

Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this policy applies to them. In case of a conflict between the applicable CBA and these policies, the provision in the CBA controls.

APPENDIX A: DEFINITIONS

ACTING STATUS	An individual who temporarily assumes all the responsibilities of a position with a higher pay range
ADMINISTRATING OFFICIALS	The County Attorney and County Manager with regard to their respective departments. The Administrating Officials are appointed by and serve at the pleasure of the Board.
ADMINISTRATIVE LEAVE	Leave granted in special circumstances for administrative good or convenience that does not count against an employee's leave balance and is authorized by the administrating official
ANNUAL LEAVE	Paid leave based on time accrued by an employee
ASSISTANT COUNTY MANAGER	Assistant County Managers (ACM) report directly to the County Manager. Unless otherwise noted, this includes the Deputy County Manager.
BARGAINING UNIT	The group of employees subject to terms and conditions of employment as determined by labor contract negotiations under Collective Bargaining Agreements
BEREAVEMENT LEAVE	Leave granted to an employee in the event of the death of a member of the immediate family
BOARD	The Board of County Commissioners of Alachua County, Florida - Also referred to as the Board of Commissioners
BOARD APPOINTMENT	An appointment to a position made directly by the Board
CHILD/SON/DAUGHTER FOR BIRTH/ ADOPTION/PLACEMENT OF A CHILD OR TO CARE FOR A CHILD WITH A "SERIOUS HEALTH CARE CONDITION" UNDER THE FMLA	U.S. Department of Labor, Administrative Interpretation No. 2010-3 expanded the definition of son/ daughter for purposes of child care leave. "In loco parentis" now includes those with no biological or legal relationship with a child if (s)he provides day to day care or is financially responsible for the child. Same sex couples qualify for this child care leave.

	Grandparents, siblings, aunts, uncles and other family members or friends may qualify for this leave.
CIVIL LEAVE	Leave granted for civic duties such as jury duty or to appear as a witness
CLASSIFIED SERVICE	An employee hired to fill a permanent, budgeted position within the classification plan and subject to all Board of County Commissioners' Employee Policies
COLLECTIVE BARGAINING AGREEMENT	An agreement between a union and management on behalf of all employees in a certified bargaining unit classification which contains specific benefits, rules and processes governing bargaining unit classifications
COMPENSATORY TIME	Leave that allows non- exempt employees to accrue time off instead of receiving overtime pay for additional hours worked in a work week.
CONSTITUTIONAL OFFICER	An elected official within Alachua County in the following Offices; Sheriff, Tax Collector, Clerk of Court, Supervisor of Elections and Property Appraiser.
CONTINGENT OFFER	An offer of employment made that will be finalized upon successful completion of pre-employment testing, checks and verification
CORRECTIVE ACTION	A formal action that may include deprivation of property rights (loss of pay, demotion, termination) as a result of an employee violating County policies and procedures
DE MINIMIS HEARING	An informal hearing conducted by the Human Resources Director or their designee, to determine if the situation warrants an employee placed on Administrative Leave be on unpaid leave for the remainder of the Administrative Leave, subject to reasonable notice, not less than 24 hours.
DECLARED EMERGENCY LEAVE	Paid leave granted to employees in case of a declared emergency
DEFERRED RETIREMENT OPTION PROGRAM (DROP)	A program offered by the Florida Retirement System (FRS) that allows members who have reached their retirement date to effectively retire without terminating benefits

DEMOTION	The appointment to a classification with a lower pay range due to failure to adequately perform job duties of a position in a higher pay range or as a result of disciplinary action
DEPARTMENT DIRECTOR	The head of one of the County departments as defined by Ordinance, or an employee appointed the Acting or Interim head. Except where otherwise noted, this applies to the head of County offices.
EAP	The Employee Assistance Plan - a benefit offered to employees to encourage corrective action for problems that affect their lives and work
EMERGENCY STATUS	A special status where an employee is placed in a position on a temporary basis to ensure the continued function of that area
EMPLOYMENT	To be hired and engaged in work. Also refers to all personnel matters relating to recruitment, hiring, promotion, discipline, training, fringe benefits, etc.
EMPLOYMENT APPLICATION	The specific form used to collect and document information from persons seeking employment with the Board or for existing employees seeking promotion
EMPLOYMENT OPPORTUNITIES LISTING	A listing of current job opportunities, issued by the Human Resources Department
EXEMPT EMPLOYEE	An employee covered by the Fair Labor Standards Act (FLSA) who is exempted by specific provisions of the minimum wage and overtime provisions of the Act, and is known as a salaried employee
EXTENDED LEAVE OF ABSENCE	Leave granted to an employee for personal reasons up to 60 days.
EXTERNAL POSTINGS	The advertisement of a position to the general public
FAMILY MEDICAL LEAVE ACT (FMLA)	A federal law that provides up to 12 weeks of leave for certain medical and family conditions
FIVE STEP EMPOWERMENT GUIDE	A guide for employees to communicate the County's employee empowerment commitment
FLEX TIME	The ability to vary the starting and ending times of a work schedule

FLOATING HOLIDAY	Discretionary holiday which must be taken as a full shift
FRS	The Florida Retirement System
FULL TIME EMPLOYEE	An employee who is hired to work all the hours during a work week (Generally 40 or 56)
HATCH ACT	A Federal Act which regulates political activities of public employees when federal funds are involved
HEARING OFFICER	A supervisor authorized to act in a disciplinary action or appeal
HOLIDAY HOURS	Hours worked on an observed holiday
HOLIDAY PAY	<p>Compensation for scheduled hours that fall on a County observed holiday. Employees are compensated for this time at the regular rate of pay.</p> <p>Employees who work on a holiday can elect to receive Compensatory Hours in lieu of Holiday Pay to be used according to the Procedure in Types & Rates of Pay.</p>
HUMAN RESOURCES DEPARTMENT	The department of the County responsible for matters pertaining to employment
IMMEDIATE FAMILY	<p>Unless otherwise defined by policy or Law:</p> <ul style="list-style-type: none"> Father Current Father-In-Law, Stepfather Mother Current Mother-In-Law Stepmother Brother Current Brother-In-Law Stepbrother Sister Current Sister-In-Law Stepsister Grandfather Grandmother Grandson Granddaughter Current Grandfather In-Law Current Grandmother In-Law Step Grandparents Spouse

	<p>Son Current Son-In-Law Stepson Daughter Current Daughter-In-Law Stepdaughter A child under 18 years of age to whom the employee stands in loco parentis Certified domestic partner or anyone who falls under the identified relationships as a result of certified domestic partnership</p> <p>The definition for immediate family for the Family Medical Leave Act is defined by the Law and for Nepotism by County Policy</p>
INCENTIVE PAY	Additional pay to an employee for attaining and maintaining certain certifications that enhance their work
INTERIM STATUS	An individual who is temporarily filling the role and all the responsibilities of a vacant position until a search is completed to fill it on a permanent basis. Individuals must meet the minimum requirements of the position.
INTERNAL POSTINGS	A listing for a job that is offered only to current employees of the BoCC
JOB DESCRIPTION	A listing of the specific requirements of a position to include a description of a position and a listing of essential and other functions of the position
LAYOFF	A period of suspension or termination of employment by the County due to specific circumstances
LEAD WORKER STATUS	An appointment on a temporary basis to assume the responsibility for coordinating the work of others in the same work.
LIMITED TERM APPOINTMENT	An employee hired to fill a full or part-time position related to a multi-year special project or program, or to fill a vacancy created by an employee reporting for a long term active military leave.
MILITARY LEAVE- ACTIVE DUTY	Shall signify active duty in the Florida defense force or federal service in training or on active duty with any branch of the Armed Forces or Reservists of the

	Armed Forces, the Florida National Guard, the Coast Guard of the United States, and service of all officers of the United States Public Health Service detailed by proper authority for duty with the Armed Forces, and shall include the period during which a person in military service is absent from duty on account of sickness, wounds, leave, or other lawful cause
MILITARY LEAVE- RESERVE OR GUARD TRAINING	Days during which they are engaged in training ordered under the provisions of the United States military or naval training regulations
MANAGERIAL DAYS	Additional days granted to Executive Service employees
MERIT PAY	An increase in the employee's current salary, based on evaluation of performance
NEPOTISM	Showing favoritism in the work environment to a member of the employee's immediate family, relative, romantic partner, or close personal friend as defined in the Nepotism policy
NON-EXEMPT	An employee who is under the coverage of the Fair Labor Standards Act (FLSA) and is not exempt from its requirements, also known as an hourly employee
ON-CALL EMPLOYEE	An employee called in to work on a temporary basis
OUT OF CLASS STATUS	An employee who temporarily assumes some of the duties of a position in a higher pay range for a minimum of two weeks
OVERTIME	Additional compensation paid to non-exempt employees for working more hours than their full time job (usually more than 40 hours)
PART-TIME EMPLOYMENT	Employment for less than 40 hours per week.
PAY PLAN	The description and salary ranges of all positions in classified service for Board employment, as approved by the Board
PERMANENT STATUS	A regular employee in classified status who has completed the required probationary period
PROBATIONARY PERIOD	A initial period of time (at least twelve months from hire date) during which a classified employee is in at will status

PROMOTION	The appointment of an employee to a position with a higher pay range than the employee's current position
RECALL	The process of bringing employees back to work after a period of enforced unemployment
RECRUITMENT	The formal process of seeking applicants for a position
SENIOR MANAGEMENT FRS	<p>A classification of employees designated by the Board who are appointed by the Administrating Official and are exempt from certain Board policies and protections. Employees in this status serve at the pleasure of the Administrating Official.</p> <p>Animal Resources and Care Director Assistant County Manager for Budget and Fiscal Services Assistant County Manager for Community and Admin Services/Chief of Staff Assistant County Manager for Public Works and Growth Management Chief of Fire Rescue Communications Director Community Support Services Director Court Services Director Deputy County Attorney Deputy County Manager Environmental Protection Director Facilities Management Director Growth Management Director Human Resources Director Information and Telecommunications Services Director Parks and Open Space Director Public Works Director Solid Waste and Resource Recovery Director</p>
SEPARATION	Leaving the employment of the Board of County Commissioners, whether by resignation, termination, failure to complete probation, or any other means
SICK LEAVE	Leave earned and granted to an employee for doctor's appointments, personal illness or for illness in the employee's immediate family

SIMULATION TEST	A test given to an applicant for a position to test specific knowledge and problem-solving abilities
SPECIAL DUTY STATUS	An individual who temporarily assumes duties and functions that are not customarily assigned to the employee's permanent position
SPECIAL RECRUITMENT POSTING	A position identified by the Equal Employment Opportunity Plan as one that requires recruitment efforts beyond those normally used to attract a diverse applicant pool
STAND-BY STATUS	A temporary appointment to provide availability to be called in to work in an emergency situation.
SUSPENSION	Placement of an employee on involuntary, unpaid leave of absence for a specified number of working days as a result of disciplinary action
TEMPORARY STATUS	An employee hired to fill a budgeted or non-budgeted position on a temporary basis
TERMINATION	Separation of employment voluntarily or as a result of a disciplinary action
TRAINEE STATUS	An individual who does not fully meet the qualifications for a position, but who, within six months, can acquire the appropriate knowledge, skills, experience and abilities to meet minimum qualifications
TRANSFER	Reassignment to another position within the County, either with the same pay range or voluntarily to a position with a lower pay range
UNCLASSIFIED SERVICE	An employee hired to fill a temporary, non-budgeted, or seasonal position with a duration of less than six months
UNVERIFIED SICK LEAVE	Any sick leave instance for which no medical certification is provided
VETERANS' PREFERENCE	Consideration given to veterans of the US military in accordance with State and federal statutes
WORKPLACE VIOLENCE	Violence that is directed at a County employee while the employee is working for the County