

## XIV. DEFINITIONS

### PERSONNEL MANAGEMENT RULES AND REGULATIONS

#### DEFINITIONS

The following definitions apply throughout these rules and regulations unless the content clearly indicates another meaning.

APPEAL:	A formal request to a higher level of review for consideration of an unacceptable grievance decision.
CAREER SERVICE COUNCIL:	A three member appeals and personnel advisory board appointed by the Governing Body.
CAREER SERVICE EMPLOYEE:	An employee who has completed a probationary period of service in a position covered by the career service.
CAREER SERVICE POSITIONS:	Any position in the County service except those exempted under Chapter 33 of Title 17, Utah code Annotated 1953.
CLASS:	A group of positions sufficiently similar as to the duties performed, degree of supervision exercised or required, minimum requirements of training, experience or skill, and such other characteristics that the same title and pay range and the same test standards may be applied to each position in the group.
DEMOTION:	Movement for cause or disciplinary purposes of an incumbent from a position in one class to a position in another class having a lower entrance salary resulting in a reduction in the incumbent's salary.
DEPARTMENT HEAD:	That person (elected, appointed, or merit covered) who directs the affairs of and has the hiring authority for a specific department of Utah County.
DIRECTOR:	The Director of Personnel Management.
DISCRIMINATION:	Action taken against an employee because of age, race, color, national origin, religion, sex, pregnancy, childbirth, pregnancy-related conditions, disability,

genetic information, sexual orientation, gender identity, or any other factor protected by law.

**ELIGIBLE APPLICANT:**

Any applicant that meets the job-related minimum requirements established for a position in the career service.

**ELIGIBLE LIST:**

A list of eligible applicants ranked in order of relative knowledge, skill, ability, and merit.

**EXEMPT POSITIONS:**

Positions which are not in the career service as specified in section 17-33-7, Utah Code Annotated 1953.

**GOVERNING BODY:**

The County Commission.

**IMMEDIATE SUPERVISOR:**

That employee or officer on the next direct line of authority above an aggrieved employee.

**JOB DESCRIPTION:**

A narrative summary of the specific duties, responsibilities, and other distinguishing characteristics of a given position.

**MERIT SYSTEM:**

A system of personnel administration based on the principles set forth in 17-33-3, Utah Code Annotated 1953.

**MINIMUM QUALIFICATIONS:**

The requirements of a job-related training experience and other qualifications as prescribed for a given class in the class specification.

**PROMOTION:**

A change in job title recognizing increased capacity and responsibility of an incumbent from a position in one class to a position in another class having a higher entrance salary.

**REAPPOINTMENT REGISTER:**

A roster of career service employees who have been laid off or prescheduled to be laid off because of abolishment of positions, displacement by another employee exercising retention rights, lack of funds, or reorganization.

**REASSIGNMENT:**

Movement of an incumbent, for administrative or other reasons not included in the definition of

demotion or reclassification, from a position in one class to a position in another class having the same entrance salary.

RECLASSIFICATION:

Movement of a position from one class to another class having a different class specification.

REDUCTION IN FORCE:

Abolishment of positions because of lack of work, inadequate funds, change in workload, or reorganization.

STAFFING PLAN:

A document listing every position contained within a department whether occupied or vacant, full or part-time, hourly or salaried.

TRANSFER:

Movement of an employee from one position to another class for which the employee qualifies, including a change of work location or organizational unit from one department to another department.

VETERAN:

A person who served in the active military (Army, Navy, Air Force, coast Guard) and who was discharged or released therefrom with other than a dishonorable discharge.

YEARS OF SERVICE:

Continuous years of County employment in a Career service schedule b, Elected, or Appointed position or reinstated years pursuant to Section VIII.D.2.d. Seasonal or part-Time employment will not be included.