



ARIZONA
DEPARTMENT
OF
CORRECTIONS

DEPARTMENT ORDER MANUAL

CHAPTER: 500
PERSONNEL/HUMAN SERVICES

OPR:
SS

DEPARTMENT ORDER: 504
RECRUITMENT AND HIRING

SUPERSEDES:
See Attachment E

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PURPOSE

This Department Order establishes recruitment and hiring processes in compliance with State law and Department of Administration (ADOA) Personnel Rules.

The above Substantive Policy Statement is advisory only. A Substantive Policy Statement does not include internal procedural documents that only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules made in accordance with the Arizona Administrative Procedure Act. If you believe that this Substantive Policy Statement does impose additional requirements or penalties on regulated parties you may petition the agency under Arizona Revised Statutes section 41-1033 for a review of the statement.

APPLICABILITY

This Department Order applies to all Hiring Authorities, employees and applicants for covered positions, promotions, transfers, details to special duty, voluntary grade decrease and related processes. Specific examination, interview and hiring processes may apply to applicants for uncovered positions at the Hiring Authority's discretion.

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Department's Human Services Bureau. Requests shall be made as early as possible to allow time to arrange the accommodation.

PROCEDURES

504.01 POSITION DESCRIPTION QUESTIONNAIRE AND CLASSIFICATION

- 1.1 When positions are established, the requirements for the position shall be documented on the Position Description Questionnaire (PDQ). The PDQ is the official document outlining the job responsibilities, knowledge, skills, abilities (KSA's) and the essential functions of the job. Because this form is the basis for many personnel-related actions, it is important that the PDQ be accurate and up-to-date. The Arizona Department of Administration (ADOA), Human Resources Division is responsible for designating positions to a specific job classification, grade, position status, and Fair Labor Standards Act (FLSA) designation (overtime) and maintains the official PDQ for the position.
 - 1.1.1 Hiring Authorities shall submit revisions to the PDQ when job duties, scope of work, or reporting relationships change significantly or when a PDQ is five years or older.
 - 1.1.2 Staffing Analysts shall not announce a position that differs substantially from information documented on the official PDQ. If this occurs, recruitments will be delayed pending submittal of the PDQ revisions to ADOA for review.
 - 1.1.3 All positions fall under the Arizona State Retirement System (ASRS) unless specified as a Correctional Officer Retirement Plan (CORP) position.
- 1.2 A Classification Action Request for establishing a new position:
 - 1.2.1 The HR Liaison, with the Hiring Authority, shall complete a PDQ (contact HR Office to obtain most current form), Classification Request form (HRC 302) and organizational charts.

- 1.2.2 The paperwork shall be submitted through the chain of command to the HR Classification and Compensation Unit in accordance with the signature approval matrix. (See DEFINITIONS)
- 1.2.3 Upon receipt, the HR Classification and Compensation Unit will verify the accuracy of the paperwork and forward to ADOA for review and action.
- 1.3 A Classification Action Request for reviewing an existing position:
 - 1.3.1 The employee or manager may initiate a review of an existing position:
 - 1.3.1.1 Change duties or responsibilities of a position.
 - 1.3.1.2 Reclassify the position to a new level, either upward or downward.
 - 1.3.1.3 Create a new classification series.
 - 1.3.1.4 To determine if a position is classified correctly.
 - 1.3.2 If the PDQ is for an employee-initiated request, the employee shall:
 - 1.3.2.1 Complete the PDQ carefully and accurately, so the assigned classification/compensation analyst can understand the job and review its classification.
 - 1.3.2.2 Submit a written position statement justifying their request for review of the position's current classification.
 - 1.3.2.3 Discuss the PDQ with the immediate supervisor/manager prior to the submission of this action.
 - 1.3.3 Generally, there will be an "Advisory Review" of an employee-initiated request. Agency management shall determine the final action on an advisory review. An employee or manager shall complete a detailed PDQ outlining the current duties of the positions and submit it to the HR Liaison for processing.
 - 1.3.4 The HR Liaison shall complete the Classification Request form HRC 302 and organizational charts and submit the paperwork to the Arizona Department of Corrections (ADC) HR Classification and Compensation Unit in accordance with the signature approval matrix.
 - 1.3.5 Upon receipt the HR Classification and Compensation Unit will verify the accuracy of the paperwork and forward it to the ADOA for review and action.

504.02 COMPETITIVE RECRUITMENTS

- 1.1 There are three distinct hiring processes utilized by the Department:
 - 1.1.1 Correctional Officer (CO) I.
 - 1.1.2 The Central Promotional Register (CPR), which is the internal promotional process for Sergeant, Lieutenant, Captain, CO III and CO IV, Community Corrections Officer, Senior, and Supervisor. The RUSH/CPR Administrator may approve exceptions to this process depending on the needs of the agency.

1.1.3 All other positions.

1.2 Covered positions are subject to the ADOA Personnel Rules (Arizona Administrative Codes) and shall be filled through open competitive recruiting. These positions shall be announced and applicants provided with a opportunity to apply and be interviewed. Exceptions to this process include reinstatements, transfers, voluntary grade decrease, short-term detail to special duty or direct hire. For further assistance or information contact the Employment Unit.

1.3 Uncovered positions are not subject to the provisions of the ADOA Personnel Rules. Hiring Authorities may advertise and interview for positions or make a direct appointment for these positions.

1.4 Promotional Examination Process – An applicant shall be rendered ineligible for a promotional position, in the event an employee is under investigation, a job offer shall be held pending the outcome.

1.4.1 Performance Appraisal for Correctional Employees (PACE) – Any employee who has received an overall PACE rating of less than 3.0 on their last performance appraisal is ineligible to apply for a promotional opportunity. Receiving an overall PACE rating of less than 3.0 after the promotional process has started and prior to promotion will result in the permanent removal from that promotional register. Once removed from a register the applicant is not eligible to compete for another correctional series position until achieving a 3.0 or higher PACE rating.

1.4.2 **SECTION DELETED**

1.4.3 Suspension – Any employee who has received a suspension:

1.4.3.1 Is ineligible to apply for a promotional opportunity during the one year period from date of suspension.

1.4.3.2 After the promotional process has been initiated, but prior to the promotional start date, will result in the permanent removal from that promotional register. Once removed from a register due to a suspension, the applicant is not eligible to compete for a correctional series position during the one year period from the date of suspension. The first day served of the suspension will be considered the effective date of the suspension.

1.4.4 Demotion – Any employee who has been demoted one level is ineligible to apply for a promotional opportunity for two years from the date of the demotion.

1.4.4.1 If demoted more than one level, the employee is ineligible to apply for a promotional opportunity for three years from the date of the demotion.

1.4.4.2 Demotion received after the promotional process has started and prior to promotion will result in the permanent removal from that promotional register. Once removed from a register for a demotion, the applicant is not eligible to compete for a correctional series position until two years after the date of the demotion. The first day served of the demotion will be considered the effective date of the demotion.

504.03 CORRECTIONAL OFFICER I RECRUITMENT - The Recruitment Unit for Selection and Hiring (RUSH) is responsible for the recruitment of CO I positions. RUSH shall recruit and process applicants based on expected vacancies by institution and the availability of funds.

1.1 The RUSH shall:

- 1.1.1 Ensure that the weekly CO Status/Hiring Report is compiled and submitted timely to the Division Director for Offender Operations. The filling of vacant CO I positions is authorized through this report.
 - 1.1.1.1 Institution HR Liaisons shall submit the institutional CO Status/Hiring Report for the following week by Friday at noon to the RUSH.
 - 1.1.1.2 Upon receipt of the weekly CO Status/Hiring Report from each institution, the RUSH shall compile a master Weekly CO Status/Hiring Report and forward it to the Division Director for Offender Operations for approval.
 - 1.1.1.3 Upon receipt of the approved report from the Division Director for Offender Operations, the RUSH shall hire the appropriate number of CO I's.
 - 1.1.2 Send copies of the class roster to the Correctional Officer Training Academy (COTA) and the Backgrounds Investigation Unit (BIU).
 - 1.1.3 Hire applicants for CO I positions from a pool of qualified candidates who have passed the following:
 - 1.1.3.1 Written/oral examinations.
 - 1.1.3.2 Physical/medical examinations.
 - 1.1.3.3 Psychological examinations.
 - 1.1.3.4 Drug tests.
 - 1.1.3.5 Background investigations.
 - 1.1.4 Advise the COTA Commander when it appears that the total number of CO I positions in a COTA class will be less than 15 to determine if the class should be conducted.
- 1.2 The CO I Hiring Process
- 1.2.1 CO I positions are limited positions. Individuals currently employed by another agency are required to resign from permanent status to accept a limited position if they are unable to obtain a mobility assignment from their current agency.
 - 1.2.1.1 Permanent Status Department employees that are hired as a CO I shall be placed on short-term detail to special duty while at COTA.
 - 1.2.1.2 Former employees shall be evaluated to determine if the provisions of reinstatement apply. If so, they shall be processed as outlined in the reinstatement procedures of this Department Order.
 - 1.2.1.3 Conditional job offers shall be issued to applicants passing both written and oral exams.

- 1.3 Medical Waiver - An applicant who has been disqualified from the hiring process due to failure to meet the medical standards may request a waiver of the medical standards. Physical fitness standards shall not be waived. The applicant shall submit the request for Medical Waiver in writing to the RUSH Manager. The request shall include:

- 1.3.1 A completed Training Release form.
- 1.3.2 A letter from the applicant's physician.
- 1.3.3 Any other information the applicant would like to be considered.

504.04 CENTRAL PROMOTIONAL REGISTER (CPR) - The CPR shall be used to fill vacancies in the following classifications:

- 1.1 Sergeant, Lieutenant, Captain, CO III, and CO IV.
- 1.2 Community Corrections Officer, Senior, and Supervisor.
- 1.3 Other classifications as designated by the Director.
- 1.4 Special announcements may be used when the position is unable to be filled through the regular statewide CPR selection process. Preference may be given to those individuals who have passed the written portion of the CPR exam.

504.05 CENTRAL PROMOTIONAL REGISTER (CPR) EXAMINATIONS

- 1.1 Central Promotional Register and Special Announcement Selection Process. These processes may consist of one or more of the following selection components, which shall be used to evaluate applicants:

- 1.1.1 Training and experience evaluation.
- 1.1.2 Written examination.
- 1.1.3 Oral Board.
- 1.1.4 Interview.
- 1.1.5 Assessment Center(s).
- 1.1.6 Assessment Center Exercise(s).
- 1.1.7 Work Simulation.
- 1.1.8 Other Professionally Acceptable Procedures.

- 1.2 The CPR Examination Process

- 1.2.1 Written Examinations:

- 1.2.1.1 Questions shall be developed from sources that are widely known and available for review. Study materials are available on the Department websites. Printed study references are available at the institutions upon request.

- 1.2.1.2 Questions shall not be unique to a specific prison, institution or Division.
- 1.2.1.3 Questions shall be job-related and based on one or more of the following sources:
 - 1.2.1.3.1 Department Orders.
 - 1.2.1.3.2 Management texts.
 - 1.2.1.3.3 Department texts, handbooks, manuals and other job-related documents.
 - 1.2.1.3.4 ADOA Personnel Rules.
 - 1.2.1.3.5 Other acceptable references and/or sources.
- 1.2.1.4 Applicants achieving a passing score on the written examination shall be invited to the next selection component.
- 1.2.1.5 The HR Liaison or designee at each institution shall:
 - 1.2.1.5.1 Reserve testing room(s) in a quiet location.
 - 1.2.1.5.2 Provide the panel board a schedule of the applicants.
 - 1.2.1.5.3 Facilitate the board's visit to the institution.
 - 1.2.1.5.4 Maintain security of all documents.
- 1.2.2 Oral Board Examinations - Oral board examinations may be conducted using behavioral, situational, and/or technical/job knowledge questions.
 - 1.2.2.1 Administration and Scoring
 - 1.2.2.1.1 Applicants shall be asked the same questions and complete the same test exercises, if used, in the same order.
 - 1.2.2.1.2 Scoring shall be based on pre-established scoring criteria.
 - 1.2.2.2 At the conclusion of the board interview, the candidates shall be directed not to discuss the examination questions with any other individuals during or at any time following the examinations or until the issuance of the register.
- 1.3 Development of the CPR
 - 1.3.1 Placement on the CPR shall be based upon candidates obtaining a passing score for each selection component required in the process. Placement on the register shall be determined based upon the total score, which may include, but is not limited to:
 - 1.3.1.1 Written examination.
 - 1.3.1.2 Oral board interview.

- 1.3.1.3 Awarding additional points for higher education.
- 1.3.1.4 Years of service above the minimum qualifying requirement.
- 1.3.1.5 CORE competencies.
- 1.3.1.6 Voluntary physical fitness test for Correctional Sergeant, Lieutenant and Captain.
- 1.3.2 The list of candidates shall be developed from the scores with the highest score listed first.
- 1.3.3 When two or more candidates have the same total combined score the following criteria, listed in priority order, shall determine placement on the register.
 - 1.3.3.1 Uninterrupted time in service in the qualifying classification(s).
 - 1.3.3.2 Uninterrupted time in service in the Department.
 - 1.3.3.3 Uninterrupted time in Arizona State Service.
 - 1.3.3.4 Alphabetically, by last name.
- 1.3.4 The register shall be posted on employee bulletin boards.
 - 1.3.4.1 A register shall be active for the period of time specified in the announcement or until it no longer satisfies recruitment needs, whichever occurs first. Registers may be extended when necessary.
 - 1.3.4.2 The CPR Manager shall provide the names on the register to the Inspector General, who shall notify the CPR Administrator if any candidate is currently under investigation or comes under investigation during the life of the register.
- 1.4 CPR Appointment Process
 - 1.4.1 An offer of appointment shall be made once the CPR Administrator receives an approved requisition for a CPR position.
 - 1.4.2 Offers of appointment for lateral transfer and voluntary grade decrease shall be made in accordance with sections 504.16 of this Department Order.
 - 1.4.3 Unless a position has some type of job-related selective, such as female only, an offer shall be made to the highest scoring candidate on the register, with the geographic preference that is needed to fill the position, and shall progress down the list until a candidate accepts the offer.
 - 1.4.4 If the candidate is currently a Department employee, the HR Liaison shall contact the Inspector General to verify that the candidate is not currently under investigation, prior to making an appointment.
 - 1.4.4.1 If the candidate is **not** under investigation, the HR Liaison shall make the offer.

- 1.4.4.2 If the candidate is under investigation, the offer shall be held until the investigation is complete.
- 1.4.5 Once the offer is made, the candidate shall be given three business days to accept or decline the offer.
- 1.4.6 Failure by a candidate to reply within three business days shall constitute a rejection of the job offer.
- 1.4.7 A candidate who declines any two promotional/job offers in the location(s) for which they have indicated their geographical preference(s), shall be placed at the end of the register. If a candidate declines a third promotional/job offer their name will be removed from the register.
- 1.5 When more than one vacancy exists in any single institution/community corrections office, a corresponding number of candidates shall be referred to the HR Liaison for making job offers. Placement into specific positions shall be at management's discretion at the institution or community corrections office.
- 1.6 Coordinating Appointments - HR Liaisons shall coordinate the appointment and start date of the accepting candidate.
- 1.7 Review of Examination Scores – A candidate shall submit a request for a review of an examination within 30 calendar days of receiving their results to the Selection and Testing Specialist.
 - 1.7.1 The Selection and Testing Specialist shall ensure that the review of the examination/exercise scores takes place within 30 calendar days of the review request and is limited to 30 minutes.
 - 1.7.2 For written examinations/exercises the candidate shall only be permitted to review their scoring key, answer sheet, written exercise and the questions that the candidate answered incorrectly.
 - 1.7.3 Candidates shall not be permitted to review the oral board examinations or the remarks of the individual board raters.
 - 1.7.4 Security of Examinations - The Selection and Testing Specialist shall ensure that no portion of the written examination, written exercises, board questions or the answer sheets are copied or removed from the review site.
- 1.8 Requests for Further Information - When a candidate believes questions and/or issues regarding the examinations and/or the scoring are not adequately answered by the Selection and Testing Specialist, the candidate shall submit written concerns to the RUSH Administrator during the review process. The RUSH Administrator shall:
 - 1.8.1 Review the questions and/or issues.
 - 1.8.2 Evaluate the merit of the questions and/or issues.
 - 1.8.3 Prepare and send a written response to the applicant.

504.06 ONLINE RECRUITMENT AND APPLICATION

- 1.1 Job opportunities shall be announced and posted via the state service website at www.azstatejobs.gov.
 - 1.1.1 Employees and applicants for all covered positions may apply for jobs online at any one of the following locations:
 - 1.1.1.1 Central Office Human Resources.
 - 1.1.1.2 Institution Personnel Offices.
 - 1.1.1.3 Personal workstation.
 - 1.1.1.4 Common workstation computer terminal.
 - 1.1.1.5 Any computer via the internet or intranet 24-hours a day (e.g., home computer, public library, etc.).
 - 1.1.2 Institutions shall announce and post the location(s) of computer terminal(s) with on-line 24-hour access for employees, including any other necessary system and security requirements for applying on-line.
 - 1.1.3 Applicants shall apply by midnight of the closing date published on the position announcement.
 - 1.1.4 Employees seeking career opportunities are encouraged to visit this website to create an account and maintain an up-to-date resume.
 - 1.1.5 A listing of internal job announcements is also distributed via e-mail and posted at institutions by the HR Liaison to notify staff of what positions are currently open for recruitment.

504.07 NON-CORRECTIONAL HIRING PROCESS

- 1.1 Considerations of applicant pool before filling a position - Prior to initiating recruitment, Hiring Authorities, in consultation with the employment analyst shall assess if recruitment will be conducted as an:
 - 1.1.1 Internal Recruitment – Is used to provide promotional opportunities for Department employees. This is done when there is a sufficient pool of qualified candidates among Department employees. The position will be open to Department employees only.
 - 1.1.2 Statewide Recruitment - Is used when there may be an insufficient pool of qualified applicants among Department employees but there is likelihood that a qualified applicant pool may be available within State Service. The position will be open to all employees from all state agencies.
 - 1.1.3 External recruitment - Is used when there may be an insufficient pool of qualified applicants among Department employees or other state agencies. The position will be open to all employees from all state agencies and members of the general public.

- 1.2 Requests to Fill a Position - HR Liaisons shall initiate covered and uncovered requisitions through the Hiring Gateway and establish the approval chain in accordance with the signature approval matrix. Although listed as the Hiring Manager in the Hiring Gateway, the HR Liaison acts as the coordinator only. The Employment Unit shall process only those requisitions that contain the appropriate approvals.
- 1.3 Recruitment Process
 - 1.3.1 Upon receipt of a requisition, the employment analyst shall work with the HR Liaison and Hiring Authority to develop the job announcement and any advertising for which the Hiring Authority authorizes payment. The employment analyst shall utilize the ADOA approved PDQ and job specification, and information from the Hiring Authority as primary resources.
 - 1.3.1.1 If a PDQ is outdated and does not accurately reflect the job duties of the position, the employment analyst shall coordinate with the classification analyst to determine how to proceed. If the PDQ is significantly different the recruitment process will cease until the PDQ is updated. The employment analyst will advise the Hiring Authority and HR Liaison.
 - 1.3.1.2 If the PDQ requires minor revisions and/or is five years or older, the recruitment shall continue; however, the Classification and Compensation Unit will contact the Hiring Authority to update the PDQ. If the PDQ is not updated, the Employment Unit may suspend the recruitment process until the PDQ is updated and the Classification Unit processes an updated PDQ.
 - 1.3.2 Announcements shall be posted on the azstatejobs.gov.
 - 1.3.2.1 HR Liaisons shall be responsible for ensuring job announcements are available to employees.
 - 1.3.2.2 Applicants shall apply and submit resumes as outlined in section 504.06 of this Department Order.
 - 1.3.3 Resumes shall be evaluated by the employment analyst to ensure that applicants meet the Knowledge, Skills and Abilities (KSA's) of the position and any required criteria. A hiring list consisting of the most qualified candidates shall be developed and forwarded to Hiring Authorities.
 - 1.3.4 Applicants who are not placed on the hiring list by the employment analyst and feel that they should have been, may request a second level review by the Staffing Manager. The outcome of the second level review is final. The hiring process will not be delayed pending the outcome of the complaint.
 - 1.3.5 Resume submittal does not guarantee that an applicant will be placed on a hiring list or interviewed. Applicants will not be notified if they did or did not appear on a hiring list. The only time an applicant will be contacted is if additional information is needed or if they are selected for an interview.
- 1.4 Hiring Authority Pre-evaluation/Interview Activities
 - 1.4.1 Hiring Packets - The hiring packet, included with the hiring list, provides important information relative to the selection, the hiring process and any special requirements:

- 1.4.1.1 The HR Liaison shall provide special requirements for physical examinations or other information pertinent to the hiring action.
- 1.4.1.2 The Hiring Authorities shall review the special requirements and ensure that they are followed, prior to making a final job offer.
- 1.4.1.3 Any questions are to be directed to the employment analyst or the Staffing Manager.
- 1.4.2 A hiring list shall be worked as soon as received. Evaluating candidates promptly will decrease the chances of the most qualified candidates being hired elsewhere. Evaluations/interviews shall be completed within 30 days from the issuance of the hiring list. Hiring lists expire after 60 days and will not be extended unless special circumstances exist and the Staffing Manager approves an extension.
- 1.5 Evaluation/Interview Requirements
 - 1.5.1 Reinstatement, Lateral Transfer, Direct Hire or Voluntary Grade Decrease Candidate -
 - 1.5.1.1 The Hiring Authority may select to fill a position without interviewing any additional candidates or may evaluate/interview these candidates along with other candidates on a hiring list in order to make a selection.
 - 1.5.1.2 For multiple vacancies in the same job classification, the Hiring Authority shall interview one additional candidate for each additional vacancy. Although Hiring Authorities are only required to interview three candidates, these candidates should be the most qualified applicants.
 - 1.5.2 For positions at Grade 20 and below, the Hiring Authority may conduct one on one evaluations/interviews. The Hiring Authority shall interview a minimum of three candidates, if available, before making a selection.
 - 1.5.3 Oral boards shall be conducted for Grades 21 and above.
- 1.6 Contacting Applicants for Evaluations/Interviews - Hiring Authorities are responsible for ensuring that the appropriate numbers of applicants are contacted for evaluations/interviews. Evaluations/interviews may be scheduled by telephone, email or letter.
 - 1.6.1 When scheduling by telephone, the Hiring Authority shall contact the candidate directly at least three business days prior to the evaluation/interview. Arrangements shall not be made through messages with others, nor may others turn down an evaluation/interview on behalf of the candidate. Interviews may be scheduled sooner if all applicants are agreeable.
 - 1.6.2 In the event telephone contact cannot be made, the Hiring Authority shall ensure that the applicant is sent a letter or electronic message at least five business days prior to the evaluation/interview. The date the letter or message is mailed/sent shall not be counted as one of the five business days.
 - 1.6.3 Letters or electronic message may confirm evaluations/interview scheduled by telephone, which shall include location, date and time.
 - 1.6.4 In person interviews are recommended; however, telephone interviews may be conducted when necessary.

- 1.6.5 When a selection is not made, a supplemental hiring list may be requested, but is not required. Job-related reasons shall be given for rejecting all candidates on the original list.
- 1.7 Evaluating/Interviewing Candidates
 - 1.7.1 Questions shall be developed for all positions by the Hiring Authority and be designed to assess each candidate's qualifications.
 - 1.7.2 Special Selection Process - Hiring Authorities may request a special selection process, if necessary, to include written examinations, assessment centers or other professionally acceptable procedures. Sufficient time should be allowed for the approval process.
 - 1.7.3 All hiring processes shall be job-related, non-discriminatory and confidential.
 - 1.7.4 The Hiring Authority shall obtain approval from the Staffing Manager or designee for interview questions or any evaluation methods. Sufficient time should be allowed for the approval process.
- 1.8 Compensation for Attending Evaluations/Interviews
 - 1.8.1 Permanent status employees may attend examinations or interviews within the Department and other state agencies during work hours without taking leave if:
 - 1.8.1.1 The employee has received prior approval from their supervisor. The supervisor may determine what is reasonable depending on the number of requests by the employee within a short time frame.
 - 1.8.1.2 The employee's absence does not interfere with Department operations.
 - 1.8.2 The time an employee spends attending the evaluation/interview is considered work hours, in accordance with Department Order #512, Employee Assignments, Work Hours, Compensation and Leave, to include:
 - 1.8.2.1 An evaluation/interview attended on the employee's scheduled workday.
 - 1.8.2.2 An evaluation/interview attended on the employee's scheduled day off.
 - 1.8.2.3 An interview over a telephone, including the time an employee spends on a telephone examination and responding to related follow-up telephone inquiries from the Department.
 - 1.8.3 The time an employee spends traveling to and from an evaluation/interview when the distance exceeds 50 miles from the employee's home to the evaluation/interview site is considered work time; however, the employee is not entitled to per diem or mileage.
- 1.9 Oral Board Panel Interviews – Oral boards shall be conducted in accordance with oral board guidelines provided by the Employment Unit. Oral board panel interviews shall be conducted for all positions Grade 21 and above for which there is a hiring list. The Hiring Authority shall select a minimum of three candidates for the Oral Board Panel. Oral board panel interviews may be conducted for positions under Grade 21 at the discretion of the Hiring Authority.

- 1.10 Pre Job Offer Requirements - The Hiring Authority is responsible for:
 - 1.10.1 Reviewing the personnel files of current or former state employees. Employee personnel records are available for review at the employing agency's human resources office. To review a file, contact the agency's human resources office to make an appointment. Staff may be required to bring their ID badge and hiring list.
 - 1.10.2 Completing an employment reference check for all candidates prior to making a formal job offer, which shall be completed by contacting the most recent employer. If the candidate was employed for less than one year, the previous employer shall also be contacted. Reference checks shall include:
 - 1.10.2.1 Verifying the most recent salary.
 - 1.10.2.2 Reason for leaving.
 - 1.10.2.3 Rehire status.
 - 1.10.2.4 Responsibilities and dates of employment.
 - 1.10.2.5 Any relevant comments from the applicant's immediate supervisor, including any attendance or disciplinary issues.
 - 1.10.3 Verifying any licenses and/or certifications required for the position, including maintaining a copy of the most recent license or certification on file.
 - 1.10.4 Maintaining documentation of all hiring actions for two years.
 - 1.10.5 Ensuring that the selected candidate completes a state employment application that shall be included in the official personnel file.
 - 1.10.6 Consulting with the HR liaison to discuss the salary that can be offered to a candidate. Salary is not always the standard entry/promotional rate. For current or former ADC state employees, it can vary depending on employee status, position, etc.
- 1.11 Post Job Offer/Pre-employment Examinations – Conditional job offers are made for positions that require post job offer/pre-employment examinations. Requirements specific to recruitment will be provided with the hiring list. The Hiring Authorities shall ensure that applicants:
 - 1.11.1 Meet all requirements outlined in the hiring packet.
 - 1.11.2 Take and pass all job offer/pre-employment testing requirements, prior to making a final job offer.
 - 1.11.3 Complete the required medical/physical examinations for required classifications in compliance with ADOA medical/physical procedures.
 - 1.11.4 Are administered drug testing for designated positions, in accordance with Department Order #522, Drug Free Workplace.

504.08 INTERNSHIPS

- 1.1 The Staffing Manager shall designate an employment analyst as the Student Intern Coordinator, who will be responsible for managing the program.
- 1.2 Hiring Authorities shall submit a requisition through the Hiring Gateway to begin the recruitment process. All requirements for the intern shall be specified in the requisition for the Student Intern Coordinator. Questions regarding this program shall be directed to the Staffing Manager.

504.09 APPROVALS AND RESPONSIBILITIES

- 1.1 Approvals for all recruitment, hiring, and personnel actions shall be made in accordance with the signature approval matrix, which is maintained on the Department Intranet and is available from Central Office Human Resources Operations or HR Liaisons.
- 1.2 Hiring Authorities are entrusted with the responsibility of filling positions. Hiring Authorities are responsible for conducting the hiring process in a professional and confidential manner. All hiring and personnel actions shall be based on merit without regard to race, color, sex, sexual orientation, religion, national origin, age, veteran status, and disability status, except when any of these have been identified by the Employment Unit as being an existing bona fide occupational qualification.
- 1.3 The Hiring Authority shall ensure that:
 - 1.3.1 The interviews are conducted in accordance with this Department Order.
 - 1.3.2 All applicant requirements have been satisfied (passed all tests, background investigations, etc.) prior to hiring an individual.
 - 1.3.3 The instructions found in the hiring packet are followed.

504.10 REINSTATEMENT OF FORMER EMPLOYEES

- 1.1 Non-Security Reinstatements
 - 1.1.1 Non-security employees seeking a reinstatement shall apply on line at azstatejobs.gov.
 - 1.1.2 Applicants shall identify themselves by marking the appropriate field during the application process.
- 1.2 Reinstatement to a Correctional Series position
 - 1.2.1 Former employees who wish to reinstate to a Correctional Series position shall submit an Application for Employment, Form 504-2, to RUSH or the Satellite Recruitment Center (SRC).
 - 1.2.2 The employee shall be required to sign a Notice of Conditional Job Offer, Form 504-14, acknowledging that he/she is being hired contingent upon the successful completion of a background investigation, medical/physical fitness evaluation, psychological evaluation and a drug screen. The applicant will not be required to complete another exam if a medical/physical exam has been completed within one year or psychological exam has been completed within two years.

- 1.2.3 The former employee will be required to complete all necessary pre-employment testing processes in the same manner as CO I applicants.
- 1.2.4 If it is determined that an investigation was in progress at the time of resignation, RUSH/Background Investigations Unit (BIU) shall contact the respective Warden to discuss the circumstances. The Warden, in conjunction with BIU, shall recommend to the RUSH Administrator whether the employee is to be reinstated/hired.
- 1.2.5 When the applicant successfully completes the background investigation, medical/physical examination, psychological examination and the drug test requirements, the applicant will be placed on the reinstatement list for hiring.
- 1.2.6 Applicants not passing any requirements of the medical/physical exam or psychological exam will follow the same re-testing procedures as a CO, as determined by the RUSH Manager.
- 1.2.7 Applicants who are denied reinstatement/hire for background reasons may submit a written request for a second review by the Division Director for Offender Operations whose decision shall be final.

504.11 REHIRING FORMER CORRECTIONAL OFFICERS

- 1.1 Rehire of a former CO II
 - 1.1.1 Former CO's who wish to be rehired to a Correctional Series position shall submit an Application for Employment form to the RUSH or Satellite Recruitment Center (SRC).
 - 1.1.2 If the former CO has been out of state service or in state services but not in a Correctional Series position for less than two years they shall follow the reinstatement procedures outlined in section 504.10 of this Department Order.
 - 1.1.3 If the former CO has been out of state services or in state services but not in a Correctional Series position for two or more years they shall follow the new hire procedures outlined in section 504.03 of this Department Order.
 - 1.1.4 The RUSH Manager shall determine training requirements in accordance with AZPOST rules.
- 1.2 Rehire of a COTA CO I (Cadet)
 - 1.2.1 Requests for Re-hire - Cadets who request to be re-hired shall be required to submit an Application for Employment form, and the related background questionnaire forms, to the RUSH Manager.
 - 1.2.2 If dismissed for academic failure or substandard proficiency skills, former Cadets may, within seven days from the date of the dismissal, request to be re-hired by submitting a written request to the RUSH Manager.
 - 1.2.3 If dismissed for unacceptable behavior or attitude, former Cadets shall not be eligible for re-hire as a Cadet for two years from the date of dismissal.
 - 1.2.4 If approved for re-hire, the Cadet shall retake the entire COTA program, except for Cadets who had satisfactory performance and failed weapons qualification shall start at the week in which weapons qualification commences.

- 1.3 Cadets who have been re-hired and who are again dismissed shall not be eligible for re-hire to COTA until two years after the date of their dismissal.

504.12 EMPLOYMENT OF RELATIVES - Hiring Authorities are responsible for ensuring compliance with Personnel Rule, R2-5-207 - Employment of Relatives, as follows:

- 1.1 Relationship to Supervisor - An individual shall not be appointed or promoted to a position if the immediate supervisor of the individual is related within the third degree of affinity (marriage) or consanguinity (blood).
- 1.2 Relationship to Other Employees - An individual shall not be appointed or promoted to a position if the individual is related within the third degree of affinity or consanguinity to an employee who currently occupies a position under the same immediate supervisor.
- 1.3 Exceptions – Requests for exceptions to the above may be submitted in memo form to the ADOA HR Manager assigned to the Department who has delegated authority to approve exceptions, if there is no other qualified candidate for the position at that location. Exceptions must be approved in writing prior to offering a job.

504.13 EMPLOYMENT OF EX-OFFENDERS

- 1.1 The suitability of ex-offender applicants for positions other than Correctional Officer series, and other positions with inmate contact, shall be determined by the Hiring Authority and the Inspector General, who shall consider all relevant factors, including:
 - 1.1.1 The likelihood the employment will enhance the opportunity for the commission of offenses similar to the convicting offense.
 - 1.1.2 The time elapsed since conviction.
 - 1.1.3 The likelihood that the personal circumstances that led to the convicting offense will recur.
 - 1.1.4 The ex-offender's conduct since conviction.
 - 1.1.5 The Ex-Offender Certification and Employment Recommendation, Form 504-6.
 - 1.1.6 The selection for Correctional Officer series is governed by AZPOST guidelines.
- 1.2 The Inspector General shall review the application and related documents to determine the applicant's suitability to assume the position. The Inspector General's recommendation, the application, and the related documentation shall be forwarded to the Director who shall render a decision on employment. The Director's decision is final and there is no appeal process.

504.14 SELECTION PROCESS COMPLAINT AND RECOMMENDATION PROCEDURES

- 1.1 Applicants who have applied for positions within the Department that are covered under the ADOA Personnel Rules may file a complaint or recommendation about the selection process. An applicant who wishes to submit a complaint regarding the selection process shall submit a written statement within ten business days of the occurrence outlining the issue as follows:

- 1.1.1 Complaints regarding CO recruitment shall be submitted to the RUSH Manager. Complaints regarding CPR issues shall be submitted to the CPR Manager. Any applicant not satisfied with the initial response may elevate a complaint to the RUSH/CPR Administrator within three business days following the initial response. The decision made at this level shall be final.
- 1.1.2 All other complaints regarding the hiring process shall be submitted to the Staffing Manager. Applicants not satisfied with the initial response may elevate a complaint to the Employment/Classification & Compensation Administrator within three business days following the initial response. The decision made at this level shall be final.
- 1.2 The appropriate Administrator will review the complaint, research allegations, and provide a written response to the applicant within ten business days of receipt.

504.15 APPOINTMENT CONSIDERATIONS/TYPES OF APPOINTMENTS

- 1.1 Original Probation - All new employees will serve a six-month original probation period with exceptions approved by ADOA.
- 1.2 Promotional Probation
 - 1.2.1 A permanent-status employee who is promoted shall serve a promotional probationary period of six months.
 - 1.2.2 A limited-appointment employee who is promoted or is transferred to a regular position shall serve an original probationary period.
 - 1.2.3 If an employee fails to successfully complete a promotional probation, the approving authority shall contact Employee Relations and may:
 - 1.2.3.1 Revert the employee to a vacant position in the class in which the employee held permanent status immediately before promotion.
 - 1.2.3.2 Offer the employee a similar position at the same grade and class that the employee holds permanent status if the employee meets the KSA's of that position.
 - 1.2.4 For information regarding the extension of probation, reversions and dismissals see Department Order #514, Performance Appraisal for Correctional Employees (PACE).

504.16 CHANGES IN ASSIGNMENT

- 1.1 Mobility Assignments
 - 1.1.1 A permanent status employee who accepts an uncovered position or accepts an assignment to a position in another state agency may request a Mobility Assignment Agreement. Mobility Assignments shall not exceed 36 months, and require the approval of:
 - 1.1.1.1 The Director.
 - 1.1.1.2 The ADOA HR Manager.
 - 1.1.1.3 The employee.

- 1.1.1.4 The agency in which the employee is currently employed, if applicable.
- 1.1.1.5 The agency to which the employee will be assigned, if applicable.
- 1.1.2 An employee who is currently on a mobility assignment and is subsequently appointed to another uncovered position may request a new mobility placement. The new mobility assignment may not be extended beyond the original expiration date, or 36 months from the effective date of the employee's current mobility assignment, whichever is longer. Example: An employee is currently on a mobility assignment from September 15, 2002 to September 15, 2005. On February 1, 2004, the employee is appointed to another uncovered position. The employee may either accept the uncovered position, or request a mobility assignment to the new position. The new mobility assignment may not extend beyond September 15, 2005 (36 months from the effective date of the employee's original mobility).
- 1.1.3 An employee serving in a mobility assignment may be extended beyond 36 months only if extenuating circumstances exist.
 - 1.1.3.1 Requests for extensions beyond 36 months shall include a detailed explanation and justification for the extension, and may be approved by the:
 - 1.1.3.1.1 Director.
 - 1.1.3.1.2 ADOA HR Director.
 - 1.1.3.1.3 Employee.
 - 1.1.3.1.4 Agency from which the employee came, if different.
 - 1.1.3.2 Employees who wish to request a mobility assignment shall do so by submitting the Employee Request for a Mobility Assignment, Form 504-25. Requests for an extension shall be submitted by completing the Employee Request for Extension of Mobility Assignment, Form 504-26. Both types of requests shall be submitted through the immediate chain of command, to the HR Operations Administrator.
 - 1.1.3.2.1 Requests for initial mobility assignments shall be made within 10 calendar days of the appointment to the uncovered position.
 - 1.1.3.2.2 Requests for extensions shall be made prior to the expiration of the current mobility assignment.
- 1.1.4 Upon the expiration of the mobility assignment, the employee may:
 - 1.1.4.1 Waive his/her permanent status rights and accept the uncovered position.
 - 1.1.4.2 Return to a position in the same pay grade where he/she last held permanent status and possesses the knowledge, skills, and abilities (KSA's).
 - 1.1.4.3 Request an extension to the Mobility Agreement.

1.2 Employee Transfers

1.2.1 Types of transfers:

- 1.2.1.1 Administrative.
- 1.2.1.2 Hardship.
- 1.2.1.3 Correctional Officer II.
- 1.2.1.4 Other.
- 1.2.2 Administrative Transfer - May be initiated by the Director, the Deputy Director, a Division Director, or Regional Operations Director upon verification by HR that the employee to be transferred meets the KSA's of the position to which he/she is to be transferred. Both the losing and gaining Division Director shall approve or deny the employee's Administrative Transfer request and shall be the final approving authority.
- 1.2.3 Hardship Transfer - Any employee may request a hardship transfer in the event of a serious family trauma, serious illness, or the death of a spouse, child or parent. A hardship transfer shall not be granted for a pre-existing condition. Employees requesting a hardship transfer shall complete a Request for Transfer, Form 504-8, and submit it to the Warden, Administrator, or designee.
 - 1.2.3.1 The Warden, Administrator, or designee shall:
 - 1.2.3.1.1 Review the request and independently, where possible, verify the information provided by the employee.
 - 1.2.3.1.2 Determine if the employee is currently under investigation. If so, the transfer request shall be held until the investigation is completed.
 - 1.2.3.1.3 Recommend approval or denial. If the request is denied, a written explanation shall be included before the request is submitted to the next level.
 - 1.2.3.1.4 Forward the request packet through their chain-of-command to the appropriate Division Director.
 - 1.2.3.2 The appropriate Division Director shall:
 - 1.2.3.2.1 Review and approve or deny the request. Transfers across Division lines require the approval of the appropriate Division Director(s).
 - 1.2.3.2.2 Return denied requests to the employee with a written explanation of the denial and send a copy to the employee's Administrator or Warden.
 - 1.2.3.2.3 Forward a copy of approved requests to the Employment Unit/CPR, the employee and the losing Warden or Administrator within one business day.
 - 1.2.3.3 The Employment or CPR Unit shall:

1.2.3.3.1 Ensure that the employee meets the KSA's of the classification for the requested position prior to being placed on the appropriate hardship transfer list.

1.2.3.3.2 Refer the employee to fill the next applicable vacant position.

1.2.3.3.3 Keep medical issues relating to the transfer confidential.

1.2.4 Correctional Officer II Transfer

1.2.4.1 The Division Director for Offender Operations shall approve all CO II transfers.

1.2.4.2 A CO II seeking a non-hardship transfer to another CO II position may be eligible for a transfer when the following conditions are met:

1.2.4.2.1 They have worked at their present institution for a 12-month period from their appointment date or last approved transfer date.

1.2.4.2.2 They have an overall rating of 3.0 or higher on their most recent Performance Appraisal for Correctional Employees (PACE).

1.2.4.3 A CO II may request a transfer by completing and submitting a Request for Transfer, Form 504-8, to their HR Liaison.

1.2.4.4 The HR Liaison shall:

1.2.4.4.1 Note the date and time the request was received on the Employee Request for Transfer form.

1.2.4.4.2 Review the employee's institution personnel file to determine if eligibility criteria are met, indicate "yes" or "no" on the transfer request and sign the request.

1.2.4.4.3 Forward the request to the Warden if the employee is eligible for CO II transfer.

1.2.4.4.4 Return the request to the employee if the employee is not eligible for CO II transfer.

1.2.4.5 The Warden shall:

1.2.4.5.1 Verify the employee is not under an administrative or criminal investigation. If so, the transfer request shall be held until the investigation is completed.

1.2.4.5.2 If the employee is not under investigation, sign the request and forward it to the CPR Unit.

1.2.4.6 CPR Unit shall:

1.2.4.6.1 Add the CO II's name to the CO transfer list.

- 1.2.4.6.2 Provide the CO transfer list to the Division Director for Offender Operations, who shall identify the date and location to which the CO is to be transferred.
- 1.2.4.6.3 Notify the gaining and losing institution's HR Liaison and the employee of the effective date of the CO transfer.
- 1.2.4.7 The gaining HR Liaison shall coordinate the transfer between the losing and gaining institutions, process the HRIS employee input document, and forward all documentation to Central Office HR Operations for inclusion in the personnel file.
- 1.2.4.8 A CO II approved for transfer who then declines a job offer for transfer shall have their transfer request canceled and shall be ineligible to reapply for transfer for 12 months.
- 1.2.5 Other Transfers
 - 1.2.5.1 Hiring Authorities may consider transfer applicants prior to other applicants on the hiring list.
 - 1.2.5.2 Non security employees seeking a transfer shall apply as outlined in section 504.07 of this Department Order.
 - 1.2.5.3 Transfer applicants shall identify themselves by marking the appropriate field during the application process.
- 1.2.6 Correctional Series Lateral Transfers (Other than CO II)
 - 1.2.6.1 Permanent status Correctional Series employees seeking a non-hardship transfer to another Correctional Series position for the same classification may be eligible for a lateral transfer when they shall have:
 - 1.2.6.1.1 Worked at their present institution for a 12-month period from their appointment date or last approved transfer date.
 - 1.2.6.1.2 An overall rating of 3.0 or higher on their most recent Performance Appraisal for Correctional Employees (PACE).
 - 1.2.6.2 Permanent status Correctional Series employees may request a transfer at any time by completing a Request For Transfer, Form 504-8, with a current resume to the CPR Unit.
 - 1.2.6.3 Community Correctional Series employees may request a transfer within Community Corrections by submitting a written request to the Community Corrections Operations Director.
- 1.3 Voluntary Grade Decrease (VGD) – A change in assignment at the request of an employee from their current job classification to a position in a job classification with a lower pay grade.
 - 1.3.1 An employee may request a VGD for the following reasons:
 - 1.3.1.1 Personal reasons.
 - 1.3.1.2 Career path change.

- 1.3.1.3 Relocation.
- 1.3.1.4 Other.
- 1.3.2 Employees in the following status and/or positions may not request a VGD:
 - 1.3.2.1 Uncovered.
 - 1.3.2.2 Seasonal.
 - 1.3.2.3 Temporary.
- 1.3.3 An employee who wishes to request a VGD shall:
 - 1.3.3.1 Apply on-line utilizing Hiring Gateway and mark the appropriate field during the application process.
 - 1.3.3.2 Submit an Application for Employment form to the CPR if the classification is in a CPR.
 - 1.3.3.3 Meet the Knowledge, Skills or Abilities (KSA's) and other special selection factors as determined by the Employment Unit or the CPR Unit for the job into which they wish to take a VGD.
 - 1.3.3.4 Submit an Employee Request for a VGD. (See sample Attachments A or C)
 - 1.3.3.5 If offered position, complete all pre-employment requirements, if applicable.
 - 1.3.3.6 Receive prior approval for a VGD from the gaining entity in accordance with the signature matrix. However, critical positions may not be held pending VGD approvals.
- 1.3.4 Both the losing and gaining Division Director shall approve or deny the employee's VGD request and shall be the final approving authority.
 - 1.3.4.1 An employee is not eligible to grieve or appeal an approved or denied VGD.
 - 1.3.4.2 If the request for the VGD is approved, the gaining HR Liaison shall produce a VGD Acceptance Letter for the Warden's or Bureau Administrator's approval. (See Attachments B or D)
 - 1.3.4.3 If the request for the VGD is not approved, the current HR Liaison will notify the employee in writing.
 - 1.3.4.4 The salary of an employee who has been approved for a VGD will be determined as follows.
 - 1.3.4.4.1 A permanent status employee who is granted a voluntary permanent change in assignment from a position in one classification to a position in another classification with a lower pay grade due to a career path change, relocation, or personal reasons shall be paid the same salary as that paid before the voluntary pay grade decrease to the classification in the lower pay grade provided the salary is within the new pay grade.

- 1.3.4.4.2 A permanent status employee who is granted a voluntary permanent change in assignment for reasons other than those outlined in section 1.3.4.4.1, shall be paid a salary decreased by an amount equal to the midpoint of the pay grade held before the VGD multiplied by 7.0% and then deducted from the employee's current base salary. The new salary must fall within the new pay range and cannot exceed the maximum of the pay range.
- 1.3.4.4.3 An original probationary employee who is granted a VGD shall be paid the basic hiring rate of the new pay grade.
- 1.3.4.5 VGD approvals shall be valid for the duration of the job's recruitment and selection.
 - 1.3.4.5.1 Employees who accept a VGD shall be required to remain in the classification/position requested for a period of at least one-year before being considered for appointment to any other position.
 - 1.3.4.5.2 An employee who is approved and accepts a VGD may only do so once in a five-year period from the acceptance dated of the VGD.
 - 1.3.4.5.3 Employees on original or limited probation status shall be required to complete an original probationary period and shall be paid the basic hiring rate of the new grade.
- 1.3.5 Central Promotional Register VGD applicants shall have an approved VGD on file with the CPR to be considered for a job offer. No job offers will be made without an approved VGD. The job offer shall be made to the next available candidate.
 - 1.3.5.1 Central Promotional Register VGD approvals shall be valid for the duration of the hiring register or six months for a special announcement.
 - 1.3.5.2 VGD applicants shall complete all pre-employment requirements and special selection factors, if applicable.
 - 1.3.5.3 The Hiring Authority shall consider Central Promotional Register VGD candidates at the same time as lateral transfer and reinstatement candidates provided that VGD candidates have held permanent status in the previous position. Hiring Authorities may select these VGD candidates or may choose to proceed to the promotional register.
- 1.3.6 Central Promotional Register applicants who apply for a VGD and who have not previously held permanent status in the position shall be required to compete with promotional applicants. These applicants shall wait for the position to be announced and then complete any interview, oral board, or other assessment instrument required.

1.4 Detail To Special Duty

- 1.4.1 This is a temporary assignment of a permanent status employee from one covered position to another covered position within the same agency. Employees on original probation or uncovered status shall not be placed on a special detail. An employee placed on a non-competitive detail or applying for a long-term competitive detail is not required to possess the exact KSA's of the position.
- 1.4.2 Short-term Special Detail - A position may be filled non-competitively for up to six months. This means that a permanent status employee may be assigned to the position without a recruitment process.
 - 1.4.2.1 This process may be used when an incumbent will be absent for a period of time and his/her duties must be assigned to another staff member or for continuation of duties during the recruitment process for a position that was vacated.
 - 1.4.2.2 When there is a need for an employee to assume the majority of the duties of another position, for more than thirty-days the employee shall be placed on a non-competitive detail to allow the employee to be compensated during this time. Hiring Authorities shall take this action timely by submitting the Personnel Action Transmittal, Form 504-5, including the specific reason for the detail and a beginning and end date.
 - 1.4.2.3 Arizona Department of Corrections employees holding permanent status shall be placed on a non-competitive detail if promoted to a CO I.
- 1.4.3 A competitive special detail may be made for more than six months, but less than 12 months. In this case, the position must be announced through an internal job posting and a competitive selection made.
- 1.4.4 At the end of the special detail, the employee shall return to the position previously held, if vacant. If the position is not vacant, the employee shall return to a position in the same class held before the special detail.
- 1.4.5 A special detail shall not exceed 12 months unless approval to extend the detail was received by the ADOA. Requests for extensions shall be submitted to the ADOA HR Manager 30 days prior to the end date of the special detail. The request shall include:
 - 1.4.5.1 Specifics that outline what action has been taken to relieve the need for the detail.
 - 1.4.5.2 Why the action has not been successful.
 - 1.4.5.3 The specific length requested for the extension.

504.17 SPECIAL ENTRANCE RATE – SPECIAL PROMOTIONAL RATE - Employees shall be paid the entrance rate for the position to which they are appointed unless a special entrance/promotional rate has been requested and approved.

- 1.1 Eligibility Criteria for Special Entrance/Promotional Rates - A special rate request must consider factors such as:

- 1.1.1 The applicant's salary history for work experiences related to the existing vacancy.
- 1.1.2 The applicant's experience, education and knowledge, skills and abilities are of an outstanding character.
- 1.1.3 The geographic location where the position will be assigned.
- 1.1.4 A low number of qualified applicants.
- 1.1.5 Availability of funds.
- 1.2 Requesting a Special Entrance/Special Promotional Rate - To request a special rate, the Hiring Authority shall:
 - 1.2.1 Complete the Special Entrance/Special Promotional Rate Request, Form 504-13 that includes supporting justification for the requested special entrance/special promotional rate.
 - 1.2.2 Forward the completed Special Entrance/Promotional Rate Request form and supporting documentation to the Employment Classification and Compensation Unit.
- 1.3 Requesting a Special Promotional Rate for a Correctional Officer II promotion to a position in the correctional series - The HR Liaison shall process a Correctional Officer II Special Promotional Rate Form, 504-15, only if the Correctional Officer II is receiving a Geographical Stipend at the time of a promotion to a position in the correctional series and the correctional officer has not previously had a Geographical stipend included in his/her salary.
 - 1.3.1 Subject to available funding, the Correctional Officer II Special Promotion Rate form shall be automatically approved by the Employment/Classification and Compensation Unit Administrator based on salary history as provided by the ADOA, Personnel Rules.
- 1.4 Processing Special Entrance/Promotional Rate Requests
 - 1.4.1 The Employment Classification and Compensation Administrator shall:
 - 1.4.1.1 Review the Special Entrance/Special Promotional Rate Request form and supporting documentation.
 - 1.4.1.2 Forward the Special Entrance/Special Promotional Rate Request form with recommendations to the appropriate Division Director.
 - 1.4.2 The appropriate Division Director shall approve or deny the request and forward the original to the Hiring Authority.
- 1.5 Job Offers - After the Hiring Authority receives a copy of an approved special rate, they may make a job offer at the special entrance/promotional rate to the candidate under consideration.
 - 1.5.1 When the candidate has accepted the job at the special rate, the Hiring Authority shall advise the HR Liaison of the job acceptance.

504.18 COUNTER OFFER

- 1.1 A permanent pay adjustment may be offered to retain an employee in their current position after a job offer from another employer has been validated. The counter offer may not create an inequity among other employees or result in an increase greater than the immediate supervisor resulting in the need for an administrative adjustment.
- 1.2 Supervisors considering a counter offer shall consult with their HR Liaison and complete the Counter Offer Request, Form 504-19, which shall be routed through the appropriate chain of command for approval.

IMPLEMENTATION

Within 90 days of the effective date of the Department Order, the Division Director for Support Services shall ensure that a Technical Manual is developed which addresses the processes outlined in this Department Order.

DEFINITIONS

BUSINESS DAY - Means the hours between 8:00 a.m. and 5:00 p.m. Monday through Friday, excluding observed state holidays.

CENTRAL PROMOTIONAL REGISTER (CPR) - A list of individuals who have passed a written examination, an oral board interview and meet all other requirements of the position for which they have made application.

HIRING AUTHORITIES - Department employees to whom authority has been delegated to offer employment to qualified applicants, contractors, student interns and clerical pools.

INTERN COORDINATOR - An employee designated by Staffing Manager to coordinate activities relating to student interns.

MOBILITY ASSIGNMENT - The assignment of a permanent status employee to an uncovered position, or to a position in another state agency for not more than 36 months, with concurrence of the Director, the ADOA HR Manager, the employee, the agency in which employed and the agency to which the employee will be assigned.

ORAL BOARD - A group of three or more persons who administer examination questions or exercises to eligible applicants and objectively score an applicant's responses to job-related questions or exercises.

ORIGINAL PROBATION - The specified period following initial appointment to state service in a regular or limited position for evaluation of the employee's work. Most positions have a six-month original probationary period. Correctional Officer II's, Community Corrections Officers and Psychology Associates serve a one-year probationary period. Other job classifications may be approved for a longer probationary period upon approval of the Department of Administration.

PROMOTIONAL PROBATION - The specified period of employment following promotion of a permanent status employee for evaluation of the employee's work.

PROPER NOTIFICATION - An employee's submission of a letter of resignation at least ten work days prior to the effective date of the resignation, unless determined otherwise by the Warden or Administrator.

REINSTATEMENT - The appointment of a former permanent status employee who resigned, was separated in good standing, or was separated without prejudice within two years from the effective date of separation.

SIGNATURE APPROVAL MATRIX - The document that specifies approval authority for processing various personnel actions, including PACE documents, original and promotional probations, voluntary grade decreases, requests to fill, etc. A copy of the signature approval matrix can be obtained through any local HR office.

STUDENT INTERN - An undergraduate or graduate student who is an unpaid volunteer or paid employee of the Department under the Student Intern Program.

VOLUNTARY GRADE DECREASE - A change in assignment, at the request of an employee, to a position in a class with a lower pay grade.

WRITTEN EXERCISES - For the purpose of this Order, testing and evaluation tools used in the employment and selection process, which require applicants to provide written responses to a question.

{Original Signature on File}

Charles L. Ryan
Director

ATTACHMENTS

- Attachment A - Voluntary Grade Decrease Request Memo – No Change in Salary
- Attachment B - Voluntary Grade Decrease Request Letter – Approval Letter/No Change in Salary
- Attachment C - Voluntary Grade Decrease Request Memo – Reduction in Pay
- Attachment D - Voluntary Grade Decrease Letter – Approval Letter/Salary Reduction
- Attachment E - Supersedes

FORMS LIST

- 504-2, Application for Employment
- 504-5, Personnel Action Transmittal
- 504-6, Ex-Offender Certification and Employment Recommendation
- 504-8, Request for Transfer
- 504-13, Special Entrance/Special Promotional Rate Request
- 504-14, RUSH - Notice of Conditional Job Offer
- 504-15, Correctional Officer II Special Promotion Rate
- 504-19, Counter Offer Request
- 504-25, Employee Request for a Mobility Assignment
- 504-26, Employee Request for Extension of Mobility Assignment

AUTHORITY

Americans with Disabilities Act of 1990, Titles I and V.

28 CFR Part 35-130 et seq, Nondiscrimination on the Basis of Disability in State and Local Government Services.

A.R.S. 13-904, Suspension of civil rights and occupational disabilities.

A.R.S. 38-501, et seq; Conflict of interest of officers and employees.

A.R.S. 41-763, Powers and duties of the director relating to personnel.

A.R.S. 41-1492, et seq; Public Accommodation and Services.

A.R.S. 41-1661, et seq; Correctional Officer Training.

A.A.C. Title 2, Chapter 5, Department of Administration – Personnel Administration.

VOLUNTARY GRADE DECREASE REQUEST MEMO – NO CHANGE IN SALARY

ARIZONA DEPARTMENT OF CORRECTIONS

INTEROFFICE MEMORANDUM

TO: Approving Authority (Utilize ADC Signature Matrix)

FROM: Employee's Name, Employee Identification Number (EIN)
Employee's Current Official Job Classification

DATE:

SUBJECT: VOLUNTARY GRADE DECREASE WITH SALARY REQUEST

Due to (*pick one: personal reasons, a career path change, or relocation*), I am requesting to take a voluntary grade decrease from a (*current position title*), grade ____, position number ADC00____, to accept a position as a (*new position title*), grade ____, position number ADC00____, effective (*date*.)

I understand I will retain my permanent status and that this voluntary grade decrease will result in my acceptance of a (**new position title**), grade ____. In accordance with the Arizona Department of Administration (ADOA) Personnel Rule, R2-5-303.Q.1, I am allowed to accept this permanent change in assignment and be paid the same salary paid before the voluntary grade decrease to the class in the lower pay grade provided the salary is within the new pay grade. I further understand that a voluntary grade decrease with a lower pay grade is limited to once in a 5-year period. I fully understand that if I promote within one year to the class held prior to this voluntary grade decrease request, my salary shall be set the same as in accordance with the Arizona Department of Administration Personnel Rule, R2-5-303.Q3.

However, if I promote to a different job classification other than that held prior to the voluntary grade decrease, my salary shall be set in accordance with R2-5-303.J.

Furthermore, I am aware if this voluntary grade decrease is approved, I have no right to grieve this voluntary grade decrease, which I have knowingly requested.

Requestor's Signature

Date

C: HR Operations Administrator
Losing HR Liaison
Gaining HR Liaison
Official Employee Personnel File

DEPARTMENT ORDER 504, RECRUITMENT AND HIRING
ATTACHMENT B

VOLUNTARY GRADE DECREASE REQUEST – APPROVAL LETTER/NO CHANGE IN SALARY

Date

Employee (Requestor)
Home Address

Dear (Employee/Requestor),

This approves and confirms your requested voluntary grade decrease for ***(pick one: personal reasons, a career path change, or relocation)***. This voluntary grade decrease is from a ***(current position title)***, grade ____, position number ADC00_____, at ***(annual salary)*** to a ***(new position title)***, grade ____, position number ADC00_____, at ***(annual salary)***, effective ***(date.)*** This action is in accordance with the Arizona Department of Administration (ADOA) Personnel Rule, R2-5-303.Q.1.

If you accept a promotion to a job classification and title you currently hold within one year from the effective date of this action, your salary shall be the same as it was at the time of the voluntary grade decrease, plus any general salary adjustment you may be eligible for. This action is in accordance with the ADOA Personnel Rule R2-5-303.Q.3.

However, should you promote to a job classification other than your current job title within one year from the effective date of the voluntary grade decrease, your salary shall be established in accordance with the ADOA Personnel Rule, R2-5-303.J.

Since this action is voluntary and because you have an acceptable record of state service, this letter will be placed in your official personnel file to show this was the result of your voluntary request and not because of a disciplinary action.

Sincerely,

Approving Authority
Title

C: HR Operations Administrator
Losing HR Liaison
Gaining HR Liaison
Official Employee Personnel File

VOLUNTARY GRADE DECREASE REQUEST MEMO – SALARY DECREASE

ARIZONA DEPARTMENT OF CORRECTIONS

INTEROFFICE MEMORANDUM

TO: Approving Authority (Utilize ADC Signature Matrix)

FROM: Employee's Name, Employee Identification Number (EIN)
Employee's Current Official Job Classification

DATE:

SUBJECT: VOLUNTARY GRADE DECREASE WITH SALARY REDUCTION

I am requesting to take a voluntary grade decrease from a (current position title), grade ____, position number ADC00____, to accept a position as a (new position title), grade ____, and position number ADC00____, effective (date.)

I understand I will retain my permanent status and that this voluntary grade decrease will result in my acceptance of a (new position title), grade ____. In accordance with the Arizona Department of Administration (ADOA) Personnel Rule, R2-5-303.Q.2, if approved, I shall be paid a salary decreased by an amount equal to the midpoint of the pay grade held before the pay grade decrease multiplied by 7.0% and then deducted from my current base salary. If the decrease is less than the entrance salary or greater than the maximum salary of the new pay grade, my salary shall then be within the range of the new pay grade. I fully understand that if I promote within one year to the class held prior to this voluntary grade decrease request, my salary shall be set the same as in accordance with the ADOA Personnel Rule, R2-5-303.Q3.

However, if I promote to a different job classification other than that held prior to the voluntary grade decrease, my salary shall be set in accordance with R2-5-303.J.

Furthermore, I am aware if this voluntary grade decrease is approved, I have no right to grieve this voluntary grade decrease, which I have knowingly requested.

Requestor's Signature

Date

C: HR Operations Administrator
Losing HR Liaison
Gaining HR Liaison
Official Employee Personnel File

**DEPARTMENT ORDER 504, RECRUITMENT AND HIRING
ATTACHMENT D**

VOLUNTARY GRADE DECREASE REQUEST – APPROVAL LETTER/SALARY REDUCTION

Date

Employee (Requestor)
Home Address

Dear (Employee/Requestor),

This approves and confirms your requested voluntary grade decrease effective **(date)** from a **(position title)**, grade _____, position number ADC00_____ at **(annual salary)** per year to a **(position title)**, grade _____, position number ADC_____, in the **(Division, bureau, unit)** at a salary decreased by 7% of the midpoint of the pay grade held before the voluntary grade decrease for a new annual salary of \$_____. **(Note: If the decrease is less than the entrance salary or greater than the maximum salary of the new pay grade, your salary shall be set within the range of the new pay grade.)** This action is in accordance with the Arizona Department of Administration (ADOA) Personnel Rule, R2-5-303.Q.2.

If you accept a promotion to a job classification and title you currently hold within one year from the effective date of this action, your salary shall be the same as it was at the time of the voluntary grade decrease, plus any general salary adjustment you may be eligible for. This action is in accordance with the ADOA Personnel Rule R2-5-303.Q.3.

However, should you promote to a job classification other than your current job title within one year from the effective date of the voluntary grade decrease, your salary shall be established in accordance with the ADOA Personnel Rule, R2-5-303.J.

Since this action is voluntary and because you have an acceptable record of state service, this letter will be placed in your official personnel file to show this was the result of your voluntary request and not because of a disciplinary action.

Sincerely,

Approving Authority
Title

C: HR Operations Administrator
Losing HR Liaison
Gaining HR Liaison
Official Employee Personnel File

**ATTACHMENT E
DEPARTMENT ORDER 504**

SUPERSEDES

Department Order 504, Recruitment and Hiring, supersedes the following:

Department Order 504, Recruitment and Hiring (09/01/96)

DI 134, Mobility Assignments (06/25/04)

DI 181, Voluntary Grade Decrease (10/25/01)

DI 191, Correctional Officer Reinstatements/Former Correctional Hires (10/07/02)

DI 258, Modification of DO 504, Recruitment and Hiring, and DO 508, Employee Discipline (07/12/07)