

## ADDENDUM

**DEFINITIONS:** The following definitions shall apply throughout these policies and procedures, unless context clearly requires another meaning.

Allocation (of position): The official establishment of a position by an office/department, upon approval of the Board of County Commissioners, to hire an individual to perform a specified job as defined by a job description and assigned to an established pay range.

Board of County Commissioners: Unless otherwise specifically defined, means the elected governing board of Millard County.

Class or Classification: A group of positions sufficiently similar in respect to duties performed, degree of supervision exercised or required, minimum requirements of training, experience, or skill, and other such inherent characteristics that the same title and the same tests of fitness may be applied to each position in the group.

Class Specification (also Job Description): A description of the duties and responsibilities of each class of position within the county, and minimum qualifications required for the class of position including training and experience and other qualifications.

Classification Plan: A plan for the internal valuation of all positions in the county with an appropriate title, pay grade, and pay range.

Compensation Plan: An approved salary scale for the county, including initial, intervening, and maximum rates of pay for each class of position.

Compensatory Time: Time off of work awarded in-lieu of cash for hours worked in excess of the 40 hour work week (special provisions for law enforcement and emergency services personnel).

Demotion: A reduction in grade of an employee for cause such as inefficiency or for disciplinary reasons, from one position to another, either within the same class or to a different class having a lower entrance salary with a corresponding lowering of the employee's salary.

Department: A service area or function of the county established by statute or ordinance which comes under the direct authority and supervision of the Board of County Commissioners.

Department Head: An appointed position of the county to plan, organize, direct, and manage a service or function established by statute or ordinance which comes under the direct authority and supervision of the Board of County Commissioners.

Discrimination: Action taken against an employee because of political or religious opinions or affiliations or because of race, national origin, sex, or any other non-merit factor.

Dismissal: The termination of employment of an employee.

Elected Official: An individual chosen by the public to plan, organized, direct, and manage a statutorily established political function of the county, i.e., county commissioner, county sheriff, county auditor, county treasurer, county clerk, county recorder, etc.

Eligible: An individual who is qualified for a position, benefits, or privileges in the county under the provision of these policies and procedures.

Job Description: A written statement describing the duties of a particular position within an office/department and the minimum requirements needed to perform them.

Minimum Qualifications: The requirements for training, experience, and other qualifications to be measured by written and/or oral examinations or by performance tests and prescribed for a given class in the job specifications. Applicants with fewer than stated minimum qualifications are deemed ineligible or unqualified.

Office: A work or service function governed and managed by an elected official other than the Board of County Commissioners.

Public Safety Employee: An individual who renders compensated employment under the scope of the county sheriff=s office or the county jail.

Position: An office or employment in the county (whether part-time or full-time, temporary or regular, occupied or vacant) composed of specific duties.

Promotion: A change in status of an employee from a position in one class to a position in another class having a higher entrance salary or pay grade.

Reassignment: A change in classification of an employee, for administrative or other reasons not included in the definition of "Demotion," from a position in one class to a position in another class normally having a lower entrance salary which could result in a reduction in salary.

Reclassification: A change from one classification to another classification (either higher or lower) having a different job specification without a reduction in salary.

Reduction-in-Force: Any separation of an employee because of inadequate funds, change of workload, or lack of work, in which the county discontinues the use of the identifiable position occupied by such employee either by discontinuing the performance of the duties of such position or by distributing such duties among other existing positions.

Regular Employee: An employee whose continued retention has been approved by the personnel officer at the completion of an orientation period, either as a full-time or part-time employee.

Rehire: The return to employment of a former employee who has resigned while in good standing, or who has been separated from the county without prejudice or cause.

Reinstatement: The resumption of employment of an employee who has been on leave of absence with or without pay.

Resignation: The termination of employment at the request of the employee.

Salary Adjustment: A change in the rate of pay for an employee to conform with the approved classification or compensation plan.

Salary Increase: An increase in salary of one or more steps within a grade of the compensation plan.

Series: A group of positions similarly classified as to title and duties, but with gradations in minimum qualifications and salary rates consistent with the degree of responsibilities.

Suspension: A forced leave of absence without pay for a period not to exceed fifty (50) calendar days in any one year.

Temporary Appointment: An appointment or rehire for a period not to exceed nine (9) months.

Transfer (Interdepartmental): A move from one county office/department to

another. This should not be confused with managerial functions of moving personnel from one section to another within the same office/department by promotion, demotion, or reassignment.