

DR. MATT HEINZ

Supervisor
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Pima County Board of Supervisors

To: Melissa Manriquez, Clerk of the Board

From: Dr. Matt Heinz, Supervisor, District 2

Date: April 14, 2022

RE: BOS Agenda 04/19/22:
Personnel Policy – Change in Employment Status

A handwritten signature in blue ink, appearing to read "M. Heinz".

Please add this item to the addendum agenda for 04/19/22. Thank you.

Board of Supervisors:

Discussion/Direction/Action: Directing the County Administrator and County staff to draft a new personnel policy – or amend existing policy/policies as necessary – regarding protocols and notice expectations for an employee looking to retire, resign, take a paid or unpaid leave of absence, or otherwise leave their post indefinitely or for an extended period.

An employee wishing to initiate such a change in their employment status, if eligible, must provide written notice to their department director, HR, and the County Administrator, and receive written acknowledgment or approval of same, before initiating the change. In the case of the County Administrator or Clerk of the Board, such written notice shall be delivered to the full Board of Supervisors, both by email and hard copy, at least 90 days prior to the desired date of such change.

cc: Jan Leshar, County Administrator
Francisco García, MD, MPH, Chief Medical Officer and Deputy County Administrator for Health and Community Services
Carmine DeBonis, Jr., Deputy County Administrator for Public Works