

# Salt Lake County Human Resources Policy 1-200: Definitions

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## **Purpose**

To define and clarify the terminology used in the Human Resources Policies. NOTE: Policy references at the end of each definition are indicated in parentheses.

## **I. Policy**

The following Human Resources Policy Definitions are applicable to all County Human Resources Policies and Procedures and are not intended to have any effect on County-wide Policies or internal agency policies.

**ABUSE/MISUSE:** Abuse is the use of either an illegal substance or controlled substance obtained without a prescription for other than medicinal purposes; the inappropriate use of drugs obtained by prescription; or the inappropriate use of legally obtained alcohol products or over-the-counter medications. (Alcohol and Drug Screening, Testing and Treatment)

**ACA:** The Patient Protection and Affordable Care Act.

**ACTING IN:** Temporary assignment of a merit employee to an allocated, higher grade position.

**ACTIVE DUTY:** Time served on active military duty as defined under the Utah Code Annotated, 71-10-1, 71-10-2 and 71-10-3, "Veterans Preference" which does not include active duty for training, initial active duty for training or inactive duty for training. (Recruitment and Selection)

**ACTUAL HOURS WORKED:** The time an employee is required to be on duty performing job-related activities on the employer's premises or at an alternate work location. (Pay and Employment Practices)

**ACTUAL HOURS WORKED (FMLA):** Hours actually worked on the job 1) does not include any type of paid or unpaid leave time (e.g. sick, vacation, compensatory time off, paid administrative leave, incentive leave, paid county holidays, Workers Compensation, etc.); 2) does include military service time (active duty and reserve) that occurs during the employee's normally scheduled work hours; and 3) overtime calculated as straight time. (Family and Medical Leave)

**ADDITIONAL PAY:** Pay in addition to an employee's base pay including, but not limited to, incentive awards, bonus plans, differential pay, acting in pay, and career mobility pay.

**ADJUSTED SERVICE DATE:** The date a merit employee began employment with Salt Lake County which is increased or decreased by: 1) the amount of time during which the employee was not employed by Salt Lake County, 2) the amount of cumulative time in excess of 30 days each calendar year in which the employee was on leave-without-pay status (except for workers' compensation or military leave) 3) the certified and accepted time worked in another comparable public merit system and 4) the amount of time granted a Sheriff's Office sworn employee for all qualifying outside public safety credit applicable to his/her current category. (Pay and Employment Practices; Leave Practices)

**ADMINISTRATIVE LEAVE:** A paid leave of absence which may be authorized and granted to employee(s) by the Mayor or an Administrator that is inclusive of emergency leave, leave for purposes of employee

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safety during major storms, power outages, etc., leave pending an administrative review or investigation, or any other situation which is deemed to be in the best interest of the County. (Leave Practices)

**ADMINISTRATOR:** Any person who has responsibility for the operation of an agency or their official designee.

**ADULT DESIGNEE:** An individual who is not the spouse of an employee, has resided in the same domicile with the eligible employee for at least the past twelve consecutive months and intends to remain so for a period of time, is at least eighteen years of age, and is directly dependent upon or interdependent with the employee sharing a common financial obligation. (Leave Practices; Family and Medical Leave; Insurance and Retirement Programs)

**AGENCY:** An administrative unit of Salt Lake County government. An agency is an Elected Office, Department or a Division.

**AGENCY PERSONNEL FILE:** Employee unofficial file kept at the division level containing the immediate supervisor's record on employee performance and/or other employment related matters. (Personnel Records)

**ADA - ADAA:** Americans With Disability Act (as amended). (Reasonable Accommodations; Long Term Disability; Return to Work After Injury or Illness)

**ANNUAL PERFORMANCE APPRAISAL:** A formal (regular) performance evaluation conducted by the employee's supervisor once a year at the end of the rating period. (Performance and Development)

**APPLICANT:** Any person who has filed an official Salt Lake County Application for employment for a position of which recruitment has been announced. (Recruitment and Selection)

**APPLICANT LIST:** A list of all persons who apply for a job through Human Resources official application process. (Recruitment and Selection)

**APPOINTED EMPLOYMENT:** Employment status which does not comprise tenure in the career service as defined in the County Personnel Management Act; UCA, 17-33-1, inclusive of temporary, exempt appointed and other seasonal employment statuses. (Employment Status; Allocation and Classification of Merit Positions; Pay and Employment Practices)

**APPOINTED NON-MERIT:** Appointed employees include department directors, chief deputies, administrative assistants or other positions exempt under the Personnel Management Act, state law or approved by the Career Service Council. (Employment Status; Tuition Reimbursement)

**ASSIMILATION:** The transfer of a function or service to the County which may include the transfer of employees. (Pay and Employment Practices)

**AT WILL:** Means an employee can be terminated at any time for any reason, except an illegal one, or for no reason. (Employment Status)

**BACKGROUND CHECK:** Any investigation designed to reveal any criminal history of a candidate, an employee, or a volunteer. (Background Check Requirements; New Hire Requirements)

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**BACKGROUND CHECK FOR DESIGNATED POSITIONS:** The list of designated positions within Salt Lake County that are subject to a background check. The list will distinguish between those positions for which the County may request a background check, and those positions for which the candidate, employee, or volunteer must obtain their own background check. (New Hire Requirements; Background Check Requirements)

**BASE PAY:** An employee's monetary pay that does not include benefits or Additional Pay.

**BENEFITS ORIENTATION:** A mandatory training for newly hired employees regarding matters such as health, dental, life insurance, retirement and other benefits. (New Hire Requirements)

**BONUS AWARD:** a discretionary award given to an employee for outstanding performance that has already occurred. (Pay and Employment Practices)

**CALENDAR DAYS:** Consecutive days including Saturdays, Sundays and legal holidays. If a deadline falls on a Saturday, Sunday or legal holiday, the deadline becomes the next County working day.

**CALL-BACK:** A circumstance when an FLSA non-exempt/covered employee leaves their work site and is subsequently required by the agency administrator to report back to work prior to their normally scheduled shift. Call back is not applicable for those situations when an employee continues a shift. (Pay and Employment Practices)

**CANDIDATE:** An applicant who is being considered for a job; a person applying for a designated position. (New Hire Requirements)

**CAREER MOBILITY ASSIGNMENT:** Assignments designed to increase employee skills through a temporary assignment in another section, division, department or Elected Office of the County, other public jurisdiction. (Pay and Employment Practices)

**CAREER SERVICE COUNCIL APPEAL:** A written request for a formal review by the Career Service Council initiated by the party dissatisfied with the decision of an Administrator. (Recruitment and Selection; Grievance Procedure; Workplace Harassment, Discrimination and Retaliation Complaints Procedure)

**CAREER SERVICE POSITION:** Any position in the County service except those exempted under Utah Code Section [17-33-8](#) and those covered by the Deputy Sheriffs Merit System under Utah Code [17-30](#).

**CERTIFICATION OF ELIGIBLES:** A list of qualified applicants certified from a merit employment or open recruitment register who are eligible to be hired. (Recruitment and Selection)

**CERTIFIED APPLICANT LIST:** A list of the top ranked qualified applicants that are to be interviewed by the hiring agency. (Recruitment and Selection)

**CHILD/DEPENDENT CHILD OF ADULT DESIGNEE (FMLA):** 1) A son or daughter under age 18 or age 18 or older and 'incapable of self-care because of a mental or physical disability' which includes biological, adopted, foster or stepchild, a legal ward, or a son or daughter of a person standing in loco parentis. 2) A son or daughter of a covered service member, as defined in 1, who is of any age. (Family and Medical Leave)

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**CLASSIFICATION:** A grouping of positions sufficiently similar to be compensated at the same pay range. The positions are listed/allocated under the same title and grade. (Allocation and Classification of Merit Positions)

**CLASSIFICATION APPEAL:** A written request for a formal review by the Classification Staff initiated by the party dissatisfied with the decision of the Human Resources Division. (Allocation and Classification of Merit Positions)

**CLASSIFICATION HEARING OFFICER:** A non-County employee under contract to Human Resources with demonstrated classification expertise. (Allocation and Classification of Merit Positions)

**CLASSIFY:** The process of assigning a grade, title and FLSA status to a position based on a review by the Human Resources Division. (Allocation and Classification of Merit Positions)

**COBRA:** Consolidated Omnibus Budget Reconciliation Act of 1986. The federal health care continuation law which requires an employer to offer employer-provided health and dental coverage to employees and their dependents losing coverage due to termination of employment or other qualifying events. (Insurance Eligibility).

**COMMERCIAL DRIVERS LICENSE (CDL):** Type of license required to operate a commercial vehicle. (CDL Alcohol and Drug Screening, Testing and Treatment)

**COMPARABLE PUBLIC MERIT SYSTEM:** Another governmental entity which includes 1) a grievance process 2) a system in which recruiting, selecting, and advancing employees is done on the basis of their relative ability, knowledge, and skills.. (Pay and Employment Practices)

**COMPENSATION (gross):** All remuneration for employment paid to an employee. (Pay and Employment Practices)

**COMPENSATORY TIME OFF:** Paid leave that is granted to FLSA non-exempt employees in lieu of payment at one and one-half hour for each hour worked over 40 in the workweek. (Pay and Employment Practices)

**CONTINGENCY OPERATION (FMLA):** A military operation that: 1) is designated by the Secretary of Defense as an operation in which members of the Armed Forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or 2) Results in the call, order to, or retention on active duty of members of the uniformed services under 10 U.S.C. 688, 12301(a), 12302, 12304(a), 12305, or 12406 and Chapter 15 or any other provision of law during a war or during a national emergency declared by the President or Congress. (Family and Medical Leave)

**COUNCIL (County Council):** The elected legislative body of Salt Lake County, Utah.

**COUNTY BENEFITS:** All benefits in addition to FICA, Unemployment Insurance, Workers Compensation and retirement. (New Hire Requirements)

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**COURT COMPENSATION:** Compensation and/or leave granted to a Sheriff's Office sworn employee required to attend court or an official hearing as a witness and subpoenaed by a governmental agency. (Pay and Employment Practices)

**DEMOTION:** a disciplinary change from one position to another position that results in a reduction in grade and/or pay. (Discipline)

**DEPARTMENT:** The major governmental agencies of Salt Lake County Government which are: Administrative Services, Community Services, Human Services, and Public Works.

**DEPARTMENT TRANSFER:** A non-disciplinary move of a merit employee within a department or elected office. A transfer may be at the same or higher grade. (Pay and Employment Practices)

**DESIGNATED POSITIONS:** Safety sensitive positions or regular positions requiring a criminal background check in accordance with State Statute or County Ordinance. (Background Check Requirements)

**DESIGNATED WORK SCHEDULE:** Hours established under the telecommuting agreement when the employee will be available and at the designated work site doing County work. (Work Hours, Telecommuting and Remote Access)

**DESIGNEE:** A person who is designated to respond in the absence of the Administrator.

**DISABILITY (AMERICANS WITH DISABILITY ACT / SECTION 504 REHABILITATION ACT – ADA):** A physical or mental impairment that substantially limits one or more of the major life activities; a person having a record of such impairment; or a person regarded as having such impairment. (Reasonable Accommodations)

**DISABLED VETERAN:** An individual who has served on active duty in the Armed Forces, who has been separated or retired under honorable conditions and who has established the present existence of a service-connected disability or is receiving compensation, disability retirement benefits, or pension because of a public statute administered by the federal Department of Veterans Affairs or a military department. (Recruitment and Selection)

**DISCRIMINATION:** Any adverse employment action taken based upon an employee, applicant, or volunteer's race, color, national origin, religion, age, disability, genetic information, gender, gender identity, pregnancy, sexual orientation, marital status and military or veteran status. Sexual harassment is a form of discrimination and will not be tolerated. (Workplace Harassment, Discrimination and Retaliation Complaints Procedure)

**DRUG TESTING:** The scientific analysis for the presence of drugs and/or their metabolites in the human body. (Alcohol and Drug Screening, Testing and Treatment; CDL Alcohol and Drug Screening, Testing and Treatment)

**DRUGS:** Any chemical substance ingested into the body including, but not limited to illegal drugs, controlled substances and legal medications, whether prescription or not, which affect a person's motor skills, concentration, alertness or any other aspect of the normal performance of job duties. (Alcohol and Drug Screening, Testing and Treatment; CDL Alcohol and Drug Screening, Testing and Treatment)

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**EARLY RETIREE:** An employee that has qualified under the guidelines of the Utah State Retirement System(s) for retirement benefits and is under the age of 65. (Insurance and Retirement Programs)

**EEO MANAGER:** The individual designated by Salt Lake County to monitor Pay and Employment Practices in respect to equal employment opportunity and affirmative action and enforce County policy prohibiting discrimination and reprisal. (Workplace Harassment, Discrimination and Retaliation Complaints Procedure)

**ELIGIBLE EMPLOYEE:** An employee compensated by Salt Lake County in the following employment statuses: 02 Regular; 04 Provisional; 08 Permanent Part-Time; 12 Time Limited Appointment; 91 Justice Court Judges; 95 Appointed Non-Merit; 97 Elected Official. (Retirement; Long Term Disability; Insurance and Retirement Programs).

**ELIGIBLE EMPLOYEE (FMLA):** An employee who has worked for Salt Lake County for: 1) at least twelve months, which does not need to be consecutive, and 2) has accrued a minimum of twelve hundred and fifty (1,250) actual hours worked in the last twelve months. (Family and Medical Leave)

**ELIGIBLE EMPLOYEE'S FAMILY MEMBERS (20% DISCOUNT AT COUNTY FACILITIES):** Dependents as defined for the purposes of I.R.S, personal income taxation. (20% Employee Discount at County Facilities)

**EMPLOYEE:** All persons working for and compensated by Salt Lake County excluding volunteers, board appointments or those persons hired under another federal or state program.

**EMPLOYMENT STATUS:** The assignment of an employee to an employment status including, but not limited to, regular, merit probation, provisional, temporary, part-time merit employment with County benefits, part-time merit employment without County benefits, intern, reserve deputies, appointed, federal man-power, and elected. (Employment Status)

**ESSENTIAL FUNCTIONS:** Job tasks that are indispensable to a position as opposed to tasks that are marginal, not critical, and not frequently performed. (Reasonable Accommodations)

**EXIT INTERVIEW:** An interview conducted by the Human Resources Division prior to separation (Exit Interview; Resignation; Retirement)

**FAMILY AND MEDICAL LEAVE ACT (FMLA):** A federal law that provides qualifying employees with up to 12 work weeks of unpaid, job-protected leave in a rolling 12-month period for specified family and medical reasons and up to 26 work weeks of unpaid, job protected leave to care for an ill or injured covered service member. (Family and Medical Leave)

**FLEX-TIME:** An alternative work schedule within the County's Standard Work Week or approved alternative work week that is approved by an administrator. (Work Hours, Telecommuting and Remote Access)

**FLSA:** Fair Labor Standards Act. (Pay and Employment Practices; Allocation and Classification of Merit Positions; Sworn Employees Overtime)

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**FLSA NON-EXEMPT EMPLOYEES:** Employees covered by the overtime and minimum wage provisions of the Fair Labor Standards Act (FLSA). (Pay and Employment Practices; Allocation and Classification of Merit Positions)

**FLSA EXEMPT EMPLOYEES:** Employees holding an executive, administrative, or professional position that is not covered by the overtime provisions of the Fair Labor Standards Act (FLSA). (Pay and Employment Practices; Employment Status; Allocation and Classification of Merit Positions; Sworn Employees Overtime)

**FMLA:** Family and Medical Leave Act.

**FTE:** Full-time equivalency based on the number of hours an employee is regularly scheduled to work in a standard workweek, divided by 40 hours. For example: 32 scheduled/40 full time = .80 FTE. (Leave Practices)

**FULL-TIME EMPLOYEE:** An employee who works an average of 30 hours or more per week or an average of 130 hours or more per month over the ACA measurement period. (Employment Status)

**FUNERAL LEAVE:** A paid leave of absence granted to certain categories of employees who have experienced the death of a member of their immediate family, other relative or a close friend as defined in policy. (Leave Practices)

**GENETIC INFORMATION:** Information about an individual's genetic tests, the genetic tests of family members of such individual and the manifestation of a disease or disorder in family members of such individual. (Workplace Harassment, Discrimination and Retaliation Complaints Procedure)

**GRADE:** the range of pay for a specific grouping of positions.

**GRADE ADVANCEMENT:** an approved classification series through which an employee will move to a higher grade based on upon pre-approved advancement criteria. (Pay and Employment Practices)

**GRIEVANCE:** Formal notice of a merit employee's dissatisfaction with a decision of supervisory personnel regarding matters such as discipline, performance appraisal rating, performance standards, and violations of policy. (Grievance Procedures; Discipline)

**GROSS EARNINGS:** The combined total of an employee's wages, benefits, bonuses and reimbursements. (Worker's Compensation)

**HARASSMENT:** Any unwelcome or unsolicited derogatory terms, comments, jokes, innuendos, other verbal, visual or physical conduct based upon race, color, national origin, religion, age, disability, genetic information, gender, gender identity, pregnancy, sexual orientation, marital status and military or veteran status that unreasonably interferes with an employee's working conditions. (Workplace Harassment, Discrimination and Retaliation Complaints Procedure)

**HEALTH CARE PROVIDER (FMLA):** Doctors of medicine or osteopathy, podiatrists, dentists, clinical psychologists, clinical social workers, optometrists, chiropractors, nurse practitioners, nurse midwives, clinical social workers, and physician assistants who are authorized to practice medicine and are performing within the scope of their practice under state law or; health care providers in a country other

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than the United States, who are authorized to practice in accordance with the laws of that county and are performing within the scope of their practice under such law; Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts; or any health care provider recognized by Salt Lake County's group health plans' providers. (Family and Medical Leave)

**HIRING AUTHORITY:** Any person in any County organization who is responsible for the selection of individuals to fill job vacancies. (Recruitment and Selection)

**HOLIDAYS:** The designated days when most County offices are closed to commemorate Federal and State historical events and activities. (Leave Practices)

**HOLIDAY PAY:** Compensation with paid time off or actual cash payment for the eleven County holidays. (Pay and Employment Practices)

**IMMEDIATE FAMILY (Excluding FMLA):** Wife, husband, son, daughter, ward, mother, father, brother, sister, mother-in-law, father-in-law, grandparent, legal guardian, grandchild, adult designee and dependent children of an adult designee and includes step-relatives of the same order. (Leave Practices)

**IMMEDIATE FAMILY (FMLA):** Spouse; child (biological, adoptive, step or foster child, legal ward or a child of a person standing in loco parentis) who is under the age of 18 or age 18 or older and incapable of self-care because of a mental or physical disability at the time FMLA leave is to commence; parent (biological, adoptive, step or foster parent, legal guardian, or individual who stood in loco parentis); adult designee; a dependent child of an adult designee. (Family and Medical Leave)

**IMMEDIATE FAMILY (FMLA - Military Caregiver Leave):** Spouse; child (biological, adoptive, step or foster child, legal ward or a child of a person standing in loco parentis) of any age; parent (biological, adoptive, step or foster parent, legal guardian, or individual who stood in loco parentis); adult designee; a dependent child of an adult designee; or next-of-kin. (Family and Medical Leave)

**INCENTIVE PLAN:** A plan that sets out performance measurement criteria, and their accompanying incentives, prior to the performance taking place. (Pay and Employment Practices)

**INDIVIDUALS WITH DISABILITIES:** An individual with a physical or mental impairment that substantially limits one or more of the major life activities or major bodily functions; a person having a record of such impairment; or a person regarded as having such impairment. (Recruitment and Selection; Reasonable Accommodations)

**INEFFICIENCY:** Wastefulness of government resources including, but not limited to, time, money, or other resources or failure to maintain the required level of performance. (Standards of Conduct)

**IN-GRADE ADVANCEMENT:** An increase in base pay within a grade when an employee has demonstrated new skills, knowledge or competencies related to their position. (Pay and Employment Practices)

**INSUBORDINATION:** Disobedience of a reasonable order issued by any superior within the employee's chain of command, willfully refusing or failing to follow instructions or perform designated work. (Standards of Conduct)



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**INTER-JURISDICTIONAL TRANSFER:** The transfer of a current employee of a comparable public merit system without requiring a competitive process. (Pay and Employment Practices)

**INTERNSHIP:** A paid or unpaid opportunity to learn a profession or trade during a defined period of time.

**INTRA-COUNTY TRANSFER:** The transfer of a current county employee between agencies. (Pay and Employment Practices)

**INVOLUNTARY SEPARATION:** The separation of employment of an employee for cause. (Discipline)

**INVOLUNTARY REASSIGNMENT:** a non-disciplinary change from one position to another position that has the same grade and pay. (Pay and Employment Practices)

**JOB REQUIREMENTS:** The minimum qualifications and duties outlined in the job description. (Recruitment and Selection; Allocation and Classification of Merit Positions)

**JURY/WITNESS LEAVE:** A paid leave of absence granted to certain categories of employees in response to a subpoena or direction by a proper authority for the purpose of appearing as a witness or a juror for the federal government, State of Utah, or political subdivision thereof. (Leave Practices)

**LEAVE WITHOUT PAY:** An unpaid leave of absence granted to certain categories of employees for educational pursuits, military duty, family care, medical reasons or other circumstances. (Leave Practices)

**LEAVE YEAR (FMLA):** 1) The 12-month period measured from the date the employee began using FMLA leave; 2) FMLA Military Caregiver Leave – a separate 12-month period measured forward beginning with the first day of military caregiver leave. (Family and Medical Leave)

**LIGHT OR RESTRICTED DUTY:** A temporary adjustment of job tasks or duties assigned when an employee is physically or mentally unable to perform regular job duties due to a temporary disability. (Return to Work After Injury or Illness)

**LONG TERM DISABILITY:** The complete inability, due to injury or illness, to engage in the employee's regular occupation during the three month elimination period and the first 24 months of disability. Thereafter total disability means the complete inability, based solely on physical impairment(s), to engage in any gainful occupation which is reasonable, considering the employee's education, training and experience. (Insurance Eligibility)

**MAJOR LIFE ACTIVITY:** Activities that an average person can perform with little or no difficulty, such as walking, hearing, speaking, breathing, performing manual tasks, seeing, learning, caring for one's self, standing, and working. (Reasonable Accommodations)

**MARKET ADJUSTMENT:** A change in base pay due to a change in the competitive external market rate for the position. (Allocation and Classification of Merit Positions)

**MAYOR:** The chief executive officer (or designee) of Salt Lake County charged with ensuring the day-to-day administration of County government. (Leave Practices)

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**MEDICAL REVIEW OFFICER (MRO):** A licensed physician who has received training in the field of substance abuse disorders and their treatment. (Alcohol and Drug Screening, Testing and Treatment; CDL Alcohol and Drug Screening, Testing and Treatment)

**MENTAL IMPAIRMENT:** Any mental or psychological disorder such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. (Reasonable Accommodations)

**MERIT DATE:** The date upon which a merit employee reaches merit status. (Pay and Employment Practices)

**MERIT EMPLOYEE:** An employee who has been hired under provisions of the County Personnel Management Act as a Merit employee in Salt Lake County, who has also completed a required merit probationary period and is therefore entitled to all merit system benefits appropriate to hours worked. (Employment Status)

**MERIT PROBATION EMPLOYEE:** An employee who has been hired under the provisions of the County Personnel Management Act as a merit employee of Salt Lake County, who is serving the required probationary period before obtaining full rights and privileges of a merit employee. (Employment Status)

**MERIT PROBATION (SHERIFF'S OFFICE SWORN EMPLOYEE):** A probationary period required of all newly hired employees in an entry level category. The probationary period includes time spent after hire to obtain required P.O.S.T. certifications, plus an additional nine months following certification. (Employment Status)

**MILITARY CAREGIVER LEAVE (FMLA):** Leave without pay for a period of twenty-six weeks or less granted to eligible employees to care for a covered service member. (Family and Medical Leave)

**MILITARY LEAVE:** A paid leave of absence, not to exceed fifteen working days per year (120 hours), granted to certain categories of employees in response to an order requiring the attendance of an employee for military duty. (Leave Practices)

**MILITARY LEAVE WITHOUT PAY:** Unpaid military leave to serve in the uniformed services as required under the Uniformed Services Employment and Re-employment Rights Act, (38 U.S.C. Section 4303 (13 and 16)). (Leave Practices)

**MISCONDUCT:** Any violation of the Standards of Conduct Policy, County Policies, County Ordinance, or State Statute. (Standards of Conduct)

**MULTIPLE JOBS EMPLOYEE:** an employee who works in more than one position or for more than one agency.

**NEW HIRE ORIENTATION:** A mandatory briefing for newly hired employees. Topics covered include Salt Lake County policies, procedures, sexual harassment, and employee rights, responsibilities, etc. (New Hire Requirements)

**NEXT-OF-KIN (FMLA):** Blood relatives other than immediate family members, as defined for Military Caregiver Leave, in the following order of priority: a blood relative designated in writing by the covered service member as the nearest blood relative for FMLA Military Caregiver Leave, blood relatives who have

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been granted legal custody, brothers, sisters, grandparents, aunts, uncles, and first cousins. (Family and Medical Leave)

**NON-PUBLIC INFORMATION:** Information not subject to public disclosure requirements of the Government Records Access and Management Act. (Personnel Records)

**NOTIFICATION AND WAIVER FORM:** A form created by the Human Resources Division designed to notify a person a background check is going to be performed, to identify the person(s) who will view the information, and to describe how the background check information will be used. (New Hire Requirements; Background Check Requirements)

**ON-CALL:** As mandated by the administrator, on-call is time spent beyond an FLSA non-exempt/covered employee's regular work schedule, where an employee is required to carry a cellular telephone or leave word with the administrator as to where he or she can be reached in the event the employee is directed to return to work. (Pay and Employment Practices)

**OPEN RECRUITMENT REGISTER:** A merit employment register that does not expire, for which periodic or continuous recruitment occurs to maintain an adequate number of available applicants. (Recruitment and Selection)

**OUTSIDE PUBLIC SAFETY CREDIT:** A credit calculated at one-half credit, rounded to the nearest whole year that is granted for qualifying outside public safety experience applicable to a Sheriff's Office sworn officer that is used for pay and promotional testing. (Pay and Employment Practices)

**OVERTIME:** The hours Fair Labor Standards Act (FLSA) non-exempt employees work over 40 in a workweek or the hours Sheriff's Office Sworn Officers work in excess of a designated and assigned work-cycle. (Pay and Employment Practices; Sworn Employee Compensation)

**OVERTIME PAY:** Cash payment of overtime at a rate of one and one half times the employee's regular rate of pay. (Pay and Employment Practices; Sworn Employee Compensation)

**PAID INTERN:** An intern who works under the supervision of a skilled employee while learning a profession or trade for a defined period of time. A paid intern may be affiliated with a school contract and/or receive academic credit, but it is not required. A paid Intern is an employee under FLSA regulations. A paid Intern is not a merit employee, but rather an "at will" employee.

**PARENT:** A biological or adoptive parent or an individual who stands or stood in place of a parent to an employee when the employee was a child. It does not include parent "in law." (Leave Practices; Family and Medical Leave)

**PART-TIME EMPLOYEE:** An employee who works an average of 29 hours or less per week or an average of 129 hours or less per month over the ACA measurement period. (Employment Status)

**PAYDAY:** Will normally be the seventh and the twenty second of each month. If a payday falls on a weekend or holiday then the payday will be the preceding workday. (Payroll)

**PAYROLL PERIOD:** Either the 1st through the 15th or the 16th through the last day of the month. (Payroll)

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**PAYROLL UNIT:** An agency or sub-unit of an agency identified by an organizational code. (Payroll)

**PRE-EMPLOYMENT MEDICAL EXAMINATION (Sheriff's Office Sworn Employees):** A medical examination that includes the completion of a medical history form by the potential employee or current employee and a physical examination by a County designated medical doctor that will evaluate the individual's fitness for duty. (New Hire Requirements)

**PERFORMANCE EXPECTATIONS:** Written description of the work behavior necessary for adequate performance of each significant job task or objective in the employee's position description. (Performance and Development Process)

**PERSONAL PREFERENCE DAY:** A personal day of leave, based on FTE, identified by the employee subject to supervisor approval. (Leave Practices)

**PERSONNEL FILE (AGENCY):** Employee file maintained in an agency containing copies of employee records and/or other unofficial related information. (Personnel Records)

**PERSONNEL FILE (OFFICIAL):** The employee official personnel file maintained by the Human Resources Division pursuant to the County Personnel Management Act which contains all employment records and documents relating to qualification for employment, employment history, performance data, employment status, pay history, commendation and discipline records and other records legally and administratively required. (Personnel Records)

**POLITICAL ACTIVITIES:** Activities that are directly related to partisan politics and non-partisan electoral functions such as campaigning, fundraising, political speeches, running for office, initiatives, referendums, etc. (Political Activities)

**POSITION:** Any combination of duties and responsibilities, assigned by an Administrator and supervisor, to be performed by one person. A position may be full or part-time, filled or vacant. (Allocation and Classification of Merit Positions)

**POSITION ALLOCATION:** Assignment of a position to a payroll unit by the Human Resources Division subsequent to authorization and notification from the Council. (Allocation and Classification of Merit Positions)

**POSITION DESCRIPTION:** A written statement describing the objectives and tasks of a position along with the minimum qualifications required to perform the duties of the job. (Allocation and Classification of Merit Positions; Recruitment and Selection; Reasonable Accommodations)

**PREFERENCE ELIGIBLE VETERAN:** Any individual who has served on active duty in the Armed Forces for more than 180 consecutive days; or members of a reserve component who served in a campaign or expedition for which a campaign medal has been authorized; disabled veterans with any percentage of disability; purple heart recipients or retired members of the armed forces who retired below the rank of major or its equivalent. (Recruitment and Selection)

**PREFERENCE ELIGIBLE SPOUSE:** The spouse, widow or widower of a preference eligible veteran who has not remarried. (Recruitment and Selection)

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**PREMIUM HOLIDAYS:** New Year's Day (January 1st), Memorial Day (the last Monday in May), Independence Day (July 4th), Pioneer Day (July 24th), Labor Day (the first Monday in September), Thanksgiving (the fourth Thursday in November), and Christmas (December 25th). (Leave Practices)

**PREMIUM HOLIDAY PAY:** The rate of pay earned by FLSA non-exempt merit employees who are required to work a shift that overlaps a premium holiday or the observance of a premium holiday, which is one and one-half times the employee's regular rate of pay for actual hours worked. (Payroll)

**PRE-TERMINATION LEAVE:** Unused vacation taken during the period of time immediately preceding separation from County employment when an employee does not accrue additional leave. (Retirement; Resignation)

**PRIMARY AGENCY:** The agency that is designated as primary upon hire for purposes of determining responsibility for funding benefits. (Insurance Eligibility; Employment Status)

**PRIMARY POSITION:** The position that is designated as primary upon hire for purposes of determining leave accrual. (Leave Practices; Employment Status)

**PRIVATIZATION:** The transfer of a public function or service, through a duly executed contract, to a private sector, profit or non-profit provider. (Privatization)

**PROBATIONARY PERIOD:** A six-month (career service) or twelve-month (sworn staff) period that must be satisfactorily completed by a new employee in regular status. Probationary employees do not have merit status during this period and are subject to dismissal at any time, for any non-discriminatory reason, without right of appeal. The probationary period may be extended for up to an additional six months for good cause. (Performance and Development Process, Employment Status)

**PROMOTION:** A change from one position to another position in a higher grade which may result in a pay increase. (Pay and Employment Practices)

**PROTECTED ACTIVITY:** Participation in, assistance with, assertion of a protected right or opposition to an unlawful practice including participating in an investigation or a complaint. (Workplace Harassment, Discrimination and Retaliation Complaints Procedure)

**PROTECTED CLASS:** The groups of individuals protected from employment discrimination based on race, color, national origin, sex, pregnancy, sexual orientation, gender identity, marital status, religion, age, disability, genetic information, and military or veteran status. (Workplace Harassment, Discrimination and Retaliation Complaints Procedure)

**PROVISIONAL HIRE:** A short-term appointment of a qualified individual to fill a vacancy under urgent or emergency conditions pending the establishment of a register where one is not immediately available. (Recruitment and Selection; Employment Status)

**PROGRESSIVE DISCIPLINE:** A system of discipline where the consequences increase upon repeat occurrences (Discipline; Standards of Conduct)

**QUALIFIED APPLICANT LIST:** A list of applicants certified by Human Resources as having met minimum qualifications. (Recruitment and Selection)

# Salt Lake County Human Resources Policy 1-200: Definitions

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**QUALIFIED INDIVIDUAL WITH A DISABILITY:** A person certified by the ADA Coordinator as having the requisite skill, experience, education and other job-related requirements of the employment position held or desired and who, with or without accommodation, can perform the essential functions of the position. (Reasonable Accommodations)

**QUALIFYING EVENT (FMLA):** Birth and care of the employee's child, placement for adoption or foster care, within one year of the placement; care of an immediate family member (spouse, child, parent) who has a serious health condition; for the employee's own serious health condition; a qualifying exigency (FMLA); and to care for a covered service member with a serious injury or illness - Military Caregiver Leave. (Family Medical Leave)

**QUALIFYING EXIGENCY (FMLA):** Military Family leave for a Covered Military Member: 1) Short-notice deployment (seven or less calendar days prior to date of deployment); 2) Military events and related activities; 3) Childcare and school activities; 4) Financial and legal arrangements; 5) Counseling; 6) Rest and recuperation; 7) Post-deployment activities; 8) To care for a military member's parent who is incapable of self-care when necessitated by the member's covered active duty; and 9) Agreed upon additional activities. (Family Medical Leave)

**RATING PERIOD:** Refers to the 12 month period of time for which performance is evaluated. (Performance and Development Process)

**REASONABLE ACCOMMODATION:** Any change in the work environment or in the way things are customarily done that would enable an individual with a disability to perform the essential functions of the position. (Reasonable Accommodations)

**REASONABLE SUSPICION:** Reasonable inferences based on articulable facts, observations, or behaviors that would lead a reasonable person to suspect or believe that work-related misconduct is being, may have been, or may be committed. (Alcohol and Drug Screening, Testing and Treatment; CDL Alcohol and Drug Screening, Testing and Treatment)

**REAPPOINTMENT REGISTER:** The list of employees who have been reduced in force and have completed any form(s) required by Human Resources. (Reduction in Force Separations)

**RECLASSIFICATION:** Change in the assigned grade, title, job code and/or FLSA status of a position based on a review by the Human Resources Division. (Allocation and Classification of Merit Positions)

**REDLINED:** A condition where an employee's base pay is at or above the established maximum pay for their grade level. (Pay and Employment Practices)

**REDUCTION-IN-FORCE (RIF):** Abolishment of positions resulting in the separation of employees. RIF's can occur due to inadequate funds, a change in workload, a lack of work, cost control or material changes in the duties or organizational structure. (Reduction in Force)

**REGULAR HOURS:** The first 40 hours compensable in a work week. (Pay and Employment Practices; Overtime for Sworn Employees)

# Salt Lake County Human Resources Policy 1-200: Definitions

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**REGULAR RATE OF PAY:** All payments or compensation paid to or on behalf of the employee including, but not limited to, wages, shift differentials, on-call pay, or bonus payments for performance, completion of education or military service, with the exception of gifts, payments for time off (such as vacation, holidays, sick leave, etc.), business expenses, awards, retirement plan payments (such as matching amounts for a 401(k) plan), premium pay, and discretionary bonuses. (Pay and Employment Practices)

**REGULAR (Status 02):** A merit employee hired through a competitive hiring process or rehire or inter-jurisdictional transfer who may work up to 40 hours per week and is eligible for County benefits. (Insurance Eligibility; Employment Status)

**REHIRE:** The reemployment of a former County merit employee with or without a competitive hiring process. (Pay and Employment Practices)

**REINSTATEMENT:** The mandatory rehire of a former County merit employee who (a) has been reduced-in-force within the last six (6) months, or (b) is a veteran eligible under the Uniformed Services Employment and Reemployment Rights Act, or (c) has been reinstated as a result of Career Service Council or subsequent court action, or (d) has been in an appointed position since leaving their merit position. (Pay and Employment Practices, Recruitment and Selection; Reduction in Force)

**RETALIATION:** An adverse employment action taken against an employee, volunteer or applicant as a result of participating in a protected activity if there is a causal connection between the adverse action and the protected activity. (Workplace Harassment, Discrimination and Retaliation Complaints Procedure)

**RETIREE:** An employee/member who has made application and is receiving retirement benefits as provided under the Utah State Retirement and Insurance Benefit Act. (Retirement; Insurance Eligibility)

**RETIREMENT:** Means withdrawal from active service with a retirement allowance granted under provisions of Utah State Retirement and Insurance Benefit Act. (Retirement)

**SAFETY SENSITIVE POSITION:** Any position in County employment where the employee engages in duties involving risks of injury to themselves or others where even a momentary lapse of attention can create a reasonable risk of harm that is elevated by drug or alcohol use. Positions included in this definition are those having regular access to controlled substances in the course of performing job duties; the carrying or use of a firearm as part of regular job duties and other public safety support positions. (Alcohol and Drug Screening, Testing and Treatment; CDL Alcohol and Drug Screening, Testing and Treatment)

**SEASONAL EMPLOYEE:** An “at-will” employee who performs labor that, by its nature, is not performed continuously throughout the year and may only be performed at certain times during the year. Seasonal employment is six months or less. (Employment Status)

**SEPARATION:** A voluntary or involuntary action that severs a person's employment relationship with Salt Lake County. (Discipline; Resignation)

**SERVICE DATE:** The date a merit employee began employment with Salt Lake County. This date determines when an employee will be eligible for various county benefits. Adjusted service dates will be considered the employee's service date. (Pay and Employment Practices; Leave Practices)

# Salt Lake County Human Resources Policy 1-200: Definitions

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**SEXUAL HARASSMENT:** Unwelcome sexual advances, requests for sexual favors, and other verbal, written or physical conduct of a sexual nature constitute sexual harassment when 1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment, 2) submission to or rejection of such conduct by such individual is used as the basis for employment decisions affecting such individual, or 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. (Workplace Harassment, Discrimination and Retaliation Complaints Procedure)

**SICK LEAVE:** A paid leave of absence granted to certain categories of employees during an illness or injury or while caring for an ill or injured member of the employee's immediate family. (Leave Practices)

**SOCIAL MEDIA:** An umbrella term that defines various online technology tools that enable people, groups, businesses and organizations to communicate through the Internet to share information and resources. Social media can include text, audio, video, images, podcasts, and other multimedia communications (e.g. wikis, blogs, social networking, virtual worlds, etc.). (Standards of Conduct)

**SPOUSE:** Husband or wife as defined or recognized under Utah law for purposes of marriage. (Family and Medical Leave)

**STANDARD WORK WEEK:** A 168-hour period consisting of seven consecutive 24-hour periods. The County standard workweek begins at 12:01 a.m. Sunday and ends at 12:00 a.m. (midnight) Saturday. (Work Hours)

**SUBORDINATE AGENCY:** The agency that is designated as subordinate upon hire for purposes of determining responsibility for funding benefits. (Insurance Eligibility; Employment Status)

**SUBORDINATE POSITION:** The position that is designated as subordinate upon hire for purposes of determining leave accrual. (Leave Practices; Employment Status)

**SUBSTANCE ABUSE PROFESSIONAL:** A licensed physician (medical doctor or doctor of osteopathy) or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorder. (Alcohol and Drug Screening, Testing and Treatment; CDL Alcohol and Drug Screening, Testing and Treatment)

**SUPERVISOR:** Any individual designated in the organizational structure or in an employee's chain of command who is responsible for directing subordinate employees and programs. (Alcohol and Drug Screening, Testing and Treatment; CDL Alcohol and Drug Screening, Testing and Treatment; Performance and Development Process)

**SUSPENSION:** A disciplinary leave of absence without pay for a period no more than 30 calendar days for merit employees. (Discipline, Grievance Procedure)

**TELECOMMUTING:** A work arrangement made at the administrator's discretion allowing an alternate workplace or schedule. (Work Hours)



# Salt Lake County Human Resources Policy 1-200: Definitions

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**TEMPORARY EMPLOYEE:** An “at-will” employee whose employment is intended to be of limited duration and works an average of 29 hours or less per week or an average of 129 hours or less per month over the ACA measurement period. (Employment Status)

**TERMINATION:** When an employee is separated from County employment for disciplinary reasons. (Discipline; Grievance Procedure; Retirement; Exit Interviews)

**UNDUE HARDSHIP:** An accommodation requiring significant difficulty or expense, or an action too extensive, disruptive, or one that would fundamentally alter the nature of business. (Reasonable Accommodations)

**UNPAID INTERN:** An intern that participates with the County in an educational or academic capacity designed to provide the student with professional experience in the continuance of their education and training. An unpaid intern shall be affiliated with a school contract and/or receive academic credit. An unpaid Intern is not an employee under FLSA regulations.

**VACATION:** A scheduled, paid leave of absence granted to certain categories of employees for a reasonable period of time. (Leave Practices)

**VETERAN:** An individual who has served on active duty in the Armed Forces for more than 180 consecutive days, or was a member of a reserve component who served in a campaign or expedition for which a campaign medal has been authorized and who has been separated or retired under honorable conditions. (Recruitment and Selection)

**VOLUNTARY REASSIGNMENT:** a non-disciplinary change from one position to another position that may have a lower grade or pay.. (Pay and Employment Practices)

**VOLUNTEER:** Any person who donates approved services, without pay and without remuneration or reimbursement other than approved incidental expenses. (Pay and Employment Practices)

**WHILE ON DUTY:** Anytime a County employee or volunteer is engaged in the performance of his or her County job duties regardless of the hour. (Standards of Conduct)

**WILLFUL:** An act or omission done voluntarily or intentionally. (Discipline; Standards of Conduct)

**WORK CYCLE (Sheriff’s Office Sworn Employees):** A work cycle is any established and regularly recurring period of work that is not less than seven consecutive days nor more than 28 consecutive days. The work cycle can be of any length and it need not coincide with the pay period or with a particular day of the week or hour of the day. (Sworn Employee Compensation)