

## Arizona Employee Handbook Guidelines

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## **Arizona Employee Handbook Guidelines**

State Personnel System. Employee Handbook. PREFACE This Employee Handbook applies to all State of Arizona employees in the State Personnel System, both covered and uncovered, and replaces all previous agency-specific employee handbooks. Only the Arizona Department of Administration (ADOA) Director has the right to modify, revoke, suspend, terminate or change any of

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the provisions of this handbook, in whole or in part, and may do so at any time.

## **Copy of Statewide Employee Handbook Rev 20180817 ... - Arizona**

Arizona Employee Handbooks: What you need to know Employee handbooks should be drafted according to the particular needs of each individual workplace and in accordance with the requirements of state and federal law. Employers should try to develop policies and procedures that reflect the company's size, employee needs, and company philosophy.

## **Arizona Employee Handbooks laws & HR compliance analysis**

The following statewide policies, guidelines and bulletins (policies) are issued by the Arizona Department of Administration (ADOA), Human Resources Division (HRD). These

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policies apply to all state government agencies, boards and commissions under the State Personnel System.

## **Statewide Policies Guidelines and Bulletins - Arizona**

Child Labor Laws. Disability Discrimination (ADA) Discrimination Laws. Fair Labor Standards Act (FLSA) Family/Medical Leave (FMLA) Health and Safety (OSHA) Labor Laws (NLRA) Leave Laws. Mass Layoffs (WARN) Meals and Breaks. Minimum Wage. Overtime. Required Postings. Wage Payment. Unemployment. Vacation Leave

## **Arizona Employment & Labor Laws | AZ Handbook**

Arizona law also requires that all changes to the official employee handbook be made with the mutual consent of both parties, and that they be made for consideration. This consideration requirement means that the employer must provide the affected employees with something of value, such as

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monetary compensation.

## **Avoiding Implied Contracts In Your Employee Handbook**

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## **Arizona Employee Handbook Guidelines**

Because the handbook is now a legal contract, Arizona law requires that any modification of its terms must be made by mutual consent of the parties and for consideration. Consideration requires the employer to give the employee something of value, like money.

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## **Employee Handbooks: In Arizona, Did You Know...? - Mesch ...**

E. Employee handbook. The Director may publish an employee handbook outlining pertinent rules and regulations and make the handbook available to all employees. If published, the employee handbook shall serve as the official handbook for all employees in the State Personnel System.

## **State Personnel Rules | Human Resources - Arizona**

State Employee Benefits: 602-542-5008 Employment

Verification: 1-800-367-5690 IT Service Desk: 602-364-4444

Badging Office: 602-542-4502 Human Resources: 602-542-5482

HRIS Service Desk: 602-542-4700 ProcureAZ Help Desk:

602-542-7600 GSD Helpdesk: 602-542-4594 Workers'

Comp/Employee Injury Call Center: 800-685-2877 Public Meeting

Notices: [publicmeetings.az.gov](http://publicmeetings.az.gov)

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## **State Employee Resources | Human Resources - Arizona**

However, no employee acquires employee rights in excess of, or in addition to those authorized under the State Personnel Rules or Arizona Revised Statutes. Nothing in these policies and procedures should be interpreted to conflict with Federal or State laws or rules. If a conflict is discovered, the appropriate laws or rules control.

## **ADOA Policies and ADOA Forms | Human Resources - Arizona**

In November 2016, Arizona voters approved Proposition 206, which is now commonly referred to as Arizona's paid sick time law. The new law requires employers to provide 1 hour of paid time off for every 30 hours worked up to a maximum of 40 hours per year depending on the size of the employer.

## **Arizona Employers Need to Update Employee Handbooks**

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Arizona does not have any labor laws requiring an employer to provide a meal period or breaks to employees, thus the federal rule applies. The federal rule does not require an employer to provide either a meal (lunch) period or breaks. However, if an employer chooses to do so, breaks, usually of the type lasting less than 20 minutes, must be paid.

## **Arizona Labor Laws - Employment Law Handbook**

Federal and State laws govern the activities of the Department. The Department develops Administrative Rules and administrative and program policies to implement those laws. The laws and Rules governing the Department are identified in the Legal Authority section of the policies. The Department updates its policies on an ongoing basis to respond to new or revised Federal and State laws, changes ...



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## **DCS Laws, Rules, and Policies | Arizona Department of ...**

Employers must include the following information in the records of each employee who is subject to Arizona's minimum wage requirements (non-exempt employees),: Full name, and on the same record, the employee's identifying symbol or number if it is used in place of the employee's name on any time, work, or payroll record;

## **Arizona - Wage Payment Laws - Employment Law Handbook**

4B.1 Duties and Appointments of Academic Professional Employees. 4B.2 Annual Performance Reviews of Academic Professional Employees. 4B.3 Promotion. 4B.4 Suspensions and Terminations of Academic Professional Appointments . Chapter 4C: Personnel Policies and Procedures for Service Professional Employees

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## **University Handbook for Appointed Personnel | Policies and ...**

Need info about a state's employment and labor laws? Employment Law Handbook has free detailed information for all categories. Click to read more.

## **State Employment & Labor Laws | Employment Law Handbook**

requires the Attorney General to “compile, publish and distribute to... persons and government entities on request, at least every ten years, the Arizona agency handbook.” Due to the high cost of publishing, the current version of the Handbook is posted on the Attorney General’s Web site to satisfy this statutory requirement.

## **Agency Handbook | Arizona Attorney General**

In Arizona, a private employer can require an employee to work

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holidays. A private employer does not have to pay an employee premium pay, such as 1½ times the regular rate, for working on holidays, unless such time worked qualifies the employee for overtime under standard overtime laws.

### **Arizona - Leave Laws - Employment Law Handbook**

Arizona's new Paid Sick Leave laws are very complicated, and following these rules and writing policies for your handbook is not as easy as some people think it is. As such, we wanted to offer this information, distilled down to its basics, plus great resources like a webinar and sample policy, to help our neighbors and friends prepare for ...

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