

SECTION 01-06

Effective Date: July 1, 1996

DEFINITIONS

Where used within this Manual, the following words and terms shall have the meaning indicated herein:

(A). Administrative Division:

The various Offices, departments and employees of the County government established by the Washington County Board of Supervisors and placed under the Office of County Administrator and County Attorney. These are as follows:

Office of County Administrator
Office of County Attorney
Department of Accounting
Department of Building Inspection
Department of Community and Economic Development
Department of Emergency Services
Department of General Services
Department of Information Systems
Department of Planning
Department of Recreation
Department of Recycling and Special Projects
Department of Solid Waste
Department of Zoning Administration

(B). Appointing Authority:

That officer or body having authority under the laws or policies of the Washington County Board of Supervisors to make appointments to Administrative Division positions. Unless otherwise specified, the Appointing Authority shall be construed to mean the County Administrator working under the general direction of the Washington County Board of Supervisors.

(C). Budget authority:

A condition where sufficient funds have been appropriated by the Washington County Board of Supervisors and available for expenditure within a budgetary department of the County's Operating Budget to undertake the purchase of a good or service. In certain situations, sufficient funds must exist with a specific line-item(s) of a budgetary department and be available for expenditure before budget authority shall exist.

(D). Class:

A group of positions being similar in duties and responsibilities relative to each other when compared to other positions within the Administrative Division.

(E). Complaint:

As used in Part 11 of this Manual, an allegation of a violation of or offense against the provisions of the County personnel, departmental or other policies, procedures, regulation, rules or practices by a County official, another employee, or from the public, against an Administrative Division employee.

(F). Demotion:

The change of an employee from a position in one class to a position in another class, possibly having lower pay and possibly requiring the performance of less responsible duties.

(G). Employee:

An individual filling an authorized, compensated position in the Administrative Division of the County government. Employees are of three (3) types:

(1). Regular full-time: A salaried employee or position employed to work up to eight (8) hours or more per day, forty (40) hours or more per seven (7) consecutive calendar day work week for not less than fifty (50) weeks per year. Annual, Sick and Personal Leave and designated County holidays shall count as time worked for this purpose. Meal Periods shall not count as time worked for this purpose.

(2). Limited full-time: A salaried employee or position employed to work up to eight (8) hours or more per day, thirty-nine (39) hours or less per seven (7) consecutive calendar day work week for not less than fifty (50) weeks per year. Annual, Sick and Personal Leave and designated County holidays shall count as time worked for this purpose. Meal Periods shall not count as time worked for this purpose. Provisions for limited full-time employees are set out in Section 05-06 of this Manual.

(3). Part-time: A hourly-wage employee or position employed to work up to eight (8) hours or more per day, thirty-two (32) hours or less per seven (7) consecutive day work week. No hourly-wage employee may regularly work more than 32 hours per seven-day workweek.

As used herein this Manual, the term "full-time" shall apply only to regular full-time employees and positions unless otherwise specified.

(H). Guideline:

A term used to refer to policies, procedures or principles that may not require strict adherence in interpretation or application, but rather may be broadly construed.

(I). Position Description:

A written description of the duties assigned to and performed by particular employee in a class, to serve as the basis for classification.

(J). Permanent Personnel Record:

The body of official records maintained by the Department of Personnel Services on all Administrative Division employees relative to their employment within the Administrative Division.

(K). Permanent position:

A position within the Administrative Division that has been approved by the Washington County Board of Supervisors where there exists a continuing need over successive County fiscal years for an employee to provide services. Permanent positions may be full-time or part-time.

(L). Probationary Employment Period:

A period established as six (6) consecutive calendar months for permanent/full-time and permanent/part-time employees for the purpose of permitting time for a new employee to demonstrate competency in the performance of his/her duties and responsibilities in the position to which the employee is assigned. Termination of employment may occur during the probationary employment period without the probationary employee's recourse to appeal through the Washington County Grievance Procedure. No probationary employment period is established for temporary/full-time and temporary/part-time employees.

(M). Promotion:

The change of an employee from a position in one class to a position in another class, possibly having increased pay and possibly requiring the performance of more responsible duties.

(N). Resignation:

The permanent separation of employment from the Administrative Division initiated either voluntarily or involuntarily by an employee. Resignations must be submitted in writing and likewise accepted.

(O). Sexual harassment:

As defined in guidelines published by the U.S. Equal Employment Opportunity Commission, sexual harassment includes sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- (1). submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment;
- (2). submission to or rejection of such conduct by an individual if used as a basis for employment decisions affecting that individual; and/or
- (3). Such conduct has the purposed of effect of unreasonably interfering with an individual's work performance of creating an intimidating, hostile, or offensive work environment.

(P). Suspension:

A temporary separation from paid employment for disciplinary purposes where the case is not sufficiently grave to merit termination. An employee may be suspended by action of the County Administrator without pay for a period not to exceed thirty (30) working days as a disciplinary action.

(Q). Temporary position:

A position within the Administrative Division where budget authority has been provided for the County Administrator to establish such position where there exists a short-term need for an employee to provide services. Budget authority for temporary positions is said to exist where funds have been appropriated to a specific line-item(s) within a budgetary department for compensation of temporary employees. Temporary positions are not established for more than one (1) County fiscal year but may re-authorized indefinitely so long as budget authority exists. Temporary positions may be full-time or part-time, and include interim temporary employees. No temporary/full-time position may be established and filled for more than fifty (50) calendar weeks within any County fiscal year.

(R). Termination:

The permanent separation of employment from the Administrative Division either by voluntary or involuntary resignation or as a result of disciplinary action.

(S). Verbal admonishment:

The mildest form of disciplinary action involving an informal verbal discussion and correction of a minor violation of personnel or departmental policies, procedures, rules, practices or guidelines undertaken by the County Administrator, County Attorney, department head or supervisor and an employee. Not all such discussions are considered disciplinary actions.

(T). Verbal warning:

A disciplinary action involving formal verbal discussion and correction of a violation of personnel or departmental policies, procedures, rules, practices or guidelines undertaken between the County Administrator, County Attorney, department head or supervisor and an employee. When using a verbal warning as a disciplinary action, the employee must be advised that the discussion is considered a verbal warning within the context of this Manual's provisions concerning employee discipline.

(U). Written warning:

A disciplinary action involving the preparation of a written record of a violation of personnel or departmental policies, procedures, rules, practices or guidelines taken by the County Administrator or department head against an employee. Written warnings may be of two types:

- (1). Informal: One which is not placed in the employee's Permanent Personnel Record but may be retained as record by the issuing party.
- (2). Formal: One that is placed in the employee's Permanent Personnel Record with prior approval of the County Administrator.

When either informal or formal written warnings are used as a disciplinary procedure, it must be so stated as part of the written warning.