

TITLE 2. ADMINISTRATION

CHAPTER 1. DEPARTMENT OF ADMINISTRATION

(Authority: A.R.S. § 38-613 et seq.)

ARTICLE 1. EXPIRED

Section	
R2-1-101.	Expired
R2-1-102.	Expired
R2-1-103.	Expired
R2-1-104.	Expired

R2-1-503.	Expired
R2-1-504.	Expired
R2-1-505.	Expired

ARTICLE 2. TRANSFERRED

Laws 1983, Ch. 98, 177 transferred authority for operation of the state Motor Vehicle Pool to the Director of Administration effective July 27, 1983.

Article 2 consisting of Sections R2-1-201 through R2-1-209 adopted effective July 27, 1983.

Former Sections R2-6-401 through R2-6-403, R2-6-405 through R2-6-410 transferred and renumbered.

Former Article 2, consisting of Sections R2-1-201 through R2-1-209, transferred to Title 2, Chapter 15, Article 2, Sections R2-15-201 through R2-15-209, Department of Administration, General Services Division (Supp. 91-3).

ARTICLE 3. EMERGENCY EXPIRED

Article 3 consisting of Sections R2-1-301 and R2-1-302 adopted as an emergency effective October 10, 1984, pursuant to A.R.S. § 41-1003, valid for only 90 days. Emergency expired.

Section	
R2-1-301.	Emergency expired
R2-1-302.	Emergency expired

ARTICLE 4. EMERGENCY TELECOMMUNICATION SERVICES REVOLVING FUND

Article 4 consisting of Sections R2-1-401 through R2-1-409 adopted effective June 22, 1985.

Section	
R2-1-401.	Definitions
R2-1-402.	Establishment of 9-1-1 Planning Committee
R2-1-403.	Submission of Service Plan
R2-1-404.	Certificate of Service Plan approval
R2-1-405.	Resubmitting of a Service Plan
R2-1-406.	Modification of an Approved Service Plan
R2-1-407.	9-1-1 System Design Standards
R2-1-408.	9-1-1 Operational Requirements
R2-1-409.	Funding Eligibility
R2-1-410.	Method of Reimbursement
R2-1-411.	Allocation of Funds

ARTICLE 5. EXPIRED

Article 5, consisting of Sections R2-1-501 through R2-5-505, expired under A.R.S. § 41-1056(E) at 7 A.A.R. 3475, effective July 16, 2001 (Supp. 01-3).

Article 5 consisting of Sections R2-1-501 through R2-1-505 adopted effective October 9, 1985.

Section	
R2-1-501.	Expired
R2-1-502.	Expired

ARTICLE 6. ADJUSTED WORK HOURS

Article 6 consisting of Sections R2-1-601 through R2-1-605 adopted effective May 3, 1989.

Article 6 consisting of Section R2-1-601 readopted as an emergency effective February 2, 1988, pursuant to A.R.S. § 41-1026, valid for only 90 days. Emergency expired.

Article 6 consisting of Section R2-1-601 adopted as an emergency effective October 2, 1987, pursuant to A.R.S. § 41-1026, valid for only 90 days. Emergency expired.

Section	
R2-1-601.	Definitions
R2-1-602.	Requirements
R2-1-603.	Monitoring
R2-1-604.	Repealed
R2-1-605.	Repealed

ARTICLE 7. REPEALED

Editor's Note: New rules for the Water Quality Appeals Board were adopted under a new Chapter (2 A.A.C. 17) in Supp. 98-1.

Article 7, consisting of Sections R2-1-701 through R2-1-732, repealed effective January 8, 1998 (Supp. 98-1).

ARTICLE 8. REIMBURSEMENT FOR PUBLIC OR PRIVATE TRANSPORTATION

Article 8, consisting of Sections R2-1-801 through R2-1-805 adopted effective December 30, 1994 (Supp. 94-4).

Article 8, consisting of Sections R2-1-801 through R2-1-804 repealed effective December 30, 1994 (Supp. 94-4).

Section	
R2-1-801.	Definitions
R2-1-802.	Transportation Program Reimbursement Subsidy Eligibility
R2-1-803.	Transportation Program Reimbursement Subsidy Amount
R2-1-804.	Transportation Program Reimbursement Subsidy Procedure
R2-1-805.	Transportation Program Reduced Cost Procedure

ARTICLE 9. REIMBURSEMENT FOR VANPOOL TRANSPORTATION

Article 9, consisting of Sections R2-1-901 through R2-1-905 adopted effective December 30, 1994 (Supp. 94-4).

Section	
R2-1-901.	Definitions
R2-1-902.	Vanpool Reimbursement Subsidy Eligibility
R2-1-903.	Vanpool Reimbursement Subsidy Amount
R2-1-904.	Vanpool Reimbursement Subsidy Procedure
R2-1-905.	Vanpool Reduced Cost Procedure

ARTICLE 1. EXPIRED**R2-1-101. Expired****Historical Note**

Adopted effective April 7, 1982 (Supp. 82-2). Section R2-1-101 repealed, new Section adopted effective April 15, 1991 (Supp. 91-2). Section expired under A.R.S. § 41-1056(E) at 7 A.A.R. 5991, effective November 30, 2001 (Supp. 01-4).

R2-1-102. Expired**Historical Note**

Adopted effective April 7, 1982 (Supp. 82-2). Section R2-1-102 repealed, new Section adopted effective April 15, 1991 (Supp. 91-2). Section expired under A.R.S. § 41-1056(E) at 7 A.A.R. 5991, effective November 30, 2001 (Supp. 01-4).

R2-1-103. Expired**Historical Note**

Adopted effective April 7, 1982 (Supp. 82-2). Section R2-1-103 repealed, new Section adopted effective April 15, 1991 (Supp. 91-2). Section expired under A.R.S. § 41-1056(E) at 7 A.A.R. 5991, effective November 30, 2001 (Supp. 01-4).

R2-1-104. Expired**Historical Note**

Adopted effective April 7, 1982 (Supp. 82-2). Amended effective February 7, 1990 (Supp. 90-1). Section R2-1-104 repealed, new Section adopted effective April 15, 1991 (Supp. 91-2). Section expired under A.R.S. § 41-1056(E) at 7 A.A.R. 5991, effective November 30, 2001 (Supp. 01-4).

ARTICLE 2. TRANSFERRED

Former Article 2, consisting of Sections R2-1-201 through R2-1-209, transferred to Title 2, Chapter 15, Article 2, Sections R2-15-201 through R2-15-209, Department of Administration, General Services Division (Supp. 91-3).

R2-1-201. Transferred**Historical Note**

Adopted effective July 27, 1983 (Supp. 83-4). Section repealed, new Section adopted effective February 7, 1990 (Supp. 90-1). Transferred to R2-15-201 (Supp. 91-3).

R2-1-202. Transferred**Historical Note**

Adopted effective July 27, 1983 (Supp. 83-4). Repealed effective February 7, 1990 (Supp. 90-1). Transferred to R2-15-202 (Supp. 91-3).

R2-1-203. Transferred**Historical Note**

Adopted effective July 27, 1983 (Supp. 83-4). Section repealed, new Section adopted effective February 7, 1990 (Supp. 90-1). Transferred to R2-15-203 (Supp. 91-3).

R2-1-204. Transferred**Historical Note**

Adopted effective July 27, 1983 (Supp. 83-4). Section repealed, new Section adopted effective February 7, 1990 (Supp. 90-1). Transferred to R2-15-204 (Supp. 91-3).

R2-1-205. Transferred**Historical Note**

Adopted effective July 27, 1983 (Supp. 83-4). Section repealed, new Section adopted effective February 7, 1990 (Supp. 90-1). Transferred to R2-15-205 (Supp. 91-3).

R2-1-206. Transferred**Historical Note**

Adopted effective July 27, 1983 (Supp. 83-4). Editorial correction, subsection (B), paragraph (3) (Supp. 84-2). Section repealed, new Section adopted effective February 7, 1990 (Supp. 90-1). Transferred to R2-15-206 (Supp. 91-3).

R2-1-207. Transferred**Historical Note**

Adopted effective July 27, 1983 (Supp. 83-4). Section repealed, new Section adopted effective February 7, 1990 (Supp. 90-1). Transferred to R2-15-207 (Supp. 91-3).

R2-1-208. Transferred**Historical Note**

Adopted effective July 27, 1983 (Supp. 83-4). Repealed effective February 7, 1990 (Supp. 90-1). Transferred to R2-15-208 (Supp. 91-3).

R2-1-209. Transferred**Historical Note**

Adopted effective July 27, 1983 (Supp. 83-4). Section repealed, new Section adopted effective February 7, 1990 (Supp. 90-1). Transferred to R2-15-209 (Supp. 91-3).

ARTICLE 3. EMERGENCY EXPIRED**R2-1-301. Emergency expired****Historical Note**

Adopted as an emergency effective October 10, 1984, pursuant to A.R.S. § 41-1003, valid for only 90 days. Emergency expired.

R2-1-302. Emergency expired**Historical Note**

Correction, Historical Note not shown in Supp. 84-5, added in Supp. 85-4. Adopted as an emergency effective October 10, 1984, pursuant to A.R.S. § 41-1003, valid for only 90 days (Supp. 85-4). Emergency expired.

ARTICLE 4. EMERGENCY TELECOMMUNICATION SERVICES REVOLVING FUND**R2-1-401. Definitions**

The following definitions shall apply for purposes of this Article:

1. "Assistant Director" means Assistant Director of the Information Services Division of the Arizona Department of Administration.
2. "Automatic location identification" or "ALI" means the process of electronically identifying and displaying the name of the subscriber and the address of the calling telephone number to a person answering a 9-1-1 call.
3. "Automatic number identification" or "ANI" means the telephone number of a caller that is automatically identified at the PSAP receiving a 9-1-1 call.
4. "Basic 9-1-1" means a service that routes a 9-1-1 call to a PSAP for dispatch services. There are no ALI or ANI data provided with the call.

5. "Busy hour" means the hour period during a 24-hour day when the number of 9-1-1 calls to the PSAP is generally at a maximum.
6. "Busy month" means the one-month period during a 12-month calendar year when, as a general matter, the number of 9-1-1 calls to the PSAP is at a maximum.
7. "Central office" means the physical site of the switching equipment for a specific telephone exchange area.
8. "Customer premise equipment" or CPE means the PSAP's communication equipment necessary for handling 9-1-1 calls.
9. "Dedicated 9-1-1 trunk" means a telephone circuit that is used exclusively to transport 9-1-1 calls.
10. "Enhanced 9-1-1" means a service that routes a 9-1-1 call to a PSAP for dispatch services and delivers the telephone number, name, and address to the PSAP.
11. "Fund" means the emergency telecommunication services revolving fund established in A.R.S. § 41-704(B).
12. "Network access mileage computations" means a computation based on distance measured from the Central Office located outside of the local exchange area to the Central Office that serves the PSAP based on the type of circuits between the Central Offices.
13. "Network exchange services" means telephone circuits or private lines dedicated to and used exclusively for the purpose of receiving, extending, or transferring 9-1-1 calls.
14. "Nine-One-One service" or "9-1-1 service" means a telephone service which allows a user of the public telephone system to reach a PSAP by dialing the digits 9-1-1.
15. "Person" has the same meaning as at A.R.S. § 1-215.
16. "Public or Private safety agency" means any unit of local, state, or federal government, special purpose district, or private person located in whole or in part within this state, that provides or has the authority to provide fire-fighting, law enforcement, ambulance, or other emergency or medical services.
17. "Public safety answering point" or "PSAP" means a communications facility operated on a 24-hour basis that is assigned the responsibility to receive 9-1-1 calls and, as appropriate, notifies or dispatches public or private safety services or extends, transfers, or relays 9-1-1 calls to an appropriate public or private safety agency.
18. "Public safety answering point manager" means a person responsible for the daily operation of a public safety answering point.
19. "PSAP service area" means the area in which an emergency-call-taking service is provided by a PSAP.
20. "Selective routing" means a process through which a 9-1-1 call is automatically routed to a predetermined PSAP based on the telephone number of the calling party.
21. "Service plan" means a written plan which identifies the method of providing and maintaining 9-1-1 Service in a specific geographic area.
22. "Telephone exchange area" means a specific geographic area designated by the Arizona Corporation Commission to receive service from 1 or more central offices.
23. "Wireless service" means mobile or cellular telephone service, whether digital or analog.

Historical Note

Adopted effective July 22, 1985 (Supp. 85-4). Amended effective June 14, 1990 (Supp. 90-2). Amended by final rulemaking a 6 A.A.R. 1971, effective May 12, 2000 (Supp. 00-2).

R2-1-402. Establishment of 9-1-1 Planning Committee

- A. To qualify for funding under A.R.S. § 41-704(B), all the public or private safety agencies in a specific geographic area to be served shall establish a 9-1-1 planning committee to develop a service plan.
- B. A 9-1-1 planning committee shall include representation from all public and private safety agencies located within the specific geographic area that have the authority to provide fire-fighting, law enforcement, ambulance, or other medical or emergency services.
- C. To receive funding, a 9-1-1 planning committee shall submit a service plan as required in R2-1-403.

Historical Note

Adopted effective July 22, 1985 (Supp. 85-4). Amended effective June 14, 1990 (Supp. 90-2). Amended by final rulemaking a 6 A.A.R. 1971, effective May 12, 2000 (Supp. 00-2).

R2-1-403. Submission of Service Plan

Each 9-1-1 planning committee shall submit a final service plan to the Assistant Director. The following information shall be included:

1. The name and mailing address of the planning committee chairperson;
2. The names of all members of the 9-1-1 planning committee;
3. The date the service plan is submitted to the Assistant Director;
4. The date the 9-1-1 service is scheduled to begin;
5. The signature of the chairperson;
6. A map showing the geographic boundaries of the telephone exchange areas included in the proposed 9-1-1 service system, each PSAP location, and any other jurisdictional boundaries;
7. The name and mailing address of the public or private safety agency operating each PSAP;
8. The name and telephone number of each PSAP manager;
9. A description of the procedures and agreements to be followed when responding to 9-1-1 calls that are routed to a PSAP other than the one serving the area from which the call originates;
10. A description of the 9-1-1 system routing and switching configurations;
11. A description of the network exchange services, the central office equipment to be used, and any network access mileage computations;
12. An itemized list of both estimated installation cost and ongoing costs as discussed in R2-1-409 for proposed telephone service and equipment. These estimates shall be obtained by the 9-1-1 planning committee from the telephone company serving the telephone exchange area and signed by an authorized employee of the telephone company or equipment vendor. Equipment that is on term contract from the State of Arizona Purchasing Office is exempt from bidding requirements;
13. A copy of the equipment specifications used for bidding the system customer premise equipment. A minimum of 2 bids is required;
14. A copy of the low-bid response with itemized equipment costs and associated installation charges and a list of vendors;
15. A certification from the 9-1-1 planning committee that the service plan meets the requirements of the public or private safety agencies whose services will be available in response to a 9-1-1 call;

16. A list of all public and private safety agencies whose services will be available in response to 9-1-1 calls with the following information about each:
 - a. Agency name,
 - b. Agency mailing address,
 - c. Name and telephone number of the agency head,
 - d. A brief description of the services to be provided, and
 - e. A description of proposed procedures for dispatching emergency service providers;
17. A description of an alternate method of providing service if there is a failure of all or a portion of the 9-1-1 service system or a failure of the PSAP primary electrical power;
18. A certification from the 9-1-1 planning committee for the ALI feature, that at least 90% of the 9-1-1 service area is addressed with street numbers. Before implementation of the ALI feature, certification of a less than 10% error rate in the data base shall be obtained from the telephone company responsible for the data base; and
19. A plan for a program of public information regarding 9-1-1 service, which the 9-1-1 planning committee chairperson or designee will implement at least 30 days before 9-1-1 service begins.

Historical Note

Adopted effective July 22, 1985 (Supp. 85-4). Amended effective June 14, 1990 (Supp. 90-2). Amended by final rulemaking a 6 A.A.R. 1971, effective May 12, 2000 (Supp. 00-2).

R2-1-404. Certificate of Service Plan Approval

- A. The Assistant Director shall approve or disapprove a service plan within 60 days of its submission.
- B. If approved, the Assistant Director shall notify the 9-1-1 planning committee chairperson in writing of the approval of the service plan and shall include an itemization of the costs that are eligible for payment from the fund. This approval shall be in the form of a "Certificate of 9-1-1 Service Plan Approval".
- C. If a service plan or any part of a service plan is disapproved, the Assistant Director shall notify the 9-1-1 planning committee chairperson in writing within 60 days of the reasons for the disapproval and the opportunity to submit a revised service plan.
- D. By the 15th of December of each year, a 9-1-1 planning committee with an approved service plan shall submit a budget of projected 9-1-1 costs to the Assistant Director for the next fiscal year.

Historical Note

Adopted effective July 22, 1985 (Supp. 85-4). Amended effective June 14, 1990 (Supp. 90-2). Amended by final rulemaking a 6 A.A.R. 1971, effective May 12, 2000 (Supp. 00-2).

R2-1-405. Resubmitting of a Service Plan

If a service plan or any part of a service plan is disapproved by the Assistant Director, a revised service plan may be resubmitted by the 9-1-1 planning committee chairperson within 45 days of receipt of the notice of disapproval. The Assistant Director shall approve or disapprove the revised service plan within 30 days following receipt.

Historical Note

Adopted effective July 22, 1985 (Supp. 85-4). Amended effective June 14, 1990 (Supp. 90-2). Amended by final rulemaking a 6 A.A.R. 1971, effective May 12, 2000 (Supp. 00-2).

R2-1-406. Modification of an Approved Service Plan

- A. The Assistant Director shall be notified in writing by the 9-1-1 planning committee chairperson at least 60 days in advance of any proposed modification to a 9-1-1 system that would result in a material change to the service plan as approved.
- B. Within 30 days of receipt of any proposed modification, the Assistant Director shall approve or disapprove the proposed modification. If the proposed modification is disapproved, the proposed modification is ineligible for payment from the fund.
- C. The PSAP manager shall review PSAP and network services annually and submit any proposed modification in annual budget request by December 15th of the year preceding the fiscal year in which the modification is proposed to be made.

Historical Note

Adopted effective July 22, 1985 (Supp. 85-4). Amended effective June 14, 1990 (Supp. 90-2). Amended by final rulemaking a 6 A.A.R. 1971, effective May 12, 2000 (Supp. 00-2).

R2-1-407. 9-1-1 System Design Standards

In order to obtain approval of a service plan, the 9-1-1 planning committee shall include the following in the service plan:

1. A 9-1-1 service system shall be designed and operated to provide service that enables no more than 1 call out of 100 incoming calls to receive a busy signal on the first dialing attempt during the busy hour of an average week during the busy month;
2. Each telephone position with the capability of answering or handling 9-1-1 calls shall be equipped with the necessary interface to communicate with TDD/TTY devices for communications with hearing-impaired individuals in accordance with the Americans with Disabilities Act;
3. A 9-1-1 service system shall include the following services:
 - a. Law enforcement services including services of the County Sheriff and the Department of Public Safety;
 - b. Firefighting services; and
 - c. Ambulance or emergency medical services;
4. Other services may be included in a 9-1-1 service system at the discretion of the public or private safety agency operating the PSAP, but the fund shall not pay for these other services;
5. PSAP answering equipment shall permit answering personnel to place a 9-1-1 call on hold;
6. Each PSAP and each participating public or private safety agency shall have at least 1 published telephone number to call for non-emergency services. One non-emergency number may be shared by 2 or more participating public or private safety agencies if there is a cooperative agreement for call-answering responsibility; and
7. An automatic alarm system or other related device shall not be connected in a manner that activates a call to a 9-1-1 service system.

Historical Note

Adopted effective July 22, 1985 (Supp. 85-4). Amended effective June 14, 1990 (Supp. 90-2). Amended by final rulemaking a 6 A.A.R. 1971, effective May 12, 2000 (Supp. 00-2).

R2-1-408. 9-1-1 Operational Requirements

In order to obtain approval from the Assistant Director for payment from the fund for costs eligible for payment under R2-1-409, the PSAP shall:

1. Monitor the 9-1-1 service system level of service to ensure that the standards in R2-1-407 are met. Once each fiscal year the PSAP manager shall obtain a report

regarding the 9-1-1 level of service from the telephone company servicing the telephone exchange area. If the report provided by the telephone company indicates that the required service level is not being met, the PSAP manager shall:

- a. Request the telephone company to prepare plans, specifications, and cost estimates to raise the level of service to that required in R2-1-407.
- b. Notify the Assistant Director under R2-1-406 if, based on information provided by the telephone company, modifications to the system are necessary.
2. Provide service to all callers within its service area 24 hours each day, 7 days a week. To qualify as a primary or secondary PSAP, the PSAP must receive a minimum of 300 9-1-1 emergency calls per month.
3. Refer all calls entering the 9-1-1 service system that do not require a public or private safety response unit be dispatched to a non-9-1-1 telephone number.
4. Designate a telephone number other than 9-1-1 as a backup number in case the 9-1-1 service system fails. The designated alternate telephone number shall be published in the public telephone directory, by the local public safety agency.
5. Develop and maintain a system for recording 9-1-1 calls received by the PSAP. The records shall be retained for at least 31 days from the date of the call and shall include the following information:
 - a. Date and time the call is received,
 - b. Nature of the problem, and
 - c. Action taken by the dispatcher.
6. To qualify as a remote print site, the PSAP must receive a minimum of 100 emergency calls per month.

Historical Note

Adopted effective July 22, 1985 (Supp. 85-4). Amended effective June 14, 1990 (Supp. 90-2). Amended by final rulemaking a 6 A.A.R. 1971, effective May 12, 2000 (Supp. 00-2).

R2-1-409. Funding Eligibility

- A. The following costs of providing 9-1-1 service shall be reimbursed by the ADOA 9-1-1 Office from the fund, subject to available monies and the following requirements, to a 9-1-1 planning committee that has a Certificate of 9-1-1 Service Plan Approval:
 1. Costs of the network exchange services necessary to provide the minimum grade of service.
 2. Costs for necessary and appropriate equipment required by the PSAP to receive and process 9-1-1 calls and messages. This may include computer telephone integrated systems or other automated call management and distribution systems.
 3. Ongoing maintenance costs following the warranty period, if any, for the customer premise equipment used in the receiving and processing of 9-1-1 calls and messages.
 4. Necessary and appropriate consulting services or administrative costs, not to exceed 3% of the amounts deposited annually in the revolving fund.
- B. The Assistant Director shall consider special projects that further statewide 9-1-1 availability, including addressing or database projects, public education, and training programs on a case-by-case basis. Special project funding is based on community needs and the availability of funds.

Historical Note

Adopted effective July 22, 1985 (Supp. 85-4). Amended effective June 14, 1990 (Supp. 90-2). Amended by final

rulemaking a 6 A.A.R. 1971, effective May 12, 2000 (Supp. 00-2).

R2-1-410. Method of Reimbursement

- A. Network Exchange Services
 1. The 9-1-1 planning committee chairperson shall submit the operating telephone company's billing statement for the network exchange services to the Assistant Director.
 2. The Assistant Director shall review invoices for compliance with the original Certificate of 9-1-1 Service Plan Approval, and approve and make payment directly to the operating telephone company.
- B. Station terminal equipment
 1. Payment of costs for the 9-1-1 customer premise equipment shall be made after submission by the designated public safety office, of a copy of the vendor's contract, with an itemized listing of equipment and associated costs and installation charges, to the Assistant Director for review and approval.
 2. The Assistant Director shall make payment directly to the vendor upon verification that the invoice is in compliance with the original Certificate of 9-1-1 Service Plan Approval.
- C. Maintenance costs
 1. Payment of costs for ongoing maintenance shall be made by the ADOA 9-1-1 Office of customer premise equipment following expiration of a warranty period for the equipment. Payment shall be made by the designated public safety office submitting a copy of the maintenance contract with an itemized list of hourly labor rates and equipment costs.
 2. The Assistant Director shall make payment directly to the vendor upon verification that the charges are for the 9-1-1 equipment and services originally contracted for and that the vendor's hourly labor rate does not exceed the prevailing labor rate for similar communication equipment and services.
- D. The Assistant Director shall pay the costs for consulting directly to the consultant, after the Assistant Director verifies that:
 1. The need and proposed cost of consulting services is identified in either the original 9-1-1 service plan under R2-1-403 or in the annual budget under R2-1-404(D); and
 2. A copy of the consultant's contract is submitted to the Assistant Director.

Historical Note

Adopted effective July 22, 1985 (Supp. 85-4). Amended effective June 14, 1990 (Supp. 90-2). Amended by final rulemaking a 6 A.A.R. 1971, effective May 12, 2000 (Supp. 00-2).

R2-1-411. Allocation of Funds

The following change access and wireless service line verification shall be conducted by the ADOA 9-1-1 Office each year:

1. The Assistant Director shall request from the operating telephone companies providing 9-1-1 service, by February 15 of each year, the number and type of exchange access lines in each telephone exchange area in this state and the amount of 9-1-1 excise tax generated in each telephone exchange area in each county.
2. The Assistant Director shall request, by February 15 of each year, from each wireless service provider the number of activated wireless service lines within the state and the amount of 9-1-1 tax generated.
3. Each 9-1-1 planning committee that has a Certificate of 9-1-1 Service Plan Approval shall be apportioned a per-

centage of monies on deposit in the fund. Payment shall be made directly to the vendors identified in the 9-1-1 service plan.

4. If the combined statewide 9-1-1 service costs exceed the available monies in the fund, monies shall be allocated by the Assistant Director on a percentage basis determined by the ratio of revenue to expenses for the state as a whole.

Historical Note

Adopted effective July 22, 1985 (Supp. 85-4). Amended effective June 14, 1990 (Supp. 90-2). Amended by final rulemaking a 6 A.A.R. 1971, effective May 12, 2000 (Supp. 00-2).

ARTICLE 5. EXPIRED

R2-1-501. Expired

Historical Note

Adopted effective October 9, 1985 (Supp. 85-5). Section expired under A.R.S. § 41-1056(E) at 7 A.A.R. 3475, effective July 16, 2001 (Supp. 01-3).

R2-1-502. Expired

Historical Note

Adopted effective October 9, 1985 (Supp. 85-5). Section expired under A.R.S. § 41-1056(E) at 7 A.A.R. 3475, effective July 16, 2001 (Supp. 01-3).

R2-1-503. Expired

Historical Note

Adopted effective October 9, 1985 (Supp. 85-5). Section expired under A.R.S. § 41-1056(E) at 7 A.A.R. 3475, effective July 16, 2001 (Supp. 01-3).

R2-1-504. Expired

Historical Note

Adopted effective October 9, 1985 (Supp. 85-5). Section expired under A.R.S. § 41-1056(E) at 7 A.A.R. 3475, effective July 16, 2001 (Supp. 01-3).

R2-1-505. Expired

Historical Note

Adopted effective October 9, 1985 (Supp. 85-5). Section expired under A.R.S. § 41-1056(E) at 7 A.A.R. 3475, effective July 16, 2001 (Supp. 01-3).

ARTICLE 6. ADJUSTED WORK HOURS

R2-1-601. Definitions

In this Article, unless the context otherwise requires:

1. "Agency head" means the head of each department, agency, board and commission of this state.
2. "Area A" has the same meaning in A.R.S. § 49-541(1).
3. "Area B" has the same meaning in A.R.S. § 49-541(2).
4. "Director" means the Director of the Department of Administration or the Director's designee.
5. "Employee" means any person elected or appointed to a state position, or employed on a part-time or full-time basis by a department, agency, board, or commission of this state.
6. "Period" means October 1 through the following April 1.

7. "Travel Reduction Survey Data" means information collected pursuant to A.R.S. § 49-588, Pima County Ordinance 1988-72, and Pinal County Ordinance 121300-AQ1.

Historical Note

Adopted as an emergency effective October 2, 1987, pursuant to A.R.S. § 41-1026, valid for only 90 days (Supp. 87-4). Emergency expired. Readopted as an emergency effective February 2, 1988, pursuant to A.R.S. § 41-1026, valid for only 90 days (Supp. 88-1). Emergency expired.

New Section R2-1-601 adopted as a permanent rule effective May 3, 1989 (Supp. 89-2). Amended by final rulemaking at 17 A.A.R. 422, effective April 30, 2011 (Supp. 11-1).

R2-1-602. Requirements

- A. During the period, each agency head shall provide work schedule options so that a minimum of 85% of employees whose offices are located in Area A or Area B are on adjusted work hours to reduce carbon monoxide concentration levels caused by vehicular travel. Adjusted work hours are schedules that:

1. Begin the workday on or before 7:30 a.m., or on or after 8:30 a.m., and conclude the workday on or before 4:30 p.m., or on or after 5:30 p.m.;
2. Adjust work hours into a four-day, 40-hour work week. Employees shall avoid a workday that begins between 7:30 a.m. and 8:30 a.m. or concludes between 4:30 p.m. and 5:30 p.m., whenever possible; or
3. Allow the employee to telework, commute by public transit, carpool, vanpool, bicycling, or walking. Employees who carpool or vanpool shall avoid a workday that begins between 7:30 a.m. and 8:30 a.m., or concludes between 4:30 p.m. and 5:30 p.m., whenever possible.

- B. Notwithstanding the requirements of subsection (A), each agency shall comply with A.R.S. § 38-401 requiring state offices to be open from 8:00 a.m. until 5:00 p.m.

Historical Note

Adopted effective May 3, 1989 (Supp. 89-2). Amended by final rulemaking at 17 A.A.R. 422, effective April 30, 2011 (Supp. 11-1).

R2-1-603. Monitoring

The Director shall utilize existing travel reduction survey data to determine the percentage of employee work schedules that are in compliance with R2-1-602(A).

Historical Note

Adopted effective May 3, 1989 (Supp. 89-2). Section repealed; new Section made by final rulemaking at 17 A.A.R. 422, effective April 30, 2011 (Supp. 11-1).

R2-1-604. Repealed

Historical Note

Adopted effective May 3, 1989 (Supp. 89-2). Section repealed by final rulemaking at 17 A.A.R. 422, effective April 30, 2011 (Supp. 11-1).

R2-1-605. Repealed

Historical Note

Adopted effective May 3, 1989 (Supp. 89-2). Section repealed by final rulemaking at 17 A.A.R. 422, effective April 30, 2011 (Supp. 11-1).

Editor's Note: New rules for the Water Quality Appeals Board were adopted under a new Chapter (2 A.A.C. 17) in Supp. 98-1.

ARTICLE 7. REPEALED

R2-1-701. Repealed

Historical Note

Adopted effective May 7, 1990 (Supp. 90-2). Repealed effective January 8, 1998 (Supp. 98-1).

R2-1-702. Repealed

Historical Note

Adopted effective May 7, 1990 (Supp. 90-2). Repealed effective January 8, 1998 (Supp. 98-1).

R2-1-703. Repealed

Historical Note

Adopted effective May 7, 1990 (Supp. 90-2). Repealed effective January 8, 1998 (Supp. 98-1).

R2-1-704. Repealed

Historical Note

Adopted effective May 7, 1990 (Supp. 90-2). Repealed effective January 8, 1998 (Supp. 98-1).

R2-1-705. Repealed

Historical Note

Adopted effective May 7, 1990 (Supp. 90-2). Repealed effective January 8, 1998 (Supp. 98-1).

R2-1-706. Repealed

Historical Note

Adopted effective May 7, 1990 (Supp. 90-2). Repealed effective January 8, 1998 (Supp. 98-1).

R2-1-707. Repealed

Historical Note

Adopted effective May 7, 1990 (Supp. 90-2). Repealed effective January 8, 1998 (Supp. 98-1).

R2-1-708. Repealed

Historical Note

Adopted effective May 7, 1990 (Supp. 90-2). Repealed effective January 8, 1998 (Supp. 98-1).

R2-1-709. Repealed

Historical Note

Adopted effective May 7, 1990 (Supp. 90-2). Repealed effective January 8, 1998 (Supp. 98-1).

R2-1-710. Repealed

Historical Note

Adopted effective May 7, 1990 (Supp. 90-2). Repealed effective January 8, 1998 (Supp. 98-1).

R2-1-711. Repealed

Historical Note

Adopted effective May 7, 1990 (Supp. 90-2). Repealed effective January 8, 1998 (Supp. 98-1).

R2-1-712. Repealed

Historical Note

Adopted effective May 7, 1990 (Supp. 90-2). Repealed effective January 8, 1998 (Supp. 98-1).

R2-1-713. Repealed

Historical Note

Adopted effective May 7, 1990 (Supp. 90-2). Repealed effective January 8, 1998 (Supp. 98-1).

R2-1-714. Repealed

Historical Note

Adopted effective May 7, 1990 (Supp. 90-2). Repealed effective January 8, 1998 (Supp. 98-1).

R2-1-715. Repealed

Historical Note

Adopted effective May 7, 1990 (Supp. 90-2). Repealed effective January 8, 1998 (Supp. 98-1).

R2-1-716. Repealed

Historical Note

Adopted effective May 7, 1990 (Supp. 90-2). Repealed effective January 8, 1998 (Supp. 98-1).

R2-1-717. Repealed

Historical Note

Adopted effective May 7, 1990 (Supp. 90-2). Repealed effective January 8, 1998 (Supp. 98-1).

R2-1-718. Repealed

Historical Note

Adopted effective May 7, 1990 (Supp. 90-2). Repealed effective January 8, 1998 (Supp. 98-1).

R2-1-719. Repealed

Historical Note

Adopted effective May 7, 1990 (Supp. 90-2). Repealed effective January 8, 1998 (Supp. 98-1).

R2-1-720. Repealed

Historical Note

Adopted effective May 7, 1990 (Supp. 90-2). Repealed effective January 8, 1998 (Supp. 98-1).

R2-1-721. Repealed

Historical Note

Adopted effective May 7, 1990 (Supp. 90-2). Repealed effective January 8, 1998 (Supp. 98-1).

R2-1-722. Repealed

Historical Note

Adopted effective May 7, 1990 (Supp. 90-2). Repealed effective January 8, 1998 (Supp. 98-1).

R2-1-723. Repealed

Historical Note

Adopted effective May 7, 1990 (Supp. 90-2). Repealed effective January 8, 1998 (Supp. 98-1).

R2-1-724. Repealed

Historical Note

Adopted effective May 7, 1990 (Supp. 90-2). Repealed effective January 8, 1998 (Supp. 98-1).

R2-1-725. Repealed

Historical Note

Adopted effective May 7, 1990 (Supp. 90-2). Repealed effective January 8, 1998 (Supp. 98-1).

R2-1-726. Repealed**Historical Note**

Adopted effective May 7, 1990 (Supp. 90-2). Repealed effective January 8, 1998 (Supp. 98-1).

R2-1-727. Repealed**Historical Note**

Adopted effective May 7, 1990 (Supp. 90-2). Repealed effective January 8, 1998 (Supp. 98-1).

R2-1-728. Repealed**Historical Note**

Adopted effective May 7, 1990 (Supp. 90-2). Repealed effective January 8, 1998 (Supp. 98-1).

R2-1-729. Repealed**Historical Note**

Adopted effective May 7, 1990 (Supp. 90-2). Repealed effective January 8, 1998 (Supp. 98-1).

R2-1-730. Repealed**Historical Note**

Adopted effective May 7, 1990 (Supp. 90-2). Repealed effective January 8, 1998 (Supp. 98-1).

R2-1-731. Repealed**Historical Note**

Adopted effective May 7, 1990 (Supp. 90-2). Repealed effective January 8, 1998 (Supp. 98-1).

R2-1-732. Repealed**Historical Note**

Adopted effective May 7, 1990 (Supp. 90-2). Repealed effective January 8, 1998 (Supp. 98-1).

ARTICLE 8. REIMBURSEMENT FOR PUBLIC OR PRIVATE TRANSPORTATION

R2-1-801. Definitions

In this Article, unless otherwise specified:

1. "Bus" means a motor vehicle designed to carry 16 or more passengers, including the driver.
2. "Commute" means travel to and from an employee's place of employment.
3. "Director" means the chief executive officer of the Department of Administration or the director's designee.
4. "Eligible employee" means an individual who is employed by the state of Arizona, in pay status, and lives or works in a vehicle emissions control area, as defined in A.R.S. § 49-541, except a university employee or an employee of the State Compensation Fund under A.R.S. § 23-981.01.
5. "Pay status" has the meaning in R2-5A-101.
6. "Private transportation" means the conveyance of passengers, by a commercial enterprise, on scheduled routes by bus for which an individual passenger pays a fare.
7. "Public transportation" has the meaning in A.R.S. § 41-710.01(B).
8. "Reduced cost" means an eligible employee's share of the total cost of public or private transportation that remains after the reimbursement subsidy is paid.
9. "Reimbursement subsidy" means the portion of the total cost of public or private transportation that is paid through a contract with the state of Arizona on behalf of an eligible employee under A.R.S. § 41-710.01.

10. "Transportation card" means the evidence of an eligible employee's participation in a transportation program, issued to the employee by the Department of Administration.
11. "Transportation program" means a system for reimbursement or subsidy of public or private transportation expenses under A.R.S. § 41-710.01.

Historical Note

Adopted effective May 31, 1991 (Supp. 91-2). Section repealed, new Section adopted effective December 30, 1994 (Supp. 94-4). Amended by final rulemaking at 6 A.A.R. 746, effective February 1, 2000 (Supp. 00-1). Amended by final rulemaking at 13 A.A.R. 4579, effective February 5, 2008 (Supp. 07-4). Corrected rule reference to R2-5A-101 in subsection (5) due to Personnel Reform rules made in 2012; statutory citations updated in subsections (7), (9) and (11) according to Laws 2012, Ch. 321, correction letter M15-192 filed by agency (Supp. 14-2).

R2-1-802. Transportation Program Reimbursement Subsidy Eligibility

The Director shall pay a reimbursement subsidy on behalf of an eligible employee who:

1. Commutes by public or private transportation;
2. Is enrolled in a transportation program; and
3. Has authorized payroll deductions under A.R.S. § 38-612(B)(9).

Historical Note

Adopted effective May 31, 1991 (Supp. 91-2). Section repealed, new Section adopted effective December 30, 1994 (Supp. 94-4). Amended by final rulemaking at 6 A.A.R. 746, effective February 1, 2000 (Supp. 00-1).

R2-1-803. Transportation Program Reimbursement Subsidy Amount

A. The Director shall determine the amount of reimbursement subsidy, up to 100% of the actual cost of public or private transportation, based upon:

1. The number of eligible employees participating in the program;
2. The cost of public or private transportation; and
3. The amount of state funds appropriated by the Legislature for reimbursement subsidy purposes.

B. The Director shall notify an employee of:

1. The initial percentage of subsidy before the employee enrolls in the program; and
2. Any change in that percentage at least 30 days before the effective date of the change.

Historical Note

Adopted effective May 31, 1991 (Supp. 91-2). Section repealed, new Section adopted effective December 30, 1994 (Supp. 94-4). Amended by final rulemaking at 6 A.A.R. 746, effective February 1, 2000 (Supp. 00-1).

R2-1-804. Transportation Program Reimbursement Subsidy Procedure

The provider of public or private transportation shall submit a monthly invoice to the Director that itemizes each public or private transportation ride taken by each eligible employee. The Director shall subtract from the total amount due the percentage of subsidy. The eligible employee shall pay the reduced cost through payroll deduction.

Historical Note

Adopted effective May 31, 1991 (Supp. 91-2). Section

repealed, new Section adopted effective December 30, 1994 (Supp. 94-4). Amended by final rulemaking at 6 A.A.R. 746, effective February 1, 2000 (Supp. 00-1).

R2-1-805. Transportation Program Reduced Cost Procedure

- A. An eligible employee seeking to pay a reduced cost shall complete, sign, and submit an application and payroll deduction authorization form to the office designated by the Department of Administration. The application form shall contain the following:
1. The employee's name and employee identification number;
 2. The name and mailing address of the state agency compensating the employee;
 3. For public transportation, the type of public transportation card requested; and
 4. The employee's agreement to comply with the conditions in subsection (B).
- B. As a condition of receiving a transportation card, an eligible employee shall agree:
1. Not to allow anyone else to use the transportation card;
 2. To use the transportation card only for trips to and from work with a state agency, board, or commission, unless the employee incurs the maximum monthly charge in commuting;
 3. To be responsible for charges incurred with the transportation card;
 4. To notify the office designated by the Department of Administration if the transportation card is lost or stolen;
 5. To pay \$5 on a payroll deduction to replace a lost, damaged, or stolen transportation card;
 6. To surrender the transportation card upon termination of employment with the state; and
 7. That use of the transportation card after receiving notice from the Department of Administration of change in the transportation program policies constitutes the employee's agreement to the change.

Historical Note

Adopted effective December 30, 1994 (Supp. 94-4). Amended by final rulemaking at 6 A.A.R. 746, effective February 1, 2000 (Supp. 00-1). Amended by final rulemaking at 13 A.A.R. 4579, effective February 5, 2008 (Supp. 07-4).

ARTICLE 9. REIMBURSEMENT FOR VAN POOL TRANSPORTATION

R2-1-901. Definitions

In this Article, unless otherwise specified, the following terms apply:

1. "Commute" means travel to and from an employee's place of employment.
2. "Director" means the chief executive officer of the Department of Administration or the Director's designee.
3. "Eligible employee" means an individual who is employed by the state of Arizona, in pay status, and lives or works in a vehicle emissions control area, as defined in A.R.S. § 49-541, except a university employee or an employee of the State Compensation Fund under A.R.S. § 23-981.01.
4. "Pay status" has the meaning in R2-5A-101.
5. "Reduced cost" means an eligible employee's share of the total cost of vanpool transportation that remains after the reimbursement subsidy is paid.
6. "Reimbursement subsidy" means the portion of the total cost of vanpool transportation that is paid, on behalf of an

eligible employee, to a regional transit authority or state agency through a contract with the state of Arizona.

7. "Regional transit authority" means a regional transportation authority established under A.R.S. § 48-5302 or regional public transportation authority established under A.R.S. § 48-5102 that operates or licenses a vanpool program.
8. "State agency" means an agency that administers a vanpool program in an area not served by a regional transit authority.
9. "Vanpool" means seven or more persons who commute in a van sponsored by a regional transit authority or in a van that is part of a vanpool administered by a state agency.

Historical Note

Adopted effective December 30, 1994 (Supp. 94-4). Amended effective September 11, 1997 (Supp. 97-3). Amended by final rulemaking at 14 A.A.R. 10, effective February 5, 2008 (Supp. 07-4). Corrected rule reference to R2-5A-101 in subsection (4) due to Personnel Reform rules made in 2012, correction letter M15-192 filed by agency (Supp. 14-2).

R2-1-902. Vanpool Reimbursement Subsidy Eligibility

The Department shall pay to a regional transit authority or a state agency on behalf of an eligible employee in a pay status who:

1. Commutes in a vanpool operated by the regional transit authority or administered by a state agency, and
2. Has completed the vanpool transportation subsidy application form.

Historical Note

Adopted effective December 30, 1994 (Supp. 94-4). Amended effective September 11, 1997 (Supp. 97-3). Amended by final rulemaking at 14 A.A.R. 10, effective February 5, 2008 (Supp. 07-4).

R2-1-903. Vanpool Reimbursement Subsidy Amount

The Director shall determine the amount of reimbursement subsidy, up to 100% of the actual cost of vanpool transportation, according to the following: the number of eligible employees participating in the program, the cost of vanpooled transportation, and the amount of state funds appropriated by the legislature for reimbursement subsidy purposes. The Director shall notify employees of the initial percentage of subsidy prior to enrollment of the employee in the program and of any change in that percentage prior to the change taking effect.

Historical Note

Adopted effective December 30, 1994 (Supp. 94-4). Amended effective September 11, 1997 (Supp. 97-3).

R2-1-904. Vanpool Reimbursement Subsidy Procedure

The regional transit authority or state agency shall submit to the Director an invoice that itemizes each eligible employee and the eligible employee's monthly vanpool reimbursement subsidy amount. The Director shall pay the reimbursement subsidy amount upon receipt of the invoice from the regional transit authority or the state agency. The employee shall pay the reduced cost to the regional transit authority or the state agency.

Historical Note

Adopted effective December 30, 1994 (Supp. 94-4). Amended effective September 11, 1997 (Supp. 97-3).

R2-1-905. Vanpool Reduced Cost Procedure

An eligible employee seeking to pay a reduced cost shall complete the vanpool transportation subsidy application form and submit it to the Department of Administration Travel Reduction Program. The application form shall contain the following:

1. The employee's name and employee identification number,
2. The name and mailing address of the state agency compensating the employee, and
3. The employee's signature.

Historical Note

Adopted effective December 30, 1994 (Supp. 94-4).
Amended effective September 11, 1997 (Supp. 97-3).
Amended by final rulemaking at 14 A.A.R. 10, effective
February 5, 2008 (Supp. 07-4).