

Personnel Reform Agency Transition Guidelines

Uncovered Political Appointments

HB 2571 identifies certain provisions that do not apply to a specific group of at-will uncovered employees. For example, some at-will uncovered employees in the Personnel System may participate in political activities, including being a member of any national, state, or local committee of a political party or becoming a candidate for nomination or election to any paid public office.

The identification of this group of at-will uncovered employees is defined by legislation (ARS 41-742 F) and includes:

- Employees of the Governor's Office
- Elected Officials, the heads of primary components of the office of an elected official
 - Employees that report directly to the elected official or the head of a primary component
 - Employees that determine or publicly advocate substantive program policy for the office of the elected official
- Agency Heads, Deputies, Division/Assistant Directors
 - Employees that report directly to the agency head, deputy, or division/assistant director
- Attorneys in the Attorney General's Office
- Investment related positions in the Retirement System or Public Safety Personnel Retirement System

Objective: To identify the uncovered employees within your agency that meet the criteria listed in ARS 41-742 F.

ADOA has prepared a spreadsheet for each agency identifying at-will uncovered employees and covered employees that will transition to at-will uncovered as of September 29, that appear to be in positions that meet the criteria listed in ARS 41-742F.

- In the last column of the spreadsheet (far right, labeled "PA"), please identify the appropriate category of political appointment using the codes below:
 - AG = Attorneys in the Attorney General's Office
 - GV = Employees in the Governor's Office
 - NV = Investment related positions in ASRS or PSPRS
 - HD = Head of an organizational unit (includes Director, Deputy Director, Division/Assistant Director)
 - DR = Direct Reports to employees/positions identified as "HD" (can be determined from supervisor codes in HRIS)
 - PL = Determine or publicly advocate substantive program policy (for Offices of Elected Officials only)

Action Item: Agencies should review the category of uncovered political appointment for each employee listed on the spreadsheet, and make any corrections necessary. In addition, agencies should include any additional at-will uncovered employees/positions that were not previously identified that meet the criteria above, and delete any employees/positions that do not meet the criteria. Corrected spreadsheets should be returned to the Human Resources mailbox by July 20, 2012.