

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject SENIORITY, PRIOR SERVICE, AND SERIAL NUMBERS	Policy Number GC-3 Effective Date 12-01-22
Related Information <i>Maricopa County Law Enforcement Officers Merit System</i>	Supersedes GC-3 (12-19-14)	

PURPOSE

The purpose of this Office Policy is to establish guidelines and procedures to identify the criteria for the issuance of serial numbers; prior service; the recognition of seniority; and the reemployment, rehire, or reinstatement of a previous Office employee.

POLICY

It is the policy of the Office to recognize seniority as a status attained by length of continuous service with the Office and to further value the service of employees by recognizing seniority for certain benefits and employment decisions.

DEFINITIONS

Employee: A person currently employed by the Office in a classified, unclassified, contract, or temporary status.

Reemployment: The return, within one year from the date of separation, of a former employee of the Office who is separated due to a reduction in force (RIF).

Regular Status: The status an employee achieves under the applicable Maricopa County Employee Merit System Rules or a compensated deputy under the Maricopa County Law Enforcement Officers Merit System when retained in a position of the classified service following the successful completion of the initial probation period.

Rehire: The return of a former employee of the Office who is separated from Maricopa County employment.

Reinstatement: The appointment of a former deputy sheriff of the Office to the same class within one year from the date of separation.

Seniority: The comparative time in continuous employment with the Office within a job classification series.

PROCEDURES

1. **Serial Numbers:** The Office issues serial numbers, which serve as identification numbers for each employee. Serial numbers shall not be used to determine seniority.
 - A. The Human Resource Services Division issues serial numbers to compensated employees. Once issued, a compensated employee's serial number shall not be reissued to any other employee. However, the serial number may be reissued to the same individual if they separate from Maricopa

County employment and are later reemployed, rehired, or reinstated. Serial numbers are issued to compensated employees as follows:

“S” Sworn personnel.

“A” Civilian and detention personnel.

“B” Civilian and detention personnel.

B. The Pre-Employment Services Division issues serial numbers, and may reissue as necessary, preceded by the indicated letters to the following categories of volunteers:

“V” Retired sworn deputies who become reserve deputies.

“R” Reserve deputies.

“G” Reserve cadets attending the reserve academy.

“P” Posse members.

2. **Prior Service:** The Office considers time in service as continuous and uninterrupted employment. The Office does not recognize prior service with respect to seniority. Reemployed, rehired, and reinstated personnel accrue vacation and sick leave credits at the rates prescribed by Maricopa County Policy for newly hired personnel and if the position is merited shall serve a new probationary period.

A. **Rehire for Civilian and Detention Personnel:** Subject to the availability of a suitable position and an open recruitment, former employees who were in a civilian or detention officer classification may apply for rehire. To be considered for rehire, each person must complete an application of employment and if necessary complete the pre-employment process.

B. **Reinstatement for Deputies:** Subject to the availability of a suitable position, former employees who were employed in the deputy classification may apply for reinstatement within one year of their resignation. Each person must complete the entire application and background process to be reconsidered. Applicants must have achieved regular status during their previous employment and must have resigned in good standing, as evidenced by a review of their personnel file and performance appraisals.

1. The pay rate for a reinstated deputy will be based on years’ of directly relevant experience and internal equity as calculated by the Compensation Section of the Employee Retention and Performance Division.

2. Reinstated deputies who formerly held rank may only be reinstated to the position of deputy.

3. **Seniority Based Decisions:** Seniority shall not be the primary consideration for assignment in certain administrative and functional matters of shifts or duties. Other considerations include the employees’ qualifications, their abilities, the assignment of all employees, and the good of the Office. Assignments should be made to balance experienced personnel on all shifts. Compensated employees may be granted preference based on seniority under the following conditions:

A. If two or more employees are requesting the same leave dates and all other factors are equal. Supervisors may establish deadlines and conditions as necessary to create equitable leave schedules.

- B. If a volunteer for transfer or special assignment is to be selected and two or more employees are equally suitable.
 - C. Deputies participating in the promotional process, as specified in the Maricopa County Law Enforcement Officers Merit System.
 - D. If a Reduction in Force (RIF) is necessary, seniority may be considered in determining the order of a layoff.
4. **Supervisory Seniority:** Seniority among supervisors is based upon date of promotion. If two supervisors were promoted on the same date, the supervisor having the longest period of uninterrupted service shall be the ranking supervisor.