

COUNTY OF PRINCE GEORGE PERSONNEL POLICIES Prince George, Virginia	POLICY NUMBER: 2.1 THROUGH 2.35	Page 1 of 6
	SUPERSEDES: August 10, 2021	DATE ISSUED: November 23, 2021
SUBJECT: Definitions	AUTHORIZATION: Adopted by the Board of Supervisors; to become effective immediately	

2.1 Definitions

As used in these policies, unless the context clearly requires otherwise, the following words shall have the meaning herein given them.

2.2 Allocate

The act of assigning each position to its proper classification.

2.3 Anniversary Date

The recurring date of original appointment or the date of promotion, except that such shall be adjusted for suspensions, unauthorized leave of absence without pay, and separation and re-employment.

2.4 Appeal

An application for review of an alleged grievance by disciplinary action.

2.5 Appointment

The offer and acceptance by a person of a position either on a full-time, part-time, temporary or seasonal basis. A temporary appointment shall terminate automatically upon completion of the project necessitating the appointment.

2.6 Class/Classification

A position or group of positions having similar duties and responsibilities, requiring similar qualifications, which can be properly designated by one title indicative of the nature of the work and which carry the same salary range.

2.7 Class Specification

A written statement describing the duties and responsibilities and minimum qualification requirements of a position.

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2.8 Continuous Service

Employment in the classified service which is uninterrupted except for authorized leave(s) of absence.

2.9 Demotion

The assignment of an employee to a position in a lower class within the same department, having a lower maximum salary than the class from which the assignment is made.

2.10 Department Director

Department Directors shall be defined as current or future positions carrying the title Department Director as established by the County Board of Supervisors as included on the county's pay plan. All Department Directors are under the supervision of the County Administrator or his/her designee, are "at-will" employees and are "exempt" employees under the FLSA.

2.11 Dismissal

For unremediable lesser offenses, unremedied or repetition of serious offenses, the occurrence of an extremely serious offense, or the demonstrated inability to perform the functions of the position, an employee may be dismissed from County employment.

The act of terminating an employee from employment on the occurrence of an extremely serious offense or after all appropriate disciplinary actions have not improved the performance or behavior of the employee in the manner specified.

2.12 Essential Employee

Essential employee shall be defined as an exempt and/or non-exempt employee who is required to work during an authorized closing for the purpose of providing critical operation/services to include, but not limited to, Police, Fire, Emergency, Communications, Utilities, and Buildings and Grounds. In addition to critical activities, employees in other departments may be required to work during an authorized closing to maintain the minimum level of staff needed to provide necessary services.

2.13 Full-Time Employee

Any employee working a minimum of a 40 hour week in either a regular or probationary position, budgeted on an annual basis.

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2.14 Grievance

A grievance shall be a complaint or dispute relative to an employee's employment involving:

1. disciplinary actions, including dismissals, disciplinary demotions and suspensions, provided that dismissals shall be grievable whenever resulting from formal discipline or unsatisfactory job performance;
2. concerns regarding the application of personnel policies, procedures, rules and/or regulations;
3. acts of retaliation for using the grievance procedure or of participation in the grievance of another County employee;
4. complaints of discrimination on the basis of race, color, religion, creed, sex, sexual orientation, gender identity, marital status, age, pregnancy, childbirth or related medical conditions including lactation, military status, disability, or national origin;
5. acts of retaliation because employee has complied with any law of the U.S. or the Commonwealth, has reported any violation of such law to a governmental authority, has sought any change in the law before the Congress of the U.S. or the General Assembly; and
6. any other actions outlined in the County's Policy and Procedure Manual.

2.15 Immediate Relative

An immediate relative shall be defined as a spouse, parent, step-parent, sibling, step sibling, child, step-child, grandparent, grandchild, guardian, and same relatives of spouse, inclusive of those relationships arising from adoption.

2.16 Layoff

The involuntary, non-disciplinary separation of an employee from employment with the County.

2.17 Leave Without Pay Status

An employee who is not physically at work and is on an approved absence without pay.

2.18 Overtime

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Overtime occurs when a non-exempt employee works more than 40 hours within a work week in accordance with State and Federal law. In accordance with FLSA section 7 (k) exceptions, Police overtime is calculated based on 171 hours in a 28-day cycle, and firefighters overtime is calculated based on a 212 hours in a 28-day cycle. Refer to Section 22 for more information on overtime.

2.19 Part-Time Regular Employee

An employee working no less than 20 hours per week who is paid on an hourly basis for those hours actually worked, in a continuous year-round position, and is entitled to County benefits, as provided for in Section 5.12 herein.

2.20 Paid Status

An employee who is physically at work or is on an approved leave of absence with pay.

2.21 Position

A group of duties assigned to one person or job.

2.22 Probationary Employee

Any employee who is serving a probationary period following original hire, promotion, demotion, or as a result of disciplinary action, prior to being appointed to a regular position and class in the classification and pay plan, with the County Administrator's approval.

2.23 Probationary Period

A period following original hire, promotion, demotion, or as a result disciplinary action whereby the employee's performance is carefully evaluated in order to attain regular status. Provided, however, the probationary period for uniformed police department personnel, required to complete specialized training, shall be during such academy training and one year following the date of graduation from such training academy. At any time during the probationary period, the Department Director, as authorized by the County Administrator, may terminate the employee with or without cause. Any termination prior to expiration of the probationary period shall be final with no right of appeal.

2.24 Promotion

The assignment of an employee to a position in a higher class within the same department, having a higher maximum salary than the position from which the assignment is made.

2.25 Regular Employee

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An employee who has been appointed to a regular full-time or part-time position in the classified service in accordance with the provisions of these policies after completing a probationary period.

2.26 Suspension

The removal of an employee from his/her job duties for a period of time as a result of disciplinary action or pending the results of an administrative and/or criminal investigation.

2.27 Temporary Employee

An employee holding a position other than regular, except as provided in the policies, which is of temporary, seasonal, casual, emergency nature or of an undetermined duration. A temporary employee is not entitled to County benefits.

2.28 Temporary Position

All positions that are not designated as regular.

2.29 Transfer

The voluntary or involuntary change of an employee's assignment from one position to another position in a different department.

2.30 Verbal Reprimand

A verbal reprimand given to an employee regarding the need for improving a particular aspect of the employee's job performance, attitude, or behavior which alerts the employee as to how such improvement can be realistically achieved and of possible consequences for further repetition of the unsatisfactory conduct. Verbal reprimands are to be documented and shall be maintained until the next employee performance evaluation or for a period of one year, whichever occurs first; provided, however, that verbal reprimands shall not be maintained in the official personnel file.

2.31 Work Day

The scheduled number of hours an employee is assigned to work.

2.32 Work Period

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The scheduled number of hours an employee is assigned to work during a work cycle, for which the employee receives a paycheck. This may also be known as the Pay Period.

2.33 Work Week

The scheduled number of hours an employee is assigned to work during a calendar week.

2.34 Written Reprimand

A corrective action taken when the inappropriate performance or behavior of an employee has not satisfactorily improved or when the employee commits a more serious offense. The written reprimand should outline the facts of the offense to include a complete description of the incident(s) of misconduct, specific dates, times, and locations, personnel involved, the policy, procedure, or rule, either actual or implied, that was violated, the actual or potential consequences of the offense, and possible consequences should poor performance or behavior continue.

2.35 Vacancy

A position existing or newly created, which is not occupied, and for which funds are available.