

*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**

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| 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  |
| 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  |

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| 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 |
| CONTINGENT OFFER                          | An offer of employment made that will be finalized upon successful completion of pre-employment testing, checks and verification   |
| 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   |
| DISCIPLINARY 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   |
| 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  |

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| EMPLOYMENT OPPORTUNITIES LISTING | A listing of current job opportunities, issued by the Human Resources Office   |
| 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  |
| 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   |
| HOLIDAY HOURS                    | Hours worked on an observed holiday  |
| HUMAN RESOURCES OFFICE           | The unit of the County responsible for matters pertaining to employment  |
| IMMEDIATE FAMILY                 | Unless otherwise defined by policy or Law:<br>Father<br>Current Father-In-Law,<br>Stepfather<br>Mother<br>Current Mother-In-Law<br>Stepmother<br>Brother<br>Current Brother-In-Law<br>Stepbrother<br>Sister<br>Current Sister-In-Law<br>Stepsister<br>Grandfather<br>Grandmother<br>Grandson |

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|                          | <p>Granddaughter<br/> Current Grandfather In-Law<br/> Current Grandmother In-Law<br/> Step Grandparents<br/> Spouse<br/> Son<br/> Current Son-In-Law<br/> Stepson<br/> Daughter<br/> Current Daughter-In-Law<br/> Stepdaughter<br/> A child under 18 years of age to whom the employee stands in loco parentis<br/> 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  |
| 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 enforced unemployment 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 unit because a supervisor is not immediately available because of work hours or work location.  |
| 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.   |
| LONG TERM MILITARY LEAVE | Leave granted to an employee who is called to serve in the US Military for periods longer than 17 days, to a maximum of five years  |

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| MAJOR DISCIPLINE       | A disciplinary action that takes away a property right of an employee, such as a Suspension, Demotion, or Termination                                  |
| MANAGERIAL HOLIDAYS    | Additional holidays granted to Executive Service employees   |
| MERIT PAY              | An increase in the employee's current salary, based on evaluation of performance   |
| MINOR DISCIPLINE       | An official disciplinary action that does not take away a property right of the employee, such as a Warning  |
| NEPOTISM               | Showing favoritism in the work environment to a member of the employee's immediate family, 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 |
| OFFICIAL               | A supervisor authorized to act in a disciplinary action or appeal  |
| 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)                      |
| PAID LEAVE             | Leave for which an employee receives pay   |
| 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                                |
| PERSONAL LEAVE         | Unpaid leave granted to an employee for personal reasons   |
| PERMANENT STATUS       | A regular employee in classified status who has completed the required probationary period   |
| POSITION INTEREST FORM | A form submitted to Human Resources to express an interest in position within the County that is not currently advertised                              |

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| PROBATIONARY PERIOD       | A initial period of time (of 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 SUPERVISOR         | An employee who supervises other supervisors   |
| SEPARATION                | Leaving the employment of the Board of County Commissioners, whether by resignation, termination, failure to complete probation, or any other means  |
| SHORT TERM MILITARY LEAVE | Leave granted to an employee to serve in the US Military or the Florida National Guard for no longer than 17 days  |
| 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>Administrative Services Director<br/> Assistant County Attorney<br/> Assistant County Attorney I<br/> Assistant County Manager</p> <p>Assistant to the County Manager<br/> Associate Counsel<br/> Chief of Fire Rescue<br/> Communications Coordinator/PIO<br/> Communications and Legislative Affairs Director<br/> Community Support Services Director<br/> County Engineer<br/> Court Services Director<br/> Deputy County Manager<br/> Economic Development Coordinator<br/> Environmental Protection Director<br/> Facilities Management Director<br/> Growth Management Director<br/> Human Resources Manager<br/> Information and Telecommunications Services Director<br/> Litigation Attorney<br/> Office of Management and Budget Director</p> |

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|   | Public Works Director<br>Veterinarian   |
| 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 RECRUITMENT POSTING                             | A position designated by the Equal Opportunity Office as one that requires recruitment efforts beyond those normally used to attract applicants meeting certain special criteria                            |
| 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   | Involuntary separation 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  |
| TYPING, WORD PROCESSING OR GENERAL COMPUTER SKILLS TEST | Formal, rated/graded tests for proficiency administered by Human Resources as part of the selection process for certain positions   |
| UNCLASSIFIED SERVICE                                    | An employee hired to fill a temporary, non-budgeted, casual 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  |
| VACATION LEAVE  | Paid leave based on time accrued by an employee   |

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| VARIANCE INQUIRY     | An investigative process by the Equal Opportunity Office to determine if a position requires special recruitment |
| VETERANS' PREFERENCE | Consideration given to veterans of the US military in accordance with State and federal statutes                 |
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| WORKPLACE VIOLENCE   | Violence that is directed at a County employee while the employee is working for the County                      |