Accrued Leave

An employee who transfer from one county department to another county department shall retain any accumulated annual leave. An employee who changes from one employment type to another employment type shall retain an accumulated annual leave and shall be eligible to use and/or accrue in accordance with his/her current employment type.

G. Voluntary Transfer of Annual Leave Credit Hours to Another County Employees as Sick Leave Credit

A permanent county employee may request no less than four (4) nor more than forty (40) accrued hours per pay period of his/her annual leave be transferred to another county employee as sick leave credit provided:

1. The recipient of the donated (transferred) hours is currently on an approved medical leave of absence without pay or worker's compensation injury and possesses a doctor's certification specifying that the recipient is not yet able to return to work.
 2. The recipient has exhausted all paid sick and annual leave and compensatory time from his/her own accounts.
 3. The recipient is under no obligation to repay the donated hours or monies.
 4. The donor initiates the request voluntarily in writing.
 5. The recipient shall begin to receive the leave time donated the next working day which follows the exhaustion of his/her own leave time as indicated in paragraph 2 above.
 6. Annual leave hours donated to another employee shall be paid at the current rate of the recipient and all his/her deductions shall apply. Recipients shall not accrued annual and sick leave benefits during the period of time they are using voluntarily transferred leave time.
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Effective Date: 9-10-91

105 - ANNUAL LEAVE

7. If more time was donated than the recipient required, only the needed time shall be deducted from the donating employee. If there is more than one donating employee, the time donated shall be reduced in a manner proportional to the amount of time each employee donated, but not less than one (1) hour.
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Effective Date: 9-10-91

106 - SICK LEAVE

A. Eligibility

1. All employees except Elected Officials, intermittent employees, or temporary employees are eligible to accrue sick leave from date of appointment.
2. A temporary employee extended beyond the first six (6) months of employment shall accrue and use sick leave beginning with the period of extended employment. A temporary employee appointed to regular appointment without a break in service, shall be credited with sick leave from the original date of hire.
3. Sick leave shall accrue during any approved leave of absence with pay, or suspension with pay.
4. Sick leave shall not accrue during any leave of absence without pay, or suspension without pay.

B. Rate of Accrual

1. All eligible full-time employee shall accrue sick leave at the rate of four (4) hours per pay period.
2. An eligible part-time or variable-time employee shall accrue sick leave as follows:

<u>HOURS WORKED PAY PER PERIOD</u>	<u>PERCENT OF FULL-TIME SICK LEAVE ALLOWANCE</u>
0 - 39	0%
40 - 59	50%
60 - 79	75%
80 +	100%

C. Accumulation

1. An employee may accumulate sick leave up to a maximum of one thousand nine hundred and twenty (1,920) hours, two hundred forty (240) work days. Any accumulation in excess of the one thousand nine hundred and twenty (1,920) hours shall not be credited to the employee.

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106 - SICK LEAVE

- C. 2. A reinstated or reemployed employee shall regain the accrued sick leave held at the time of termination.

D. Use of Sick Leave

1. An eligible employee may use sick leave after three (3) months of continuous service. Accrued sick leave may be used prior to the first three (3) months of service for a job related injury or job-related illness.
 2. Sick leave may be used for:
 - a. Illness of injury which renders the employee unable to perform the duties of the position. Minor, non-disabling injuries and illnesses do not qualify an employee for sick leave.
 - b. Disability caused by pregnancy, childbirth, miscarriage, (or therapeutic abortion).
 - c. Medical or dental care treatment of the employee by a licensed health care practitioner.
 - d. Illness, injury, examination, or treatment by a licensed health care practitioner, of an employee's spouse or dependent child, or for paternity support. For the purposes of this Section, the term "dependent child" is defined as a natural child, an adopted child, a foster child, or a step-child, over half of whose support is received from the employee. Sick leave granted for this purpose shall be charged to the employees sick leave account, and shall not exceed forty (40) hours per year (established by the anniversary date).
 - e. An employee may be absent with pay for three consecutive working days of that employee due to the death or funeral of a spouse, mother, father, child, stepchild, foster child, natural parent, stepparent, adoptive parent, grandparent, grandchild, brother, sister, father-in-law or mother-in-law of the employee. The bereavement leave may be extended for two (2) working days if the employee travels out of state for the funeral.
 - f. Sick leave may be used at the rate of one third day of sick leave charged and compensated for each day an employee is receiving Workmans' Compensation benefits.
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106 - SICK LEAVE

- D. 3. Sick leave shall not be charged against an employee's accrued balance for an authorized holiday which occurs while an employee is using sick leave.
4. An employee using annual leave who becomes ill may, upon verification of illness, charge the illness to accumulate sick leave.
5. An employee returning to work after sick leave exceeding thirty (30) work days shall undergo a special medical evaluation by the county physician or at the option of the Personnel Officer provide a written determination from his attending physician that he is now able to return to work.

E. Leave Request

To utilize sick leave, an employee must:

1. Report promptly to his/her immediate supervisor or Department Head giving the reason for his absence.
 2. Keep the immediate supervisor or the Department Head informed daily if the unscheduled sick leave is more than one (1) working day. Failure to comply with the above may constitute an unauthorized absence without pay.
 3. Unless waived by the Department Head the employee must provide written verification from a recognized physician or medical practitioner to the Department Head for an illness lasting more than three (3) working days. Verification shall be provided upon return to work or as requested by the Department Head and may be provided by mail or messenger if required.
 4. Permit the County to make verification of the illness.
 5. Submit a written request for a known requirement for extended sick leave (over three (3) working days) the Department Head at least two (2) weeks in advance of the intended absence, or as soon as possible after employee's notification by a recognized medical authority of impending hospitalization, and indicate the dates and duration of the sick leave. Known requirements are for situations such as an operation or hospitalization. Approval must be obtained from the Department Head or the authorized representative prior to the beginning of an extended sick leave. A Department Head may authorize an extended sick leave in emergency situations when advance approval cannot be obtained.
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106 - SICK LEAVE

F. Disposition of Accrued Sick Leave

An employee who transfers from one county department to another county department shall retain any accumulated sick leave. An employee who changes from one employment type to another employment type shall retain any accumulated sick leave and shall be eligible to use and/or accrued in accordance with his/her current employment type.

G. Maternity Leave

Maternity leave is any combination annual leave, sick leave, compensatory leave, or leave without pay taken by a female employee due to pregnancy, childbirth, miscarriage, or therapeutic abortion. A Department Head shall approve a request for maternity leave subject to the following conditions:

1. Leave may be taken only for periods of disability.
2. The Department Head is required to approve a request for a leave without pay provided the maternity leave following the childbirth, miscarriage, or therapeutic abortion does not exceed twelve (12) weeks. The Department Head may approve such a request for a longer duration.
3. The employee is not required to exhaust all annual leave, sick leave, or compensatory leave prior to taking leave without pay, but must exhaust all compensatory leave before taking any annual leave.
4. The employee shall specify the number of hours of annual leave, sick leave, compensatory leave, and leave without pay to be used when requesting maternity leave.
5. An employee returning to work from leave without pay taken as part of a maternity leave shall return to the position occupied at the start of the maternity leave.

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107 - SPECIAL LEAVES OF ABSENCE WITH PAY**A. Administrative Leave**

1. Upon approval of the Department Director and the County Manager, an employee may be granted Administrative Leave with pay when emergency situations exist such as extreme weather conditions, fire, flood, or malfunction of publicly owned or controlled machinery or buildings, making it hazardous or impossible for the employee to get to or perform his/her workstation (providing alternate work or workstation has not been designated.)
2. An employee shall be granted Administrative Leave with pay upon the declaration of the Board of Supervisors that a state of emergency, disaster, or grief exists and that such leave is to be granted.
3. An Administrative Leave with pay may be given to an employee by the Department Head when the Department Head determines that it is in the best interest of the County.
 - a. An employee may be placed on an Administrative Leave with pay for up to five (5) working days. For extensions beyond five (5) working days, approval by the County Administrator is required.
 - b. The notification of Administrative Leave shall be delivered to the employee no later than five (5) working days after the effective date of the Administrative Leave. The notice shall contain the specific reason(s) for the leave in sufficient detail to inform the employee of the reason(s) for the action.
 - c. At the conclusion of the Administrative Leave, the employee shall be returned to work and advised of any appropriate action.

B. Grievance/Appeal Activity Leave

1. Grievance/Appeal Activity Leave applies only to preparation and/or investigation of a Grievance or Appeal.
 2. A permanent employee shall be granted Grievance/Appeal Activity leave with pay up to three (3) hours per Grievance/Appeal when requested for the purposes of personal investigation. Grievance/Appeal Activity is limited to two (2) occurrences per fiscal year. Time in excess of the three (3) hours limit shall be charged to some other type of leave and must be approved in advance.
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107 - SPECIAL LEAVES OF ABSENCES WITH PAY

- B. 3. An employee representative may use Grievance/Appeal Activity Leave for the representation of the Grievance or Appeal formally submitted to the appropriate authority. An employee representative shall be granted Grievance/Appeal Activity Leave with pay up to three (3) hours per Grievance/Appeal when requested for the purpose of investigation or representation on behalf of another employee. Grievance/Appeal Activity Leave is limited to two (2) occurrences per fiscal year. Time in excess of the three (3) hour limit shall be charged to some other type of leave and must be approved in advance.
4. Grievance/Appeal Activity Leave is non-accruable and shall not be taken in increments of less than one (1) hour.
5. Requests for Grievance/Appeal Activity Leave shall be made in writing at least three (3) working days in advance, unless conditions preclude such advance notice and the Department Director concurs with the exceptional circumstances.

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108 - SPECIAL LEAVES OF ABSENCE WITHOUT PAYA. Types of Leave

Leaves of absence without pay may be granted by the County Administrator to an employee for the following reasons and lengths of time:

<u>REASON</u>	<u>MAXIMUM LEAVE TIME</u>
Education	One (1) year
Medical Disability	Six (6) months
Best Interest of County	Six (6) months

B. Education

An employee may be granted leave of absence without pay for educational purposes when it is determined that such a leave is in the best interest of the County.

C. Medical Disability

An employee may be granted leave of absence without pay if the employee is unable to work because of a medical disability that is documented by a recognized physician or medical practitioner. Medical disability includes a disability arising from pregnancy or childbirth. The Department Director shall require official documentation of the status of the medical disability on a monthly basis for any continuing disabilities. Upon returning to work for a medical disability leave of absence the employee shall provide a written release from his/her attending physician or medical practitioner. If the absence was for six (6) weeks or longer, the employee may also be required to undergo an evaluation by the county physician.

D. Best Interest of County

With the full concurrence of the employee and the approval of the County Administrator, an employee may be placed on leave of absence without pay if it is determined that such leave is in the best interest of the County.

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108 - SPECIAL LEAVE OF ABSENCE WITHOUT PAY**E. General Provisions**

1. An employee shall submit his/her request for leave of absence without pay at least two (2) weeks in advance of such leave unless such advance time is reduced or waived by the Department Head. The employee must also complete a leave of absence agreement or group insurance will cease during the leave period. Approval must be obtained before such leave begins.
 2. Annual and sick leave time shall not accrue while an employee is on leave of absence without pay.
 3. An employee on leave of absence without pay shall not receive pay for holidays.
 4. An approved leave of absence without pay is not considered a break in County service but no credit is given toward seniority.
 5. A leave of absence without pay shall not be granted for the employee to engage in outside employment, except as A.R.S. § 11-419 and 11-563 provide.
 6. A Department Head may appoint a temporary replacement or detail another employee to substitute for an employee on leave of absence without pay until the regular employee returns.
 7. When it is determined by the County Physician that the employee can no longer perform the physical functions of his/her position, the Department Head may make a permanent appointment to that position.
 8. An employee starting a leave of absence without pay who wishes to continue coverage under any of the County's group insurance programs, must submit a leave of absence Insurance Form, prior to such leave, to the Personnel Officer. The employee is expected to pay the full cost of the premiums; that is, both employee's and employer's shares. Otherwise, insurance coverage shall cease until the next open enrollment period.
 9. Leave of absence without pay, when granted, must be continuous and may not be interspersed with paid time.
 10. Resignation during a leave of absence becomes effective two (2) weeks from date of notice, not at the end of the leave of absence.
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109 - ABSENCES WITHOUT LEAVE

- A. Any unauthorized absence of an employee from duty shall be considered an absence without leave and the employee shall not be paid for such absence. While an employee is absent without leave, annual leave, sick leave, and holiday benefits shall cease to accrue.

 - B. An unauthorized absence without leave for three (3) or more consecutive working days may result in dismissal. Should the employee return to work and provide a suitable reason acceptable to the Department Head, dismissal may be revoked and appropriate leave time may be allowed.
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110 - GARNISHMENT

A. Definitions

1. "Garnishment" means the retention of wages or property pursuant to legal process by employer or other person to satisfy a debt owed to a creditor.
2. "Assignment" means the transfer of property (wages) to be held in trust or to be used for the benefit of creditors.
3. "Disposable earnings" means compensation paid, or payable for personnel services, less any amounts required to be withheld by law.

B. Wage Garnishment

1. For non-payment of personal debts, federal law stipulates that the sum that may be garnished is the lesser amount computed by the two (2) following methods:
 - a. Twenty-five percent (25%) of the individual's disposable earning for the workweek; or
 - b. The amount by which disposable earnings for that week exceeds thirty (30) times minimum wage under Section 6, A, (1) of the Fair Labor Standards Act of 1938 (29 U.S.C. 206 [a, 1]).
2. For non-payment of federal or state taxes (levy), child or other court ordered support payments, and/or payments ordered by the bankruptcy court, the employee's entire earned wage can be garnished until the debt is satisfied.
3. The law prohibits an employer from discharging any employee because his/her earnings have been subjected to garnishment for any one indebtedness. The term "one indebtedness" refers to a single debt regardless of the number of levies made or creditors seeking satisfaction. Whoever willfully violates the discharge provisions of this law may be prosecuted criminally and fined up to \$1,000, or imprisoned for not more than one (1) year, or both.
4. A service charge shall be assessed by the County for processing the garnishment.

C. Wage Assignment

A County employee cannot make an assignment of future wages not yet earned. (Byers vs. Comer, 50 Arizona 9, 68-P 2d-671).

Effective Date: 9-10-91

111 - OUTSIDE EMPLOYMENT

Outside employment is employment for another.

- A. A regular employee shall not engage in outside employment which is not compatible with the full and proper discharge of the duties and responsibilities of county service employment or which impairs the employee's capacity to perform the county service duties and responsibilities in an acceptable manner.
- B. Permission to perform outside employment shall require prior approval of the Department Head on the official form provided by the personnel office. Any county employee desiring to engage in outside employment shall provide information to the Department Head concerning these duties and the hours of employment. It is the responsibility of the employee to report any change in the status of outside employment to the Department Head.
- C. It shall be the responsibility of each Department Head to maintain records on approvals, to periodically review them to insure that they are current and not in conflict with the employee's county job requirements and to retain the form in the employee's Department Personnel File with a duplicate copy to the employee.
- D. A Department Head may grant a regular full-time employee approval for outside employment, if:
 - 1. Such outside employment has no actual or potential conflict between it and the employee's official duties;
 - 2. The outside employment does not require an amount of time or effort which shall prevent the rendering of good service to Greenlee County.
 - 3. The outside employment does not prevent the employee from performing overtime, on-call, or callback work when requested to do so.

Effective Date: 9-10-91

112 - RETIREMENT AND EXTENSION OF EMPLOYMENT

A. Membership Eligibility

1. Any employee who works less than twenty (20) hours per week is not eligible for participation in the retirement plan.
2. Any employee who works twenty (20) hours per week or more shall participate in the retirement plan except as provided in Paragraph 3.
3. An otherwise eligible temporary employee whose employment is for a term of not more than three (3) months has the option of signing a waiver of membership. If a waiver is signed, no contribution shall be deducted from the employee's wages or paid in the employee's behalf by the County. If the employment continues beyond the period of three (3) successive months, the employee's participation shall be established as of the beginning the next succeeding payroll period following completion of the three (3) month period.

Effective Date: 9-10-91

113 - WORKERS' COMPENSATION**A. Worker's Compensation Benefits**

1. Workers' compensation and occupational disease benefits covering accidental injury, disability, disease, or death which occurs as a result of employment and is job related are provided for Greenlee County employees.
2. Claims submitted for occupational injury or illness are not always accepted. If a claim is denied, the employee's supervisor will be notified by telephone and the employee will be notified in writing. If the employee feels the claim should have been accepted, he/she may request a hearing by the Industrial Commission of Arizona (ICA).

- B. 1. While awaiting a formal decision by the ICA, the employee has the following alternatives:
 - a. Use sick leave or annual leave until it is exhausted;
 - b. Use compensatory time accumulated;
 - c. Elect to be in a non-pay status awaiting the decision.

An eligible employee who elects to use sick leave, annual leave, or compensatory time while disabled and awaiting a formal decision by the Industrial Commission of Arizona (ICA) shall not be permitted to keep both the pay under one of the options described above and the retroactive worker's compensation pay if a favorable award is made. It shall be the responsibility of the employee to notify the Department Head to correct the payroll records.

2. An eligible employee may elect to use annual leave, sick leave or compensatory time to supplement workers' compensation benefits; however, the sum of both (on a daily basis) shall not be allowed to exceed the employee's gross monthly salary or wage.
 3. Sick and annual leave benefits shall continue to accrue in accordance with Personnel Policies 105 and 106 while an eligible employee is receiving worker's compensation benefits.
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Effective Date: 9-10-91

117 - WORKERS' COMPENSATION

- B. 4. If an employee on workers' compensation wishes to continue group insurance coverage, arrangement must be made with the Personnel Officer for payment of his/her payroll check. That portion of health, dental and life insurance usually borne by the County shall continue to be paid by the county providing the employee has agreed to maintain his/her share of the premiums.

C. Procedures for Employees Returning to Work

1. After an absence due to an industrial injury, an employee may return to his/her regularly assigned duties with a written release by a physician. Notification of an employee's intent to return to work should be made as soon as possible to the Department Head.
2. Provision may be made for restricted or modified duty if the physician recommends it and a position can be located within the employee's department. Refusal to accept a restricted or modified duty assignment shall result in reduced benefits and may result in termination. If the employing department cannot accommodate the injured employee, the Personnel Officer shall be notified and the employee shall remain on workers' compensation benefits until medically released for full duty.

D. Job Retraining and Placement Program

If an employee is determined by the county physician to be permanently disabled as a result of the work related injury or illness, the employing department shall make every effort to place the employee in another position compatible with the employee's new capabilities.

1. If no appropriate vacancy exists in the employee's department, the injured employee shall be referred to Greenlee Employment and Training Program.
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Effective Date: 9-10-91

114 - PAY PLAN

A. Basic Pay Plan

The Basic Pay Plan consists of numbered salary grades. The grade designation is determined by taking into consideration the relative level of duties and responsibilities of various classifications of position, rates paid for comparable positions elsewhere, the County's financial resources, and other relevant factors.

A. Pay Periods

A pay period (26 per year) shall be two (2) weeks in length. Each pay period begins at 5:01 p.m., Friday and ends 5:00 p.m. the second (2nd) Friday thereafter. Wages shall not be withheld for more than five (5) working days following the end of each pay period. Payday shall be on the Thursday following the end of each pay period.

B. Entrance Salary

The initial appointment to a county position shall normally be at Step I. The Board of Supervisors may approve hiring at a higher step based on recruiting difficulty or on appointee's qualifications coupled with the needs of the department.

C. Reinstatement/Reemployment

The reinstatement or reemployment of a laid off employee shall normally be at Step I. Reinstatement or reemployment above Step 1 of the salary grade requires approval of the Board of Supervisors.

D. Grade Adjustment1. Upward Adjustment

When a higher salary grade is made applicable to a classification, all employees in that classification shall have their salaries raised on the same effective date. Each employee shall be moved to the same step of the new grade that he/she held in the previous grade.

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114 - PAY PLAN

E. 2. Downward Adjustment

When a lowery salary grade is made applicable to a classification, all employees in the classification shall be changed to the new grade on the same effective date. Each employee shall be moved to the step of the new grade that results in the same salary as the step held in the previous grade. The salary of an employee in a position which is reclassified to a lower class, or in a class which is changed to a lower grade, and which is higher than the maximum salary of the new pay grade, shall remain the same for a maximum of two years from the date of reclassification or regrading. During this period the employee shall not be eligible for general salary adjustments, performance increases, and special performance awards. If the pay range encompasses the employee's salary at a later date, the employee shall be eligible for general salary adjustments, performance increases, and special performance awards. After two (2) years, the salary of the employee shall be the maximum salary of the new pay grade.

F. Step Adjustment

At the request of the Department Head, the County Administrator may approve a step adjustment up or down in unusual circumstances provided no other pay policies applies. A downward adjustment requires written concurrence by the employee prior to the implementation.

G. Promotion

When an employee is promoted, his/her salary shall be raised at lease five percent (5%) unless more is necessary to reach Step 1 of the new grade.

H. Demotion

When an employee is involuntarily demoted for disciplinary reasons his/her salary shall be reduced to a step in the grade for the lower classification which shall result in lower pay of at least two and one-half percent (2.5%). An employee who is voluntarily demoted or involuntarily demoted for nondisciplinary reasons may be retained at the same salary rate held prior to the demotion subject to the approval of the Department Head.

Effective Date: 9-10-91

114 - PAY PLAN

I. Merit Increases

An employee may receive a Merit Increase based upon an official performance evaluation reflecting exceptional performance.

J. Anniversary Issue

1. A permanent employee, upon completion of the number of years satisfactory service required by the pay plan, shall be eligible for and given consideration by the Department Head for a one-step anniversary increase effective the beginning of the pay period in which the anniversary date falls.
 2. A Department Head who feels no increase is warranted shall make no salary or step alterations. Documentation of the specific cause for not approving an anniversary increase shall be provided to the employee and retained in the employee's personnel file.
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Effective Date: 9-10-91

115 - PERSONNEL RECORDS

A. Definitions

1. "Record" means any information maintained about an individual containing a name or other identification, and so filed.
2. "Personnel Record" means any employment information maintained in a record.
3. "Maintain" includes collect, file, update, use or disseminate.
4. "Access" means to have permission, liberty, or ability to examine, obtain information from, or add to personnel records as defined in this policy.

B. General

1. Effective personnel administration requires the gathering and use of information concerning employees. Personnel records shall be established and maintained in a manner designed to protect the privacy of all concerned.
2. To prevent wrongful disclosure of records pertaining to either current employees or former employees, all inquiries for information shall be referred to the Greenlee County Personnel Officer. Departments shall instruct all employees that inquiries made either orally, or in writing, regarding current and former employees, are to be referred to the Department Head. This policy shall be adhered to regardless of how routine or insignificant the inquire may be.

C. Personnel Records

1. The official personnel records shall be maintained by the Personnel Officer and are the property of Greenlee County.
2. The personnel folder shall usually contain the following information:
 - a. Employee's name;
 - b. Employee's address;
 - c. Social Security Number;
 - d. Date of birth if under 19;
 - e. Employee emergency information;

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115 - PERSONNEL RECORDS

- C. 2. f. Sex and occupation in which employed;
 - g. "Personnel Action Forms" and supporting documentation;
 - h. Time of day and day of week on which the employee's work week begins;
 - i. "Loyalty Oath";
 - j. Regular hourly rate of pay;
 - k. Hours worked each weekday and total hours worked each workweek;
 - l. "Arizona State Retirement Fixed Benefit Plan Enrollment Form", "Application for Return of Contributions" form, and/or "Change of Beneficiary Designation" form;
 - m. Documentation of alien work permit;
 - n. Employee Performance Appraisal Form or the Managerial/Supervisory Performance Appraisal Form";
 - o. Letters of commendation;
 - p. Relevant background information and documentation of all formal disciplinary and grievance actions;
 - q. Worker's Compensation records and Accident/Injury report;
 - r. Handicap employees notice and release form to Greenlee County Government.
- 3. The official insurance records should usually contain the following information;
 - a. Medical membership records;
 - b. Dental membership records;
 - c. Life Insurance membership records.
 - 4. The Personnel Officer shall maintain a separate file on the Immigration and Nationalization Service (INS) I-9 Form.
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115 - PERSONNEL RECORDS

D. Finance Department Records

Finance Department Payroll Records shall usually contain the following withholding documents:

1. Total straight time earnings, total premium pay for overtime hours, total paid each pay period, date of payment, and the pay period covered by payment.
2. W-4 forms;
3. Arizona State Retirement Fixed Benefit Plan records;
4. Authorizations for deductions. Total additions to or deductions from wages paid each pay period.

E. Access to Personnel Records

1. Personnel files shall be protected from access by persons other than the following:
 - a. The Board of Supervisors;
 - b. The County Administrator;
 - c. The employee or the employee's designated representative who has written authorization from the employee;
 - d. Authorized personnel office staff;
 - e. Law enforcement and investigative organizations' staff in the course of their duty, when required, and only after presentation of proper identification and a release signed by the employee, or a subpoena calling for release of the records.
 - f. Internal, State and Federal Auditors, in the course of their duty when required, and only after presentation of proper identification and notification of the audit.
 - g. The Department Head or designee of the respective employee's department.
 - h. Clerk of the Board of Supervisors.
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115 - PERSONNEL RECORDS

- E.
 2. Personnel Officer shall require reasonable identification of individuals requesting information to assure that records are disclosed only to the proper persons.
 3. Civil subpoenas for any personnel records shall be responded to as follows:
 - a. Notify the affected employee, and
 - b. Seek, through the County Attorney, a protective order restricting dissemination to only such materials as are necessary and proper.
 4. Each employee and/or his/her representative authorized by the employee in writing has, with reasonable notice, the right to review the employee's personnel records in the presence of authorized staff.
 5. Employees shall be provided with copies of individual personnel records for a fee not to exceed the actual cost of providing the copy or the prescribed statutory fee, if any, whichever is less.

Effective Date: 9-10-91

116 - RULES OF CONDUCT

All employees must observe the following basic work rule principles:

- A. Observe Personnel Policies and Merit System Rules. Observe departmental rules, regulations, policies, procedures, and general orders.
 - B. Report to work on scheduled working days at the proper starting time and remain at assigned work station for the scheduled period unless permission to leave has been granted by the Supervisor or Department Head.
 - C. Do not abuse County leave policies, departmental break, rest, or lunch periods.
 - D. Be careful and considerate in the use of County property and equipment. Keep tools, machines, vehicles, and other County property clean and in proper condition.
 - E. Notify your immediate supervisor as required in these policies if absence from assigned duties is necessary.
 - F. Obtain County Administrator's permission before soliciting, selling, passing petitions, or distributing or circulating written or printed matter of any description on County property. Employee may post written or printed material on Employee Bulletin Board without permission, provided such material is not detrimental to the County.
 - G. Follow established safety practices and report any accidents to the Supervisor.
 - H. Cooperate in keeping the work site clean and sanitary.
 - I. Carry out specific orders or instructions from the immediate supervisor or another employee in charge.
 - J. Perform a full day's work in an efficient and professional manner in accordance with the methods and standards required by the County.
 - K. Be responsive to the citizens of the County at all times while performing any duties which are related to county employment or whenever representing the County in any capacity.
 - L. Prepare all records and reports truthfully and completely.
 - M. Establish and maintain effective working relationships with others.
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Effective Date: 9-10-91

116 - RULES OF CONDUCT

- N. Report all mistakes, policy violations, infractions of the rules of conduct, to the immediate supervisor.
 - O. Report to the immediate supervisor and willful damage, thievery, or unauthorized removal of County property.
 - P. Avoid all physical violence and threats of physical violence with fellow employees and the public.
 - Q. Avoid the use of abusive, profane, or obscene language.
 - R. Refrain from making racial, ethnic, religious, age and handicap remarks or sexual slurs.
 - S. Treat all co-workers and general public in a courteous manner.
 - T. Supervisors are responsible for employees' conduct and work activities. Supervisory responsibilities include:
 - 1. Assuring that employees are informed regarding changes in County policy and working conditions.
 - 2. Knowing Greenlee County Merit System Rules, Personnel Policies and Administrative Directives and administering them in a fair and equitable manner.
 - 3. Assuring that the work of subordinated is performed in an efficient manner and is of high quality.
 - U. Prohibited conduct. No employee may:
 - 1. Use their official position for personal gain, use, or attempt to use, confidential information for personal advantage.
 - 2. Permit themselves to be placed under any kind of personal obligation which could lead any person to expect official favors.
 - 3. Perform any act in a private capacity which may be construed to be an official act.
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Effective Date: 9-10-91

116 - RULES OF CONDUCT

- U. 4. Accept or solicit, directly or indirectly, anything of economic value as a gift, gratuity, favor, entrapment, or loan which is or may appear to be, designed or influence the employee's official conduct. This provision does not prohibit acceptance by an employee of food, refreshments, or unsolicited advertising or promotional material of nominal value.
 - 5. Directly or indirectly use or allow the use of County property of any kind, including property leased to the County, for other than official activities.
 - 6. Inhibit a county employee from joining or refraining from joining an employee organization.
- V. Employee Rights:

An employee shall not take any disciplinary or punitive action against any employee which impedes or interferes with that employee's exercise of any right granted under the Law or these Rules. Any employee or department representative who is found to have acted in reprisal toward an employee as a result of the exercise of the employee's rights may be suspended without pay for a period not to exceed thirty (30) days or dismissed.

Effective Date: 9-10-91

117 - SENIORITY

A. Definitions

In these policies, unless context otherwise requires:

1. "Seniority" means the actual number of hours for which paid, excluding overtime, during the periods of continuous employment with Greenlee County. It also includes all hours of approved paid leave time.
2. "Date of hire" means the date of appointment to continuous County employment.
3. "Anniversary date" means the date of appointment to a regular appointment type adjusted for reinstatement or reemployment.
4. "Break in service" means that a termination action has taken place.
5. "Continuous employment" means employment which has no break in service.

B. Conditions of Accumulation

1. An employee begins to accumulate seniority from date of hire.
 2. Seniority earned as a temporary or intermittent employee shall be applied to seniority accumulation if no break in service resulted from a change in status.
 3. A reinstated or reemployed employee regains the seniority held at the time of termination.
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Effective Date: 9-10-91

118 - TERMINATION

A. Obligations Employee Have to County upon Termination

All terminating employee have certain obligations to Greenlee County:

1. A resigning employee shall submit a written resignation to an appropriate Supervisor at least ten (10) working days before planning to leave County service unless the timeframe has been modified or waived by the Department Director. Failure to provide such timely notice could jeopardize consideration for future employment with the County.
2. The employee shall adhere to checkout procedures as outlined by the Department Head. Failure to comply may result in a delay in the issuance of a employee's final paycheck and may delay processing of returns from the appropriate retirement system. Checkout procedures to be completed by a terminating employee shall include but not be limited to:
 - a. Return of all equipment and supplies which have been furnished by the County to the designated administrative section or unit charged with their maintenance. This includes but is not limed to keys, identification cards, clothing, etc.;
 - b. Pay back of any financial obligations outstanding such as educational reimbursement, travel advances, personal telephone expenses, etc.:
 - c. Exit interviews, where applicable.
3. An employee shall work the two (2) weeks prior to resignation unless other arrangements are made with the Department Head and a letter stating the arrangements are forwarded to the employee's personnel file.

118 - TERMINATION

B. Greenlee County's Obligation to Terminating Employees

Greenlee County has certain obligations to terminating employees determined by the type of determination.

1. Annual Leave

a. Termination

While on initial probation, a terminating employee shall receive no payment for accrued annual leave. All permanent employees shall receive payment for annual leave hours accrued through the pay period in which the effective date of termination occurs.

Law enforcement personal and corrections officers completing six (6) months of their one (1) year initial probationary period shall receive payment for accrued annual leave in the same manner as permanent employees.

b. Layoff

All accrued annual leave hours shall be paid to the laid off employee.

c. Death

All accrued annual leave hours shall be paid to the surviving spouse or to the estate of the deceased.

2. Sick Leave

A. Termination

Accrued sick leave shall not be paid to any terminating employee.

3. Compensatory Time

Accrued compensatory time shall be paid to terminating employees to a maximum of two hundred forty (240) hours for sheriff's deputies and jailers and a maximum of one hundred twenty (120) hours for other employees.