

CITY OF MESA
MERIT SYSTEM BOARD MEETING
Thursday, May 28, 2015
Personnel Conference Room #3
20 E. Main Street, Suite 130
10:15 a.m. – 10:45 a.m.

A G E N D A

- I. Review the attached proposed revisions to the Personnel Rules

Note: Text deletions will have ~~strikeout~~ and new additions are in red.

PERSONNEL RULES REVISIONS
May 19, 2105

Board Recommended Changes:

Section 110 Definitions, 220 Employment Lists, 510 Standards of Conduct, 630 special Assignment, and 710 Grievances

Housekeeping Items:

Section 421 Holidays and 820 Suspension

SECTION 110. DEFINITIONS

Part-Time Employee - Includes all benefited and non-benefited part-time employees unless otherwise stated. See definitions for benefited part-time employee and non-benefited part-time employee. A person who is appointed to perform the duties of a position for less than forty (40) hours a week. Part-time employees shall not work more than thirty-two (32) hours per week, or sixty-four (64) hours biweekly for more than nine (9) pay periods or eighteen (18) weeks in a fiscal year. (See [Management Policy 320](#) – Benefited and Non-Benefited Part-Time Employee Benefits)

SECTION 220. EMPLOYMENT LISTS

- E. **Insufficient Candidates:** If the Human Resources Director determines that there is an insufficient number of appropriately qualified candidates with the necessary preferred skill sets on existing lists, the Human Resources Director may expire the list(s) and/or initiate a recruitment to fill a vacancy. Recruitment of qualified employees from within the City of Mesa will have first priority. If the Human Resources Director determines that there is an insufficient number of qualified employees for the class of the vacancy, an open competitive recruitment may be initiated.

SECTION 421. HOLIDAYS

- B. **Observation of Holidays:** When a holiday falls on a Sunday, it will be observed on the following Monday. When a holiday falls on a Saturday, it will be observed on the preceding Friday. If the holiday falls on an employee's regularly scheduled day off, the employee will observe the holiday on a regularly scheduled workday within four ~~two~~ (4 2) weeks before or after the holiday, unless otherwise approved by the Department Director or City Manager designee.

SECTION 510. STANDARDS OF CONDUCT

B. **Causes for Discipline or Dismissal:**

8. A felony conviction; ~~or, or~~ failure to report any conviction of, ~~any~~ (felony or conviction of a misdemeanor); or failure to report any arrest. ~~involving moral turpitude.~~ **Employees are required to report upon the start of the employee's next scheduled work day following the conviction or arrest.**

SECTION 630. SPECIAL ASSIGNMENT

- D. **Compensation:** An employee placed on special assignment shall receive a five percent (5%) salary increase to compensate the employee for the higher level work performed. The City Manager or designee, ~~Assistant City Manager,~~ or Deputy City Manager may authorize a salary increase of up to ten percent (10%) as appropriate.

SECTION 710. GRIEVANCES

- A. **Grievable Issues:** A classified employee may submit a grievance only when:

1. **The City of Mesa Personnel Rules, Management Policies, or the written rules and procedures of any City department have allegedly been misinterpreted or misapplied as to that employee.**

SECTION 820. SUSPENSION

- B. **Duration:** No employee may be suspended for a period of longer than two hundred forty (240) work hours (equivalent to thirty [30] eight [8] hour work days), nor shall any employee be suspended for more than two hundred forty (240) working hours in any twelve (12) month period. Suspension hours shall be based on the employee's normal work schedule. Suspensions for exempt employees may be imposed in one (1) or more full-day increments for workplace conduct rule/policy infractions ~~serious workplace misconduct including, but not limited to, sexual or workplace harassment, workplace violence, drug or alcohol violations, safety rules of major significance or violations of state or federal laws.~~ Suspensions for infractions of safety rules/policies of major significance may be imposed in partial or full day increments ~~other forms of misconduct for exempt employees must be for a minimum of one (1) week, forty (40) consecutive hours in duration.~~ **Safety rules of major significance include those related to the prevention of serious danger in the workplace or to other employees.**