

## **Chapter 12**

### **Definition of Terms**

Affirmative action. Efforts by employers to identify under representation in the employment of protected group members, and goals and steps to overcome these weaknesses.

Anniversary date. The date an employee begins Library employment as a regular employee.

Arbitration. Process whereby an impartial entity determines the relative merit of different viewpoints and makes a decision called an "award".

Benefits. Rewards available to an employee or group of employees as a part of organizational membership.

Class. One or more positions which are sufficiently alike in duties and responsibilities to warrant using the same title, similar qualifications, selection procedures and the same pay grade.

Class specification. A written description of a class containing the class title, a general statement of the duties and responsibilities, examples of typical duties performed, and minimum qualifications required.

Class title. The official designation or name of the class as stated in the class specification. The class title shall be used on all personnel records and other official personnel actions.

Classification plan. The sum total of all job class specifications in the county service and a system showing salary and classification relationships.

Collective bargaining. The process whereby representatives of management and union members negotiate over wages, hours, and conditions of employment.

Compensation plan. A schedule of pay grades for all classes of positions in the library.

Compensatory time. Hours an employee may be granted paid time off as compensation for authorized overtime work.

County code. A Local law passed as an ordinance by the county board; must be allowed by and consistent with state and federal law; a code provision is an ordinance which has been numbered and inserted into the code book under accepted procedures.

County Department Head. A county official with the responsibility for the operation of a county department. (Airport Administrator, Corporation Counsel, , County Conservationist, Director of Building and Facilities, Director of Planning/CIP, Director of Waste Management, Employment & Training Director, Finance Director, Health Officer, Highway Commissioner, Land Use Administrator, Library Director, Parks Director, Employee Resources Director, Social Services Director, Veterans Services Officer.)

Demotion. The assignment of an employee from one class to another class with a lower pay grade.

Disciplinary action. The action taken to discipline an employee which may include any action from a verbal reprimand up to and including discharge.

Discrimination. (EEOC definition). The use of any test that adversely affects hiring, promotion, transfer or any other employment or membership opportunity of classes unless the test has been validated and is job related, and/or an employer can demonstrate that alternative hiring, transfer, or promotion procedures are unavailable.

Eligible. A person certified by the Library Director as meeting the training and experience requirements and who has successfully completed all parts of the screening process when formal screening devices are used.

Employee. An individual who is employed by the Library and is paid in part or whole through the county payroll.

Exempt employees. Those who are not required to be paid overtime under the Fair Labor Standards Act.

Flex-Time. Variations in starting and quitting time, but assumes that a number of hours (usually forty) is worked each week.

Grievance. A formal employee complaint regarding an alleged violation of a labor agreement.

Layoff. The involuntary separation of an employee because of lack of work, lack of funds, or the abolishment of a position.

Mediation. Process in which an outside entity attempts to help two deadlocked parties continue negotiation and arrive at a solution.

Orientation. The planned introduction of employees to their jobs, their co-workers and the their organization.

Pay range. The minimum and maximum rates of pay established for each class of positions.

Performance Appraisal. The process of determining how well employees do their jobs compared to a set of standards, and the process of communicating that information to the employees.

Person With a Disability. A person who:

- (a) has a physical or mental impairment which substantially impedes one or more major life activities; or
- (b) has a record of such impairment; or
- (c) is regarded as having such an impairment.

This definition does not include a person whose only disability results from the current use of illegal drugs.

Position. A grouping of duties and responsibilities to be performed by an employee. A position may be filled or vacant, full-time or part-time, regular or temporary.

Probationary period. A trial period of employment during which time an employee is required to demonstrate knowledge, skills and attitudes necessary for appointment to regular employment.

Promotion. The assignment of an employee from one class to another class with a higher pay grade.

Ratification. Occurs when union members vote to accept the terms of a tentative agreement.

Reclassification. The reassignment of a position from one class to another to recognize a change in the duties and responsibilities of a position or to correct an error in the original assignment.

Red Circle Rate. A job whose current occupant's pay is out of grade or range.

Resolution. A formal statement expressing the will or opinion of a legislative body, sometimes giving policy direction to someone; less permanent than an ordinance; sometimes used as introductory language for a proposed ordinance/code change or creation.

Selection device. A formal measurement device used to evaluate and/or rank applicants for position.

Self-funded insurance. When an employer sets aside funds to pay claims in lieu of traditional insurance coverage.

Sexual harassment. Actions that are sexually-directed, unwanted, and subject the worker to adverse employment conditions.

State statute. A numbered law passed by the legislature which was originally proposed as a "bill;" official statute books are republished every two years or so; other sources must sometimes be checked for recent changes.

Supervisor. The person responsible for the assignment, direction and evaluation of the work for another employee.

Temporary appointment. A short-term appointment of an individual to a position, because of a vacancy, short-term need, etc.

Termination. The removal of an employee from the payroll for voluntary, or involuntary reasons, including dismissal, resignation, retirement, or death.

Transfer. The assignment of an employee from one position to another in the same class or to a class with the same pay grade.

Union. A continuous association of wage earners for the purpose of maintaining and improving the conditions of their working lives through concerted activity.

Worker's Compensation. Benefits provided to a person injured on the job in accordance with Wisconsin statutes.