

GILA COUNTY MERIT SYSTEM RULES AND POLICIES  
RULE 1 – Definitions

1. The following words and phrases used in these Rules have the defined meanings hereinafter set forth unless clearly indicated otherwise in the context.
  - 1.1 **“Agency”**: Any department, board, office, authority, commission or governmental budget unit operated within the governmental structure of Gila County.
  - 1.2 **“Allocation”**: The assignment of a position to an appropriate classification on the basis of the duties and responsibilities assigned to the position.
  - 1.3 **“Appeal”**: A written request filed with the Commission by an employee to challenge a suspension, demotion or dismissal or to request relief from certain alleged unfair acts or conditions as set forth by these Policies.
  - 1.4 **“Appellant”**: The employee filing an Appeal with the Commission.
  - 1.5 **“Applicant”**: A person who has filed an application for employment.
  - 1.6 **“Appointing Authority”**: The single administrative or executive head of a County department, office, authority or governmental budget unit operated within the governmental structure of Gila County, or designee of same.
  - 1.7 **“Appointment”**: The offer and acceptance by a person of any position in the County classified service in accordance with these Rules.
  - 1.8 **“Armed Forces”**: The United States Air Force, Army, Navy, Marine Corps, Coast Guard, or Arizona National Guard.
  - 1.9 **“Board”**: The Gila County Board of Supervisors.
  - 1.10 **“Candidate”**: An applicant approved for participation in an examination.
  - 1.11 **“Certification”**: The referral of the names of qualified eligibles by the Personnel Director to the Appointing Authority.
  - 1.12 **“Class”**: A position or group of positions sufficiently similar in duties and responsibilities that the same requirements for education, experience, knowledge, ability and other qualifications may be demanded of the occupants so that the same compensation schedule can be applied with equity.

- 1.13 **“Class Specification”**: The official description of the type and level of duties and responsibilities of positions assigned to a class and the necessary qualifications which a person must have for performing those duties.
- 1.14 **“Classification Plan”**: The orderly arrangement of positions under separate and distinct classes on the basis of current duties and responsibilities.
- 1.15 **“Classified Service”**: All positions in the County service, except those expressly exempt or designated as unclassified by these Rules or by statute.
- 1.16 **“Commission”**: The Gila County Personnel Commission.
- 1.17 **“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.
- 1.18 **“Compensatory Time”**: Time off from work granted to an employee in lieu of monetary payment for hours worked in excess of the employee’s regularly scheduled hours in his or her designated work period.
- 1.19 **“Continuous Recruitment”**: Recruitment under which applications are received continuously after announcement has been made to that effect.
- 1.20 **“County”**: The Gila County Government.
- 1.21 **“Days”**: Calendar days unless these Rules otherwise explicitly provide.
- 1.22 **“Demotion”**: A change in the assignment of an employee from a position in one class to a position in another class having a lower range of pay resulting from disciplinary action.
- 1.23 **“Department”**: A County governmental unit under the control of an Appointing Authority which has a separate operating budget approved by the Board of Supervisors.
- 1.24 **“Detail to Special Duty”**: The assignment of a regular status employee on an interim basis to a position of higher grade to meet a need for a determined time as provided for in these Rules.
- 1.25 **“Director”**: The Gila County Personnel Director.

- 1.26 **“Discharge or Dismissal”**: The involuntary separation of a person from County employment as a result of unsatisfactory service.
- 1.27 **“Eligible”**: A person who has attained a passing score on an examination for a specific class and/or has qualified to be placed on a registry for certification.
- 1.28 **“Emergency Appointment”**: An appointment made during an actual emergency to prevent the impairment of public business.
- 1.29 **“Employee”**: A person who is paid a wage, salary or stipend from public monies in accordance with official entries on a County payroll.
- 1.30 **“Examination”**: The evaluation process used to measure the qualifications and determine the relative excellence of Candidates.
- 1.31 **“Examination Announcement”**: The official public issuance of notice to give Examination either on a scheduled or continuous basis to fill positions as they are, or become, vacant in the County service.
- 1.32 **“Grievance”**: A complaint by an employee of the County concerning the interpretation and application of policies governing personnel practices and procedures, departmental work rules, unsafe or unhealthy working conditions, alleged discrimination or alleged improper treatment.
- 1.33 **“Hearing Officer”**: A person appointed by the Commission or its chairman as a Hearing Officer or any member of the Commission designated by it or its chairman as a Hearing Officer.
- 1.34 **“Layoff”**: The separation of an employee for reasons of shortage of funds or work by reason of a bona fide abolishment of a position, change in duties of the position or reorganization within the agency.
- 1.35 **“Military Leave”**: The leave of absence status of a regular status or probationary employee who leaves a position to serve in the Armed Forces of the United States or of this state in time of national emergency or state emergency or for military training and who has the right under statutes relating to reinstatement of a person after military service to return to his/her position or a like position.
- 1.36 **“Pay Period”**: A two (2) calendar week period of time during which an employee is granted compensation according to the actual time worked.
- 1.37 **“Pay Plan”**: The County Pay Plan which assigns an appropriate salary range to each class of position.

- 1.38 **“Policies”**: The Gila County Merit System Rules and Policies as adopted from time to time by the Gila County Board of Supervisors.
- 1.39 **“Position”**: A specific office or employment, whether occupied or vacant, involving duties requiring the services of one person.
- 1.40 **“Probation”**: A specific period of employment following appointment, reemployment, transfer, promotion, or demotion. It is the final step in the examination process during which the work performance of an employee is evaluated.
- 1.41 **“Probationary Employee”**: An individual who is employed in a position and who has not completed his or her period of probation.
- 1.42 **“Promotion”**: A change in the assignment of an employee from a position in one class to a position in another class having a higher range of pay.
- 1.43 **“Provisional Appointment”**: The appointment of a qualified person on an interim basis not to exceed six (6) months to a position under these Rules without a competitive examination.
- 1.44 **“Provisional Employee”**: An employee who has received a Provisional Appointment but has not been examined or certified.
- 1.45 **“Reallocation”**: Changing the classification of an existing position when a material and permanent change in the duties or responsibilities of the position occurs.
- 1.46 **“Reemployment”**: The return to the County Classified Service of a former employee who resigned in good standing from the County Classified Service.
- 1.47 **“Register”**: An official list of eligibles for a particular class or group of classes, placed in order of excellence according to results of the examination, which shall be used by the Appointing Authority for selection for appointments to positions in the County Classified Service.
- 1.48 **“Regular Status”**: The status an employee achieves after the successful completion of the initial probationary period.
- 1.49 **“Reinstatement”**: The return to the County Classified Service of a former employee in the County Classified Service who was separated by layoff.

- 1.50 **“Respondent”**: The County agency or agencies whose interests are adverse to those of the Appellant or who will be directly affected by the Commission’s decision.
- 1.51 **“Reversion”**: The return of an employee on promotional probation to a position in the class in which the employee held regular status immediately prior to the promotion.
- 1.52 **“Rules”**: The Gila County Merit System Rules and Policies as adopted from time to time by the Board of Supervisors and/or the Gila County Personnel Commission.
- 1.53 **“Seasonal Appointment”**: The appointment or reappointment of persons to meet regular recurring seasonal or intermittent needs.
- 1.54 **“Separation Without Prejudice”**: The removal, without appeal rights, of an employee from the County Service due to a reduction in force, the lack of a position for an employee requesting to return from leave without pay, or the inability of an employee to return to work at the conclusion of a leave without pay.
- 1.55 **“Suspension”**: The temporary separation of an employee from a position for disciplinary reasons.
- 1.56 **“Temporary Appointment”**: Appointment to meet a temporary program need.
- 1.57 **“Transfer”**: A change in the assignment of an employee from one department or from one position to another position in the same or lower grade for reasons other than disciplinary action.
- 1.58 **“Unclassified”**: A position in the County service which has been designated as unclassified because of the nature of its appointment and/or responsibilities which is exempt from the provisions of these policies unless otherwise specified.
- 1.59 **“Vacancy”**: An allocated position in the County service which has become vacant due to the resignation, transfer or termination of an employee; or a newly allocated position which has not yet been filled.
- 1.60 **“Veteran”**: Any person separated from active duty in the Armed Forces of the United States (Army, Navy, Air Force, Marine Corps or Coast Guard) under honorable conditions.

- 1.61 **“Wages”**: For the purposes of these Rules, wages shall be defined as provided in A.R.S. §23-350(5).
- 1.62 **“Work Period”**: A fixed and regularly recurring period upon which overtime compensation may be calculated.