

POLICY 001 DEFINITIONS

1. **Purpose.** To provide clarity and consistency when referencing terminology utilized throughout employment.
2. **Definitions.** The following words and phrases as utilized in this policy manual will be the definitions set forth, unless a different meaning is specifically afforded to the word or phrase via definition established in the policy.
 - 2.1 **Anniversary date.** The date an employee begins regular employment.
 - 2.2 **Appointing authority.** The person, governing body or designee which has the authority granted by law or ordinance to appoint an individual to or remove an individual from positions in county service. The county administrator will appoint heads of all departments and offices and the head of each department or office will appoint all subordinate personnel.
 - 2.3 **Classification.** The job title assigned to a position.
 - 2.4 **Compensatory time.** Hours worked in excess of the normal work week which may be used as time off from a regular work schedule in accordance with specified guidelines.
 - 2.5 **Committee.** The committee on human resources.
 - 2.6 **Department head.** Any county official who has the responsibility for the operation of a county department.
 - 2.7 **Director.** The human resources director.
 - 2.8 **Emergency.** A sudden and unforeseen combination of circumstances which calls for immediate action and leaves no time for deliberation.
 - 2.9 **Employee Status**
 - 2.9.1 **Introductory Employees.** The initial 6 month employment period is generally referred to as “introductory period.” The County may extend the introductory period for individual employees. Introductory employees may use paid time off benefits during the initial 6 month employment period.

An initial one-year employment period will be referred to as “introductory period” for all supervisory individuals and individual

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employees in the following position titles: Correctional Officer and Economic Support Specialist.

- 2.9.2 **Regular employee.** Employment in a position which normally requires actual performance in a planned undertaking which is a regular and continuing function of the county and is expected to last more than two years.
- 2.9.3 **Full-time Employees.** Individuals hired for regular full-time positions, normally scheduled to work a minimum of 1,560 annual hours, will be eligible for the employee benefits identified in this Manual.
- 2.9.4 **Part-time Employees.** Individuals hired for regular part-time positions, normally scheduled to work less than 1,560 annual hours.
- 2.9.5 **Seasonal Employees.** Employment in a position for which annual work is six (6) months or less. Seasonal employment begins at approximately the same time of the year, such as summer or winter.
- 2.9.6 **Temporary Part-time Employees.** Employment in a short-term position for a period of one (1) to six (6) months, working ten (10) to twenty-eight (28) hours per week unless otherwise authorized by the Human Resources Director or County Administrator.
- 2.10 **Entry pay rate.** The rate of pay at which a new employee will normally be placed.
- 2.11 **Full time Equivalent (FTE).** The number of total hours authorized in one year (52 weeks) divided by the total authorized working hours in one year (52 weeks) for a 40 hour per week position (typically 2080 hours).
- 2.12 **Immediate family.** The employee's spouse, child, parent, brother, sister, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law or daughter-in-law, or any family member residing in the employee's household.
- 2.13 **Pay Grade.** The grade, or placement of a position within the salary structure.
- 2.14 **Pay Grade Evaluation.** The (re)assignment of a job to a higher or lower pay grade or pay range in the salary structure due to a job content (re)evaluation and/or significant change in the average market rate in the external labor market.
- 2.15 **Pay Range.** The range of pay that has been established within a pay grade.

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- 2.16 **Promotion.** The (re)assignment of an employee to a position in a higher pay grade or range in the organization's salary structure.
- 2.17 **Protected class.** A group whose members possess factors or characteristics specifically identified through legislation, regulations, and executive orders as constituting prohibited basis for discrimination in service delivery and employment.
- 2.18 **Red-circle.** A rate of pay that is above the approved maximum rate of pay for a position. No pay increases occur until the range maximum surpasses the employee's rate of pay.
- 2.19 **Reorganization.** An alteration in a department's operations has occurred that:
- 2.19.1 Adds new duties requiring creation of new position titles; or
 - 2.19.2 Eliminates existing responsibilities resulting in staff reduction; or
 - 2.19.3 Substantially modifies existing positions.
- 2.20 **Salary Schedule Adjustment:** An adjustment to the salary structure; the increase or decrease of a pay range, minimum – maximum. This is a method to maintain the salary range in relation to external market conditions.
- 2.21 **Step Schedule:** Standardized progression pay rates that are established within a pay range. To move to the next step one must have met acceptable performance standards.
- 2.22 **Salary Schedule:** The hierarchy of job grades and pay ranges established within an organization.
- 2.23 **Supervisor.** The department head or designee which is responsible for the work product, control, direction of work assignments and the evaluation of subordinate County employees.