

DEFINITIONS

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A.D.A.

Americans with Disabilities Act.

Acting Appointment

A current employee, assigned to fill an open position, who temporarily “acts” in the place of a regular appointment.

Administrative Leave

Administrative Leave is paid leave authorized at the discretion of the Library Director. It may be used in extraordinary circumstances not covered by other defined leave benefits.

Anniversary Date

Each year, the anniversary is the date on which an employee began his/her most recent continuous term of employment with the District. The anniversary date will be adjusted to reflect the effective date of an employee’s promotion or demotion for purposes of step increases and performance evaluations.

Benefit Eligible Employee

An employee regularly scheduled to work 20 or more hours per workweek and thereby is eligible to receive the District’s benefit package.

C.O.B.R.A.

Consolidated Omnibus Budget Reconciliation Act.

Compensated Time

Time, for which an employee is paid, includes hours worked and paid leave.

Demotion

Voluntary or involuntary reduction or downward change to an employee’s position classification level or salary grade due to a position reclassification, reorganization, or other factor.

Domestic Partner

A domestic partner must be a partner of the same sex or opposite sex where one partner is aged 62 or older, and have registered with the Washington Office of the Secretary of State as a “state-registered domestic partnership” under Washington Law.

Exempt Employee

An employee who is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and the Washington Minimum Wage Act (MWA).

F.L.S.A.

Fair Labor Standards Act.

F.M.L.A.

Family and Medical Leave Act of 1993.

Full-Time Employee

An employee who is regularly scheduled to work 40 hours per workweek.

Grievance

A complaint of an employee regarding terms or conditions of employment.

Hourly Employee

An employee who is paid on an hourly basis for all hours worked.

Non-Benefit-Eligible Employee

An employee who is regularly scheduled to work less than 20 hours per workweek and is not eligible to receive the District's benefit package.

Non-exempt Employee

An employee eligible for overtime pay under the provisions of the Fair Labor Standards Act (FLSA) and Washington Minimum Wage Act (MWA).

Part-Time Employee

An employee regularly scheduled to work less than forty (40) hours per workweek.

Payroll Period

A bi-monthly time period beginning on the first day, and ending on the 15th day of the month, and/or beginning on the 16th day of the month and ending on the last day of the month.

P. E. R. S.

Washington State Public Employees Retirement System

Position Description

A written document describing the essential functions of a position, which includes a summary statement, duties and responsibilities, and/or other critical features such as qualifications, working conditions, and physical/mental requirements inherent in the position.

Promotion

Reassignment of a current employee to a position with a higher position classification and salary grade.

Prorate

Means to compute percentage of benefits received by an employee working twenty (20) to thirty-nine (39) hours per week by using the ratio of regularly scheduled hours to forty (40) hours.

Reclassification

The reassignment, either upward or downward, from one classification to a different classification or one salary grade to a different salary grade.

Regular Employee

A regular employee is one who is hired for an indefinite period, regularly works a scheduled number of weekly hours per workweek, and has successfully completed his/her trial period.

Regular Employment Status

Granted to employees who have successfully completed the trial period and are not temporary employees.

Regularly Scheduled

The number of weekly hours of work budgeted and regularly scheduled for a position, exclusive of overtime.

Salary Grade

Monetary amount assigned to a classification level that provides for a spread from a minimum to a maximum rate of pay.

Salary Range

The minimum to maximum range of a salary grade established for each position.

Salary Step

An incremental increase, or step, within the salary range of the salary grade.

Sexual Orientation

Sexual orientation is defined as heterosexuality, homosexuality, bisexuality, and gender expression or identity. As used in this definition, ‘gender expression or identity’ means having or being perceived as having a gender identity, self-image, appearance, behavior, or expression, whether or not that gender identity, self-image, appearance, behavior, or expression is different from that traditionally associated with the sex assigned to that person at birth.” RCW 49.60.040(15).

Split Shift

A workday consisting of two separate periods of work separated by any non-compensated time other than a normal meal or rest period.

Standard Workweek

Regularly scheduled work hours per workweek.

Supervisor

One who directly assigns, directs and evaluates the work of other employees.

Temporary Employee

An employee hired to work either part-time or full-time for a specified limited period (not to exceed one (1) year) due to special projects, abnormal work loads or emergencies. Employees hired in temporary positions may be classified as exempt or non-exempt depending upon job responsibilities.

Terminal Leave

See Section 2.13.

Termination

Separation from employment, either on a voluntary or involuntary basis.

Transfer

Assignment of a current employee to a different position, within the same position classification or salary grade, or assignment to a different work location within the same classification or salary grade.

Trial Employee

A newly hired or current employee, who is new to a position and has yet to complete the applicable trial period.

Trial Period

A six- (6) month trial period of employment following initial hiring by the Library District, or following promotion or transfer to a new position. It is the final step of the hiring process and may be extended for up to six (6) additional months.

Vacant Position

A regularly staffed position that is not currently filled.

Workweek

A consecutive seven-day period from midnight Saturday through the following midnight Saturday totaling 168 hours.