

The following words and terms as used in these Rules shall have the meaning indicated below unless the context clearly indicates otherwise:

- I-1 ADMINISTRATIVE SUSPENSION: A non-disciplinary suspension without pay or with reduced pay in the best interest of the County imposed upon an employee who is under investigatory or judicial proceedings.
- I-2 ALLOCATION: The assignment of a position to a classification on the basis of the duties and responsibilities assigned to the position.
- I-3 APPEAL: A request to the Law Enforcement Merit System Council to investigate a complaint alleging improper suspension, demotion, dismissal, or termination under Rule XI-10.A through D.
- I-4 APPELLANT: An employee who files an appeal with the Law Enforcement Merit System Council.
- I-5 APPLICANT: A person seeking County employment or an employee seeking reappointment, detail, promotion or demotion within County employment, who has completed and returned on a timely basis an official Pima County Application Form according to instructions.
- I-6 APPOINTING AUTHORITY: The Sheriff.
- I-7 APPOINTMENT: The official offer of employment and acceptance by an applicant in accordance with these Rules.
- I-8 ARS: Arizona Revised Statutes.
- I-9 AUDIT: A review of the duties and responsibilities of a position in order to determine proper allocation.
- I-10 BOARD: The Pima County Board of Supervisors.
- I-11 BUSINESS DAYS: Monday through Friday, 8:00 AM to 5:00 PM, excluding holidays, as provided by law.
- I-12 CANDIDATE: An applicant approved for participation in an examination process.
- I-13 CERTIFICATE OF ELIGIBLE APPLICANTS: An official list of the most qualified applicants for a particular position.
- I-14 CLASS SPECIFICATION: The official document defining essential functions of the job, the type and level of duties and responsibilities and the minimum qualifications of positions assigned to a particular classification.

- I-15 CLASSIFICATION: A title and code assigned to a grouping of similar duties and responsibilities as described in the appropriate class specification.
- I-16 CLASSIFICATION SYSTEM: The orderly arrangement of positions under separate and distinct classifications on the basis of current duties and responsibilities.
- I-17 COMMISSIONER: A member of the Pima County Law Enforcement Merit System Council.
- I-18 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.
- I-19 CONTINUOUS ANNOUNCEMENT: The official notice of employment opportunities in Pima County for which applications are accepted on a continuing basis for a period of at least six (6) months.
- I-20 COUNCIL: The Pima County Law Enforcement Merit System Council.
- I-21 COUNTY: Pima County Government.
- I-22 COUNTY ADMINISTRATOR: Highest ranking Administrator for the Board of Supervisors.
- I-23 COUNTY EMPLOYEE: A person appointed to and currently filling a paid position within the County.
- I-24 COUNTY-FUNDED POSITION: A position funded by legally established recurring revenue to the County.
- I-25 COUNTY-WIDE ANNOUNCEMENT: The official notice to County employees of employment opportunity in the County.
- I-26 DEMOTION: A change in the assignment of an employee from a position of one classification to a position of another classification having a lower starting salary.
- I-27 DEPARTMENT: A County governmental unit which has a separate operating budget approved by the Board.
- I-28 DETAIL: The assignment of an employee to temporary duty which exceeds fifteen (15) working days to a position other than the position to which regularly assigned.

- I-29 DISMISSAL: The involuntary termination of a person from County employment for a disciplinary reason. For the purposes of employee appeals pursuant to these Rules a resignation in lieu of dismissal shall be deemed to be a dismissal.
- I-30 ELIGIBLE APPLICANT: An applicant who meets the minimum qualifications for a specific classification and whose application has been placed in the relevant application file.
- I-31 EMERGENCY APPOINTMENT: An appointment with a duration of not more than thirty (30) working days within a twelve (12) month period, that is required by a governmental state of emergency.
- I-32 EXEMPT EMPLOYEE: An employee who is not eligible for overtime compensation under the Fair Labor Standards Act and Personnel Policy 8-102.
- I-33 FULL-TIME POSITION: A position which provides employment for eighty (80) hours per pay period.
- I-34 GRIEVANCE: A complaint alleging misinterpretation, misapplication, or unequal enforcement of County Personnel Policies, Law Enforcement Merit System Rules, Administrative Procedures, or alleging unlawful discrimination.
- I-35 INTERMITTENT EMPLOYEE: A person who has been hired for seasonal, on call, or as-needed employment that does not exceed one thousand forty (1040) paid hours per fiscal year.
- I-36 INTERNAL APPLICATION FILE: The official file containing applications for a specific classification from current employees or employees who have been laid off for less than two (2) years.
- I-37 INTRADEPARTMENTAL ANNOUNCEMENT: The official notice to employees of a specific department of an employment opportunity in that department.
- I-38 LAW ENFORCEMENT MERIT SYSTEM: The uniform and equitable system of personnel administration under state statutes and regulations.
- I-39 LAYOFF: The conditional termination of a permanent employee due to lack of funds, reduced demand for services, functions and programs, elimination of a position, failure to successfully complete promotion probation, or other reasons specified in these Rules.
- I-40 LATERAL APPOINTMENT: The appointment to a Deputy Sheriff position and the filling of the position by a person who is not a Pima County employee and who has Arizona P.O.S.T. certification and a minimum of two years experience as a Peace Officer in the State of Arizona at the time of appointment.

- I-41 NON-EXEMPT EMPLOYEE: An employee who is eligible for overtime compensation under the Fair Labor Standards Act and Personnel Policy 8-102.
- I-42 PART-TIME POSITION: A position which provides employment for less than eighty (80) hours per pay period.
- I-43 PERMANENT EMPLOYEE: A regular employee who has successfully completed initial probation.
- I-44 PRE-LAYOFF REAPPOINTMENT: The appointment of a County employee who has been notified of layoff, prior to the effective date of the layoff, to a classification of the same or lower salary.
- I-45 PROBATION: A specified period of employment following initial appointment, reemployment, reinstatement, reappointment, promotion, rehire, or demotion, which is the final step in the examining process during which an employee is evaluated.
- I-46 PROBATIONARY EMPLOYEE: A regular employee serving initial probation who may be terminated without cause and with no right of appeal.
- I-47 PROMOTION: A change in the assignment of an employee from one classification to another classification having a higher starting salary.
- I-48 PUBLIC ANNOUNCEMENT: The official notice to the public of employment opportunity with the County.
- I-49 PUBLIC APPLICATION FILE: The official file containing applications of eligible applicants for a specific classification.
- I-50 REALLOCATION: A change in the classification assigned to an existing position.
- I-51 REAPPOINTMENT: A competitive or non-competitive change in the assignment of an employee from one position to another of any classification having the same or lower starting salary.
- I-52 REASSIGNMENT: A competitive or non-competitive change in the assignment of an employee from one position to another of the same classification and salary within the Sheriff's department.
- I-53 RECLASSIFICATION: A change in the classification of an employee when his/her position has been reallocated.

- I-54 REEMPLOYMENT: The appointment of a laid-off employee to a classification, other than the classification from which laid off, in any department, or to the same classification in a department other than the department from which laid off, or an appointment following uniformed service leave under Personnel Policy 8-103.
- I-55 REGULAR EMPLOYEE: An employee who is employed full-time, part-time, or variable-time on a continuous and continuing basis.
- I-56 REHIRE: The appointment of a former permanent status employee who resigned in good standing.
- I-57 REINSTATEMENT: The appointment of a laid-off employee to a position of the same classification in the Sheriff's Department from which laid off, or the returning of an employee as ordered by the Law Enforcement Merit System Council.
- I-58 RESOLUTION: The Pima County Law Enforcement Merit System Resolution adopted by the Pima County Board of Supervisors on April 19, 1971, and any subsequent amendments or additions thereto.
- I-59 RESPONDENT: The Sheriff or the other individuals named by the Appellant, whose interests are adverse to those of the Appellant or who will be directly affected by the Council's decision in an appeal
- I-60 SELECTIVE CRITERIA: Key position-specific factors within a classification, such as specialized knowledge and/or experience, or special background or qualifications, or a particular geographic area, used to develop a certificate of eligible applicants.
- I-61 SENIORITY: The number of hours of continuous employment with Pima County.
- I-62 SUSPENSION: An involuntarily imposed leave without pay or with reduced pay.
- I-63 TEMPORARY EMPLOYEE: An employee who has been appointed on a full-time, part-time, or variable-time basis for limited period not exceeding eighteen (18) months.
- I-64 TERMINATION: Separation of an employee from County employment.
- I-65 USERRA: Refers to the Uniformed Services Employment and Reemployment Rights Act.
- I-66 VACANT POSITION: A position currently under recruitment or available to be filled as determined by the Sheriff.

- I-67 VARIABLE-TIME POSITION: A position which provides employment for an as-needed number of hours per work week.
- I-68 WORK DAY: Any designated hours within a twenty-four (24) hour period during which an employee is scheduled to work at a prescribed work place or on duty. Holidays are not work days unless the employee is scheduled to work.
- I-69 WORK PERIOD: Any established and regularly recurring period of work which cannot be less than seven (7) consecutive days nor more than twenty-eight (28) consecutive days.
- I-70 WORK RELEASE TIME: Time off work with pay.
- I-71 WORK WEEK: All time within a seven (7) day period which an employee is required to perform prescribed duties at a prescribed work place or on duty.