

**SUMMARY OF AUTHORITY PROVIDED BY STATE PERSONNEL SYSTEM (SPS) RULES**  
 (Based on SPS Rules eff. September 29, 2012, including rule revisions eff. April 13, 2013)

**SUBCHAPTER A. COVERED AND UNCOVERED EMPLOYEES**

<b>RULE AUTHORITY</b> <i>(Note: Only applicable rule information is provided)</i>	<b>AGENCY HEAD</b>	<b>AGENCY - OTHER</b> <i>(As Specified)</i>	<b>ADOA DIRECTOR</b>
<b>R2-5A-102 General Provisions</b>			
A.1. Authority of Director - The Director may approve, modify or deny a request, plan or proposal submitted by a state agency for review or when the Director's approval is required by rule.			<b>X</b>
A.2. Authority of Director - The Director may audit an agency's personnel policies and procedures at any time. If the Director determines that the agency's policies or procedures are inconsistent with these rules or are inconsistent with the procedures or guidelines issued by the Director, the Director may direct the agency head to modify them to achieve consistency or to discontinue them.			<b>X</b>
B.1. Delegation of authority - The Director may, in writing, delegate authority to an agency head as consistent with legal requirements.			<b>X</b>
B.2. Delegation of authority - The Director may review or audit delegated authority to determine compliance with laws, rules, and policies.			<b>X</b>
B.3. Delegation of authority - Unless otherwise stated by law, or in these rules, an agency head may delegate authority granted to the agency head in these rules.	<b>X</b>		
E. Employee handbook - The Director may publish an employee handbook outlining pertinent rules and regulations and make the handbook available to all employees. If published, the employee handbook shall serve as the official handbook for all employees in the State Personnel System.			<b>X</b>
E. Employee handbook - An agency head may supplement the employee handbook with agency specific policies and directives.	<b>X</b>		
G. Correction of errors - Only the Director, or designee, has authority to determine whether a manifest error exists and to correct the manifest error.			<b>X</b>
<b>R2-5A-103 Applicability</b>			
B.1. Temporary procedures - The Director may, unless otherwise prescribed by statute, waive any rule and implement temporary procedures if the Director determines that essential public services are being hampered or it is in the best interest of the state.			<b>X</b>

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B.2. Temporary procedures - The Director may implement a temporary pilot project to improve efficiency, productivity, or accountability in the State Personnel System.			<b>X</b>
<b>R2-5A-105 Records</b>			
B.1. Application Materials - An agency head shall maintain and keep confidential all resumés, applications, tests, test results, records, correspondence, and other documents used to seek state employment. The agency head shall not release any materials that the agency head determines would compromise the application process for future applicants and shall restrict the review of the applicant's application materials as provided in rule.	<b>X</b>		
B.2. Application Materials – The Director, or designee, shall ensure that when a person makes a public records request under A.R.S. Title 39, Chapter 1, Article 2 for applicant information, information shall only be provided as determined by the Director.			<b>X</b>
C. Official Personnel File - An agency head shall, for each agency employee, maintain an official personnel file.	<b>X</b>		
<b>R2-5A-201 Classification Plan</b>			
A. General - The Director shall group positions into classes based on similarities of duties and responsibilities.			<b>X</b>
B. Class title - An agency head shall use the class title of a position to designate the position in all budget estimates, payrolls, vouchers, and communications in connection with personnel processes.	<b>X</b>		
D. Position description - An agency head shall ensure that every position in the agency has a completed position description describing the current duties, responsibilities, and essential job functions specific to the position.	<b>X</b>		
E. Allocation - The Director shall place every position in a class based on its duties and responsibilities.			<b>X</b>
F. Reallocation - Upon completion of a review of a position, the Director may determine that the position should be placed in a different class.			<b>X</b>
G. Regrade - upon completion of a review of a classification, the Director may determine that the class should be placed in a different grade.			<b>X</b>

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<b>R2-5A-202 Change in Classification</b>			
A. Change in classification plan - The Director may establish new classes and divide, combine, alter, or abolish existing classes, grades, or both, in consultation with affected agency heads.			<b>X</b>
C. Effective date - The effective date of a change in classification shall be the first day of the pay period immediately following the Director's determination, unless the Director authorizes an exception.			<b>X</b>
<b>R2-5A-301 General</b>			
An agency head shall follow the requirements outlined in this Article to identify and appoint qualified candidates to fill vacancies.	<b>X</b>		
The Director shall establish and maintain a centralized employment system that includes a job board for announcing vacancies in state employment, applicant tracking and candidate identification.			<b>X</b>
The Director shall establish procedures for state agencies to request approval for transportation or other travel expenses or moving expenses provided by A.R.S. § 35-196.01 for out of state candidates.			<b>X</b>
<b>R2-5A-302 Recruitment</b>			
A.1. Job posting - Unless exempted by A.R.S. Title 41, Chapter 4, Article 4, an appointing authority shall post an open position to the state's centralized job board.		<b>X</b> (Appointing Authority)	
A.1. Job posting - An agency head may authorize an exception to the job posting requirement for a position in an individual case. Any exceptions shall be documented by the agency head and subject to audit.	<b>X</b>		
A.2. Job posting - In addition to posting to the state's centralized job board, an appointing authority may post an open position in a publication or to a commercial job posting board or both, in compliance with applicable procurement rules.		<b>X</b> (Appointing Authority)	
B.2. Application form - In addition to the standardized application form, an agency head may develop supplemental application procedures and forms specific to the agency or to a certain class or classes within the agency.	<b>X</b>		
<b>R2-5A-303 Reference and Background Checks</b>			
The appointing authority is responsible for verifying education, work experience, applicable license or licenses and references provided by candidates on the application form and in interviews.		<b>X</b> (Appointing Authority)	

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<b>R2-5A-304 Qualifications of Candidates</b>			
An agency head shall ensure that any candidate selected for hire meets the established qualifications for the position filled.	<b>X</b>		
<b>R2-5A-305 Employment of Relatives</b>			
C. Exceptions - The Director may grant an exception to the prohibitions in subsections (A) and (B) if there is no other qualified person for the position at the location.			<b>X</b>
<b>R2-5A-306 Hiring Requirements</b>			
An agency head shall ensure the completion of the Form I-9 and the employment eligibility verification process for all new hires.	<b>X</b>		
<b>R2-5A-307 Appointment</b>			
A. General - An agency head may appoint a current state employee who accepts a change in assignment or an external candidate in accordance with these rules and the procedures established by the Director.	<b>X</b>		
B.3. Types of appointment (special assignment) - An agency head may place an employee on special assignment within the agency. A special assignment may be made non-competitively and for up to 6 months with the concurrence of the agency head of the employing agency and the Director.	<b>X</b>		<b>X</b>
B.3. Types of appointment (special assignment) - A special assignment shall not exceed 6 months unless extended by the Director.			<b>X</b>
<b>R2-5A-308 Applicant Complaint</b>			
The agency human resources representative shall evaluate the complaint and notify the applicant of the final action to be taken.		<b>X</b> (Agency HR)	
<b>R2-5A-401 Salary Plans</b>			
A. General - The Director shall establish a salary plan.			<b>X</b>
B. Alternative salary plan - The Director may establish a special salary plan or pay practice determined to be the prevailing practice in the labor market and in the best interest of the state.			<b>X</b>
<b>R2-5A-402 Salary Administration</b>			
A. General - The Director shall develop procedures for salary administration for use by all agencies when setting the salary of an employee.			<b>X</b>

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A. General - In setting an employee's salary, an agency head shall consider such factors as the employee's education, experience, skills, performance, and current or former salary, as well as the current salaries of employees in the same class in the agency and the relative experience and performance of those employees.	<b>X</b>		
B. Classes - The Director shall assign each class to a salary range and to a grade.			<b>X</b>
E. New hire starting rate – An agency head may offer a salary to a new hire within the salary range of the class to which the employee is being appointed in accordance with the procedures and guidelines published by the Director, unless an exception is approved by the Director.	<b>X</b>		<b>X</b> (If exception to guidelines)
F. Promotion - An employee who has a change in assignment from a position in one class to a position in another class having a higher grade shall receive a salary increase as determined by the agency head in accordance with the procedures and guidelines published by the Director, unless an exception is approved by the Director.	<b>X</b>		<b>X</b> (If exception to guidelines)
G.1. Demotion - An employee who has a change in assignment from a position in one class to a position in another class having a lower grade, whether voluntary or involuntary, shall receive a salary decrease as determined by the agency head in accordance with the procedures and guidelines published by the Director, unless an exception is approved by the Director.	<b>X</b>		<b>X</b> (If exception to guidelines)
H. Lateral transfer - An employee who has a change in assignment from a position in one class to a position in another class having the same grade shall receive no increase in salary, unless an exception is approved by the Director.			<b>X</b>
K.1. Job regrade - The base salary of an employee in a class that is reassigned to a higher grade shall be adjusted by the amount determined by the Director.			<b>X</b>
L.1. Merit increases - The Director shall establish guidelines for merit increases to base pay.			<b>X</b>
M. Subject to legislative appropriation, the Director shall determine employee eligibility and criteria for salary adjustments.			<b>X</b>

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<b>R2-5A-403 Supplemental Pay</b>			
B. Shift Differential - The Director may authorize a shift differential to be paid to an employee on other than a day shift. The Director shall establish a competitive shift differential rate periodically based on an annual survey of the market place.			<b>X</b>
D. Conditional pay supplements - The Director may establish conditional pay supplements.			<b>X</b>
E.1. Variable pay - The Director may establish variable pay strategies determined to be the prevailing practices in the market and in the best interest of the state.			<b>X</b>
E.2. Variable pay - If the Director establishes variable pay strategies, the Director shall establish guidelines for the administration of variable pay.			<b>X</b>
E.4.a. Variable pay - Subject to the guidelines established by the Director, variable pay strategies may be implemented at the discretion of the agency head.	<b>X</b>		<b>X</b> (Approval required per guidelines)
<b>R2-5A-404 Overtime</b>			
A. Approval of overtime work - An agency head may require that an employee work overtime and may assign an employee who volunteers for overtime before mandatory overtime is required.	<b>X</b>		
B. Exemptions - The Director shall determine exemptions from minimum wage and maximum hour requirements in accordance with the FLSA.			<b>X</b>
C.2. Non-exempt employees - An employee shall select either overtime pay or compensatory leave for overtime compensation. If the employee selects both overtime pay and compensatory leave, the agency head shall determine which applies.	<b>X</b>		
D.2. Exempt employees - An employee who is in a position that is exempt from the FLSA who works in excess of 40 hours per workweek or in excess of an established work period shall receive for each hour of overtime worked, either one hour of additional pay or earn one hour of compensatory leave, at the option of the agency head, if the employee is either: a. Engaged in law enforcement activities; b. Engaged in firefighting activities; or c. A full authority peace officer as certified by the Arizona Peace Officer Standards and Training Board, is in a position that requires such certification, and is in the covered service.	<b>X</b>		

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<b>R2-5A-405 Tuition Reimbursement for Education</b>			
B. Procedures - Prior to granting tuition reimbursement, an agency shall establish a policy.	<b>X</b>		
B.3. Procedures - Education assistance may not exceed \$5,250 per employee in any one calendar year unless approved in advance by the Director.			<b>X</b>
<b>R2-5A-406 Reimbursement for Relocation</b>			
An agency head may reimburse reasonable relocation expenses to a current employee for a management initiated geographical transfer of more than 50 miles from the employee's current work site in accordance with the procedures established by the Director.	<b>X</b>		
<b>R2-5A-502 Hours of Work</b>			
A. State work week - An agency head may apply to the Director for an exception from the work week period for all or part of an agency workforce. The Director may grant an exception from the work week period to promote efficiency in the SPS.			<b>X</b>
B.1. Hours of employment - an agency head shall determine the hours of employment in the work week for each agency employee.	<b>X</b>		
B.2. Hours of employment - an agency head may provide for breaks during the work period consistent with carrying out the duties of the agency.	<b>X</b>		
B.3. Hours of employment - an agency head may require an employee to work overtime.	<b>X</b>		
C. Flexible work options - An agency head may offer a flexible 40-hour work week option to an employee if the agency's services can be maintained.	<b>X</b>		
D. Attendance standards - An agency head may establish a standard of attendance.	<b>X</b>		
<b>R2-5A-503 Outside Employment</b>			
C. Notice requirement - The determination of whether a conflict or potential conflict exists shall be made by the agency head.	<b>X</b>		
<b>R2-5A-A601 Leave Administration</b>			
A. Leave plans - The Director shall adopt leave plans.			<b>X</b>
A. Leave plans - Agency heads are responsible for administering leave for agency employees in accordance with the leave plans in this Article.	<b>X</b>		
<b>R2-5A-B602 Annual Leave</b>			
D.2. Accumulation - An agency head seeking an exception shall submit a written request to the Director. The Director may approve, modify, or deny the request.			<b>X</b>

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E. Use of annual leave - An employee may take annual leave at any time approved by the agency head.	<b>X</b>		
G.1. Payment of annual leave - An agency head may pay an employee at any time for all or any portion of the employee's annual leave that was earned as the result of working on a day on which a state holiday is observed at the employee's current rate of pay.	<b>X</b>		
G.2. Payment of annual leave - An agency head may approve pay to a non-separating employee for all or any portion of the employee's current rate of pay [subject to the requirements outlined in subsections G.2.a. and G.2.b.]	<b>X</b>		
G.2.a. Payment of annual leave - Agency procedures - Before paying an employee under this subsection, an agency head shall develop written standards and procedures that provide for equal consideration of all employees similarly situated. The agency head shall submit proposed standards and procedures and any subsequent changes to the Director for approval.			<b>X</b>
H.1.b. Movement - To another state agency - An agency head may pay an employee who transfers to another state agency for all excess annual leave at the time of the transfer. An agency head may transfer part or all of the employee's excess annual leave accumulated by the employee who transfers to another agency with the gaining agency's concurrence. If the gaining agency does not concur, the losing agency shall pay all of the unused excess annual leave that the gaining agency will not accept.	<b>X</b>		
I. Separation - An agency head shall pay an employee who separates from state employment for all unused and unforfeited annual leave at the employee's current rate of pay.	<b>X</b>		
<b>R2-5A-B603 Sick Leave</b>			
D.1. Use of sick leave - Sick leave may be taken when approved by the agency head.	<b>X</b>		
D.2. Use of sick leave - The agency head may require submission of evidence substantiating the need for sick leave.	<b>X</b>		
D.3. Use of sick leave - An agency head may require an employee to be examined by a licensed health care practitioner designated by the agency head.	<b>X</b>		

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<b>R2-5A-B604 Administrative Leave</b>			
A. General - An agency head may authorize an employee to be absent with pay on administrative leave during a state of emergency declared by the Governor or: (1) In other emergency situations such as extreme weather conditions, fire, flood, or malfunction of publicly-owned or controlled machinery or equipment; (2) To relieve an employee of duties temporarily during the investigation of alleged wrongdoing by the employee or during a disciplinary or dismissal process, subject to the requirements outlined in subsections (B) and (C).	<b>X</b>		
C. Approval of Director - If an employee's administrative leave is anticipated to exceed 240 consecutive working hours, the agency head shall obtain the approval of the Director.			<b>X</b>
<b>R2-5A-B605 Bereavement Leave</b>			
B.1. Amount of bereavement leave - An agency head may extend the bereavement leave for up to 16 additional work hours if the employee travels out-of-state for the funeral.	<b>X</b>		
<b>R2-5A-B607 Compensatory Leave</b>			
B.1. Use of compensatory leave - An agency head shall approve an employee's request for earned compensatory time off within a reasonable time after the employee makes the request.	<b>X</b>		
B.2 Use of compensatory leave - An agency head may require an employee to use the employee's available compensatory leave during a period specified by the agency head.	<b>X</b>		
C. Payment - An agency head may pay an employee at any time for all or any portion of the employee's earned compensatory leave balance at the employee's regular rate of pay.	<b>X</b>		
D.1. Movement - To another state agency - An agency head may pay an employee who transfers to another state agency for all unused compensatory leave at the time of the transfer.	<b>X</b>		
<b>R2-5A-B608 Educational Leave</b>			
A. General - an employee may be sent with pay to participate in a formal educational or training course of study at a college, university, or technical school with the approval of the agency head and the Director, based on the determination that the leave is in the best interest of the state.	<b>X</b>		<b>X</b>

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<b>R2-5A-B611 Meritorious Service Leave</b>			
A. The Director shall establish guidelines for meritorious service leave.			<b>X</b>
D. Subject to the guidelines established by the Director, a meritorious service leave program may be implemented at the discretion of the agency head.	<b>X</b>		
<b>R2-5A-C601 Furlough</b>			
D.1. Reduction of funding furlough - An agency head shall submit to the Director a furlough plan for approval if the agency head determines a furlough is necessary due to a reduction of funding.	<b>X</b>		
D.4. Reduction of funding furlough - The Director shall review and provide written notification of approval, modification, or denial of an agency's furlough plan within 20 business days of receipt.			<b>X</b>
E.1. Suspension of funding furlough (agency head request) - An agency head shall submit to the Director for approval a furlough plan if the agency head determines a furlough is required due to a suspension of funding to pay employees.	<b>X</b>		
E.4. Suspension of funding furlough (agency head request) - The Director shall review and provide written notification of approval, modification, or denial of an agency's furlough plan.			<b>X</b>
F. Suspension of funding furlough (failure to pass a state budget) – If the state fails to pass a budget and funds are not appropriated for the following fiscal year, the Director may authorize an agency head to implement a suspension of funding furlough.			<b>X</b>
<b>R2-5A-C602 Leave Without Pay</b>			
A. Approval - All leave without pay requires a written request by an employee in advance, including the reason for the employee's request, and approval by the agency head.	<b>X</b>		
<b>R2-5A-D601 Family and Medical Leave Act (FMLA) Leave</b>			
J. Agency rights - Nothing in the FMLA or this rule should be construed as limiting an agency's right to manage, discipline* or terminate* an employee, including an employee's failure to comply with the agency's request for appropriate documentation to substantiate the employee's need for the leave. However, an employee's use of FMLA leave cannot be considered as a negative factor in any employment decision.	<b>X</b>		<b>X</b> (*Note: ADOA approval required for suspension > 80 hours, involuntary demotion, termination)

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<b>R2-5A-D602 Industrial Leave</b>			
A.1. Use of leave - An agency head shall place an employee who sustains a job-related illness or injury that is compensable under the Workers' Compensation Law, A.R.S. Title 23, Chapter 6 on sick leave.	<b>X</b>		
A.2. Use of leave - If an employee who is on leave under the Worker's Compensation laws meets FMLA eligibility requirements and the leave qualifies for FMLA, an agency head shall count it as FMLA leave and apply industrial leave and FMLA concurrently.	<b>X</b>		
A.4. Use of leave - If an employee exhausts all sick leave, compensatory leave and annual leave, an agency head shall place the employee on leave without pay.	<b>X</b>		
C. Light duty - If an employee has a job-related illness or injury that impairs performance on the former job, the agency head shall make every effort to place the employee in a suitable position within the agency, including a light duty assignment.	<b>X</b>		
<b>R2-5A-701 (Performance Management) General</b>			
A. Performance management system - The Director shall establish a performance management system to evaluate the job performance of state employees.			<b>X</b>
B. Administration - The Director shall develop an administrative manual and training on the performance management system.			<b>X</b>
C.2. Exceptions – The performance management system may be used as determined by the agency head, to evaluate the job performance of: (a) each deputy director, or equivalent, of the agency; (b) each assistant director, or equivalent, of the agency.	<b>X</b>		
<b>R2-5A-801 (Disciplinary Actions) General</b>			
A. Authority - An agency head has the primary authority and responsibility for managing the conduct of all employees within an agency.	<b>X</b>		
A. Authority - An agency head shall discipline a covered employee in accordance with this Article and the rules in Subchapter B of this Chapter.	<b>X</b>		
A. Authority - Except for an employee who is in a position listed in A.R.S. § 41-742(F), any action that involves a suspension greater than 80 working hours, an involuntary demotion, or a dismissal requires review by the Director prior to the agency head administering such action.			<b>X</b>

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B.1. Level of discipline - If an agency head deems it necessary to discipline an employee, the agency head may determine the level of discipline to be imposed, up to and including dismissal, subject to review by the Director, if applicable.	<b>X</b>		<b>X</b> (If applicable)
D. 2. Review by Director - Prior to imposing a suspension greater than 80 working hours, an involuntary demotion, or dismissal, the agency head shall submit the proposed action to the Director for review as prescribed in R2-5A-802, unless the employee is in a position listed in A.R.S. § 41-742(F). If the employee is in a position listed in A.R.S. § 41-742(F), a review by the Director is not required.			<b>X</b>
<b>R2-5A-802 Procedures for Review by the Director</b>			
A. Prior to administering any action requiring review by the Director, the agency head shall submit the proposed letter to the Director prior to the date the agency head intends to issue the letter to the employee.	<b>X</b>		
B. The Director shall review the agency head's proposed action and provide notification of concurrence or recommend modification to the proposed action.			<b>X</b>
<b>R2-5A-901 Complaint System</b>			
A.1. General - Each agency head shall adopt a procedure to address employee complaints concerning discrimination or harassment in compliance with this rule.	<b>X</b>		
A.2 General - Each agency head shall designate an employee of the agency to serve as the agency's complaint coordinator, who shall be responsible for receiving complaints, determining applicability under the complaint system, investigating or assigning the complaint to the appropriate individual within the agency for review or investigation, and tracking the processing of complaints.	<b>X</b>		
F. Approval - Each agency will submit its proposed complaint procedure and any subsequent changes to the Director for approval.			<b>X</b>
<b>R2-5A-902 Complaint Process</b>			
A.7. The agency head, or designee, shall review the findings and recommendations and issue a decision in writing to the complainant.	<b>X</b>		

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B.1. Review by Director - An employee, other than a Department of Administration employee, who is not satisfied with the agency head's response to a complaint alleging discrimination or harassment, may elevate the complaint to the Director.			<b>X</b>
B.2. Review by Director - A complainant who is a Department of Administration employee and who is not satisfied with the Director's decision on a complaint alleging discrimination or harassment may resubmit the complaint to the Director.			<b>X</b>
<b>R2-5A-1001 Voluntary Separation</b>			
A. Resignation - If an employee resigns orally, the agency head shall confirm the resignation in writing.	<b>X</b>		
A. Resignation - An agency head may refuse to accept a resignation and separate the employee pursuant to R2-5A-1002.	<b>X</b>		
B. Job abandonment - An agency head may consider an employee to have voluntarily resigned from employment with the agency when the employee is absent from duty for three consecutive workdays or equivalent without proper authorization.	<b>X</b>		
<b>R2-5A-1002 Involuntary Separation</b>			
A. General - An agency head may terminate an employee as deemed necessary to meet the needs of the agency and in keeping with federal and state laws and regulations. A covered employee may be dismissed only for cause. An agency head shall dismiss a covered employee in accordance with Article 8 and the rules in Subchapter B of this Chapter.			<b>X</b>
B.1. Staff reduction - Except for an employee who is in a position listed in A.R.S. § 41-742(F), a staff reduction of an uncovered employee requires review by the Director prior to the agency head administering such action.			<b>X</b>
B.2. Staff reduction - An agency head shall conduct staff reductions of covered employees in accordance with Subchapter B, Article 6, Reduction in Force.			<b>X</b>

**SUMMARY OF AUTHORITY PROVIDED BY STATE PERSONNEL SYSTEM (SPS) RULES**  
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**SUBCHAPTER B. COVERED EMPLOYEES**

<b>RULE AUTHORITY</b> <i>(Note: Only applicable rule information is provided)</i>	<b>AGENCY HEAD</b>	<b>AGENCY - OTHER</b> (As Specified)	<b>ADOA DIRECTOR</b>
<b>R2-5B-202 Original Probation (Covered Employees Only)</b>			
B.1. Extension of probation - An agency head may extend an employee's original probation up to six additional months for employment-related reasons.	<b>X</b>		
C.1. Completion of original probation - If the agency head takes no action to extend the probationary period or to terminate the employee, the agency head shall grant permanent status to the employee upon completion of the probationary period.	<b>X</b>		
C.2. Completion of original probation – If an agency head determines at any time during an original probationary period that the services of a probationary employee are no longer required in that position for any reason or for no reason, the agency head may: (a) Dismiss the employee without a stated reason and without the right of appeal, providing the employee a letter of dismissal; or (b) Offer the employee another position for which the employee possesses the qualifications. An employee who accepts a position that is not in the covered service is an at will uncovered employee.	<b>X</b>		<b>X</b> (All dismissals, including OP dismissals, require ADOA review)
<b>R2-5B-203 Promotional Probation (Covered Employees Only)</b>			
B.1. Extension of probation - An agency head may extend an employee's promotional probation up to six additional months for employment-related reasons.	<b>X</b>		
C.1. Completion of promotional probation - If the agency head takes no action to extend the probationary period, to revert or separate the employee, or offer the employee another position, the agency head shall grant permanent status to the employee upon completion of the probationary period.	<b>X</b>		

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<b>RULE AUTHORITY</b> <i>(Note: Only applicable rule information is provided)</i>	<b>AGENCY HEAD</b>	<b>AGENCY - OTHER</b> <i>(As Specified)</i>	<b>ADOA DIRECTOR</b>
C.2. Completion of promotional probation - If an employee fails to complete a promotional probation successfully the agency head may revert the employee in the current employing agency to: (a) A vacant position in the class in which the employee held permanent status immediately before promotion; or (b) A similar position in another class at the same grade as the class that the employee holds permanent status if the employee possesses the qualifications for that position.	<b>X</b>		
<b>R2-5B-205 Change from Covered to Uncovered Service (Covered Employees Only)</b>			
A. Voluntary election - A covered employee may voluntarily elect to become an at will uncovered employee without a change in assignment. Such an election is subject to the approval of the head of the employing agency and the Director.	<b>X</b>		<b>X</b>
<b>R2-5B-301 (Disciplinary Actions) General (Covered Employees Only)</b>			
B. Review by Director - Disciplinary actions for covered employees are subject to the review requirements outlined in R2-5A-801(D) and R2-5A-802.			<b>X</b>
<b>R2-5B-302 Reprimand (Covered Employees Only)</b>			
A. Authority - An agency head may issue a written reprimand to an employee for cause.	<b>X</b>		
<b>R2-5B-303 Suspension (Covered Employees Only)</b>			
A. Authority - An agency head may suspend an employee without pay for cause.	<b>X</b>		
C. Pre-suspension procedures for suspensions exceeding 80 working hours - Before an employee with permanent status can be suspended for more than 80 working hours, the agency head shall submit the proposed action to the Director for review as prescribed in R2-5A-802.			<b>X</b>
<b>R2-5B-304 Involuntary Demotion (Covered Employees Only)</b>			
A. Authority - An agency head may involuntarily demote a permanent status employee for cause to any covered position in the employing agency, provided the employee possesses the qualifications for such position.	<b>X</b>		<b>X</b> (Involuntary demotions require ADOA review)

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<b>RULE AUTHORITY</b> <i>(Note: Only applicable rule information is provided)</i>	<b>AGENCY HEAD</b>	<b>AGENCY - OTHER</b> <i>(As Specified)</i>	<b>ADOA DIRECTOR</b>
B. Pre-demotion procedures - Before an employee with permanent status can be involuntarily demoted, the agency head shall submit the proposed action to the Director for review as prescribed in R2-5A-802.			<b>X</b>
<b>R2-5B-305 Dismissal (Covered Employees Only)</b>			
A. Relief from duty - Nothing in this rule shall preclude the agency head from immediately placing an employee on administrative leave pending implementation of procedures under this Section, but no pay shall be withheld for such period.	<b>X</b>		
C. Pre-dismissal procedures - Before an employee with permanent status can be dismissed, the agency head shall submit the proposed action to the Director for review as prescribed in R2-5A-802			<b>X</b>
<b>R2-5B-402 Grievance System (Covered Employees Only)</b>			
G. Approval - Each agency head will submit the agency's proposed grievance procedure and any subsequent changes to the Director for approval.			<b>X</b>
<b>R2-5B-602 Reduction in Force Procedures (Covered Employees Only)</b>			
A. General – An agency head shall submit to the Director a proposal to conduct a reduction in force.	<b>X</b>		
B. Administration of reduction in force – The Director shall review and approve, modify or deny a reduction in force within 20 business days of receipt.			<b>X</b>
<b>R2-5B-603 Employee Request for Review</b>			
D. An agency head may postpone any portion of a reduction in force until completion of an employee request for review.	<b>X</b>		