

ARIZONA

DEPARTMENT OF

CORRECTIONS

ARIZONA DEPARTMENT



OF CORRECTIONS

CHARLES L. RYAN

DIRECTOR

EMPLOYEE HANDBOOK

APRIL 2015

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Arizona Department of Corrections



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CHARLES L. RYAN
DIRECTOR

Dear Colleague:

Welcome to the Arizona Department of Corrections (ADC). You are joining an exceptional organization of correctional professionals who contribute to the ethical and efficient operation of our State correctional facilities. You have begun a challenging and rewarding career dedicated to serving and protecting the people of Arizona.

An organization as large as ours depends upon corrections professionals possessing a great variety of skills and expertise. Here, every position and post counts, and every assignment contributes to our State's safety.

I encourage you to review this handbook for you, as a responsible professional, will be trusted to read, understand and comply with current written instruction in the performance of your duties. This information, coupled with the training you will receive, will contribute to your success and ours. Working together, I am confident that we will continue to ensure this agency fulfills its mission to serve and protect the people of Arizona.

Sincerely,
Charles L. Ryan
Director

NOTICE

Arizona Department of Corrections Employee Handbook

In May of 2012, HB2571- State Personnel System, was passed by the Arizona Legislature and signed by Governor Jan Brewer. The bill became effective September 29, 2012, and implemented significant personnel reform for Arizona State government.

As with other State agencies, the Arizona Department of Corrections (ADC) is actively involved in ensuring its employees are provided with up to date information on personnel reform as the mandates under this legislation are put into place. To ensure consistency, the ADC Employee handbook has incorporated many of the employment provisions identified within the Arizona State Personnel System employee handbook.

The contents of this handbook apply to all ADC employees, both covered and uncovered and is not a legal document. It is informational and general in nature and it is not intended to create an employment contract for any definite term nor alter the Arizona State Service Personnel System.

The purpose of this handbook is to provide ADC employees with a readily available source of information and guidance. Because the information contained in the handbook is general in nature, more specific information should be obtained from ADC Department Orders, Director's Instructions, and State Personnel Rules (e.g., Arizona Department of Administration (ADOA) Personnel Administration) or by accessing the following websites:

State of Arizona	www.az.gov
Arizona Department of Corrections (ADC)	www.azcorrections.gov
ADC NET (Internal Employee Website)	http://adcnet
Arizona Revised Statutes	www.azleg.gov/ArizonaRevisedStatutes.asp
State Personnel Rules	www.azsos.gov/public_services/Title_02/2-05.htm
Correctional Officer Retirement Plan (CORP)	www.psprs.com
Arizona State Retirement System (ASRS)	www.azasrs.gov
Benefits for State Employees	www.benefitoptions.az.gov/
Human Resources and YES website	www.hr.az.gov/state_employee/

The Department Orders and Director's Instructions stated in this handbook are subject to change at any time at the sole discretion of the Department. From time to time, you may receive updated information concerning changes in policy. Questions concerning information contained in Director's Instructions, Department Orders, and other Department written instructions shall be addressed through the appropriate Division or Policy Unit, or may be viewed on computer at <http://10.6.0.30/policy/policy.asp> Hard copies of the State Personnel Rules may be reviewed at your Institution/Human Resources (HR) Office.

Arizona Department of Corrections Employee Handbook

This handbook supersedes any previous employee handbooks and can be changed by the Department unilaterally, at any time.

ADC VISION

“Safer communities through effective corrections.”

ADC MISSION

To serve and protect the people of Arizona by securely incarcerating convicted felons, by providing structured programming designed to support inmate accountability and successful community reintegration, and by providing effective supervision for those offenders conditionally released from prison.

ADC CORE VALUES

Professionalism: Modeling the ideal
Responsibility: Owning your actions
Integrity: Doing the right thing
Courage: Taking action despite fear
Efficiency: Making every action count

PRICE reflects values that are of worth and significance to our agency and to the State of Arizona.

ADC GUIDING PRINCIPLES

- We have the legal and operational responsibility to be accountable and responsive to the judicial, legislative and executive branches of government; to our employees; to inmates; and most importantly, to the citizens of Arizona.
- We value honesty and integrity in our relationships, and we place a high priority on quality of services and development of teamwork, trust, and open communication.
- We make fiscally sound, measurable decisions, and respond effectively to the changing demands placed upon the agency by stakeholders, citizens and their representatives.
- We maintain an environment that is humane and equitable to both employees and inmates, utilizing a grievance and disciplinary system that is consistently administered and fosters due process.
- We develop, encourage, recognize and reward professional performance and growth by employees at all levels.

ADC CODE OF ETHICS

- I abide by all of the laws of the United States and the State of Arizona and model the professions highest level of ethical and moral behavior at all times.
- I perform all of my work assignments in a responsible manner because the public's trust and confidence in the Department rests with me.
- I am always diligent in the performance of my duties because my every action affects the safety and security of others.
- I am proficient and strive for excellence in my work performance.
- I pursue continuous professional growth and development, seek self-improvement and accept constructive criticism.
- I am a teacher and a leader.
- I am professional in all that I say and do in the workplace.
- I report misconduct.
- I celebrate others' successes.
- I communicate honestly and appropriately in word and action.
- I recognize and respect the similarities and differences in those who work with us and those who we serve.
- I treat everyone with respect and fairness.

CHAPTER 1 - EMPLOYEE BENEFITS

LEAVE APPROVAL

Leave must be approved and proper notice given for absences. Except in emergency situations, this means obtaining approval in advance from your supervisor for scheduled absences, and calling your supervisor at the beginning of your scheduled work day to provide notice for unscheduled absences. Employees who are absent without giving proper notice or without receiving approval may be placed on unauthorized leave without pay and may be subject to disciplinary action. For detailed information regarding any form of leave, refer to Department Order 512, Employee Pay, Work Hours, Compensation and Leave.

LEAVE ELIGIBILITY

Your status as an employee affects your eligibility for leave. All employees in State service, except emergency, seasonal, clerical pool, and temporary employees are eligible for many categories of leave. Emergency, seasonal, clerical pool, and temporary employees are eligible only for administrative leave, military leave, civic duty leave only for the purpose of voting, and may be eligible for unpaid leave under the Family and Medical and Leave Act (FMLA).

LEAVE ACCRUAL

Accrued annual and sick leave is credited to your leave balances on the first day of the pay period following the pay period in which it is earned, and may not be used until that time.

ANNUAL LEAVE

Annual leave is leave with pay for such purposes as vacation or personal time which are not covered by another category of leave. Annual leave time accrual rates differ from covered and uncovered employees:

<i>Bi-weekly Accrual Credits in Hours for Covered Employees:</i>	
Credited Service	Hours Bi-weekly
Fewer than 3 years	3.70
3 years but fewer than 7 years	4.62
7 years but fewer than 15 years	5.54
15 years or more	6.47

<p>ACCRUAL CREDITS IN HOURS FOR UNCOVERED EMPLOYEES HIRED BEFORE SEPTEMBER 29, 2012, OR UNCOVERED EMPLOYEES HIRED INTO A POSITION LISTED IN A.R.S. §41-742(F)</p>
<p>6.47 HOURS BI-WEEKLY</p>

<i>Bi-weekly Accrual Credits in Hours for Uncovered Employees Hired After September 29, 2012:</i>	
Credited Service	Hours Bi-weekly
Fewer than 3 years	4.00
3 years but fewer than 9 years	5.54
9 years or more	6.47

Accrual rates change on the first day of the pay period immediately following the attainment of the required credited service.

Part-time employees who work $\frac{1}{4}$ time, $\frac{1}{2}$ time, or $\frac{3}{4}$ time accrue a proportional amount of leave. Part-time employees who work a percentage of full-time other than $\frac{1}{4}$, $\frac{1}{2}$, or $\frac{3}{4}$ accrue a proportional amount of leave at the next lower rate. Part-time employees who work less than $\frac{1}{4}$ time and temporary employees are ineligible to accrue leave. Consult your supervisor for specific information.

Covered employees can accumulate and carry annual leave over into the next calendar year, provided no more than 240 hours have been accumulated as of the last day of the last pay period in a calendar year. Annual leave balances in excess of 240 hours will be forfeited by covered employees unless an exception by the ADOA Director is authorized.

Uncovered employees can accumulate and carry annual leave over into the next calendar year, provided no more than 320 hours have been accumulated as of the last day of the last pay period in a calendar year. Annual leave balances in excess of 320 hours will be forfeited by uncovered employees unless an exception by the ADOA Director is authorized.

To use annual leave, an “Employee Request for Leave” (ADC Form 512-3) must be submitted and approved by your supervisor prior to taking the leave.

Whenever possible, annual leave should be scheduled early in the year to reduce the risk of losing annual leave in excess of the maximum number of hours allowed to be carried over.

Subject to certain conditions, an employee may receive payment for all or a portion of their annual leave.

The department shall pay an employee who separates from employment for all unused, un-forfeited annual leave at the employee’s current rate of pay.

If you transfer to another State agency, all accrued annual leave transfers with you.

DONATION OF ANNUAL LEAVE (DAL)

Annual leave may be donated by one ADC employee to another who qualifies for Annual Leave Donations.

To qualify for DAL an employee must be unable to work due to:

- A seriously incapacitating and extended illness or injury, or
- A seriously incapacitating and extended disability that is caused by pregnancy or childbirth

In addition, an employee must have exhausted all available leave balances, be out for a period of at least three consecutive weeks and be certified as unable to work by a licensed health care practitioner.

Annual leave may also be donated to an employee if the employee must care for an immediate family member who has

- A seriously incapacitating and extended illness or injury, or
- The employee's immediate family member has a serious incapacitating and extended disability that is caused by pregnancy or childbirth.

An employee must be out for a period of at least three consecutive weeks and be certified as unable to work by a licensed health care practitioner. If you are requesting DAL to care for a family member, you are required to first exhaust forty (40) hours of family sick leave if available and all annual, compensatory and holiday leave.

Annual leave donations may also be made to an employee in another State agency provided he or she meets the donated leave criteria and is a member of the employee's family. The definition of family for this purpose is defined as: spouse, natural child, adopted child, foster child, stepchild, natural parent, stepparent, adoptive parent, grandparent, grandchild, brother, sister, aunt, uncle, niece, nephew, sister-in-law, brother-in-law, son-in-law, daughter-in-law, mother-in-law or father-in-law.

The dollar value of donated annual leave is adjusted proportionately in relation to the salary of the contributing employee and the salary of the receiving employee. All unused donated annual leave is returned to the contributors on a pro-rata basis.

For more information about DAL, contact your HR Liaison.

SICK LEAVE

Sick Leave is any approved period of absence for:

- Illness or injury which renders you unable to perform the duties of your position or examination/treatments by a licensed health care practitioner; or,
- Disability caused by pregnancy, childbirth, miscarriage, or abortion; or,
- Illness, injury, examination or treatments by a licensed health care practitioner of your spouse, dependent child or parent. Sick leave for this purpose cannot exceed forty (40) sick leave hours per calendar year.

Sick Leave may only be used if approved by your supervisor.

All employees, except temporary and part-time employees, accrue sick leave at the rate of 3.7 hours bi-weekly.

Part-time employees who work $\frac{1}{4}$ time, $\frac{1}{2}$ time, or $\frac{3}{4}$ time accrue a proportional amount of sick leave. Part-time employees who work a percentage of full-time other than $\frac{1}{4}$, $\frac{1}{2}$, or $\frac{3}{4}$ accrue a proportional amount of sick leave at the next lower rate. Temporary, part-time or employees working less than $\frac{1}{4}$ time do not accrue sick leave.

Although sick leave accumulates without limit, accrued sick leave is forfeited upon termination of employment, unless the termination is for retirement (see Retiree Accumulated Sick Leave Program (RASL) below). Former employees who return to state employment within two years of separation will be credited with all unused sick leave at the time of separation, provided the separation was not the result of disciplinary action and the individual is not a RASL program participant.

If you transfer to another State Service agency your sick leave balance transfers with you.

RETIREE ACCUMULATED SICK LEAVE (RASL)

The Arizona Retiree Accumulated Sick Leave (RASL) program offers an employee of the State the opportunity for payment of accumulated (unused) sick leave at retirement.

To be eligible for the program, you must:

- Have an accumulated sick leave balance of 500 or more hours at the date of retirement;
- Establish a retirement date that is within 31-calendar days after the date of termination from State employment;
- Complete and return the "Retiree Accumulated Sick Leave Program Application and Certification Form" within 180-calendar days following the effective retirement date.

For more information about this program, contact your HR Liaison.

OTHER LEAVE

Other types of leave, both paid and unpaid, are granted to employees under special circumstances. These various leave hours are not accrued, but are available if you meet the criteria. As with all leave, use of these leave hours requires your supervisor's approval.

Paid Leave

Administrative Leave- An employee may be placed on administrative leave during a state of emergency, as defined in the rules of the State Personnel System, or to relieve an employee of duties temporarily during an investigation of alleged wrongdoing by the employee or during disciplinary process. Consult the State Personnel Rules or contact Human Resources for specific information.

Bereavement Leave- is paid leave of up to 24 hours which may be taken due to the death or funeral of a spouse, natural child, adopted child, foster child, stepchild, natural parent, stepparent, adoptive parent, one who functioned in "loco parentis, grandparent, grandchild, brother, sister, brother-in-law, sister-in-law, mother-in-law, father-in-law, son-in-law or daughter-in-law. Bereavement leave may be extended an additional 16 hours if the employee travels out of the State for the funeral.

Part-time employees who work $\frac{1}{4}$ time, $\frac{1}{2}$ time, or $\frac{3}{4}$ time may be absent with pay for a proportional amount of bereavement leave. Part-time employees who work a percentage of full-time other than $\frac{1}{4}$, $\frac{1}{2}$, or $\frac{3}{4}$ may be eligible to be absent with pay for a proportional amount of bereavement leave at the next lower rate. An employee who works less than $\frac{1}{4}$ time is ineligible for bereavement leave.

Civic Duty Leave- This category of paid leave applies when you serve as a juror, comply with a subpoena, vote or perform official duties as a member of a governmental board, commission or similar constituted government body.

Civic Duty Leave may be approved if you are subpoenaed as a witness by any State court or administrative, executive or judicial body. Civic Duty Leave is not granted if you are subpoenaed for matters regarding your commercial business or for personal matters.

To be eligible for paid Civic Duty Leave, you must send a copy of any jury duty or witness fees received to the Administrative Services Division. The amount of any fees, less mileage, will be deducted from your paycheck.

You are required to report to work whenever your presence is not required for the civic duty unless the distance to work precludes timely reporting to the civic duty. If you cannot return to work at least one hour before the end of your work shift, you do not need to report to work that day.

Compensatory Leave- You may be required to work beyond your normally scheduled duty hours to accomplish the work of the Department. Compensatory leave is leave earned by a covered or an uncovered FLSA non-exempt employee for working overtime hours. Except in emergency situations, advance approval from your supervisor to work overtime is required. When so directed by your supervisor, overtime is considered mandatory.

If you have available compensatory leave and request to use the leave, your request to use the leave will generally be approved as long as it will not unduly disrupt department operations.

If you change from a covered or uncovered FLSA non-exempt position eligible to earn compensatory leave to an uncovered FLSA exempt position you are no longer eligible to earn compensatory leave. However, you are still able to use the leave previously earned.

Department policy allows accrual of compensatory leave up to 80 hours. If you transfer to another State agency, your compensatory leave balance may transfer with you depending on the approval of both the losing and gaining agencies.

If you transfer to a State agency covered by another personnel system that will not accept your compensatory leave balance, or if you separate from State Service, you will be paid for any unused hours of compensatory leave at your current hourly rate or the average of your salary for the previous three years, whichever is higher.

Educational Leave- You may be granted leave with pay to participate in a formal education or training course with the approval of department management. Consult your supervisor for additional information.

Living Donor Leave- An employee may be absent with pay for Living Donor Leave provided the employee submits written verification he or she is to serve as a donor. The maximum amount of leave is up to 40 working hours to serve as bone marrow donor and up to 240 hours to serve as an organ donor.

National Disaster Medical System (NDMS) Training Leave- An employee may request leave with pay for national disaster medical system training duty.

Meritorious Service Leave- Except for employees in covered positions classified as Correctional Officers I, II, III, or Community Corrections Officers, Meritorious Service Leave is only available to uncovered employees. Contact Human Resources for additional information.

Unpaid Leave

Furlough- An employee may be placed on furlough (R2-5A-C601) for budgetary reasons. Furlough is involuntary leave without pay. There are two types of agency-initiated furloughs.

- *Reduction in Funding Furlough-*The department may place employees on furlough for consecutive or non-consecutive days. There is no maximum number of days an employee may be placed on furlough, but consecutive furlough days shall not exceed five consecutive days or more than ½ of the employee's regularly scheduled hours in a pay period, whichever is less.
- *Suspension of Funding Furlough-*The department may place employees on furlough indefinitely until funding is restored.

A furlough day equals eight hours for full-time employees and is pro-rated for part-time employees. Paid leave may not be substituted for furlough days.

All state employees within the scope of the furlough are subject to the furlough in the same manner except when the department determines certain employees are considered mission critical.

Upon conclusion of the furlough period, the employee will be returned to the employee's status and position. If an employee fails to return to work, the employee may be placed on leave, considered to have resigned, or dismissed.

Failure to return to work upon conclusion of furlough for a covered employee may be cause for dismissal.

Contact Human Resources for additional information.

Leave Without Pay

Requests for leave without pay (R2-5A-C602) must be made in writing, submitted in advance, include the reason for the request, and be approved in writing by management.

An employee granted leave without pay who returns to work after authorized leave for 80 hours or less will return to the same position held at the start of the leave.

Except for military leave, leave without pay in excess of 80 consecutive hours may only be approved if the leave is for medical reasons and all annual and sick leave are exhausted. The employee may return to a position in the class held at the start of the leave if it is available and funded and:

- If the employee returns to work at the expiration of the leave term, or
- If the department rescinds the leave before the expiration date and the employee returns to work, or
- If the employee curtails the leave period before the expiration date and the department approves.

An employee who fails to return to work after the approved leave without pay has been exhausted and continues to be absent from duty without proper authorization may be considered to have voluntarily resigned (Refer to State Personnel Rule R2-5A-C602).

Employees granted leave without pay may be eligible to continue to participate in employee insurance plans. Generally, the employee will be required to bear the premium costs of both the State and employee.

Contact your HR Liaison for State Personnel Rules and Department Orders containing specific information concerning requirements for using accrued leave prior to leave without pay, job placement prerequisites upon your return to work, and other provisions for leave without pay.

Leave That Could Be either Paid or Unpaid

Family Medical Leave is administered in accordance with the *Family and Medical Leave Act (FMLA)*. The Department grants job-protected time off to eligible employees for up to 12 weeks per 12-month period calculated from the effective date of the current request for any one or more of the following reasons:

- The birth of a child and in order to care for such child or the placement of a child with the employee for adoption or foster care (leave for this reason must be taken within the 12-month period following the child's birth or placement with the employee), or

- To care for an immediate family member (spouse, child or parent) of the employee if such immediate family member has a serious health condition, or
- The employee's serious health condition that makes the employee unable to perform the functions of his/her position.
- A qualifying exigency arising out of the fact that the employee's spouse, child or parent is a covered military member on active duty or call to active duty status in support of a contingency operation.

The State will grant FMLA leave to eligible employees for up to 26 workweeks in a single 12-month period for the following reason:

- To care for a covered service member with a serious injury or illness when the covered service member is the employee's spouse, child, parent or next of kin.

If the leave is taken for either the birth or placement for adoption or foster care of a child or to care for a sick parent, and both spouses work for the State of Arizona, their total period of FMLA leave in any 12-month period will be limited to an aggregate of 12 workweeks.

Employees must have 12 months of State Service and have worked at last 1250 hours within the 12 months just prior to the effective date of the request.

An employee on FMLA leave is required to use available paid leave in the following order:

- Sick leave or, family sick leave;
- Compensatory leave;
- Annual leave; and
- Leave without pay.

An employee on FMLA will continue to participate in employee insurance plans. Contact Human Resources for conditions and payment responsibilities.

An employee returning from FMLA leave will be restored to his/her original position or to an equivalent position with equivalent pay, benefits, and other terms of employment.

An employee is responsible for adhering to the department's call-in procedures and notice requirements. Refer to Department Order 525, Employee Attendance for call-in procedures and notice requirements.

Time off charged to categories of paid leave which are FMLA qualifying events is designated as FMLA leave. Other accrued leave may run concurrently with FMLA leave. For more information, refer to Department Order 519, Employee Health - FMLA, ADA, Industrial Injury, FFD and Alternate Assignment or the Appendix for the USDOL Notice of Employee Rights and Responsibilities under the Family and Medical Leave Act. You may also contact your HR Liaison, the Occupational Health Unit, or Human Resources regarding any questions you may have about FMLA.

Industrial Leave- An employee who sustains a job-related illness or injury that is compensable under the Workers' Compensation Law will be placed on sick leave. If eligible, the employee will use FMLA leave. If possible, the employee may be placed on light duty.

Leave payments may not exceed the employee's gross salary.

If an employee exhausts all sick leave, compensatory leave and annual leave, the employee will be placed on leave without pay.

Under specific conditions, health benefit and insurance plan participation may continue. Contact Human Resources or refer to Department Order 519, Employee Health - FMLA, ADA, Industrial Injury, FFD and Alternate Assignment for more information.

Military Leave- Paid leave will be granted for up to a total of thirty days in two consecutive federal fiscal years for training or duty in the Arizona National Guard or any branch of the United States Armed Forces. Whenever possible employees requesting military leave are required to provide their supervisors with advance notice of military leave service. If an employee is requesting paid military leave, a copy of the military orders must accompany the leave request.

See Arizona Revised Statutes (A.R.S.) §§ 26-168, 26-171 and 38-610 or contact Human Resources for specific information and requirements regarding military leave.

Victim Leave- Victims of crimes or juvenile offenses are entitled to take work time off to attend all court proceedings involving the perpetrators of their crimes. An employee requesting leave will submit a copy of the form/information provided to the employee by the law enforcement agency with the request for victim leave.

An employee may use accrued sick, annual or compensatory leave to attend the court related proceedings. If an employee has no accrued sick, annual or compensatory leave, the employee may use leave without pay.

HOLIDAYS

Employees are granted time off with pay for the following 10-paid holidays each year:

<i>New Year's Day</i>	<i>January 1</i>
<i>Martin Luther King, Jr./Civil Rights Day</i>	<i>3rd Monday in January</i>
<i>Presidents' Day</i>	<i>3rd Monday in February</i>
<i>Memorial Day</i>	<i>Last Monday of May</i>
<i>Independence Day</i>	<i>July 4</i>
<i>Labor Day</i>	<i>1st Monday in September</i>
<i>Columbus Day</i>	<i>2nd Monday in October</i>
<i>Veteran's Day</i>	<i>November 11</i>
<i>Thanksgiving Day</i>	<i>4th Thursday in November</i>
<i>Christmas Day</i>	<i>December 25</i>

When a holiday falls on a Sunday, the following Monday will be observed as a holiday; Saturday holidays are observed on the preceding Friday.

An employee who is required to work on a day on which a holiday is observed shall receive:

- Both holiday compensation and one hour of pay at the employee's current salary rate for each hour worked if the employee is in a position that is either a. FLSA non-exempt; or b. exempt from the FLSA but meets the conditions as described in the ADOA Personnel Rules.
- No additional compensation if the employee is in a position that is exempt from the FLSA and is employed in any other capacity.

For more information, refer to State Personnel Rule R2-5A-B601.

MERIT INCREASES

Merit increases are available to uncovered employees and, if legislatively appropriated, to covered employees. Contact Human Resources for more information.

TIME ENTRY AND ADJUSTMENTS

Employee paychecks are calculated based upon the number of hours submitted to Payroll either by the paper time sheet known as the Positive Attendance Report (PAR), or by the electronic time sheet known as the Employee Time Entry (ETE). Both timesheet methods are approved by the Supervisor.

In accordance with A.R.S. 39-161, time sheets are public records. Falsification of time sheets is a felony offense and will result in disciplinary action up to and including dismissal. Time worked and leave taken must be reported accurately. Due to system deadlines, sometimes the second week of the pay period must be projected on the time sheet. If actual hours of work or leave differ from the hours reported on the time sheet, the correct hours must be reported as an adjustment on the next time sheet.

Supervisors are responsible for ensuring that leave is charged in accordance with State Personnel Rules and Department policy. The signatures of the employee and the supervisor certify that the time sheet is both accurate and in accordance with the provisions noted above.

Some units use the electronic Employee Time Entry (ETE) system instead of paper time sheets.

MANDATORY PAYCHECK DIRECT DEPOSIT

Employees are required to have their paychecks deposited automatically ("direct deposit") into the financial institution(s) of their choice. Employees may direct deposit in up to three different accounts. After ADC Payroll receives an employee's completed, "Authorization for Direct Deposit" (GAO-65) form, it may take up to three pay periods before the transaction becomes effective. Check with your financial institution to be sure the funds are available before writing checks on your account. If you decide to close your bank account, stop your automatic deposit first, wait until you receive a regular blue paycheck, then close the bank account. Direct deposit forms are available from the HR Liaison at your work-site or from the Central Office Payroll Unit.

PAY PERIODS AND DATES

Employees are paid bi-weekly. There are 26 bi-weekly pay periods per year. The official pay period begins at 12:00 a.m. Saturday through 11:59 p.m. of the second following Friday. Official paydays are on Thursdays.

CREDIT UNIONS

As a state employee, you are eligible for membership in two credit unions. Both credit unions offer direct deposit, savings and checking accounts, and ATM cards as well as a variety of financial services such as auto and home loans and financial counseling. Contact the credit unions for further information. Brochures and handouts may be obtained from the Institution/Human Resources Office.

The Arizona State Credit Union has several branches statewide – Phoenix, Prescott, Flagstaff, and Tucson. The Canyon State Credit Union is located in Phoenix and Payson.

INSURANCE BENEFITS

Benefits eligible State employees will be allowed to enroll via the YES website during the first 31-days of employment with an effective date on the first day of the pay period following enrollment.

State insurance plans currently offered include health, dental, life, vision and disability (short and long-term). Dependent care and medical reimbursement plans are also available and allow you to set aside pre-tax dollars to pay for certain dependent care and out-of-pocket medical expenses. Refer to benefits informational packets or visit www.benefitoptions.az.gov for further information.

Wellness programs such as health assessments, screenings, and flu shots are also available to eligible employees and, in some cases, their dependents.

The State also offers discounted home and auto insurance and a computer purchase program. These benefits are administered by the Arizona Department of Administration (ADOA) Benefit Services Division.

Family Status Changes are changes which occur making you and/or a dependent eligible or ineligible for Group Insurance coverage outside of an Open Enrollment period. Such changes include marriage, divorce, birth or adoption of a child, and change in a spouse's employment status. Requests to change coverage must be reported within 31 days of the qualifying event.

You may change the doctor or dentist you are seeing within your plan at any time by contacting the Member Services Department of your health or dental plan.

View the summary of insurance and other related benefits by visiting the website www.benefitoptions.az.gov

CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT OF 1985 (COBRA)

COBRA entitles currently enrolled employees and/or their covered dependents the option of extending their group health and/or dental plan coverage under the following circumstances:

- Termination of employment
- Death of covered employee
- Divorce or legal separation from the policyholder
- Reduction of work hours
- Loss of "dependent child" status due to age.

To be eligible for COBRA, your coverage must be paid current and be in effect at the time of separation. Benefits eligible for continuation under COBRA are Medical, Dental and Vision. Employees who leave State Service will receive an informational packet about their COBRA rights along with a COBRA Enrollment Form from the Arizona Department of Administration Benefits Office. If the employee's spouse and eligible dependents were also covered at the time of the employee's separation, they too, will receive an informational packet regarding their COBRA rights. If this information is not received within three weeks of separation, contact your HR Liaison. For more information, visit the website www.benefitoptions.az.gov

WORKERS' COMPENSATION

In accordance with Arizona's Workers' Compensation laws, the State provides comprehensive workers' compensation insurance at no cost to you. This protection covers work-related injury or illness requiring

medical treatment or time off work. Workers' compensation insurance generally provides limited benefits to eligible workers in the form of medical treatment and/or compensation for a portion of lost wages.

If you are injured while at work, before the end of your shift you are required to call the Workers Compensation Hotline at 1-800-685-2877, notify your Supervisor, complete the Employee/Supervisor Report of Industrial Injury, Form 519-2, contact your Occupational Health Unit, and always seek medical treatment if necessary. Workers' Compensation claims are administered by the ADOA, Risk Management Section.

For additional information refer to Department Order 519, Employee Health - FMLA, ADA, Industrial Injury, FFD and Alternate Assignment or visit the ADOA Risk Management's Workers' Compensation website <https://staterisk.az.gov/workers-compensation>

UNEMPLOYMENT INSURANCE

Department employees are covered by unemployment insurance. If you become unemployed, you may be eligible for unemployment compensation. Applications for unemployment benefits must be filed at an office of the Department of Economic Security (DES). DES will determine your eligibility and the amount, if any, of benefits.

RETIREMENT

As an employee, you are required to enroll in either the Arizona State Retirement System (ASRS) or the Corrections Officer Retirement Plan (CORP), depending upon your job classification. Most assignments with extensive inmate contact are covered under the CORP.

Arizona State Retirement System (ASRS)

As a member of the ASRS, a variable percentage of your pay (as determined by the Legislature) is withheld bi-weekly as your retirement contribution.

After five years of State Service, an employee is considered vested in the ASRS. When vested, employees are eligible to receive monthly payments upon attaining normal retirement age, as long as retirement contributions have not been withdrawn from the ASRS fund. Your retirement eligibility is determined by your state hire date, the number of years of ASRS creditable service, and your age.

An employee who became an ASRS member on or before June 30, 2011, a normal retirement date occurs under the earliest of the following situations:

- At age 65
- At age 62 with 10 or more years of credited service
- At any combination of years of credited service and age, totaling 80 points.

An employee who became an ASRS member on or after July 1, 2011, a normal retirement date occurs under the earliest of the following situations:

- At age 65
- At age 60 with 25 years or more of credited service
- At age 62 with 10 or more years of credited service
- At age 55 with 30 or more years of credited service

There is no point-based retirement date option for members who join the ASRS on or after July 1, 2011.

For more information contact the ASRS by calling:

- 602-240-2000 within the metropolitan Phoenix area
- 520-239-3100 within the metropolitan Tucson area
- 800-621-3778 outside Phoenix and Tucson areas

Visit their website at www.azasrs.gov

Corrections Officer Retirement Plan (CORP)

As a member of the CORP, a variable percentage of your pay (as determined by the Legislature) is withheld bi-weekly as your retirement fund contribution.

An employee who became a CORP member before January 1, 2012, may retire:

- after 20 years of service or,
- At age 62 with 10 or more years of service or at 80 points (when the member's age and length of credited service total 80).

An employee who became a CORP member on or after January 1, 2012, may retire:

- at age 52-1/2 years old with at least 25 years of service or,
- At age 62 with ten or more years of service.

Public Safety Personnel Retirement System, the CORP fund manager, maintains a current "Summary of Benefits" on its website at

http://www.psprs.com/sys_corp/Forms/2014%20CORP%20Summary%20of%20Benefits.pdf for comprehensive information about the CORP member benefits.

For more information about the CORP you may contact the CORP Pension Benefit Coordinators located within the Central Office Human Resources Operations Unit.

SOCIAL SECURITY

As a state employee, you are covered by Social Security and Medicare. Deductions at a rate set by Congress are deducted from each paycheck. Your current and year-to-date deductions for Social Security (FICA) and Medicare are shown on your paycheck stub. Your Social Security retirement benefits are in addition to your Arizona State Retirement System retirement benefits.

DEFERRED COMPENSATION

The Deferred Compensation program is an optional retirement savings program which allows you to invest pre-tax dollars in any of several funds administered by the Nationwide Investment Services Corporation, an independent corporation. The pre-tax advantage allows you to pay no federal or state income taxes on the deferred income until withdrawal. Deferred Compensation contributions are made by payroll deduction.

TRAINING/EDUCATION

The Staff Development and Training Bureau provides in-service training and development for all Arizona Department of Corrections employees and pre-service training for cadets at the Correctional Officers Training Academy (COTA). Key programs include:

Annual Training: Department-wide program to build and reinforce skills and knowledge essential to job performance.

Academies: Job-specific training required of employees who have recently transitioned to new roles such as Sergeant or Correctional Officer III to sharpen essential technical skills.

Leadership Education and Development (LEAD): Experiential training to enhance effectiveness of current and potential Department leaders. LEAD focuses on the development of eight competencies essential to Corrections leadership:

- *Change Management*
- *Collaboration*
- *Conflict Management*
- *Ethics & Values*
- *Problem Solving*
- *Self Awareness*
- *Strategic Planning*
- *Team Building*

Training staff are located at each institution and Central Office and are available to assist employees with training questions. For more information refer to Department Order 509 [Employee Training and Education](#).

EMPLOYEE RECOGNITION PROGRAM

The Department recognizes outstanding individual or group achievements, performance, proficiency, heroism and length of state service through its employee recognition program. For more information, see Department Order 506, [Employee Recognition Program](#).

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The nature of corrections work creates special stresses on employees. To help alleviate these stressful situations, ADC is contracted with CompPsych® GuidanceResources® to provide support for work-related and personal issues (counseling, financial resources, and legal support). Contact CompPsych® GuidanceResources® by calling 877-327-2362, or visit their website at guidanceresources.com for more information (Company Web ID: HN8876C).

EMPLOYEE TRAVEL REDUCTION PROGRAMS

The Department operates comprehensive employee travel reduction programs for complying with state and federal air quality regulations and for providing incentives for long-term employee retention. The Human Services Bureau is responsible for the ongoing administration of the travel reduction programs of the Department. Travel Reduction Programs include adjusted and flexible work hours scheduling, the use of alternative transportation modes, telecommuting as required by adjusted work hours statutes, Operation Ozone, and other state and federal programs.

In addition, the Department operates a Vanpool Program for correctional officers. Department employees who reside in Maricopa County are eligible for the Bus plus Card, which subsidizes bus transportation, and which may be obtained through the employee's HR Office.

The Travel Reduction Coordinator coordinates Travel Reduction Surveys, coordinates with the Department of Administration on Rideshare Parking Permits, Travel Reduction Promotions, and Commuter Club memberships. For more information, refer to Department Order 520, Employee Travel Reduction.

CHAPTER 2 - CONDITIONS OF EMPLOYMENT

ETHICAL STANDARDS

The Department affirms the dignity and worth of the services it provides. It demands the highest ethical standards of honesty, integrity, impartiality and conduct - standards that are necessary for the Department to merit the continued respect and confidence of elected officials, its employees and the general public.

Employees are required to accept responsibility and delegated authority to efficiently and effectively perform their assigned functions in a courteous, considerate and prompt manner; report misconduct to their supervisors, and cooperate with the Department's official investigations. Every employee's on and off-duty behavior must conform to the requirements of state and federal laws, state rules and Departmental policies and procedures, including those related to employee conduct, conflict of interest and political activity. All employees must adhere to the Standards of Conduct for state employees as outlined in State Personnel Rule R2-5A-501. Additionally, the on and off-duty behavior of Department employees must conform to the Department's Code of Ethics, Department Order 501, Employee Professionalism, Ethics and Conduct.

PROFESSIONALISM

As an employee who represents the Department, you are expected to be professional in your appearance and conduct at all times. You shall also maintain a work area that appears clean, neat and businesslike. During work hours, employees shall not read personal books or magazines and shall remain attentive and observant to surroundings. The employee's supervisor shall approve personal items brought into the workplace, such as radios, photographs, and personal decorative items and accessories. At the discretion of the Warden, Deputy Warden or Administrator, any or all of these items may be prohibited in the work-site, particularly in those locations where employees are in direct contact with inmates.

BACKGROUND CHECKS

The Department requires background investigations be performed on all prospective employees, contract staff, volunteers, and interns to determine the accuracy of their applications and whether they are suitable for employment or other positions within the department.

Background reviews are conducted on all employees, contract staff, volunteers, and interns every five years.

ARREST/CITATION/INCARCERATION

Should you be the subject of an order of protection or injunction against harassment, detained for questioning, arrested, cited, incarcerated, indicted or convicted for any crime, misdemeanor or felony, other than a minor traffic violation, and/or have any other contact with law enforcement authorities that may cause embarrassment to the Department or State, it is your responsibility to notify your supervisor immediately following the occurrence. For details refer to Department Order 501, Employee Professionalism, Ethics and Conduct.

DEPARTMENT POLICIES AND PROCEDURES

It is your responsibility to familiarize yourself with the Department's System of Written Instructions. Each unit maintains Department Order manuals that are readily accessible to all staff. If you do not have adequate access to Department Order manuals or Policy Net (Department Orders on computer), notify your supervisor. For details, see Department Order 101, System of Written Instructions. The types of authorized written instructions are as follows:

A **Director's Instruction (DI)** is a temporary written instruction issued in memo form and signed by the ADC Director. Director's Instructions are issued to provide immediate instructions in critical/urgent situations.

A **Department Order (DO)** is issued under the Director's signature. These written instructions cross organizational lines to guide the uniform administration and operation of the Department. Based on a systems approach, each Department Order comprehensively addresses a specific topic. They are uniformly numbered and formatted.

The **Policy Net** is an automated information search and retrieval database including a search engine containing all of the current Department Orders. For more details, contact the Policy Unit.

Institution Orders are written instructions issued under a Warden's signature to address issues/practices unique to the institution.

Post Orders are written instructions issued under a Deputy Warden's signature for posts, which are authorized by the Division Director for Offender Operations, providing a detailed description of all responsibilities, duties and functions of a post/work assignment, to include specific procedures for carrying out activities.

A **Technical Manual** contains detailed written instructions issued by Division Directors. They are limited to cases in which a written instruction affects ONLY ONE Division or applies to a limited number of employees in highly specialized areas within one or more Divisions, providing a level of detail unnecessary to the majority of employees.

PERFORMANCE EVALUATIONS

To maintain high levels of performance and service, employees should ensure that they have a thorough understanding of their work assignments and the expected results. The performance evaluation system known as, "Performance Management" is used by the State of Arizona and applies to all employees. Performance Management includes a performance plan prepared by the employee's supervisor. This performance plan outlines what is expected of the employee and how the employee's performance will be measured. Employees are expected to comply with the performance plan established by the employee's supervisor.

The performance plan may be modified at any time during a performance period. The performance plan will be modified when significant responsibilities or expectations are added to or removed from the position.

A covered probationary employee's performance will be evaluated at least once prior to granting the employee permanent status.

SUBSTANCE-FREE WORKPLACE

State employees are prohibited from the unlawful manufacture, distribution, dispensing, possession and/or use of unauthorized controlled substance on state premises or worksites, including state vehicles. State employees may not be impaired by alcohol or drugs while on duty. Disciplinary action will be taken against an employee who violates this policy, including, but not limited to, suspension, demotion or termination from employment.

These measures may also be taken against an employee who violates this policy outside the workplace, whether or not the employee is charged or convicted of an offense.

The Department provides training to inform employees of the dangers of drug abuse in the workplace and of referral services, including the Employee Assistance Program. The Department may require an employee to successfully participate in a drug abuse assistance or rehabilitation program.

EMPLOYEE DRUG AND/OR ALCOHOL TESTING

The Department conducts drug and/or alcohol testing to maintain a drug and alcohol-free workplace. To promote the health and safety of our employees, the Department has established a drug free workplace program which includes: random mandatory drug testing, post offer testing as a condition of employment for safety sensitive positions, reasonable suspicion, post accident drug and/or alcohol testing, and random Commercial Driver's License (CDL) drug and alcohol testing.

Designated safety sensitive positions are those employees who have regular and frequent contact with the inmate/offender population. These positions/duties are identified in the Department's Drug Free Workplace policy. For more information, contact your supervisor.

USE OF INTOXICANTS OR UNAUTHORIZED PRESCRIPTION DRUGS BY EMPLOYEES

No employee may enter any Department facility or office while under the influence of, or in possession of, intoxicants or unauthorized prescription drugs. Unannounced searches may be held to ensure compliance.

PRESCRIPTION MEDICATION

Employees taking prescribed and/or over-the-counter medication, (i.e. cold medication and pain medication, including medical marijuana), or other drugs or substances that they feel may impair their ability to perform their essential job functions or related duties shall advise the Occupational Health Nurse (OHN) of the medication's type, dosage, and possible side effects (as explained by their physician) when they report to work.

CONTRABAND

Employees are strictly prohibited from taking any type of contraband into a correctional facility. "Contraband" means any dangerous drug, narcotic drug, marijuana, intoxicating liquor of any kind, deadly weapon, dangerous instrument, explosive, wireless communication device, multimedia storage device or other article whose use or possession would endanger the safety, security or preservation of order in a correctional facility. Any ADC employee who knowingly introduces contraband into any correctional facility is subject to disciplinary action, including dismissal and may be subjected to criminal prosecution, as stated in A.R.S. 13-2501 and A.R.S. 13-2505.

As a condition of employment, each ADC employee must consent to have their person, vehicle and other items searched when entering and exiting a Department of Corrections' property. Also, to facilitate administrative investigations of employee misconduct allegations, you may be required to provide physical evidence, statements or testimony.

For details, see Department Orders 601, Administrative Investigations and Employee Discipline and 708, Searches.

EMERGENCY SITUATIONS - EMPLOYEE'S DUTY

Emergency Preparedness

In the event of an emergency, ADC has viable emergency operation plans (EOP) in place for each correctional complex and ADC office building. The purpose of these plans is to enhance the Department's ability to mitigate losses, respond quickly, and resume normal business when a disruption occurs - whether technological, natural or human-caused. Periodic evacuation drills are conducted to ensure all staff is proficient in procedures and practices. Trained staff known as Emergency Evacuation Floor Wardens act as the lead and are responsible for evacuating all personnel during evacuation drills and real-world emergencies. As an employee it is your responsibility to comply with any Floor Warden's instruction during all evacuation drills and real-world emergencies.

Personal Emergency Readiness Kits

During an emergency it is necessary to have personal emergency supplies on hand. The following is a list of recommended supplies to keep at your cubical, office, or work space:

- Water
- non-perishable food
- Battery-powered radio
- Flashlight/extra batteries
- First Aid Kit
- Whistle
- Dusk Mask
- Moist Towelettes
- Wrench/Pliers
- Can Opener
- Plastic sheeting and duct tape
- Garbage Bags/ties

Other Exercises

At any given time you may be subject to a recall exercise to validate the contact information provided via the YES site, therefore it is vital for this information to be current. To verify this information, visit the YES site at https://portal.hris.azdoa.gov/CES/ces_login.jsp

Arizona Department of Public Safety (DPS) Mass Communication System (Phoenix metropolitan and Tucson areas)

In an effort to provide helpful information during an emergency, DPS has created a communication system that automatically alerts you via text, email, or voice message when an emergency situation occurs within the Capitol Mall and Tucson Complex. Visit the YES site at https://portal.hris.azdoa.gov/CES/ces_login.jsp and request to receive these emergency messages.

GROOMING AND DRESS STANDARDS

An employee who is well-groomed presents a professional image and encourages the respect of others. You are expected to maintain the highest standards of personal hygiene, grooming and neatness while on duty or otherwise representing the Department. Non-uniformed and uniformed personnel are expected to meet the grooming standards prescribed by the Department for the employee's job assignment.

Uniformed personnel must wear the uniform prescribed by the Department, except while serving on a special assignment where the wearing of a uniform would be inappropriate. The Department provides uniform allowances to employees with duty assignments that require the correctional officer uniform to be worn.

Uniformed personnel must use discretion when wearing the uniform away from their duty stations and must not engage in any activity which could possibly bring discredit to the Department, such as gambling or consuming alcohol. This includes while wearing any portion of the uniform. For details, see Department Order 503, Employee Grooming and Dress.

SECONDARY EMPLOYMENT/BUSINESS INTEREST

You may have a business interest or a second job outside your scheduled ADC work hours, provided that a conflict of interest does not exist between that job/business and your work for the Department, and the job/business will not have an adverse impact on your ADC job. You are required to submit to your supervisor a completed Notification of Secondary Employment Form within 24 hours of accepting a second job and you must make your supervisor aware of any substantial business interest that you or a relative has in any contract, sale, purchase or service related to the Department. If you are considering taking another job, you should consult Department Order 501, Employee Professionalism, Ethics and Conduct.

PUNCTUALITY/ABSENCE

You must report to work at the time directed. Security staff must not leave their assigned post until properly relieved or until given supervisory permission. If you are unable to report for duty, notify your supervisor as early as possible before your scheduled duty, unless directed otherwise. For details, see Department Order 525, Employee Attendance.

SMOKING REGULATIONS

Smoking is not permitted in any work area. See your supervisor for the location of designated smoking areas. Also, see Department Order 109, Smoking and Tobacco Regulations.

RELEASE OF INFORMATION TO THE MEDIA

The Public Information Officer (PIO) is the official spokesperson for the Department and may provide information and documents to the media. No other employee may act as an official spokesperson under ordinary circumstances. If the situation requires you to act as an official spokesperson, you must first coordinate with the PIO to receive approval from the Director or a designee. For details refer to Department Order 201, Legal Services- Information Release.

CHAPTER 3 - EMPLOYMENT STATUS

THE ARIZONA DEPARTMENT OF ADMINISTRATION (ADOA) STATE PERSONNEL SYSTEM

The ADOA has implemented State personnel rules which outline employment practices that State Service agencies must follow. These rules are consistent with federal and state law and are the foundation for Department personnel policies and procedures. You should review and become familiar with these rules as you are responsible for adhering to them. Copies of the personnel rules are available through your HR Liaison or by accessing the website http://www.hr.state.az.us/PDF/Personnel_Rules.pdf

APPOINTMENT TO A COVERED POSITION

Note: This section only applies to covered employees.

PROBATIONARY PERIODS – EMPLOYEES HIRED INTO COVERED POSITIONS

- **Original Probation** - Employees who are hired into covered regular positions serve a one-year probationary period before gaining permanent status. Supervisors shall evaluate probationary employees before the end of the rating period. If no action is taken to extend the probationary period or dismiss the employee, the employee is granted permanent status. Employees dismissed during the original probationary period are not entitled to an explanation for the dismissal and they are not entitled to appeal their dismissal. Your supervisor will inform you of the time frame for your original probation.

You will be notified prior to the expiration of your probationary period whether it is being extended, the length of the extension, and the reason(s) for the extension. You will also be notified if you do not successfully complete your probation.

- **Promotional Probation** - If you are a permanent status employee and receive a promotion to a covered position, you will serve a six-month promotional probation. An employee who fails to complete a promotional probation can be reverted to the employee's former class or offered a similar position in another class at the same grade. Your supervisor will inform you of the time frame for your promotional probation. Employees reverted to a position in the class held before the promotion or transferred to a position in another class do not have the right to appeal.

Change from Covered to Uncovered Status

If approved by the department, a covered employee may voluntarily elect to become an uncovered employee without change in assignment. If an employee voluntarily accepts a change in assignment to an uncovered position, the employee becomes an uncovered employee.

Grievance Procedures- Only Covered Employees

The department's grievance procedure provides covered employees with a systematic means of obtaining further consideration of complaints related to specific disciplinary actions when informal meetings have failed. For specific information regarding the department grievance procedures, contact the ADC Human Resources Employee Relations Unit.

Appeals-Only Covered Employees Who Have Achieved Permanent Status

A covered employee who has achieved permanent status and is not a full authority peace officer may file an appeal of a disciplinary action that is a suspension for more than 80 working hours, an involuntary demotion, or a dismissal.

A covered employee who has achieved permanent status and is a full authority peace officer may file an appeal of a disciplinary action that is a suspension for more than 40 working hours, an involuntary demotion, or a dismissal. Contact the Human Resources Employee Relations Unit for more information.

Reduction in Force- Only Covered Employees Who Have Achieved Permanent Status

A reduction in force (RIF) is conducted when there is a lack of funding or work, when one or more covered positions are abolished, when material changes in duties or organization occur, or when a cost reduction initiative is introduced.

In a RIF, retention points are used to determine if a permanent status employee is retained in the employee's position, transferred to another position at the same pay grade, reduced to a lower-level position or separated.

An employee may request a review of the calculation of the employee's points, a job offer resulting in transfer or reduction, or separation. Contact Human Resources Operations for more information.

LATERAL TRANSFERS

An employee may laterally transfer into a position in another class having the same grade. Lateral transfers do not qualify for an increase in salary during the first six months in the new job, unless approved by the Director. Employees may also request hardship/emergency lateral transfers due to a serious family trauma, serious illness or death of a spouse, parent or child. Administrative lateral transfers to another institution, unit or location may be made by management, if deemed in the best interests of the Department. Refer to Department Order 504, Recruitment and Hiring.

CHANGE FROM COVERED TO UNCOVERED SERVICE

Except for a special assignment, a covered employee who voluntarily accepts a change in assignment to a position that is not the covered service, regardless of whether the voluntary change in assignment is a promotion, demotion, or lateral transfer, is an at will uncovered employee.

RETURN TO STATE EMPLOYMENT

A covered employee who has a break in service and returns to employment in an agency in the State Personnel system in any capacity shall be an uncovered employee, unless the appointment is to a position in the covered service.

MODIFIED DUTY - TEMPORARY WORK ASSIGNMENT

Modified Duty or Temporary Work Assignments may be available for employees who temporarily are unable to perform the duties of their positions. For more information, refer to Department Order 519, Employee Health - FMLA, ADA, Industrial Injury, FFD and Alternate Assignment or contact your facility Occupational Health Nurse.

UNCOVERED POSITION

Employees appointed to uncovered positions are at will employees and serve at the discretion of the Director. An uncovered employee does not have grievance rights or the right to appeal.

CHAPTER 4 - EMPLOYMENT ISSUES

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

The Department is committed to eliminating barriers to employment opportunities and provides equal employment opportunity to all without regard to race, color, religion, national origin, disability, sex, age, genetic information, pregnancy, military or veteran status, or any other status protected by law. All individuals are to be treated in a fair and non-discriminatory manner throughout the employment process.

If you believe that you are being discriminated against, immediately contact your Warden; Bureau Administrator; any supervisor or Equal Opportunity Liaison or the Department's Equal Opportunity Administrator, or the Institutional or Divisional Equal Employment Opportunity Central Office EEO Officer for assistance. For details, see Department Order 502, Equal Opportunity.

HARASSMENT

The Department is committed to maintaining human dignity and protecting its employees from unlawful harassment, whether it is of a sexual nature or based on race, color, national origin, religion, age, disability, genetic information, pregnancy, military or veteran status, or any other status protected by federal and state laws, rules and regulations.

Unlawful harassment in any form, whether verbal, physical or visual, is prohibited and will result in disciplinary action up to and including dismissal. It is the responsibility of every employee to become familiar with Department Order 527, Sexual Harassment and Employment Discrimination and Department Order 501, Employee Professionalism, Ethics and Conduct.

RETALIATION

The Department prohibits retaliation against anyone for raising a concern about, assisting in an investigation of, or filing a complaint concerning unlawful discrimination or unlawful harassment.

AMERICANS WITH DISABILITIES ACT (ADA)

The Department follows the ADA, as amended, by ensuring equal employment opportunities for qualified persons with disabilities and by providing employees, visitors and contractors with equal access to facilities, programs, and services. Applicants and employees are provided equal employment opportunities, and all persons are to be provided barrier-free access to facilities, services, programs and activities, consistent with reasonable accommodation and security requirements. For more information on this subject, please contact the ADA Liaison at your facility or division.

COMPLAINTS

If you believe you have been the victim of unlawful discrimination, harassment, or retaliation, or are aware or concerned that someone else has been, report it immediately to your warden, Bureau Administrator, any supervisor or EEO Liaison, or the Equal Opportunity Officer at Central Office.

OCCUPATIONAL HEALTH

The Department strictly enforces occupational safety and health standards. Training and related services are made available to employees in positions identified as high risk for exposure to certain blood borne and airborne pathogens. For more information, please see Department Order 116, Employee Communicable Disease Exposure Control Plan or contact your facility Occupational Health Nurse.

OCCUPATIONAL SAFETY

All ADC staff is responsible for making safety on the job a priority.

Practicing safety first will reduce losses and create a better work environment. The ADC provides an employee safety and loss control program that includes safe work practices, accountability, inventory and prevention measures, construction and maintenance of safe facilities, timely accident and exposure reporting, related training and record keeping. For more information, see Department Order 116, Employee Communicable Disease Exposure Control Plan and Department Order 404, Fire Safety and Loss Control.

If you have comments or concerns about job safety or work hazards in your area, contact the Unit Fire/Safety Coordinator, Fire/Life Safety Manager, or the Occupational Safety Consultant or complete ADC Form, 404-1, Employee Safety Suggestion Program which allows you to submit your concerns and/or ideas about work place safety and can be done so anonymously.

POLITICAL RESTRICTIONS

Employees are limited in the types of political activities in which they may participate. Generally, employees may express opinions, attend meetings to become informed, circulate petitions, sign petitions, vote for political candidates and serve on a school board. An employee may not engage in any political activities while on duty, while in uniform or at public expense. Other political activities may be prohibited by state law. For more information on this subject, you may call the Personnel Administrative Services Unit, or consult A.R.S. 41-772, Prohibitions; Violations; Classification; Civil Penalty; Protection of Civil or Political Liberties.

DOMESTIC VIOLENCE

The Department is actively identifying areas where it can effectively address the issue of domestic violence. One of the first implemented changes is to Department policy. Department Order 523, Domestic and Workplace Violence, directly addresses the issue of domestic violence. In addition, this Department Order discusses federal regulations that prohibit those convicted of domestic violence from possessing a firearm.

EMPLOYEE DISCIPLINE

When charges of employee misconduct are substantiated, the Department administers timely corrective discipline. Grave acts of misconduct may warrant dismissal of an employee without previous counseling, warning, reprimand or other discipline. However, less serious acts of misconduct may warrant the use of progressive discipline to give the employee a chance to reform their conduct. The increasing level of concern expressed through progressive discipline begins with a written reprimand and proceeds to suspension without pay, demotion, or dismissal. Refer to Department Order 601, Administrative Investigations and Employee Discipline and the Statewide Human Resources Bulletin Definitions for Dismissal or Discipline for further details.

DEMOTION

An employee who moves into a lower grade position, whether voluntary or involuntary, will receive a salary decrease as determined by the Director. If the employee's demotion is involuntary, the employee will not be eligible for a salary increase for six months after the effective date of the demotion, other than a salary increase that is legislatively mandated. After six months, the employee may become eligible for a salary increase only after a performance evaluation in the new position for which the employee received an overall rating of "meets expectations" or higher.

INSTITUTIONAL VISITS

As an ADC employee visiting an institution while off duty is strictly prohibited unless prior authorization from the Warden has been achieved. Staff on duty may not visit other institutions they are not assigned to unless it is necessary to do so as part of their job. For more information, see Department Order 501, Employee Professionalism, Ethics and Conduct.

EMPLOYMENT/PROMOTION OF RELATIVES

You may not be employed or promoted to a position if you are related by blood or marriage to the immediate supervisor of that position or if another employee who is related to you currently works for the same immediate supervisor.

Relatives, by blood or marriage, include: your spouse; natural, adopted, foster or stepchild; parent; grandchild or great-grandchild; a grandparent or great-grandparent; sister or brother; aunt or uncle; or a niece or nephew.

The DOA Director may grant exceptions to these prohibitions if there are no other qualified candidates for the position at the location. For details, see Department Order 504, Recruitment and Hiring.

INCARCERATION OF RELATIVES

If you learn that a relative has become an inmate of the Department, you must immediately report it in writing to your supervisor. Permission to visit or correspond with a relative or close friend must be granted by the institution's Warden. Also, see Department Order 501, Employee Professionalism, Ethics and Conduct.

CHAPTER 5 - GENERAL

BRIBERY

You must report to your supervisor any bribery, attempted bribery or solicitation of bribery from anyone.

INTERNAL INVESTIGATIONS

Internal administrative investigations may be requested by managers to maintain the overall security of facilities as well as to ensure the integrity and reputation of the Department. Internal investigations will be conducted in a manner conducive to good order and discipline, while observing the individual rights of each employee. Employees must respond fully and truthfully to all questions when requested by investigators of the Inspector General's Office regarding the performance of their official duties and/or personal conduct. Any employee who fails to respond completely and honestly to such inquiries may be subject to disciplinary action, including dismissal.

Polygraph tests may be used in conjunction with interviews during criminal and administrative investigations of employee misconduct. Refer to Department Order Department Order 601, Administrative Investigations and Employee Discipline for further information.

SOLICITATION

Solicitation includes any activity which promotes, sells or transfers products, services or memberships; lotteries; sports pools; candy and related sales; and the posting or distributing of handbills, leaflets, circulars and advertising.

Employees, volunteers, contractors, subcontractors, visitors or any other person who enters an ADC work-site are prohibited from any kind of soliciting without advance written approval. For specific information, refer to Department Order 111, Solicitation. Solicitation for official State-endorsed programs such as the State Employees Charitable Campaign (SECC), Blood Drive or the employee Deferred Compensation Program is allowed under certain circumstances and restrictions. These officially endorsed programs may be conducted on State time in State facilities as long as established guidelines are followed.

EMPLOYEE ORGANIZATIONS

You are free to join or support any organization not considered a conflict of interest, as defined in the State Personnel Rule R2-5A-501, Standards of Conduct, and not prohibited by Arizona Revised Statutes. For information on the Personnel Rules or statutes, contact the ADC Employee Relations Unit.

EMPLOYEE BULLETIN BOARDS

Employee information bulletin boards are one of the Department's methods of communicating and sharing information. Bulletin boards contain valuable employment information and you should review them on a regular basis.

EMPLOYEE RECORDS

Each work unit maintains a personnel file on every current employee. The official ADC personnel file is located at the Central Office Human Resources Operations Unit. You may schedule a review of your official personnel file by contacting the Human Resources Operations Unit via your HR Liaison. In accordance with DEPARTMENT ORDER 507, Employee Records, you must ensure your home address and contact telephone number are updated and provided to your immediate supervisor and HR within 5-work days of any change.

Other than the employee, access to Personnel records is limited to the following:

- The employee's attorney, or anyone who has written authorization from the employee;
- Department personnel designated as having need for the information;
- Department official in the normal line of duty;
- An official acting in response to court orders or subpoenas;
- An official of an agency to which the employee has applied; and
- An official of an agency of the federal or state government or any of their political subdivisions, but only when management deems access to the file is appropriate.

USE OF STATE VEHICLES

State vehicles may only be used for official State or ADC business. Drivers must possess a valid Arizona driver's license appropriate to the vehicle and its classification. The driver is responsible for ensuring that all occupants wear and properly fasten seat belts.

Operators of state-owned vehicles are responsible for checking the vehicle for operational factors (i.e., fuel, water, oil, tires) and safety devices before driving the vehicle and for prompt reporting of any defects. The vehicle should not be operated until all defects have been corrected.

State vehicles may not be driven at speeds exceeding the applicable speed limit. You are personally responsible for the prompt payment of fines for any moving or non-moving traffic citations received while driving a state vehicle, and are responsible for reporting violations to your supervisor.

STATE PROPERTY- SECURITY AND APPROPRIATE USE

State property is made available to employees to assist them in the performance of their job duties. Property which the State furnishes for your use in conducting State business includes, but is not limited to: telephones, copy and fax machines, cameras, radios, email services, personal computers, access to the Internet and vehicles. The purpose of Department state property is to facilitate company business.

Preventing the loss, damage, misuse or theft of State property is the responsibility of each employee. If you have State property in your personal possession, reasonable precautions should be taken to help ensure its security. In the case of a loss or damage, you must report the loss or damage to your supervisor.

A.R.S. § 38-448 specifically prohibits State employees from using agency owned or agency leased computer equipment to access, download, print or store any pornographic material.

Employees may not consume food or use state equipment or supplies purchased or produced for institutional or Departmental use, except when permitted as a condition of employment or as required to perform their duties.

Employees are expected to take into consideration the most cost-effective methods of performing their work and are cautioned to be conservative with the use of any state supplies. Without proper authorization, you may not remove state property from a Department facility or office. For more information, refer to Department Order 304, Equipment and Inventory System, on Employee-Issued State Property.

CHAPTER 6 - INMATE/STAFF RELATIONSHIPS

CONFIDENTIALITY OF INMATE RECORDS

Arizona law and State personnel rules specify the type of offender information that is to remain confidential as well as the type of information that may be made available to the public. Access to confidential records is limited to authorized personnel.

The Master Record File, maintained at Central Office, is the official record for each inmate committed to the jurisdiction of the Department. Portions of this file are confidential. Institutional and working files are subject to the same privacy and security regulations as the Master Record Files in Central Office. Inmates do not have direct access to their own or other inmate files.

The public does not have access to inmate medical records. An inmate may authorize access to their medical record, except by another inmate, upon written notification to the medical administrator or designee.

For more information regarding the confidentiality of inmate records, refer to Department Order 901, Inmate Records Information and Court Action.

STAFF/INMATE RELATIONSHIPS

One of the first policies you should review is Department Order 501, Employee Professionalism, Ethics and Conduct, as this is one of the most important. Employees shall refrain from personal relationships with inmates, released inmates and inmate family members. Contact with inmates, released inmates and inmate family members are limited to officially authorized activities. You are required, at all times, to maintain a professional distance from inmates and deal with them in a courteous and professional manner.

You are prohibited from contacting or corresponding with an inmate's friends or any member of an inmate's family, unless required by assigned duties or if you are granted permission from the Warden or Administrator. If you are contacted by an inmate family member or friend while off-duty, you must immediately report that contact, in writing, to your supervisor.

PURCHASE OF INMATE ARTS AND CRAFTS

Inmate arts and crafts may be purchased by employees only through approved institutional procedures. Any doubt about the appropriateness of a purchase should be discussed with your supervisor. For details, see Department Order 906, Inmate Recreation/Arts and Crafts.

REPORTING INMATE DISCIPLINARY VIOLATIONS

You need to be aware of the necessity for security and discipline in all contacts with inmates and released offenders who are under the supervision of the Department. All activities shall be conducted in a manner that does not compromise security. An inmate who refuses to obey a staff order is in violation of the disciplinary policy.

When you observe an inmate refusing to obey an order or committing any disciplinary violation, you must report it, and a written report must be filed within 24 hours of the misconduct. This report must be fair and impartial and state all facts about the incident. Personal feelings must be put aside to ensure fair and equal treatment of inmates. For details, refer to Department Order 803, Inmate Disciplinary Procedure.

TRANSMISSION OF MESSAGES

You may not transmit messages, either written or verbal, to or from any inmate or an inmate's family, except as is necessary in transacting the business of the institution or unit. If you have a question regarding this subject, consult your supervisor. For details, see Department Orders 501, Employee Professionalism, Ethics and Conduct, and 916, Staff - Inmate Communications.

USE OF FORCE

Employees may use only the minimum force necessary to contain, prevent or control an incident or individual.

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Employees should become familiar with Department Order 804, Inmate Behavior Control. Employees in the Correctional Officer (CO) series are required to qualify annually with the required service weapon(s). Wardens may assign a CO to a duty post that requires the use of an additional firearm.

