I. PURPOSE:

The purpose of this policy is to establish the Gila County Personnel Commission (Commission), identify the Commission's authority, and set forth the situations under which eligible employees may appeal employment actions the employee deems to be adverse.

II. APPLICABILITY:

This policy applies to all classified Gila County employees.

III. POLICY:

It is the policy of the Gila County Board of Supervisors to appoint a Personnel Commission, a five-member independent body of private citizens to provide an appeal process to County employees who believe they have been involved in an adverse employment action. The Commission is responsible for reviewing and understanding the precepts of Gila County employment, retention and promotion for all classified employees to ensure it meets the standards of the Gila County Merit System.

SIGNATURE:

_____ _____

CHAIRMAN, BOARD OF SUPERVISORS **DATE**

IV. PROCEDURES:

The Board of Supervisors (Board) shall appoint a Personnel Commission to assist in the County's personnel administration system.

The Commission shall consist of five members, each of whom shall hold office for a term of four years or until a successor is appointed and qualified. The Commission serves as an independent advisory board established to hear appeals from eligible employees about specific adverse employment actions.

Members of the Commission are selected from among the qualified electors of the County and shall be generally familiar with Human Resources policies and procedures. No more than three (3) of such members shall be from the same political party. At least one (1) member shall have prior work experience in the law enforcement or probation field.

Each member shall hold office for a term of four (4) years or until his successor is appointed and qualified. Of the members first appointed, two (2) shall serve for a two (2) year term, two (2) for a three (3) year term, and one shall serve a four (4) year term, and such members shall determine, by lot, the length of their terms. Appointment to fill a vacancy caused by other than expiration of term shall be for the unexpired portion of the term. A member of the Commission may be removed by the Board for cause. Any one of the following shall constitute the resignation of a Commissioner and authorize the Board to appoint a new member to fill the unexpired term so vacated:

- Absence from three (3) consecutive meetings;
- Becoming a candidate for any elected public office; or,
- Accepting any appointive office or employment in County service.

The Commission shall elect one (1) of its members as the Chairperson on an annual basis, changing who serves as Chairperson each year. The Chairperson shall also be willing to serve on other local boards within the County that are required, by statute, to be represented by the "head of the merit system" and which are appointed by the Board of Supervisors. Three (3) members shall be present to constitute a quorum for the transaction of business. A majority of the commission membership shall constitute a majority vote.

The Commission shall become familiar with and perform duties as are necessary to carry out the provisions of the Gila County Merit Rules, Human Resources policies, the Arizona Revised Statute (A.R.S.) Title 38, et seq., for Public Safety Officers (A.R.S. 38-1101 through 38-1114), the Gila County Sheriff's Office Policy and Procedure Manual, and other adopted policies of the County. In addition, the Commission may assist the Board of Supervisors in the following areas:

A. Making recommendations on Human Resources policies with the goal of improving understanding, consistent application, and the efficient operation of County government;

B. Making recommendations to the Board and Human Resources Director (Director) of problems concerning personnel administration;

C. Making recommendations to assist in the fostering of interest in the best practices of institutions of learning and of civic, professional, and employee organizations in order to improve personnel standards in the County service; and,

D. Making annual reports, and such special reports as the Commission considers desirable to the Board regarding personnel administration in the County service and recommendations for improvements.

The Commission shall hold meetings in accordance with the Arizona Open Meeting laws A.R.S. §38-431, et seq. The Commission shall meet at such times and places as shall be specified by call of a majority of the Commission or by the Chairperson.

Further:

- All meetings shall be open to the public;
- At least five (5) days' written notice of each meeting shall be given by the Director to each member not joining in the call for a meeting; and,
- Three (3) members shall constitute a quorum for the transaction of business.

All matters to be presented for consideration by the Commission at a regular or special meeting shall be placed on the Commission's agenda without undue delay. The agenda shall be electronically mailed to each member of the Commission and shall be posted in accordance with A.R.S. §38-431.02, no less than twenty-four (24) hours prior to the meeting.

The Director shall provide for the recording of the official actions of the Commission in its minutes. The time and place of each meeting of the Commission, the commissioners present, all official acts of the Commission and, when requested, a commissioner's dissent and the reasons for the dissent shall be recorded in the minutes. The Director shall cause the minutes to be transcribed and presented for approval or amendment at the next meeting. The minutes, or a true copy thereof, shall be open to public inspection.