

## **SECTION 101: DEFINITIONS**

**101.1 PURPOSE:** It is the purpose of these definitions to facilitate common understanding of the policies herein. When a word is used, but not defined, the common sense definition should be assumed.

**101.2 SCOPE:** These definitions, unless otherwise designated, apply to all County policies. Whenever the provisions of this policy are in conflict with federal or state laws or regulations, or with a current collective bargaining unit agreement between the County and a certified bargaining unit, the provisions of the collective bargaining agreement and/or the laws or regulations shall prevail.

### **101.3 DEFINITION OF TERMS:**

**AFFIRMATIVE ACTION:** Positive steps taken to develop a diverse workforce that reflects the community we serve through recruitment, hiring, training, promotions, etc.

**ANNIVERSARY DATE:** An employee's most recent job classification appointment date.

**APPOINTING AUTHORITY:** A County official with the authority to appoint individuals to positions in the County service.

**APPROVING OFFICER:** A rating officer's department head (or in the case of a Department Head, the Board) who is required to review each performance evaluation before it becomes part of an employee's permanent record.

**BARGAINING UNIT:** Job classifications designated and certified by the Iowa Public Employment Relations Board as properly grouped for the purpose of collective bargaining.

**BOARD:** The Black Hawk County Board of Supervisors.

**CLASS OR CLASSIFICATION:** Positions that are sufficiently similar with respect to duties and responsibilities to warrant use of the same title, qualification requirements, and pay grade.

**CLASSIFICATION PLAN:** The compilation of all County job descriptions and pay plans.

**COMPENSATORY TIME:** Time-off from regularly scheduled work time in lieu of overtime pay.

**COUNTY:** Black Hawk County, Iowa.

**DEMOTION:** The assignment of an employee from one (1) class to another with a lower pay grade or lower maximum rate of pay.

**DEPARTMENT HEAD:** A County official with the designated responsibility for the operation of a County department or office.

**DEPUTY:** Individuals appointed by the County Attorney, Auditor, Recorder, and Treasurer, pursuant to Sections 331.903 and 331.904 of the Code of Iowa. In the case of the Sheriff, deputies are employees meeting the Exception Criteria of Section 341A.7 of the Code of Iowa.

**DISCHARGE:** The involuntary termination of employment for reasons other than lack of funds or lack of work.

**DISCIPLINARY ACTION:** An action taken to discipline an employee for performance issues or violation of county or department policies or procedures. It includes any action from an oral warning up to and including discharge.

**ELECTED OFFICIALS:** Members of the Board of Supervisors, the Auditor, the County Attorney, the Recorder, the Sheriff, and the Treasurer.

**EMPLOYEE:**

1. Temporary: An employee scheduled to work for a period of short duration, generally not to exceed 120 calendar days. Temporary employees are at-will employees, and therefore may be terminated at any time for any reason. Individuals hired as temporary employees are not eligible to participate in any of the County's benefit programs, nor can they earn or accrue any leave, such as vacation leave or sick leave.
2. Probationary: An at-will employee who has not achieved regular status.
3. Regular, Full-Time: An employee regularly scheduled to work forty (40) hours per week.
4. Regular, Part-Time: An employee regularly scheduled to work fewer than forty (40) hours per week.
5. Student Intern: A full-time student who may be employed on a part-time basis during the academic school year and full-time during vacation periods. Student Interns are at-will employees, and therefore may be terminated at any time for any reason.

**ENTRANCE PAY RATE:** The minimum rate of pay in the pay range prescribed for a class.

**EXEMPT EMPLOYEE:** A salaried employee who meets the Fair Labor Standards Act (FLSA) exemptions under Section 13(a) as a bona fide executive, administrative, professional, outside sales, or computer employee.

**GRIEVANCE:** An employee complaint regarding an alleged misapplication, misinterpretation, or violation of a collective bargaining agreement.

**IN-GRADE STEP INCREMENT:** A pay increase of one (1) step granted to an employee based on a combination of satisfactory work performance and length of service in a class.

**JOB DESCRIPTION:** A written statement of a job including the job's title, a general statement of duties and responsibilities, examples of typical duties performed, and minimum qualification requirements.

**LAYOFF:** The involuntary separation of an employee because of lack of work, lack of funds, or the abolishment of a position.

**NEW POSITION:** A position officially added to a department's table of organization that did not previously exist.

**NON-EXEMPT EMPLOYEE:** An hourly employee whose job class is subject to the provisions of the Fair Labor Standards Act (FLSA) with respect to minimum wages and eligibility for overtime pay.

**PAY PLAN:** The schedule of pay ranges for all classes of positions in the classified service.

**PAY RATE:** The specific dollar amount established for each step within a pay range or for an individual employee in accordance with provisions of the applicable pay plan.

**POSITION:** The aggregate duties and responsibilities to be performed by an employee.

**PROBATIONARY PERIOD:** A preliminary trial period of employment to determine an employee's fitness for continued employment. Probationary employees are at-will and may be discharged during this period of time for any lawful reason, without recourse to any grievance procedure.

**PROMOTION:** The assignment of an employee from one job classification to another with a higher maximum rate of pay.

**RATING OFFICER:** A supervisory employee required to conduct performance evaluations for all employees under his/her immediate supervision.

**WARNING:** A formal disciplinary notice to an employee specifying the manner in which his/her conduct or work performance does not meet prescribed standards.

**SELECTION DEVICES:** Devices used separately or in combination to obtain the best qualified candidates for a vacant position. Potential devices include work samples and performance tests, practical written tests, oral examinations, rating of training and experience, etc.

**SUPERVISORY EMPLOYEE:** An employee who has significant functional responsibilities within a department, including hiring new employees, implementing policies and procedures, administering discipline, evaluating subordinates, and/or conducting first-step grievance meetings.

**TABLE OF ORGANIZATION:** The specific number and type of established positions in a department that have been officially approved by the Board of Supervisors.

**TERMINATION:** Ending an employee's County employment for any reason; a termination may be voluntary or involuntary.

**TRANSFER:** The assignment of an employee from one (1) position to another in the same class or with the same maximum salary.

**VACANCY:** A job opening that exists when an incumbent has vacated a position or when a new position is created for which funds have been provided.