

Personnel Reform Agency Transition Guidelines

Supervisors

HB 2571 requires that all supervisors become at-will uncovered effective September 29, 2012. Supervisors are defined (ARS 41-741) as a state employee who has one or more other state employees reporting directly to the person and typically has the authority to:

- Approve sick or annual leave
- Recommend hiring, discipline, or dismissal
- Assign or schedule daily work
- Complete a performance evaluation

Objective: To identify employees within your agency who are supervisors.

ADOA has prepared a spreadsheet for each agency identifying employees who are confirmed supervisors and possible supervisors that may need further investigation.

Confirmed Supervisors (supervisor link and subordinate employees)

No agency action is necessary. List is provided for informational purposes only.

Possible Supervisors (no subordinate employees)

Agencies should review the working conditions and status of each employee to accurately determine if the employee meets the definition of a supervisor (above).

Condition 1: The supervisor does have subordinate employees reporting to him/her.

If the employee does meet all of the above criteria and there are employees that directly report to the supervisor, the agency should take the following actions:

- Update or correct the supervisor codes in HRIS for the supervisor and their direct reports

Condition 2: The supervisor has a temporary vacancy in the subordinate position(s) that report to him/her.

If the supervisor is actively recruiting to fill a vacancy in the subordinate position(s), the agency should take the following actions:

- Ensure the supervisor codes in HRIS are accurate for the supervisor and the positions that directly report to the supervisor

Condition 3: The supervisor has a vacancy in the subordinate position(s) that is not in the process of being filled; or the position responsibilities have changed over time and the position is no longer used in a supervisory capacity.

If the supervisor is not actively recruiting to fill a vacancy in the subordinate position(s) perhaps due to budget cuts, hiring freezes, or other agency actions, the supervisor is not currently serving as a supervisor. In other cases, the supervisory position may have changed over time, but is no longer serving as a supervisor. In either case, the agency should take the following actions:

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- Ensure the supervisor codes in HRIS are removed for the supervisory position so the position no longer reflects supervisory status
- Consider a review of the position's classification/job title if either indicate supervisory responsibilities

Employees with No Active Supervisor

A separate spreadsheet has been provided listing employees that do not have an active supervisor identified in HRIS.

- If this is a temporary condition due to the agency actively recruiting for the supervisor position, no further action is necessary.
- If there has been an organizational change, or a change in position responsibilities, there may be a need to update supervisor codes, which may result in the identification of supervisors that otherwise would not have been documented appropriately.

Action Item: Agencies should contact their Human Resources Office or the ADOA Classification and Compensation section (classcomp@azdoa.gov) for assistance in modifying supervisor links and/or reclassifying employees as appropriate by July 20, 2012.