



# Pima County

MEETING LOCATION  
Administration Bldg - East  
130 W. Congress Street  
1st Floor Tucson, AZ  
85701.  
Public Access to Hearing  
Room at 8:40 a.m.

## Legislation Details

**File #:** File ID 14327 **Version:** 1 **Name:**  
**Type:** Addendum **Status:** No Action  
**File created:** 4/14/2022 **In control:** Board of Supervisors  
**On agenda:** 4/19/2022 **Final action:** 4/19/2022

**Title:** Personnel Policy - Change in Employment Status  
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, Human Resources, 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. (District 2)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. BOS\_PersonnelPolicy-ChangeinEmploymentStatus\_Dist2Submittal, 2. BOS\_PersonnelPolicy\_CommentLetters\_4-18-22\_Redacted

Date	Ver.	Action By	Action	Result
4/19/2022	1	Board of Supervisors		