

LAW ENFORCEMENT MERIT SYSTEM COUNCIL
SUBSTANTIVE POLICY STATEMENT #1-2000

INTERMITTENT EMPLOYEES

The Law Enforcement Merit System Council (Council) has adopted rules relating to an Intermittent Employee. This Substantive Policy Statement is to inform the general public and members of the Department of Public Safety (Department) of the Council's interpretation of the rules relating to an Intermittent Employee.

The purpose of this Substantive Policy Statement is to clarify the method of employing and the status given to an Intermittent Employee. The use of an employee to work on an intermittent basis is vital to the operation of the Department. Frequently, a former employee may wish to become an Intermittent Employee. Also, an employee who has been promoted or reassigned to a different classification may express interest in working on an intermittent basis in a former classification.

An employee who leaves the Department or is reassigned to another classification may be placed on an Intermittent Employee List for a classification previously held. No examination will be required to be placed on an Intermittent Employee List, provided the request is received within one year from the time the employee left that classification series, and the employee's last evaluation within that classification was standard or above. The manager may select from this list of employees whenever the need arises.

An Intermittent Employee List may also be established in the same manner as an employment eligibility list.

An Intermittent Employee is not eligible to receive the benefits afforded a full or part-time employee. An Intermittent Employee who is not a full-time employee will **not** be eligible to compete in a promotional process. However, an Intermittent Employee who is not a full-time employee will be allowed to compete for a position in the same manner prescribed for any non-employee. An Intermittent Employee will not acquire annual or sick leave benefits and will not accrue time in the classification.

The rate of pay for an Intermittent Employee will be determined by the agency head.

Approved and entered into the minutes on June 21, 2000.

J.G. Landau, Chairman

G.W. McKinney, Vice-Chairman

This substantive policy statement is advisory only. A substantive policy statement does not include internal procedural documents that only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules made in accordance with the Arizona administrative procedure act. If you believe that this substantive policy statement does impose additional requirements or penalties on regulated parties you may petition the agency under section 41-1033, Arizona Revised Statutes, for a review of the statement.