

RULE I DEFINITIONS

Section 1.1

DEFINITIONS OF TERMS

The following words and terms when used in these rules shall have the meaning indicated below. The use of the singular shall be construed to include the plural.

**ACT OR
THE ACT:**

Refers to Division 3, Chapter 5, Article 5 & 6, Sections 45220-45320, and applicable provisions of Sections 45100 and 45460 of the Education Code of the State of California and means the Act and section applying to the merit system for classified employees.

**ALLOCATE OR
ALLOCATION:**

The assignment of a class to a particular range on the salary schedule.

**ANNIVERSARY
DATE:**

The date which an employee is eligible for a salary step or longevity increment.

APPLICANT:

A person who has filed a standard application form for classified employment.

**APPOINTING
AUTHORITY:**

The Humboldt County Superintendent of Schools, the Personnel Commission, or their designee.

APPOINTMENT:

The official act of the appointing authority in approving the employment of a person.

BOARD:

The Humboldt County Board of Education.

BUMPING:

The right of one person to replace another through seniority in class.

CANDIDATE:

A person who has successfully completed one or more portions of the screening process.

CERTIFICATION:

The submission of names of eligibles from an appropriate list to an appointing authority by the Personnel Director.

CLASS:
(Synonymous
with "job")

A group of positions sufficiently similar in duties and responsibilities that the same descriptive title may be used to designate substantially the same requirements of education, experience, knowledge and ability are demanded of incumbents, and substantially the same test of fitness may be used in choosing qualified appointees. In addition, the same salary range may be applied with equity.

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| CLASSIFY OR CLASSIFICATION: | The assignment of a position to a class, whether new or existing, because of the position's minimum qualifications, duties and responsibilities. |
| CLASS JOB DESCRIPTION: | A written statement of the duties and responsibilities of the positions in the class illustrated by the examples of typical tasks and of the qualification requirements of the positions of the class. |
| CLASS TITLE: | A definite descriptive title or names applied to a class and to all positions of the class (even though there be but one). The title is to be as descriptive as possible of the duties assigned to the class. |
| COMMISSION: | The Personnel Commission of the Humboldt County Office of Education. |
| DEMOTION: | A change of assignment of an employee from a position in one class to a position in another class with a reduced salary range. |
| DISCHARGE OR DISMISSAL: | Involuntary separation from service for cause. |
| ELIGIBLE: | <u>Adjective:</u> Legally qualified to be appointed. <u>Noun:</u> A person whose name appears on an eligibility list. |
| ELIGIBILITY LIST: | A list of the names of persons who have qualified in all parts of the screening process. |
| EMERGENCY APPOINTMENT: | An appointment for a period not to exceed 15 working days to prevent the stoppage of public business. Emergency appointments need not be made from eligibility lists. |
| EMPLOYEE: | A person who is legally an incumbent of a position or who is on an authorized paid or unpaid leave of absence. |
| EMPLOYMENT LIST: | A list of names from which certification may be made. It includes eligibility lists, re-employment lists and lists of person who wish to transfer, be demoted, or in any manner be employed subject to the rules of the Commission. |
| IMMEDIATE FAMILY: | The mother, father, grandmother, grandfather, or grandchild of the employee or the spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, sister of the employee or any person sharing an unmarried partnership with the employee living in the immediate household of the employee. |
| INCUMBENT: | The person who is currently in a single position. |

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| LAY OFF: | <p><u>Involuntary</u>: Separation from a permanent position because of lack of work, lack of funds or abolishment of position without fault on the part of the employee.</p> <p><u>Voluntary</u>: Employee consent to a reduction of hours or to an assignment to a lower class in lieu of layoff.</p> |
| LEAVES OF ABSENCES: | <p>As stated in currently negotiated Classified Employment Agreement including: Bereavement Leave, Jury Duty, Military Leave, Sick Leave, Pregnancy Leave, Family Leave, Catastrophic Leave I, Catastrophic Leave II, Industrial Accident of Illness Leave, Substitute Differential Pay Leave, Personal Necessity Leave, General Leave.</p> |
| LIMITED-TERM POSITION: | <p>A position established for a fixed period which does not exceed 130 working days including holidays, sick leave, vacation and other leaves of absences irrespective of number of hours worked per day.</p> |
| MAY: | <p>A verb indicating that an action is permissive.</p> |
| OFFICE: | <p>The Office of the Humboldt County Superintendent of Schools.</p> |
| OPEN POSITION: | <p>A competitive process in which any qualified person may participate whether or not that person is currently an employee.</p> |
| PERMANENT EMPLOYEE: | <p>An employee who has completed a probationary period in the assigned class.</p> |
| PERMANENT POSITION: | <p>A position established for a continuing and indefinite or unlimited period of time.</p> |
| PERSONNEL DIRECTOR: | <p>The individual employed by the Commission to oversee classified personnel functions and to serve as Secretary to the Commission.</p> |
| POSITION: | <p>A combination of duties regularly assigned to be performed by one person.</p> |
| PROBATIONARY PERIOD: <u>(PROBATIONARY EMPLOYEE)</u> | <p>A trial period of six months (130 days) following an original or promotional appointment to a permanent position from an eligibility list as defined in Commission Rules. No time, whether paid or unpaid, shall be credited to the probationary period if the employee is on a leave of absence. Leaves of absence include, but are not limited to, bereavement, jury duty, military leave, sick leave, pregnancy leave, family leave, catastrophic leave I and II, industrial accident/illness, differential leave, personal necessity, general leave and administrative leave.</p> |

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| PROMOTION: | A change of assignment of an employee from a position in one class to a position in a class with an increase salary range. |
| PROMOTIONAL LIST: | An eligibility list resulting from a promotional screening process limited to qualified employees only. |
| PROVISIONAL LIST: | The appointment of a qualified person to fill a position for which no appropriate employment list exists pending screening. Provisional appointments should be as short as possible normally not to exceed 90 working days, except as specified in Education Code Sections 45287-45289. |
| RANGE: | A series of consecutive salary steps that comprise the rate of pay for a class. |
| REALLOCATE OR REALLOCATION: | The reassignment of a class from one salary range to another without significant change in class title, minimum qualifications, duties or responsibilities. |
| RECLASSIFY OR RECLASSIFICATION: | The reassignment of a position, whether filled or vacant, from one class to another, whether new or existing, because of significant change in class title, minimum qualifications, duties or responsibilities. Reclassifications occur through an expansion or change in duties. Reclassification may or may not be accompanied by a change in salary range assignment. |
| REEMPLOYMENT LIST: | A roster of names of persons who have been laid off from permanent positions by reason of lack of work, lack of funds or abolishment of position or who are otherwise eligible for reemployment in their former class without the necessity of undergoing the screening process in order to be re-employed. |
| REGULAR EMPLOYEE: | An employee in the classified service who has probationary or permanent status. |
| RESIGNATION: | The voluntary termination of employment by an employee. |
| RESTRICTED EMPLOYEE: | An employee by nature of special funding and economic standing. Education Code 45108. |
| SALARY SCHEDULE: | The complete list of ranges, steps and rates established by the collective bargaining process for the classified service. |
| SALARY STEP: | A specific rate in a salary range. |
| SALARY RATE: | A specific amount of money paid for a specific period of service; i.e. dollars per hour or per month. |

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| SCREENING: | The process of testing and evaluating the fitness qualifications of applicants. |
| SENIORITY: | Seniority shall be based on hours of service in a paid status, excluding overtime. |
| SEPARATION: | The termination of employment of an employee. |
| SHALL AND WILL: | These verbs indicate that the action is mandatory. |
| STATUS: | The condition of an employee's present appointment such as provisional, part-time, probationary, limited term, permanent or regular. |
| SUBSTITUTE EMPLOYEE: | An employee occupying a permanent position during the absence of the incumbent. |
| SUPERINTENDENT: | The Humboldt County Superintendent of Schools. |
| SUSPENSION: | An involuntary absence with or without pay for disciplinary purposes or pending investigation of charges made against an employee. |
| TRANSFER: | The reassignment of an employee from one position to another in the same class or to a position in a similar or related class with the same salary range. |
| WAIVER: | The voluntary relinquishment by an individual of any right to consideration for appointment from an eligibility list. |
| WORK DAYS: | Unless defined differently herein, the term <i>work days</i> shall mean all days that the Myrtle Avenue central office is open for official business. |

Approved by Personnel Commission
December 14, 1993
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