



## Policy HR 1.4 Glossary of Terms

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A.D.A.: Americans with Disabilities Act.

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

Administrative leave: A 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: The first day of the month following the employee’s hire date or the employee’s move to a different salary range. For example, an employee hired on May 14 has an anniversary date of June 1. An employee promoted on October 1 has an anniversary date of November 1.

At-will employee: An employee who is not covered by a collective bargaining agreement or other employment contract. At-will employees can be separated at any time and for any reason by either the employee or the employer. At-will positions include Assistant Director, Administrative Services Manager, HR Specialist, Accounting Specialist, Shelver, Processor, and all On-call employees.

C.B.A.: Collective Bargaining Agreement; the agreement between represented employees and the employer.

Classification: The designation of a position to an appropriate class based on the overall duties, complexity, level of responsibility and level of authority of that position. A class consists of one job or a group of jobs placed in a prearranged set of pay ranges.

C.O.B.R.A.: Consolidated Omnibus Budget Reconciliation Act.

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: Two adults who meet the requirements for a valid state registered domestic partnership as established by RCW 26.60.030 AND who have been issued a certificate of state registered domestic partnership by the Secretary of State.

Exempt employee: An employee classified as executive, administrative, professional, or other position classifications excluded from the overtime provisions of the Washington Wage Act and/or the Fair Labor Standards Act (FLSA).

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 thirty seven and one half (37.5) hours per work week.

Grievance: A formal complaint of a union employee regarding terms or conditions of employment as covered in the collective bargaining agreement.

Immediate family: An employee's spouse, domestic partner, parent, child, father-in law, mother-in-law, brother, sister, grandparent, grandchild, son-in-law, daughter-in-law and individuals for whom the employee is current legal guardian. Some benefit providers use a narrower definition.

Immediate family (for FMLA): An employee's spouse, child, or parent, but not a parent "in-law".

Intern: A student or a recent graduate who is undergoing supervised practical training on a voluntary, non-paid basis for a defined period.

Manager: An employee who has responsibility for the management of a library or department.

Marital status: The legal status of being married, single, separated, divorced or widowed.

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).

Non-regular part time employee: An at-will part-time employee regularly scheduled to work fewer than 20 hours per week and who is not entitled to employment benefits.

On-call employee: An employee who works only when called in, and who is not budgeted or scheduled to work regular hours.

Part-time employee: An employee regularly scheduled to work less than thirty seven and one half (37.5) hours per week.

Payroll period: A monthly time period beginning on the first day of each month, and ending on the last day of each month.

P.E.R.S.: Washington State Public Employees Retirement System.

Personal leave: Paid time that an employee is permitted to take off work. Personal leave not used during the year in which it is accrued is lost. Formerly known as "floating holidays" and "personal days".

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.

Probation: A represented employee's initial period of employment in a new position, wherein the supervisor can ascertain whether the employee will be able to satisfactorily perform the duties of the position. A represented employee's probationary period concludes on the last day of the sixth month following the anniversary date.

Promotion: Reassignment of a current employee to a position in a higher classification.

Prorate: To compute a percentage of benefits received by a benefitted employee working twenty two and one half (22.5) to thirty seven (37) hours per week by using the ratio of budgeted part-time hours to full-time status of thirty seven and one half (37.5) hours per week.

Reclassification: The reassignment of an employee, either upward or downward, from one classification to another.

Regular full-time employee: An employee who is budgeted for and works a regular schedule of 37.5 hours per week, is hired for an indefinite period and is entitled to employment benefits.

Regular part-time employee: An employee who is budgeted for and works a regular schedule of between 20 and 28 hours per week, is hired for an indefinite period and is entitled to employment benefits. Part-time employees working a schedule which normally requires less than 70 hours per month shall be defined as ineligible for membership in PERS.

Salary range: Levels on the salary schedule to which positions are assigned. Each range consists of steps. Increases are computed based on Step 1 so that step-to-step differentials are maintained.

Salary schedule: The arrangement of positions, classifications and salary ranges covering all NOLS positions.

Salary step: An incremental increase within the salary range of the classification.

Separation: The conclusion of NOLS employment, either voluntarily by the employee or upon the decision of NOLS.

Sexual orientation: 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(26).

Sick leave: Paid time when an employee is permitted to be off from work because of temporary illness, accident or disability on the part of the employee or an illness, accident or disability on the part of a member of the employee's immediate family.

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 work week: Regularly scheduled work hours per week.

Step: An increase in an employee's rate of pay from one level to the next on the salary range for the employee's position.

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

Temporary employee: An employee hired to work a full-time or part-time schedule for a defined period not to exceed five (5) consecutive months. Employees hired in temporary positions may be classified as exempt or non-exempt depending upon job responsibilities.

Termination: Separation from employment as determined by NOLS.

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

Vacant position: A regularly staffed position that is not currently filled.

Vacation: Paid time when an employee is permitted to be off work. Vacation time is accrued by employees based on years of service.

Work week: A consecutive seven-day period from midnight Sunday through the following midnight Saturday.

Y-rating: A pay rate which exceeds the maximum step on the salary range of the employee's classification.