

**ARIZONA DEPARTMENT OF CORRECTIONS  
DIRECTOR'S OFFICE**

**MEMORANDUM**

**TO:** DISTRIBUTION

**FROM:** CHARLES L. RYAN, DIRECTOR

**DATE:** January 6, 2017

**SUBJECT:** Director's Instruction # 350, Employee Suspensions, Involuntary Demotions and Dismissals

This Director's Instruction is effective immediately and will remain in effect until incorporated into Department Order 601, Administrative Investigations and Employee Discipline.

**PURPOSE**

The purpose of this DI is to comply with new statewide guidelines from the Arizona Department of Administration (ADOA) regarding employee suspensions, involuntary demotions and dismissals.

**PROCEDURES**

Once the Deputy Director, Division Director, or Assistant Director has determined he/she will make a recommendation to suspend, involuntarily demote or dismiss an employee in accordance with DO 601, Administrative Investigations and Employee Discipline, the following actions shall occur:

**Suspension of Employee**

- 1) Employee Relations staff shall complete the ADOA Discipline and Dismissal Guidance Worksheet, coordinating with management as appropriate.
- 2) Employee Relations staff shall draft a suspension letter for the employee, using the applicable template provided by ADOA.
- 3) Employee Relations staff shall meet with the Director for review of the matter and related documents.
- 4) Once the action is approved by the Director, Employee Relations staff shall send the package to the ADOA Chief Human Resources Officer (CHRO) for final approval.
- 5) The CHRO shall complete the ADOA Discipline/Dismissal CHRO Review Document.
- 6) Once Employee Relations staff is advised of the ADOA CHRO's approval of the action, they shall ensure the finalization and distribution of the suspension letter.

### **Involuntary Demotion of Employee**

- 1) Employee Relations staff shall complete the ADOA Discipline and Dismissal Guidance Worksheet, coordinating with management as appropriate.
- 2) Employee Relations staff shall draft a demotion letter for the employee, using the applicable template provided by ADOA.
- 3) Employee Relations staff shall meet with the Director for review of the matter and related documents.
- 4) Once the action is approved by the Director, Employee Relations staff shall send the package to the ADOA Chief Human Resources Officer (CHRO) for final approval.
- 5) The CHRO shall complete the ADOA Discipline/Dismissal CHRO Review Document.
- 6) Once Employee Relations staff is advised of the ADOA CHRO's approval of the action, they shall ensure the finalization and distribution of the demotion letter.

### **Dismissal of Employee on Original Probation**

- 1) Employee Relations staff shall complete the ADOA Discipline and Dismissal Guidance Worksheet, coordinating with management as appropriate.
- 2) Employee Relations staff shall draft a dismissal letter from Original Probation, using the template provided by ADOA.
- 3) Employee Relations staff shall send those materials to the Director for review.
- 4) Once the action is approved by the Director, Employee Relations staff shall send the package to the ADOA CHRO, who shall complete the ADOA Discipline/Dismissal CHRO Review Document and submit the package to the ADOA HR Division for review.
- 5) Once Employee Relations staff is advised of the completion of ADOA's review of the action, they shall prepare a finalized dismissal letter for the Director's signature and submit it to the Director's Office.
- 6) The Director shall sign the dismissal letter and return it to Employee Relations for distribution.

### **Dismissal of Covered, Permanent Status Employee**

- 1) Employee Relations staff shall complete the ADOA Discipline and Dismissal Guidance Worksheet, coordinating with management as appropriate.
- 2) Employee Relations staff shall draft a dismissal letter for covered employees, using the template provided by ADOA.
- 3) Employee Relations staff shall meet with the Director for review of the matter and related documents.

- 4) Once the action is approved by the Director, Employee Relations staff shall send the package to the ADOA CHRO, who shall complete the ADOA Discipline/Dismissal CHRO Review Document and submit the package to the ADOA HR Division for review.
- 5) Once Employee Relations staff is advised of the completion of ADOA's review of the action, they shall prepare a finalized dismissal letter for the Director's signature and submit it to the Director's Office.
- 6) The Director shall sign the dismissal letter and return it to Employee Relations for distribution.

**Dismissal of Uncovered (At-Will) Employee**

- 1) Employee Relations staff shall complete the ADOA Discipline and Dismissal Guidance Worksheet, coordinating with management as appropriate.
- 2) Employee Relations staff shall draft a dismissal letter for uncovered employees, using the template provided by ADOA.
- 3) Employee Relations staff shall prepare a package regarding the employee and reasons for dismissal and submit this to the Director, along with the documents noted above, for review.
- 4) The employee's respective Division Director or Assistant Director shall discuss and review the matter with the Director.
- 5) Once the action is approved by the Director, Employee Relations staff shall send the package to the ADOA CHRO, who shall complete the ADOA Discipline/Dismissal CHRO Review Document and submit the package to the ADOA HR Division for review.
- 6) Once Employee Relations staff is advised of the completion of ADOA's review of the action, they shall prepare a finalized dismissal letter, advising that the employee's services are no longer required, for the Director's signature and submit it to the Director's Office.
- 7) The Director shall sign the dismissal letter and return it to Employee Relations for distribution.

In reviewing the proposed actions, the Director shall consider the recommendations of the CHRO. If the Director doesn't concur with these recommendations, he/she shall submit a memo to the ADOA Director, explaining the rationale for non-concurrence.

{Original Signature on File}