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MEMORANDUM

TO: Agency Directors, Arizona State Personnel System

FROM: Marie Isaacson, Human Resources Director

DATE: May 18, 2015

SUBJECT: Addendum to FY 2015 Compensation Guidelines – Political Appointments

As you know, due to a recent policy change, agency directors may determine whether performance appraisals are required for employees in political appointment positions [defined in A.R.S. § 41-742(F)]. This change became effective on April 28, 2015. The following guidance is provided to assist agencies with implementing this policy with respect to the FY 2015 Compensation Guidelines.

Employees in political appointment positions, pursuant to the agency's approved compensation plan, shall continue to be eligible for compensation strategies. The requirement related to performance shall be waived, but all other criteria (e.g. eligibility, increase limits, budget, etc.) are still applicable. Incentive pay awarded to assistant directors, deputy directors or agency directors are not subject to the budget limit outlined in the agency's compensation plan.

Please note that Cabinet agencies wishing to provide salary increases to deputy directors or assistant directors should continue to forward those requests to me prior to implementing the salary action.

If you have questions or wish to discuss your particular situation in more detail, please contact your agency's Chief Human Resources Officer or Shared Services representative.

c: Agency Human Resources Managers