

## POLICY 002: DEFINITIONS

ADOPTED: JULY 24, 2001 (REVISED: JUNE 20, 2017)

**Acting Assignment** - When an employee is temporarily appointed full-time to a classification with a higher pay grade.

**Alternate Duty** - Allows eligible employees to perform some work which is beneficial to the County when they are unable to perform the duties of their regular position; *only for those employees covered by Workers' Compensation Leave*, or as a reasonable accommodation option for an employee with a disability.

**Casual Employee** - An individual who is hired for an *indefinite* period, and who normally works less than a 40-hour workweek. These employees typically work an irregular schedule with no set hours. These employees are not eligible for paid absences, vacations or holidays. A casual employee may be kept in an active status indefinitely, as long as the employee has worked for the County within the prior twelve (12) month period.

**Compensatory Time** - Permits eligible non-exempt employees to take time off at the overtime rate (time and one-half or 1.5) for each hour of work in excess of 40 hours during one workweek (in lieu of overtime pay).

**Compressed Workweek** - A full-time (40 hour) work schedule condensed into a 3- or 4-day workweek (e.g. four 10-hour days).

**Corrective Action/Disciplinary Procedure** - May include any or all of the following in an attempt to provide employees with notice of deficiency and an opportunity to improve: verbal warning, written warning, suspension, decision-making leave, and/or termination.

**Designee Pay** - When an employee performs duties not part of the normal duties of their classification, the employee may receive a temporary pay increase. Usually designated for the purpose of filling in for the absence of a lead worker or supervisor.

**Educational Assistance** - To provide reimbursement of tuition, books, lab fees, and registration fees of qualified courses to eligible employees, allowing them to enhance their ability to serve the public interest of the citizens of Lee County.

**Educational Leave** - To grant eligible employees a limited leave of absence without pay for those who want to continue their education in preparation for added responsibilities with Lee County.

**Exempt Employee** - An employee in this classification is not subject to the minimum wage and overtime requirements of the US Fair Labor Standards Act; and as such, is not required to fill out hourly time records and must be paid on a salary basis.

**Flextime** - A work schedule that permits flexibility in starting and quitting times without altering the required number of work hours in a given period (e.g. in a workweek) and usually specifies a core period of the day during which all employees must be scheduled.

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**Full-time Employee** - Typically, an employee working 40 or more hours per workweek.

**Grievance Procedure** - The opportunity to participate in an objective process to settle disputes regarding corrective actions.

**Harassment** - Verbal, nonverbal, or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, national origin, age or disability, or any other status protected by law, or that of his or her relatives, friends or associates, and that (1) has the purpose or effect of creating an intimidating, hostile, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

**Hourly Employee** - See non-exempt employee.

**Immediate Family - Bereavement Leave Policy** - Employee's spouse, child, parent, guardian, sibling, grandparent, grandchild, stepparent, stepchild, stepbrother, stepsister; and/or employee's spouse's child, parent, guardian, sibling, grandparent, or grandchild.

**Immediate Family - Family & Medical Leave Policy** - Spouse, child under age 18 or incapable of self-care due to a mental or physical disability (biological, adopted, and/or foster), and parent (biological and/or 'in loco parentis').

**Immediate Family - Sick Leave Policy** - Spouse, child (minor or adult) and parent.

**Incentive Pay** - A one-time lump sum payment to a regular employee who, *on their own time and without County assistance*, successfully obtains certifications, licenses, and/or accredited degrees that are directly related to their current job classification.

**Key Employee - Family & Medical Leave Policy** - An employee who is among the 10% highest paid of salaried employees within a 75 mile radius of the facility at which the employee is employed.

**Key Employee - Pay for Work During Emergencies or Disasters Policy** - May be an exempt or non-exempt employee who has been designated by their department director to be assigned to work during emergencies or disasters.

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**Mandatory-testing position** - A job assignment that requires the employee to carry a firearm, work closely with an employee who carries a firearm, perform life-threatening procedures, work with heavy or dangerous machinery, work as a safety inspector, work with children, work with detainees in the correctional system, work with confidential information or documents pertaining to criminal investigations, work with controlled substances, or a job assignment that requires an employee security background check, pursuant to Fla. Stat. section 110.1127, or a job assignment in which a momentary lapse in attention could result in injury or death to another person.

**Moving Expenses** - Limited to the cost of packing and shipping of household goods constituting personal effects and property used, or to be used, in the employee's dwelling; also includes cost of truck rentals, gasoline, and lodging for those employees who choose to move themselves.

**Non-exempt Employee** - An employee in this classification is subject to the minimum wage and overtime compensation requirements of the US Fair Labor Standards Act; and as such, is required to fill out hourly time records.

**Overtime Pay** – Pay for non-exempt employees at time-and-one-half the regular rate of pay for all hours worked in excess of 40 hours during one workweek. Sick leave, vacation, holidays, or other types of leave are not counted as “hours worked” for purposes of determining whether an employee has reached the 40-hour threshold.

**Part-time Employee** - Typically, an employee working less than 40 hours per week.

**Performance Evaluation** - An appraisal written by a supervisor about an employee's work performance, which includes praise for accomplishments, recommendations for improvement, and an action plan of goals for both the employee and supervisor for the next assessment period.

**Probationary Employee** - An individual who has completed less than six months of employment with the County.

**Reduction in Workforce** - The abolishment of Board-approved full- and/or part-time positions due to operational needs, re-organization, lack of work, outsourcing of functions, shortage of funds, or other reasons deemed appropriate by the County; not intended to be a short-term adjustment.

**Regular Employee** - An individual who is employed as a part-time or full-time employee in a Board-approved position. This category does not include temporary employees, casual employees, or student interns.

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**Relative - Hiring Policy** - An individual who is related to the employee as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister.

**Salaried Employee** - See exempt employee.

**Sexual Harassment** - Unwelcome attention, sexual advances, requests for sexual favors, or other unwanted verbal, physical or graphic conduct of a sexual nature that may come from supervisors, managers, co-workers, citizens, vendors, or other individuals in the workplace or at any County-sponsored activity, program, party or trip whether at the work site or not - regardless of the sex of the parties involved.

**Shift Differential** - Allows for additional compensation to certain non-exempt employees for working other than "normal" business hours (second or third shift).

**Sick Leave Buy-Back** - Allows eligible employees who have 200 hours or more of accumulated, unused sick leave to sell back to the Board of County Commissioners any sick leave in excess of 200 hours which has been accrued, recorded, and available for use, but not used during the current fiscal year.

**Sick Leave Pool** - A voluntary fund of donated sick leave which has been established to provide limited additional sick leave benefits to participating members in the case of serious personal illness or injury.

**Stand-By Duty** - Assigned to certain non-exempt employees holding job classifications which are restricted to a designated location or premises in order to provide coverage for services and to handle emergencies during off-duty hours.

**Student Intern** – A student who is hired with the intention of providing opportunities that will equip him/her with practical, real-world work experience to help transition into a future professional career. These employees may work either regularly scheduled hours, or unscheduled irregular hours throughout the course of their internships. These employees are not eligible for paid absences, vacations and holidays. An intern may remain employed for no longer than two (2) calendar years, providing the intern demonstrates active student status throughout the course of his/her employment.

**Telecommuting** - A work schedule that allows an employee to work all or part of their workweek at home, on the road, or in an alternate work location.

**Temporary Additional Duty** - When an employee is temporarily assigned additional duties which significantly increase his/her responsibilities, the employee may receive a temporary increase in their regular rate of pay.

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**Temporary Employee** - An individual who is hired either part-time or full-time for a *limited* period, not to exceed six months of employment. These employees may be hired to work on special projects, during peak workloads, and/or to cover employee absences due to FMLA, workers' compensation, or other leaves of absence. These employees are not eligible for paid absences, vacations and holidays.

**Transfer** - Moving to another position in the same or lower salary range or from one location to another; may be of a voluntary or involuntary basis.

**Uniform** - Clothing issued, or required to be worn, by the County; or any clothing with an affixed County logo and/or wording that indicates, or could be interpreted to indicate, that the individual is or may be a County employee.

**Vesting** - The guarantee that an eligible employee will receive a future benefit after working a certain number of years.

**Volunteer** – A person, including a County employee, who performs services, without expectation of compensation, for a civic, charitable or humanitarian purpose. The services must be performed freely and without coercion, and, in the case of a County employee, may not be the same type of services for which the employee is employed.