

1.2 Definition of Terms

1. PURPOSE: To establish generally-accepted words and phrases used in the personnel policies and procedures manual.
2. ORGANIZATIONS AFFECTED: All departments/divisions.
3. REFERENCES: Not applicable.
4. DEFINITIONS:

Administrative Leave: Leave with or without pay that is initiated by the City when the conduct of an employee does not merit suspension or other disciplinary action.

Advancement: A salary increase within the limits of a pay grade.

Anniversary Date: The annual date on which an employee's performance appraisals, merit hours and associated pay changes are effective. If an employee's most recent hire, promotion, demotion or transfer as an employee with the City occurs on or after the 16th day of the month, the anniversary date is the first day of the following month. If an employee's most recent hire, promotion, demotion or transfer as an employee occurs before the 16th day of the month, the anniversary date is the first day of the month in which the hire, promotion, demotion or transfer occurred. (See also Personnel Procedure 8.2, 4.A for Performance Evaluations.)

Appeal: Any difference, dispute or complaint regarding the correct application or interpretation of the provision of the personnel policies and procedures. An appeal is related specifically to the personnel policies and procedures and is distinguished from a grievance, which applies to disputes over application or interpretation of collective bargaining agreements.

Applicant: A person who has completed a formal application of employment for an available position with the City of Bothell.

Appointing Official: The City Manager by statute is the "Appointing Official" for the City and may, by written directive, authorize department directors to hire within their own departments.

Appointment: The assignment of a qualified applicant to a position by the Appointing Official.

Cause: Any action or inaction which is appropriate justification for disciplinary action.

Classification: A description of work duties, responsibilities, authority, minimum qualifications and conditions of employment common to various individual positions of employment that permit combining them under a single title and to permit the application of common standards for selection and compensation.

Classification Plan: All class descriptions and administrative procedures compiled into one written document.

Compensation: Salary, wage, allowance and all other forms of valuable consideration earned by or paid to any employee for service in any position in the service of the City.

Compensatory Time: Authorized time off from work in lieu of payment for overtime worked.

Continuous Service: Employment in the service of the City without interruption except for authorized leaves of absence.

Demotion: The movement of an employee, either voluntarily or involuntarily, from one classification to another classification having a lower maximum rate of pay.

Department Director: The chief administrator of a City department.

Disability: (1) A physical or mental impairment that substantially limits one or more major life activities; (2) a record or history of such impairment; or (3) a perception of such impairment.

Disciplinary Action: Utilization of personnel actions (oral reprimand [documented], written reprimand [including warning], suspension, demotion, dismissal), intended to correct conduct that does not support the orderly, efficient and safe methods of delivering City services or performance that does not meet expectations.

Dismissal: Termination of the employer/employee relationship at the initiative of the City. Dismissal is a disciplinary action based on cause when initiated after the end of probationary period.

Domestic Partner: The employee's domestic partner as registered under RCW 26.60 with the State of Washington and copy of certificate of domestic partnership filed with Human Resources.

Essential Job Functions: The fundamental job duties of a position; the purpose for which the position exists.

Examination: Any device or procedure used in the selection process to measure an applicant's abilities and suitability for a position. Examinations may include but are not limited to oral interviews, psychological exams, physical exams, written tests, performance tests, evaluation of performance during probation and scored

evaluation of education and experience or any other means of evaluation related to the requirements of the position.

Exempt: Executive, administrative and professional position classifications excluded from the provisions of the Federal Fair Labor Standards Act (FLSA), as amended, and the Washington State Minimum Wage Act (WSMWA), RCW 49.46.

Full-time Employee: A regular, project term, or limited term employee scheduled to regularly work 30 or more hours per week.

Grievance: Any difference, dispute or complaint regarding the correct application or interpretation of the terms of a collective bargaining agreement.

Human Resources Director: Person responsible for the City's Human Resources Department. The Human Resources Director also serves as an advisor to department directors in personnel matters and as its Equal Employment Opportunity (EEO) Officer. .

Immediate Family: An employee's spouse/domestic partner, mother, father, brother, sister, children, step-children, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, and grandchild. See also specific policies relating to Sick Leave, Hiring Procedures, Employment Practices, Family & Medical Leave and Bereavement Leave; Collective Bargaining Agreements; and terms/conditions of health insurance benefit plans.

Intern: A paid or unpaid temporary employee who desires on-the-job experience in a field related to their course of study or career objectives, assigned a project or responsibilities designed to be a learning experience.

Job Announcement: Announcement of a vacant position describing an opportunity for City employment, including position description, salary, closing date, application procedure(s), etc.

Lay-off: Involuntary separation of an employee from a position because of lack of work or non-availability of funds.

Leave of Absence: Leave from regularly scheduled duties that may be paid or unpaid, authorized by the Department Director and City Manager for medical or personal reasons without loss of employment status.

Light-duty: A temporary assignment of limited duties to an employee during recuperation from an illness or injury. Light duty assignments are made at the discretion of the Department Director. (For discussion of reasonable accommodation of disabled employees, see Personnel Procedure 3.5 "Injured Employees").

Limited Promotion: Promotion requiring limited or no competitive process resulting from departmental reorganization.

Limited Term Employee: A limited term employee is one who works 70 hours or more per month for 5 or more months out of any 12 months. Limited term employees are eligible for accrual of sick leave, vacation leave, holiday pay, retirement and health care benefits.

Non-Exempt: A condition of employment described under the Fair Labor Standards Act (FLSA), as amended, and the Washington State Minimum Wage Act (WSMWA) [RCW 49.46], under which a "non-exempt" employee is eligible for overtime compensation for hours worked in excess of the maximum provided for their work period.

Overtime: Authorized time worked by an employee, in excess of 40 hours per work week, or for public safety employees, in excess of the maximum allowable under FLSA for the established work period.

Part-time Employee: A regular, project term, or limited term employee who is hired to work less than 30 hours per week. Regular part-time employees who are scheduled to work a minimum of 1040 hours annually are eligible for prorated benefits based on the number of hours in their regularly scheduled work week. Part-time employees shall not be allowed to work more than 29 hours/week without prior approval of Human Resources.

Personnel File: The files, maintained by the Human Resources Department, containing information on a current or former employee, including date of hire, position title(s), performance reviews, disciplinary notices. Records of internal investigations and medical data are kept in separate confidential files.

Personnel Policies: Those employment policies adopted by City Council directly affecting City budget, positions, compensation plan and employee benefits.

Position: A group of current duties and responsibilities requiring the full-time or part-time employment of one person.

Probation Period: A trial period of employment during which an employee must demonstrate his or her ability and capacity to perform the duties of the position to which he or she has been appointed. A new employee may be terminated, without cause at any time during the initial probation period. (See special provisions for promoted employees).

Procedures: Employment guidelines/processes/procedures implemented by the City Manager to administer personnel policies, comply with State, Federal, or City law, and effectively and efficiently administer and supervise City personnel.

Proficiency Level: Steps in each salary range within the Classification Plan.

Promotion: The movement of an employee from one classification to another classification which results in increased duties, responsibilities, qualifications and provides a higher maximum rate of pay.

Protected Group: Any group (or member of that group) specified in, and therefore protected by, anti-discrimination laws.

Provisional Employee: For those positions covered by Civil Service, an employee hired on a temporary basis in the absence of an eligibility list for that position and pending establishment of such a list.

Reclassification: A change in classification of an employee as a result of a review of the duties performed by that employee and a finding that the employee's job is no longer adequately described by the classification description.

Recognized Employee Organization: Any employee organization or union recognized by the City under the procedures as outlined in the State Collective Bargaining Act.

Reduction-in-Rank: A demotion.

Regular Employee: An employee who has successfully completed a probationary period and whose employment does not have a specified ending date.

Reinstatement: The reappointment of an employee to his or her former position with the City within one year after layoff or at any time after successful appeal of a demotion, reduction-in-rank or termination.

Resignation: Voluntary separation by an employee of his or her employment with the City.

Salary Placement: Determination of the proper salary range of a position based on the duties performed, authority and responsibilities exercised and the grade level of comparable positions.

Salary Schedule: A schedule with salary ranges of pay for classifications in the service of the City.

Salary Step: The individual rate of pay in a salary range.

Salary Structure: A logical and integrated system of salary ranges.

Seniority: The length of an employee's continuous service with the City since the employee's most recent date of hire as a regular employee, adjusted for periods of leave(s) of absence according to applicable leave, rehiring or recall policy.

Separation: Resignation, termination or layoff.

Supervisor: An employee with the City who may be delegated responsibility and authority to hire, transfer, suspend, layoff, recall, promote, dismiss, evaluate, discipline or direct other employees, or to effectively recommend such action.

Suspension: A temporary separation from duty, with or without pay, of an employee: (1) for disciplinary purposes; (2) for the purpose of investigation of an accusation brought against an employee; or (3) where necessary to preserve employee safety or public confidence.

Temporary Employee: A full-time or part-time employee who is hired for usually no more than four months, with set starting and ending dates. Temporary employees accrue sick leave consistent with these policies. Temporary employees are not eligible for accrual of vacation leave, holiday pay or retirement or health care benefits.

Termination: The involuntary cessation of an individual's employment with the City.

Time-Loss: Absence from work due to an on-the-job injury which has been approved as compensable by the State Department of Labor and Industries.

Transfer: The movement of an employee from one position to another in the same or different classification, having essentially the same salary range. Transfer does not include change of assignment within a classification and within the same Department.

Volunteer: An individual who performs services for the City who receives no compensation other than expenses, reasonable benefits or a nominal fee and who is not otherwise employed by the City to perform the same type of services.