

DEFINITIONS

The definitions listed below shall apply to terms in the City of Chandler Personnel Rules and Regulations.

APPLICANT: An individual who has shown interest in City employment by having submitted a signed City of Chandler job application form, resume, or other document required by the City within the announced time limitations for the position.

CITY: The terms “City” and “the City” mean the City of Chandler.

CLASSIFICATION DATE: The date upon which an employee is hired, promoted or involuntarily demoted to a specific job classification and on the anniversary of which the employee becomes eligible for the annual merit increase.

COMPENSATORY TIME: Time off with pay, given in lieu of overtime payment.

DEMOTION: The transfer of an employee from a position in a higher class to a position in a lower class for which the maximum rate of pay is lower and involves a decrease in responsibility. Equivalency shall be determined by the Human Resources Director.

DEPARTMENT DIRECTOR: An employee who reports directly to the City Manager and is responsible for a major department in the City.

DISCIPLINARY ACTION: Any of the actions listed below:

Suspension: The removal of an employee from an assigned position for a specified period of time with pay.

Involuntary Demotion: The involuntary movement of an employee from a position in one classification to a position in another classification having a lower salary grade.

Dismissal: The removal of an employee from regular City appointment for cause.

DIVISION HEAD: A person having managerial responsibility for a functional area of a department and who has been designated a Division Head by the City Manager or Department Director.

EMPLOYEE:

Full-time Employee: An individual assigned to work a full shift in any assigned classification for 52 weeks per year.

Initial Probationary Employee: An individual who is serving an initial appointment and has not yet served the required term as specified in the rules to attain regular status.

Part-Time Employee: An individual assigned to work less than a full shift in any assigned classification for 52 weeks per year or less.

Regular Employee: An individual who has successfully completed the initial probationary period.

Temporary Employee: An individual not in the classified service who works only on an as needed basis.

EMPLOYMENT REGISTER: A group of applicant names who are eligible to be considered for appointment to a City position.

EXAMINATION: All phases of evaluating the qualifications, suitability and potential of an applicant for City employment, to include but not limited to, completion of the application, written and performance tests, socio-psychological evaluation, oral board examinations and interviews.

GOOD STANDING: An employee who has resigned from City service whom the Department has designated eligible for rehire.

HEARING OFFICER: An individual who is not an employee of the City appointed by the Merit System Board to conduct disciplinary hearings under the provisions of these Rules.

HUMAN RESOURCES DIRECTOR: The individual appointed by the City Manager to administer the provisions of the Merit System.

IMMEDIATE FAMILY MEMBER: Mother, father, spouse, child, brother, sister, grandfather, grandmother, grandchild or person serving in loco parentis of either the employee or the employee's spouse.

INITIAL PROBATION PERIOD: The initial pre-determined period of assignment to a class during which an employee must prove fitness, suitability, and qualification for City employment by satisfactorily performing the required duties of the class.

IN LOCO PARENTIS: Designates a person or persons who have had full parental responsibilities and duties towards an individual for a period of at least 3 years prior to the age of 21.

REGISTER: List of names of individuals who were laid-off from the classified service and who are eligible for future appointment.

OFF-DUTY WORK: Work performed for an employer other than the City of Chandler.

PERFORMANCE APPRAISAL: A written report evaluating an employee's job performance.

PERSONNEL RULES: Resolution adopted by City Council to govern personnel practices and personnel employed by the City of Chandler.

POSITION: A specific job within a classification.

PROMOTION: The advancement from a lower class to a higher class involving an increase in responsibility and the higher class has a salary range that goes beyond the

limit fixed for the lower class. Equivalency shall be determined by the Human Resources Director.

PROMOTIONAL PROBATIONARY PERIOD: The period of assignment following promotion to a higher class during which an employee must prove fitness, suitability, and qualifications by satisfactorily performing the required duties of the class. Regular status is achieved in the higher classification, if and when, the employee satisfactorily completes the promotional probationary period.

RECLASSIFICATION: The movement of a position to a different classification which may or may not be accompanied by a change in salary grade .

RECRUITMENT: The publication of notice that applications will be accepted for a position vacancy.

REQUIREMENTS FOR RETIREMENT: An employee who leaves City service and immediately begins receiving a pension from a retirement system in which the City participates.

SALARY GRADE: An established salary range which has been designated for a classification.

SENIORITY: The status obtained by length of City service within the classified service. Seniority is cumulative when an individual is demoted under the rule. City service must be continuous (without a break of more than 24 hours) to be considered except if an employee is rehired within two years.

SHIFT: The hours of work assigned to an employee by the employee's Department Director.

TEMPORARY DETAIL: Assignment to another position on a temporary basis.

TRANSFER: The movement of an employee from one position to another position at the same or equivalent salary grade. Transfer of an employee to an equivalent classification in a different employee group or Meet and Confer unit will constitute a transfer. Equivalency shall be determined by the Human Resources Director.

WORKDAY: Those days that the City Manager's Office is open for business.