2.1 DEFINITION OF TERMS

A. The following terms, whenever used in these policies, shall be defined as follows:

1. Anniversary Date: The annual recurrence of the date that an individual commenced employment in a position with the Town of Oro Valley.

2. Annual Leave: Time off with pay granted to the employee at the convenience of the Town in recognition of service and the employee's need for an annual period of rest and recreation.

3. Annual Leave Carry Over: Annual leave carried over from the one fiscal year to the following year, not to exceed the amount an employee would earn in 18 months of services.

4. Appointment: The acceptance of an authorized offer of a position with the Town of Oro Valley pursuant to these Personnel Policies and Procedures.

5. Appointing Authority: The Town Manager or other persons authorized by the Town of Oro Valley to make employment decisions.

6. AWOL: Absent without leave, an unpaid leave, non-approved leave.

7. Benefit Eligible Employee: An employee who holds a regular (not temporary or seasonal) position with the Town, and who is regularly scheduled to work at least 20 hours per week.

8. Bereavement Leave: Leave taken upon the death of an immediate family member.

9. Classification: All positions sufficiently similar in duties, authority, and responsibility to permit grouping under a common title and with the application of common standards of selection, transfer, promotion, and compensation.

10. Compensatory Time: Leave time accrued at one and one-half hours for every hour worked over forty (40) hours during the employee's work week. Time off given in lieu of monetary payment for overtime worked.

11. Demotion: The movement of an employee from a position in one classification to a position in another classification having a lower maximum rate of pay.

12. Department Head: Those officers or employees who are appointed or employed as the principal employee of a department for the discharge of duties provided by law or of particular delegated functions.

13. Disciplinary Action: Written reprimand, demotion, suspension, reduction in pay/position or discharge imposed for just cause.

14. Employee: Any person employed by the Town for wages and or salary for a particular position as defined in the classification system established by the Town of Oro Valley.

15. Examination: A selection test or test procedure for a particular classification which is open to all persons meeting the qualifications for the position.

16. Exempt Employee: Employees classified as Executive, Administrative or Professional or such other position as may be determined by the tests included in the Fair Labor Standards Act (FLSA). Job Classifications are determined to be exempt or non-exempt according to the FLSA.

17. Full-Time Employee: An employee who is hired by the Town on the basis of working at least **thirty-two (32)** hours per week.

18. Grievance Procedures: A procedure which permits employees the right to grieve decisions significantly affecting their employment.

19. Immediate family member (non-FMLA): An employee's spouse, child(ren), adopted child(ren), step child(ren), or child(ren) of a domestic partner, foster child(ren), parent, grandparent, grandchild, current in-laws, brother, sister, domestic partner, or parent surrogate.

20. Merit Increase: A salary increase which may be granted to an employee based upon past performance over a period of time.

21. Overtime Work: Authorized time worked by a non-exempt employee in excess of 40 hours per work week, as defined by State and Federal law.

22. Part-time benefit eligible employee: An employee who is hired by the Town to work twenty (20) or more hours per week but less than thirty-two (32) hours, although there may be occasional instances in which a part-time employee may work more hours in a given workweek.

23. Part-time, regular, non-benefit eligible employee: An employee who is hired by the Town to work a consistent schedule of nineteen (19) hours or less per week, although there may be occasional instances in which a part-time employee may work more hours in a given workweek.

24. Part-time, at-will non-benefit eligible: An employee who is hired by the Town on the basis of an unpredictable shift schedule of nineteen (19) hours or less per week, although there may be occasional instances in which a part-time employee may work more hours in a given workweek. An employee with this employment status has no guarantee of hours at any time.

25. Performance Appraisal: Written evaluations of an employee's work given prior to the completion of the introductory period, and annually on or around the anniversary review date.

26. Position: An aggregation of tasks and responsibilities requiring the services of a person.

27. Probationary Evaluation Period: A period of time during which new or promotional employees are required to demonstrate their suitability in their position by actual performance of the duties required. The introductory period will last twelve (12) full calendar months for police officers and six (6) full calendar months for all other full-time employees. The introductory period for part-time employees shall be nine (9) full months.

28. Probationary Period: A period of time, normally due to an inability or unwillingness to meet the conduct or performance expectations of the job, during which employees are required to demonstrate their suitability in their position by actual performance of the duties required. The probationary period will normally be no less than 30-days and no more than 6-months.

29. Promotion: The movement of an employee from a position in one classification to a position in another classification having a higher maximum rate of pay.

30. Rate of Pay: The employee's hourly rate of pay calculated by dividing his/her annual salary by the number of hours associated with the position.

31. Sick Leave: Time off with pay granted to qualified employees by the Town in the event of illness or medical treatment.

32. Suspension: The temporary removal of an employee from their position with or without pay for disciplinary or administrative purposes for a specified period of time.

33. Temporary Employee: An employee hired on a provisional, temporary basis for periods not to exceed three (3) full calendar months or for longer periods of employment such as approved by the Town Council during the budget process, in order to provide necessary public service or when a short-term increase in workload requires additional employees. The appointment may be extended for up to an additional three (3) months upon authorization by the Town Manager. Seasonal employees are considered temporary employees for pay and benefits purposes and their employment is normally terminated at the end of the seasonal assignment, although their status may be reactivated as needed each season.

34. Termination: The separation of an employee from employment by any means other than retirement whether it be voluntary (resignation) or involuntary (dismissal).

35. Transfer: A change of an employee from one position to another position having the same maximum rate of pay.

36. Verbal Reprimand: A verbal warning which personally informs an employee that his/her performance or behavior is unsatisfactory.

37. Working Days: Monday thru Friday, 8 a.m. – 5 p.m. Holidays recognized by the Town of Oro Valley are not considered working days.

38. Work Week: For most non-police employees, the work week shall commence on Monday and shall end on Friday and normal working hours shall consist of 8.0 hour days with a one hour lunch period, unless otherwise approved by the Department Head. For Police Department employees, the work week will remain flexible (and assigned by Department management) to best meet the needs of the Town.

39. Written Reprimand: A written warning giving formal notice to an employee of unsatisfactory performance.

40. Years of Service: Total length of time an employee has been directly employed by the Town of Oro Valley.