

# **GLOSSARY - DEFINITION OF TERMS**

## **ADMINISTRATIVE LEAVE**

Paid time off the job allowed to employees for the following:

1. When an Employing Official, or their designee, after consultation with Human Resources, places an employee on leave with pay pending the resolution of an administrative investigation, an investigation for alleged misconduct, a pre-disciplinary/pre-termination hearing or, for business necessity. Any employee placed on administrative leave shall be advised, in writing, of the reason for the leave.
2. When the County Administrator, or in their absence the Chair of the Board of County Commissioners, determines it to be a business necessity and/or in the best interest of the County.

## **ANNIVERSARY DATE (DATE OF HIRE)**

The date an employee is hired into a regular budgeted, full-time or part-time position. No credit is given for extra-help work when establishing an employee's anniversary date. The anniversary date is not adjusted while continuously employed and differs from continuous service and seniority dates.

## **APPLICANT**

An individual who, in accordance with this Manual, has submitted a complete application for employment within the publicized recruiting period and on the prescribed forms.

## **CAUSE**

As used in this Personnel Manual, "*cause*" means in good faith and for a reason.

## **CHAIR**

The chairperson of the Board of County Commissioners

## **CLASSIFICATION**

The systematic arrangement of positions into groups or categories according to established criteria such as type and level of work duties and/or responsibilities, skills, abilities, qualifications and conditions common to various individual positions of employment. Classifications are adopted by the Board of County Commissioners. Positions are assigned to classifications to facilitate pay administration, recruitment and other personnel actions.

## **COMPENSATORY TIME**

Paid time off the job, for hours actually worked beyond eight hours in a day and/or in excess of 40 hours in a work week, granted to a nonexempt employee in lieu of overtime pay.

## **CONTINUOUS SERVICE**

Length of continuous service by an employee including periods of authorized paid leave. An employee who terminates and is re-employed, within twelve (12) calendar months of the termination date, shall have his/her continuous service date adjusted by the time between termination and re-employment. All benefits based on length of service are computed on the basis of continuous service, unless otherwise specified. Continuous service dates are adjusted for any period of absence in a leave without pay status.

## **COUNTY ADMINISTRATOR**

The County Administrator is appointed by the Board of County Commissioners, oversees the operations of the internal services departments, and coordinates the operations of those departments with the operations of departments directed by the Board of County Commissioners and other Elected Officials. Wherever action is required by the County Administrator, and in the absence of the County Administrator, the chair of the Board of County Commissioners shall act in his/her place.

## **DEMOTION**

The movement of an employee, involuntarily, from one classification to another having a lower pay range.

## **DEPARTMENTAL RULES**

Rules, regulations, and procedures established by individual departments not in conflict with this Manual.

## **DEPARTMENT DIRECTOR**

The appointed administrator of a County department serving at the pleasure of the Board of County Commissioners.

## **DIRECTOR**

The Director of the Human Resources Department, or the Director's designee.

## **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

A confidential and professional assistance program to help employees and their families resolve problems that affect their personal lives and job performance.

## **ELECTED OFFICIAL**

An individual independently elected by the citizens of Kitsap County responsible for the administration and oversight of a specific County office or department as defined in the Washington State Constitution or by Washington State Law.

## **EMPLOYEE CLASSIFICATION**

### At-Will Employee:

An employee whose continued employment with the County is at the discretion of the County Administrator, Elected Official, Board of County Commissioners or a Department Director. At-will employees may have their appointments revoked at any time with or without cause and without right to appeal.

### Exempt Employee:

An elected, executive, administrative, or professional employee exempt from the minimum wage and overtime requirements of the Washington Minimum Wage Act and the Fair Labor Standards Act. An exempt employee is hired to fulfill the duties of their position and expected to work the hours needed to complete work assignments.

### Full-Time Employee:

A regular employee who is hired to work at least 40 hours per week in a budgeted position.

### Nonexempt Employee:

An employee who is subject to the minimum wage and overtime requirements of the Washington Minimum Wage Act and the Fair Labor Standards Act.

### Part-Time Employee:

A regular employee who is hired to work 20 hours or more in a week but less than 40) hours in a week in a budgeted position.

### Regular Employee:

An employee in a budgeted position who has successfully completed his or her probationary employment

period. Regular employees are credited with continuous service from the date of hire into a budgeted position.

Extra-Help Employee:

Non-regular employees who are at-will for the entire period of employment and may be terminated at any time by the Employing Official or designee. Extra-help employees receive only those benefits required by federal or state laws.

Probationary Employee:

An employee, in a budgeted position, who is serving a test period of work evaluation for a new or promoted position.

## **EMPLOYING OFFICIAL**

A person responsible for the employment, discipline, or termination of employees, usually the Elected Official, Department Director or designee.

## **GRIEVANCE**

A dispute or disagreement brought by an employee against the County in regard to the interpretation or application of specific provisions of the Personnel Manual. Specifically excluded from further recourse to the grievance procedure are grievances that have been processed and decided and grievances not presented within established time frame.

## **HUMAN RESOURCES DEPARTMENT**

The department responsible for administering the Human Resources System on behalf of the Board of County Commissioners, under the direction of the County Administrator.

## **JOB SHARING**

An alternative work arrangement in which employees share a full-time position.

## **LAYOFF**

The termination of an employee from the active work force due to lack of funds, lack of work, or organizational changes.

## **LEAD**

An employee with the County who provides work direction to staff performing similar functions and handles more complex questions and problems. May provide input for employee's evaluation.

## **MEDICAL SEPARATION**

Separation from employment when an employee is no longer able to perform the essential functions of available positions for which he or she is qualified, with or without accommodation. Employees who are separated from their employment through this process will have grievance/appeal rights consistent with this Manual or the employee's collective bargaining agreement, whichever is applicable.

## **OPEN COMPETITIVE RECRUITMENT**

A recruitment which is open to the public, has been screened for minimum qualifications, and has two or more viable candidates for consideration.

## **ORAL WARNING**

An oral discussion with an employee regarding the correction of inappropriate work behaviors and/or performance deficiencies.

## **OUT OF CLASS PAY**

As approved by the County Administrator, pay provided to an employee for actual hours worked, for temporarily performing work in a higher classification for a minimum of five consecutive days, usually due to a special project, a vacancy, or the absence of a regular employee. Exempt employees do not receive out of class pay for hours worked in excess of full time hours. In addition, non-exempt employees working out of class in an exempt position will not receive pay for hours worked in excess of full time hours.

## **OVERTIME**

Rate of pay for each hour a nonexempt employee actually works in excess of eight (8) hours in a day or in excess of 40 hours in a work week.

## **PAID STATUS**

The normal employment situation in which the employee is paid for time worked or the employee is on paid leave, (such as vacation, sick leave, or other paid leaves of absence).

## **PAY GRADE**

The alpha/numeric identification of a range of compensation for specific classifications approved by the Board of County Commissioners.

## **PAY RANGE**

The compensation attached to steps assigned to a pay grade approved by the Board of County Commissioners.

## **PERSONNEL FILE**

The official County record for each current or former employee, maintained in the Human Resources Department, which may include application forms, dates of employment, status changes for position changes, promotions, step increases, leaves of absence, benefit information, performance evaluations and rebuttals, letters of commendation, disciplinary actions, pay rates, and other pertinent information. (Departments may maintain records including, but not limited to, payroll records, time sheets, leave requests, etc. Medical documentation is to be maintained in Human Resources only.)

## **POSITION**

A budget reference assigned a group of specific duties and responsibilities requiring the full-time or part-time employment of one person. Positions are created by the Board of County Commissioners.

## **PROBATIONARY PERIOD**

The test period of work evaluation for a new or promoted employee.

## **PROMOTION**

Appointment to a job classification with a higher pay range..

## **RECALL**

The rehiring of a laid-off employee into the previously held classification within the department of lay-off.

## **RECLASSIFICATION**

Changes in the level of responsibilities, tasks and duties of a position which may change areas of emphasis, the level of skill required and/or qualification requirements as they relate to the current position. These changes may result in allocating the position to a new classification. A reclassification upgrade is not to be used as a merit raise or as a reward for employment longevity, nor is it to be used to reflect an increased volume of work at the same level of responsibility that the incumbent is currently performing. A reclassification may result in an increase or decrease in compensation. A reclassification must be approved by the Board of County Commissioners before an employee may be compensated for any change in compensation resulting from a reclassification.

## **RE-EMPLOYMENT**

The appointment, without competitive examination, of a laid-off employee or a former employee, within 30 days of the effective date of termination, to a classification in which the employee formerly served as a regular, non-probationary employee, or to a comparable or lower classification for which the former employee is qualified.

## **RESIGNATION/SEPARATION**

Voluntary termination of an employment relationship with the County by an employee.

## **RETIREMENT**

Voluntary separation of an employee who is retiring through the Washington State Retirement System.

## **SENIORITY**

Seniority for the purposes of lay-offs is defined as length of service within the affected classification.

## **SUPERVISOR**

An employee with the County who has been delegated the responsibility and authority to assign, schedule, monitor, train and evaluate the work of at least two assigned staff. Performs All elements of supervising, approving annual/sick leave requests, authorizing overtime, and recommending to the Employing Official hiring, promotion, discipline and termination actions of assigned staff.

## **SUSPENSION**

A temporary removal of an employee with or without pay usually due to disciplinary reasons or for the purpose of an investigation into allegations involving the employee.

## **TERMINATION**

The voluntary or involuntary discontinuation of the employment relationship.

## **TIME LOSS**

Absence from work due to an on-the-job injury which has been determined to be compensable in accordance with the Worker's Compensation Regulations.

## **TRANSFER**

A voluntary change from a position in one classification to another classification of an equal or lower pay rate.

## **WORK DAY/SHIFT**

A work day is the hours in a day an employee is scheduled to work.

## **WORK IMPROVEMENT PLAN**

A written document outlining areas of improvement expected within a designated time frame, following disciplinary action, or an unsatisfactory performance evaluation relating to work performance/inappropriate work behavior. The work behavior/performance shall be closely monitored which may result in more frequent performance evaluations than required by this Manual.

## **WORKPLACE**

The building or work area constituting the principal place where work is performed or assigned including common areas (such as reception area or halls) and private or personal work areas (such as offices or group work stations), any remote areas where the employee is engaged in official business (including field locations), and/or vehicles, either County or privately owned, when used while conducting County business.

## **WORK WEEK**



A work week is a fixed and regularly recurring period of one hundred sixty-eight (168) hours, seven (7) consecutive twenty-four (24) hour periods, usually beginning on Monday and ending on Sunday.

## **WRITTEN REPRIMAND**

Formal written notice to an employee to correct inappropriate work behavior and/or performance deficiencies, usually after receiving an oral warning or for more serious/severe offenses and informing the employee that further disciplinary action shall result.