

Section #	Section Title	Proposed Revision
<b>Revisions applied wherever mentioned in Rules</b>		
<ul style="list-style-type: none"> <li>• Replacing “Initial Regular Employment Probation” with “Initial Regular Probation”</li> <li>• Replacing “Recruitment Summary List” with “Open Competitive List”</li> <li>• Replacing “Termination” with “Dismissal” when referring to disciplinary matters</li> <li>• Removing term “controlled substances”. Covered under definition of drugs</li> <li>• Replacing “Employment Lists” with Eligible Lists”</li> <li>• Replacing “Oral Counseling” with “Verbal Counseling”</li> <li>• Replacing “Performance shortcomings” with “Violations of standards of conduct”</li> <li>• Adding “Sworn” to Fire Personnel when referring to 12-hour and 24-hour shifts</li> </ul>		
110	Definitions – Alcohol	Updating definition  Any beverage, mixture, or substance containing ethyl alcohol (ethanol), including but not limited to beer, wine, distilled spirits, and products intended for consumption; and any substance – consumable or non-consumable – that can impair judgment, performance, safety, or behavior due to its alcohol content.
110	Definitions – At Will Appointment	Deleting reference to public safety at will procedures.
110	Definitions - Drugs	Updating definition  Any chemical that has a physiological effect when absorbed or otherwise introduced into the body. A drug includes substances that (a) are illegal under Arizona law as set forth in A.R.S. § 13-3401 et seq., (b) are prescribed by a licensed medical practitioner, or (c) are available over-the-counter or from a dispensary.
110	Definitions – Involuntary Demotion	Separating Demotion definition into Involuntary & Voluntary
110	Definitions - Public Service Employee	Deleting. Outdated program.
110	Definitions - RIWF list	Adding definition  A list of employees who are laid off or placed in another position as a result of a reduction in workforce.
110	Definitions - Seniority	Removing definition. Only reference is in 250E. Reinstatement which refers to sworn seniority for shift bid purposes. Sworn seniority procedures are outlined in Fire and PD department policies.
110	Definitions – Voluntary Demotion	Separating Demotion definition into Involuntary & Voluntary
120	Service of Notice	Adding e-mail as method of service and removing “certified” from U.S. mail delivery
220 B.	Employment Lists	Removing list order. Consideration for hire is first given to candidates on a RIWF list. No other specific order after that.
220C.2	Duration on Lists	Revising from 6 months to 4 months

220 C.5.	Recruitment Summary List	Revising from 6 months to 4 months
220 D.	Insufficient Candidates	Removing verbiage that gives City of Mesa employees first priority in a recruitment.  Deleting duplicate sentence re: insufficient candidates.
240.F.	Preparation of Eligible Lists	Removing reference to merging of names on list.
250.E.	Reinstatement	Removing reference of continuous employment to be consistent with changes to vacation accruals. See Section 422 B.
270	Public Service Employment Programs	Deleting. Outdated program.
320 E. 1	Promotion	Adding that a promotion will result in at least a 5% increase
320 H.3.	Demotion	Changing "failure to meet requirements" to "failure to maintain required certifications or licenses".  Revising from "shall" be dismissed to "may" be dismissed
330	Performance Increases and Decreases	Revising to Pay Increases and Decreases
330 D.	Pay Decreases Due to Performance	Cleaning up verbiage to match PAF category of Needs Improvement" Removing Pre-Deprivation Hearing verbiage. Due process related to discipline is addressed in Section 820. (Discipline Against Classified (Not At-Will) Employees; Due Process)
330 G.	Step Pay Review Date	Moving from Section 430 (Unpaid Time off). No change to verbiage
340.D	Stability Pay	Moving from Section 430 Unpaid Time off). No change to verbiage
410 B.	Unexcused Absences	Removing "extraordinary circumstances" verbiage  Clarifying service delivery of pre-dep notice  The notice shall be delivered to the employee by one of the following methods: hand-delivery; email, or U.S. mail.
422 B.	Vacation Time. Accrual	Adding additional vacation accrual based on years of service
422 E.	Separation	Revising to match wording in Section 423D.  A full-time or benefited part-time employee who separates from City of Mesa employment shall be compensated for all accumulated vacation time.
423 D	Sick Time Payment at Retirement/Death	Increasing sick payout at retirement based on years of service. See chart.  Adding 100% sick leave payout for employee who dies in the course and scope of employment. 50% for all other circumstances of death.
426	Jury Duty or Witness Time	Clarifying if jury duty or subpoena is for matters unrelated to or not arising from employee's performance of official duties employee must notify their supervisor of the subpoena or summons in advance of the performance of this duty
430	Unpaid Time Off	Deleting section from the Personnel Rules. All information is either being moved to another section or already existed in another section.  B. Stability Pay. Moved to Section 340 C. Step Pay Review Date. Moved to Section 330 D. Insurance Participation. Moved to Section 480

440 E.	Special Leaves - Insurance Participation	Moving to Section 480
470 D.	Short Term Disability Benefit - Insurance Participation	Moving to Section 480
480 C.	Insurance Programs	Adding verbiage previously in Sections 440 and 470
510 B.	Standards of Conduct	Revising from "Causes for Discipline or Dismissal" to "Causes for Discipline".  (Dismissal is a type of Discipline).
510 B.4	Standards of Conduct	Removing substance definitions and referring back to City's Alcohol and Drug Policy
510 B.10	Standards of Conduct	Removing definitions of harassment and discrimination and referring back to City's Management Policy 308.
520	Work Rules – Work Week	Updating to reflect full work week
540 C.1.a	Initial Regular Probation	Changing from Dispatcher to Telecommunicator
540 D. 5.,6.,7.	Disciplinary Probation	Removing Pre-Deprivation Hearing verbiage. Due process related to discipline is addressed in Section 820.
710	Definition	Removing. Refer to Definitions section
720	Grievance Process	Changing from "shall be final" to "is final".
820 A	Written Reprimand – Authority	Removing "the lowest level of discipline"
820B.2	Disciplinary Probation	Removing Pre-Deprivation Hearing verbiage. Disciplinary probation alone does not require a pre-dep hearing. Only if there is an involuntary reduction in pay, which is addressed in 820 D.
820C.2.	Suspension – Duration	Adding employees may not work voluntary overtime shifts during the duration of the suspension until all hours of the suspension have been served
820C.4.	Notice of Suspension	Suspension must begin to be served within 45 days. Changing from 90 days.
820D.2	Involuntary Reduction in Pay – Pre-Deprivation Hearing	Clarifying service delivery of pre-dep notice  The notice shall be delivered to the employee by one of the following methods: hand-delivery; email, or U.S. mail
820E.	Demotion	Adding "Involuntary"
820E.2.	Demotion – Pre-Deprivation Hearing	Clarifying service delivery of pre-dep notice  The notice shall be delivered to the employee by one of the following methods: hand-delivery; email, or U.S. mail
820F.2.	Dismissal – Pre-Deprivation Hearing	Clarifying service delivery of pre-dep notice  The notice shall be delivered to the employee by one of the following methods: hand-delivery; email, or U.S. mail
910A.	Resignation – Requirements	Revising resignation notice be submitted to supervisor rather than Department Director  Changing notice from 14 days to 2 work weeks