

 Metro | *Policies and procedures*

Subject Definitions
Section Human Resources
Approved by Office of the Executive

EXCERPT FROM EXECUTIVE ORDER 88 (2005)

Policy is under review. Numbering has been changed from original manual; content is from former Section 5, E.O. 88 (2005).

DEFINITIONS OF PERSONNEL TERMS

1. For the purposes of these policies unless the context requires otherwise, the following terms shall have the meanings indicated:
 - a. **“Auditor”** means the elected Auditor of Metro or his/her designee.
 - b. **“Chief Financial Officer”** means the person responsible for managing the financial affairs and budget of Metro and designated as such by the Chief Operating Officer.
 - c. **“Chief Operating Officer”** means the person holding the position of Chief Operating Officer established by Section 2.20.010 of the Metro Code.
 - d. **“Council”** means the elected governing body of Metro.
 - e. **“Department”** means a major functional unit of Metro as designated by the Chief Operating Officer.
 - f. **“Department Director”** means a person designated by the Chief Operating Officer to be responsible for the administration of a department or his/her designee.
 - g. **“Division”** means a major functional unit of a department.
 - h. **“Employee”** means an individual who is salaried or who receives wages for employment with Metro.
 - i. **“Exempt position”** means a position exempt from mandatory overtime compensation.
 - j. **“Fiscal year”** means a 12-month period beginning July 1 and ending June 30.
 - k. **“Flexible work schedule”** means an alternative work schedule other than the established normal work schedule, but which includes the same number of total hours per pay period as other full time positions.

- l. **“Full time”** means a position in which the scheduled hours of work are 40 hours per week and which is provided for in the adopted budget.
- m. **“Hourly rate”** means the rate of compensation for each hour of work performed.
- n. **“Immediate family”** means the husband, wife, son, daughter, father, mother, brother, sister, father in law, mother in law, grandparents or any relative living in the employee’s household. *Update (Dec. 2012): definition varies by policy (see applicable policy).*
- o. **“Layoff”** means a separation from employment because of organizational changes, lack of work, lack of funds, or for other reasons not reflecting discredit upon the employee.
- p. **“Non-exempt”** position means a position that is eligible for overtime compensation.
- q. **“Non-represented employee”** means an employee who is not in a recognized or certified bargaining unit.
- r. **“Part time”** means a position in which the scheduled hours of work are less than 40 hours per week but at least 20 hours or more per week and which is provided for in the adopted budget.
- s. **“Permanent employee”** means an employee who is appointed to fill a budgeted position and who is not temporary or seasonal. However, the term permanent does not confer any form of tenure or other expectation of continued employment.
- t. **“Permanent position”** means a budgeted position which is not temporary or seasonal. However, the term permanent does not confer any form of tenure or other expectation of continued employment.
- u. **“Personnel action”** means the written record of any action taken affecting the employee or the status of his/her employment.
- v. **“Human Resources Director”** means the employee appointed by the Chief Operating Officer to administer the provisions of these policies regardless of whether the person is also a Department Director.
- w. **“Personnel file”** means an employee’s official personnel file which is kept in the office of human resources.
- x. **“Personnel Procedures Manual”** means a manual developed by the office of human resources and approved by the Chief Operating Officer to implement the policies and provisions of these policies.
- y. **“Probationary period”** means a continuation of the screening process during which an employee is required to demonstrate fitness for the position to which the employee is appointed or promoted. Successful completion of any probationary period is for Metro’s internal screening process only and does not confer any form of tenure or other expectation of continued employment.
- z. **“Probationary employee”** means an employee serving any period of probation.
- aa. **“Promotion”** means the change of an employee from a position in one classification to a position in another classification having a higher maximum salary rate.

- bb. **"Reclassification"** means a change in classification of a position by raising it to a class with a higher rate of pay, reducing it to a class with a lower rate of pay, or changing it to another class at the same rate of pay, based upon the duties currently assigned to an existing position or to be assigned for a vacant position. If the position is filled, the incumbent employee is reclassified along with the position.
- cc. **"Regular employee"** means an employee who has successfully completed the required initial probationary period occupying a permanent position.
- dd. **"Reinstatement"** means the return of an employee to a position following a separation of employment.
- ee. **"Represented employee"** means an employee who is in a recognized or certified bargaining unit.
- ff. **"Resignation"** means voluntary separation from employment.
- gg. **"Seasonal employee"** **REPLACED** – See *Temporary and Seasonal Employee policy (Nov. 2011)* <DELETION>
- hh. **"Separation"** is the cessation of employment with Metro not reflecting discredit upon the employee.
- ii. **"Status"** refers to the standing of an employee.
- jj. **"Temporary employee"** **REPLACED** – See *Temporary and Seasonal Employee policy (Nov. 2011)* <DELETION>
- kk. **"Termination"** means the cessation of employment with Metro.
- ll. **"Volunteer"** means an individual serving in a non-paid voluntary status.
- mm. **"Work schedule"** means the assignment of hours of work by a supervisor.