

## DEFINITIONS

**The definitions provided are not intended to and do not provide a comprehensive explanation of all criteria, factors, or regulations pertaining to any given term. The definitions are supplements to and must be used in conjunction with appropriate personnel policies and procedures.**

**Administrative leave** - Leave at full pay for the purpose of investigating or resolving work related complaints, allegations, offenses, charges or disciplinary action, or for providing paid leave prior to a dismissal from employment, or for testifying at work related judicial proceedings. Administrative leave may also be authorized for short-term (up to one day) emergency, work-related reasons.

**Allocation** - The assignment of a salary grade to a class on the basis of job factor considerations, compensation surveys and class comparisons.

**Annual Leave** - Leave at full pay provided to foster periodic changes of pace and rest for employees.

**Appointment** - The act of hiring a person in accordance with County personnel policies.

**Authorized workweek** - The number of work hours authorized and funded during any consecutive seven calendar day period. The authorized workweek for full-time employees is 37.5 hours per week, except that the authorized workweek for full-time law enforcement employees and dispatch personnel is 40 hours per week and the authorized workweek for fire/rescue field service employees is 42 hours per week.

**Authorized workday** - The number of hours an employee is normally scheduled to work, excluding meal breaks, during any consecutive twenty-four hour period.

**Authorized work** - Tasks or duties performed for the purpose of providing authorized and appropriate levels and types of County services to meet programmatic goals and objectives.

**Bereavement leave** - Leave at full pay provided at the employee's request upon the death of a member of the employee's Extended Family (see definition for Extended Family).

**Bonus** - See Performance, Project or Team Bonus.

**Class Evaluation** - The standardized and systematic application of judgement to class specifications in order to allocate each class to an appropriate salary grade.

**Class Specification** - A description of the levels of work, duties, knowledge, skills, abilities, education and experience applicable to a class of positions.

**Class/Classification** - Used as a noun, class/classification refers to a group of positions which are similar in regard to levels of work, duties, knowledge, skills, abilities, education and experience.

Used as a verb, classification refers to the assignment of a position to a class through job analysis and evaluation.

**Constitutional Officer** - Persons identified as County officials who are elected in accordance with the Constitution of Virginia, specifically the Sheriff, Treasurer, Commonwealth's Attorney, Commissioner of Revenue and Clerk of the Circuit Court.

**Continuing Treatment by Health Care Provider** - Used in the context of the Family Medical and Leave Act (FMLA), this includes one of the following: 1) An employee or employee's family member who is treated two or more times for a serious health condition by a health care provider, 2) An employee or employee's family member who is treated two or more times for a serious health condition by a provider of health services (e.g., physical therapist) under orders of a health care provider, 3) An employee or employee's family member who is treated for an illness or injury by a health care provider on at least one occasion that results in a regimen of continuing treatment, or 4) an employee or employee's family member who is under the continuing supervision of a health care provider for a serious long-term or chronic condition which cannot be cured.

**Counseling** - An oral discussion between a supervisor and an employee regarding misconduct and/or unsatisfactory performance.

**County Administrator** - A person appointed, under Virginia Code authority, by the Board of Supervisors who serves as the chief executive officer of the County.

**County vehicle** - Any motorized vehicle (including but not limited to cars, vans, trucks, buses, motorcycles, heavy equipment vehicles, etc) owned by the County. For purposes of the Vehicle Safety and Driving policy only, this definition includes any vehicle owned by a recognized Loudoun County Volunteer Fire/Rescue Company used and/or driven by employees of the Fire, Rescue and Emergency Management.

**Court leave** - Leave provided at full pay to accomplish a civic responsibility, such as jury duty or in a non-work related capacity as a required witness.

**Demotion** - Permanent transfer to a position in a lower class/pay band.

**Department Head** - A County employee filling a position designated as a Department Head by the Board of Supervisors, who directly and significantly influences policy and operations, and exercises full supervision in the management of a County department. The County Administrator and Deputy County Administrators are Department Heads for the purpose of exercising full supervision.

**Documentation** - Used in the context of performance assessment, documentation is support, justification or substantiation of the numerical rating of job components.

**Education increase** - A five percent pay increase available upon graduation from an accredited college with a Bachelor's or higher level degree in a specialized educational field related to an employee's job with the County.

**Education leave** - Leave at full or partial pay provided to employees needing an absence from work to attend courses at a university, college, special institute, or other educational or training related organization for the purpose of meeting training and career development objectives.

**Employee Advisory Committee (EAC)**- Committee made up of employees whose purpose is to improve employee-management relations and disseminate information to the County workforce.

**Employee Assistance Program (EAP)** - Counseling services provided to County employees through the Department of Mental Health/Mental Retardation.

**Employee** - A person appointed/hired to work in a position which is established and maintained in accordance with these personnel policies.

**Employee Advisory Committee (EAC)** - A group of County employees established by the County Administrator for the purpose of improving employee-management relations and disseminating information.

**Exceptional performance leave** - Days of leave at full pay provided to employees as a reward for demonstrated exceptional job performance.

**Exchange time** - Leave provided for work performed which is in excess of the authorized workday. Exchange time leave is provided to certain classes of employees only in specific circumstances.

**Exempt** - Positions in which the overtime provisions of the Fair Labor Standards Act (FLSA) do not apply.

**Expectations** - Standards outlined on an employee's performance plan which describe what level of performance is expected to be considered fully successful in each job component.

**External factors** - Factors (outlined on the performance plan) which the employee has little or no control over and which may influence job performance.

**Extended family** - Defined as the employee's spouse and either the employee's or employee's spouse's son, daughter, step-child, grandchild, brother, sister, parent, step-parent, grandparent, or guardian.

**Fair Labor Standards Act (FLSA)** - Federal regulations which regulate employee wages and overtime.

**Family member** - See "Immediate Family" or "Extended Family"

**Family and Medical Leave Act** - Federal regulations which provide up to 12 weeks of leave to eligible employees for the birth and/or adoption of a child, or to care for the employee's seriously ill child, spouse or parent or for the employee's own serious health condition.

**Fire protection employee** - A person employed in a position primarily (80% of time spent) composed of duties directly related to the prevention, control, or extinguishment of a fire of any type, including incidental support activities such as equipment maintenance, training, and

inspections, or in a position primarily comprising duties directly related to rescue and ambulance services regularly provided in conjunction with the control or extinguishment of fires.

**Fire-Rescue service field service employee** - Person designated by the Director of Fire and Rescue Services who works an authorized workweek of 42 hours.

**Full-time employee** - Employee who is scheduled to work a fully authorized workweek.

**Full supervision** - Complete day-to-day control or authority over a program or department, including the responsibility to hire, direct, develop, discipline and dismiss employees.

**Grade** - The designation of the salary range allocated to a class.

**Grievance** - A complaint or dispute relating to employment.

**Grievant** - An employee who is pursuing a formal complaint or dispute, i.e. grievance.

**Health care provider** - Used in the context of the Family Medical and Leave Act (FMLA), this refers to a doctor of medicine or osteopathy, podiatrist, dentist, clinical psychologist, optometrist, chiropractor (limited to treatment consisting of spine manipulation), or Christian Science practitioner.

**Holidays** - Paid days (11 and 1/2 annually) observed by the County.

**Immediate family** - Defined for sick leave and FMLA purposes as an employee's spouse, child or parent.

**Independent appeals group** - A panel which is used to review and decide upon an employee's appeal of his/her performance assessment.

**Independent contractor** - An individual or group of individuals providing a service to the County for a flat rate or fee. Independent contractors are not employees of the County.

**Injury leave** - Leave at full pay which is used as a supplement to Workers' Compensation payments.

**Insubordination** - Intentional failure to comply with a County policy or the instructions of a supervisor, manager or other authorized management representative.

**Interim progress report** - A "mid-cycle" performance assessment which provides the employee with feedback relating to job performance.

**Intermittent leave** - Used in the context of the Family Medical Leave Act (FMLA), this refers to leave taken in separate blocks of time due to a serious health condition and may include periods from one hour or less to several weeks at a time.

**Intern** - An individual who provides services to the County, typically for credit as part of his/her educational program. Interns are not employees of the County.

**Job component** - A statement on the performance plan which describes the major duties and/or responsibilities of an employee's job.

**Job factor standards** - Aspects relating to a position to which numerical values are assigned during classification.

**Job analysis** - Systematic examination of a position in order to identify the tasks, duties, responsibilities associated with the position and the minimum skills, knowledge, abilities, education and experience required for the position.

**Lateral transfer** - Permanent transfer to a position in the same class/pay band.

**Law enforcement employee** - A person who is regularly employed and paid as such in a position primarily (at least 80% of the time) comprising law enforcement activities, and who is by virtue of such employment empowered to enforce the law, vested with the power of arrest, and provided formal training in the use of such powers.

**Leave** - Approved absence by an employee. Also see: Annual, Education, Exceptional Performance, Sick, Family and Medical, Court, Military and Exchange Time.

**Leave without pay** - Any absence that is not covered by any form of paid leave.

**Letter of reprimand** - A disciplinary action intended to give the employee formal notice of his/her misconduct or unsatisfactory performance.

**Letter of warning** - A written warning (not a formal disciplinary action) to an employee that his/her conduct or performance is not satisfactory.

**Limited supervision** - A position designated to establish employee performance standards, evaluate and provide counsel on work performance and resolve work related problems.

**Local emergency** – Used in the context of policy 1.0.03 Emergency Authority. A declaration of a local emergency is made by the Governor or President due to an extreme emergency situation directly affecting Loudoun County.

**Merit principle**- Established principle by which the County will evaluate applicants for County positions.

**Military leave** - Leave at full pay provided, in accordance with federal and state laws, to employees who are ordered to active duty or training as a member of the National Guard, US military retirees or United States Armed Forces Reserves.

**Minimum position requirements** - Essential job related qualifications, including training, education, experience, licensure, knowledge, skills, abilities, and other factors which have been identified through job analysis as those levels and characteristics that an individual must possess to be hire or promoted to a class.

**Non-exempt** - Positions which are covered and regulated by the overtime provisions of the Fair Labor Standards Act (FLSA).

**Occasional drivers** - Used in the context of the Vehicle Safety and Driving Policy, this refers to employees who from time to time operate county vehicles. An Occasional Driver typically drives a County vehicle or personal vehicle on County business twelve (12) or less times per calendar year. Operation of a County vehicle or personal vehicle for County business is not considered an essential job function for these drivers.

**Official Personnel File (OPF)**- File kept in Human Resources for every employee of the County. OPFs contain documents pertaining to employment actions, benefits and performance.

**On-call pay** - Compensation provided for serving in an off-duty, on-call capacity which is required to provide 24 hour service coverage.

**Overtime** - Work authorized and directed to be performed in excess of the authorized workday or workweek for which some form of additional compensation should be provided.

**Overtime pay** - Mandatory time and one-half payment provided to non-exempt employees for hours worked beyond FLSA work periods.

**Part-time employee** - An employee who is scheduled to work less than the fully authorized workweek.

**Party** - Used in the context of the County's Grievance Procedure, this refers to the grievant and the department or individual against which or whom the grievance is filed.

**Payband** - Minimum and maximum compensation levels assigned to a job classification.

**Performance bonus** - One-time compensation which may be awarded to employees who have demonstrated performance exceeding expectations.

**Performance factors** - General characteristics of work behavior (communication, cooperation, planning and organizing work, team building and participation, decision making, dependability and performance appraisal and development) which may affect job performance and which are required on all performance plans.

**Performance plan** - A document which describes the duties, responsibilities and standards expected of a position.

**Personal leave days** - Days of leave which are earned by certain employees in specific circumstances.

**Personnel action** - An event affecting an employee's compensation, classification, or employment.

**Position** - A job comprising specific duties and responsibilities, typically designated by department, division and section.

**Probation** - The final stage of the selection process for regular employees during which job performance and suitability for employment is evaluated. The probationary is a twelve-month fixed period of time for all County employees.

**Project bonus** - One-time compensation which may be awarded to employees for outstanding performance on a specific project or task.

**Promotion** - Permanent transfer to a position in a higher class/pay band.

**Reallocation** - A change in the grade of a class.

**Recall** - Return to the specific position during the twelve-month period following separation, demotion, or reduction of hours in a reduction in force.

**Recall pay** - Compensation provide to specific employees at time and one-half (minimum payment of two hours) for work in excess of the authorized workday in specific circumstances.

**Reclassification** - A change in the assignment of a position from class to another.

**Reduced leave schedule** - Used in the context of the Family Medical and Leave Act (FMLA), this refers to a reduction of daily work hours to a number fewer than the normal work schedule.

**Reduction-in-force** - A formal decrease in positions which is initiated by either Board of Supervisors' direction or County Administrator recommendation to the Board of Supervisors that a reduction in force may be necessary due to an anticipated or actual curtailment of work and/or lack of funds.

**Regular drivers** - Used in the context of the Vehicle Safety and Driving policy, this refers to employees who, in the performance of their essential job functions, operate County vehicles or drive private vehicles on County business.

**Regular employee** - A person who has been appointed/hired into a regular position (authorized by the Board of Supervisors for an indefinite period of time) and who has completed the probationary period.

**Regularly scheduled hours** - Budgeted hours for each position. Regularly scheduled hours do not include overtime hours or additional hours scheduled in advance beyond the budgeted hours for the position.

**Reinstatement** - The act of an employee returning to his/her position following a separation from employment of 30 consecutive calendar days or less.

**Remediation plan** - A document, which serves as formal written notice of unsatisfactory performance, containing specific areas of unsatisfactory performance and the improvements the employee must make to achieve satisfactory performance.

**Reviewer** - A person (usually the supervisor's immediate supervisor) or a team of individuals who participates in the performance planning and assessment process.

**Salary grade** - See "Grade".

**Salary schedule** - A document, which serves as the record of pay established for each grade, designating the numerical pay grade associated with each classification and the pay band (minimum and maximum compensation levels).

**Schematic list** - The official listing of the County's fifteen job classifications, along with the pay grade and pay band allocated to each class.

**Senior staff** - Full-time, exempt employees who are classified as Specialist IV, Advisor/Managers or Executives.

**Separation** - A departure from County employment for non-disciplinary reasons.

**Serious health condition** - Used in the context of the Family Medical and Leave Act (FMLA) this refers to any physical or mental condition that involves: 1) Any period of incapacity resulting in inpatient care in a hospital, hospice, or resident care facility; 2) Any period of incapacity lasting more than three calendar days that also involves continuing treatment by a health care provider; or 3) Continuing treatment by (or under the supervision of) a health care provider for a condition that, if not treated, would likely result in a period of incapacity exceeding three days.

**Service awards program** - A program which provides recognition to employee's total years of regular County service.

**Service pay** - A form of compensation provided to certain employees for hours worked in excess of the authorized workday in specific circumstances.

**Seven (7) K exemption** - A provision of the Fair Labor Standards Act (FLSA) pertaining only to fire protection and law enforcement employees in terms of establishing overtime threshold levels.

**Sexual harassment** - Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature when: 1) Submission to conduct is made either an explicit or implicit condition of employment; 2) Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or 3) The harassment substantially interferes with the employee's work performance or creates an intimidating, hostile, or offensive work environment.

**Shift** - The period of consecutive work hours in a day that a County employee is expected to work.

**Sick Leave** - Paid leave provided for the purpose of employee incapacity by physical or mental disability, sickness or injury; for medical, dental or optical treatment, childbirth, or necessary care and attendance of an employee's immediate family.

**Suggestion awards program** - A program which provides one-time recognition to employees who contribute practical ideas which result in monetary savings, increased effectiveness of public relations or service to the public, safer working conditions.



**Suspension without pay** - A formal disciplinary action resulting in an employee's absence from work without compensation.

**Team bonus** - A one-time form of compensation which may be provided to a group of employees for a work product demonstrated to be outstanding.

**Telecommuting** - An employment arrangement in which an employee works, on a regularly scheduled basis, from a remote work location, rather than at the standard County worksite.

**Temporary employee** - A person appointed/hired to a position which has been authorized for a fixed period of time.

**Termination** - The removal of an employee from County employment for disciplinary reasons.

**Transfer** - A permanent change from one position to another.

**Transport clients** - Used in the context of the Vehicle Safety and Driving policy, this refers to employees who, in the performance of their jobs, drive individuals doing business with the county or taking part in services provided by the county, in vehicles provided by the county, or in privately-owned vehicles.

**Tuition assistance** - A program which provides financial assistance for employees for the purpose of furthering County job-related education.

**Unable to perform the essential functions of the job** - Used in the context of the Family Medical Leave Act (FMLA), this refers to a determination by a health care provider that the employee is unable to work at all or is unable to perform any of the essential functions of the job.

**Unauthorized absence** - An absence from work without approval.

**Volunteer** - A person who performs hours of service for civic, charitable, or humanitarian reasons, without expressed or implied expectation or agreement of compensation. Volunteers are not County employees.

**Weight** - The relative frequency and/or importance of job components, as indicated on the performance plans.

**Work period** - A fixed period of time for the purpose of determining overtime eligibility under the Fair Labor Standards Act (FLSA). All County work periods begin Thursday morning and end Wednesday midnight.

**Work supervision** - A position designated to provide employee work direction to include explaining and interpreting rules and work procedures.