

GILA COUNTY, ARIZONA

BOARD OF SUPERVISORS POLICY

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I. Purpose:

This policy sets forth the manner in which the Board of Supervisors and the County Manager in conjunction with Gila County elected officials conduct recruitment, selection and appointment for positions in County government.

II. Policy:

Board of Supervisors

1. The Board shall select and appoint its office staff, the County Manager, Clerk of the Board, and other positions as specified by Arizona Revised Statutes “ARS” statute or Board action, in a manner that ensures the appointment of qualified individuals who meet the administrative and operational needs of the County.
2. Compensation, assignment, supervision, discipline, and termination of these Board-appointed employees are at the discretion of the Board.

County Manager

1. Subject to the direction of the Board of Supervisors and the provisions of this policy, the County Manager is responsible for the recruitment, selection, appointment, compensation, assignment, supervision, discipline, and termination of all positions reporting to the County Manager. Additionally all positions, except the Chief Deputies reporting to each elected official, will be subject to following recommended guidelines. This will ensure there is uniformity and consistency in the selection, compensation, discipline and termination of Gila County employees.
2. For all positions, the following recruitment and selection process shall be used: (as outlined in Gila County’s Merit System Rules and Policies or the individual practices of each elected officials office as previously approved by the Board of Supervisors).
 - A. The County Manager shall develop a recruitment plan that assures open competition on an executive level search and addresses the administrative and operational needs of the County.
 - B. Specific recruitment procedures may be developed and implemented by the County Manager.
 - C. Recruitment for positions and levels of compensation that have been approved by the Board of Supervisors included in a fiscal year annual budget will require a Payroll Authorization Form to be submitted and approved by the Finance Director and Human Resources Director. After that approval is received the Form will be forwarded to the County Manager for review and potential final approval.

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- D. Any recruitment or hiring requests that were not in the current fiscal year's approved operating budget must be individually submitted and approved by the Board of Supervisors.
- 3. County staff will prepare a monthly report summarizing all personnel changes to be submitted at the first Board of Supervisors meeting of each month highlighting all activity from the previous calendar month.
- 4. For all positions the County Manager will adopt, utilizing currently approved practices of specific offices and/or future programs within the offices of Gila County's elected officials, procedures for performance evaluations, promotions, or changes for all Gila County employees. Once these procedures are adopted and if positions and pay levels were approved in the fiscal year budget the County Manager will have the authority to approve the associated Payroll Authorization Form and take requested action.

SIGNATURES:

ATTEST:

Marian Sheppard
Chief Deputy Clerk

Authorized Signature

TOMMIE C. MARTIN
Name Typed or Printed

Chairman, Board of Supervisors
Title

Authorized Signature

DON E. McDANIEL, JR.
Name Typed or Printed

County Manager
Title

APPROVED AS TO FORM:

County Attorney/Chief Deputy County Attorney