

**SANDUSKY COUNTY
PERSONNEL POLICY AND PROCEDURE MANUAL**

DEFINITIONS AND ABBREVIATIONS

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Unless otherwise indicated, the following definitions and abbreviations apply to the below listed terms as used in this manual.

Absence Without Leave (AWOL) - Any failure to report to duty when the employee has no sick leave or vacation available, has failed to have sick leave or vacation approved, or has failed to have an unpaid leave of absence approved in advance of the absence.

Active Pay Status - Except where otherwise defined in this manual, active pay status is a period when an employee is eligible to receive pay directly from the Employer and includes—hours worked, vacation leave, sick leave, holidays, paid military leave, and paid court leave.

ADA- Americans With Disabilities Act.

Administrative Leave - Leave of absence with pay authorized at the discretion of the Appointing Authority in order to temporarily remove an employee from the workplace pending any inquiry or investigation regarding the employee, or to protect the health or safety of the employee or of any person or property entrusted to the employee's care. To be entitled to administrative leave, an individual must be readily available for work and not confined in a correctional facility.

Appointing Authority - The Sandusky County Board of Commissioners or other elected or appointed officials within the Sandusky County government authorized by law to make appointments to the several positions within their office, department, or agency is the Appointing Authority. Some department heads appointed by the Commissioners may be authorized to act as Co-appointing Authority with the Board. The abbreviation for Sandusky County appointing authorities, singular or plural, shall be SCAA.

Board - The Sandusky County Board of Commissioners.

Classification (Class) - A group of positions that involve similar duties and responsibilities, require similar qualifications, and which are properly designated by a common descriptive title indicating the general nature of the work. A classification may include only one (1) position in some circumstances.

Classification Plan (Class Plan) - The alphabetically arranged compilation of the classification specifications for employees of the Employer.

Classified Employee - The general group of County employees who are governed by the State Civil Service statutes.

County - The County of Sandusky, State of Ohio.

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D.A.S. - Abbreviation for the Ohio Department of Administrative Services.

Day(s) - Unless otherwise specified, means calendar day(s).

Demotion - A change in position that reduces the employee's scope of responsibility and compensation.

Department- A County organizational unit directed and controlled by a SCAA and charged with a specific public service function and mission.

Department Head- A supervisor (as defined herein) charged with the responsibility of managing a department on behalf of a SCAA. Also called Director in some departments.

Designee - Any employee authorized by the Appointing Authority to perform a function with or on behalf of the Appointing Authority.

Discourteous Treatment of the Public - Failure by an employee to treat any member of the general public with respect, in a polite and courteous manner.

Dishonesty - Disposition to lie, cheat, or defraud; untrustworthiness; lack of integrity.

Distribution - An act of distributing goods, materials, and/or written materials or literature.

Employee - Any person holding a position subject to appointment, removal, promotion, or reduction by the Appointing Authority.

Employer - The Sandusky County Board of Commissioners or any SCAA adopting this manual or the designee(s) of such officials. As context requires, Employer may also include department heads or supervisors acting on behalf of a SCAA.

Excused Absence - Absence from work with the approval of the Employer (i.e., sick leave, vacation, holiday, compensatory time, approved unpaid leave of absence, etc.).

Exempt Employee - An employee determined to be exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act, and who therefore does not have to legally be paid the statutory minimum wage and/or to be compensated, at premium rates, for excessive hours worked in the workweek.

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Failure of Good Behavior - Failure by an employee to accept, adhere to, or maintain the expected levels of performance and/or conduct required by the Employer.

Fines- A form of disciplinary action whereby the Appointing Authority imposes a monetary penalty as a disciplinary measure aimed at improving the employee's conduct. Such fine shall not exceed five (5) days pay and shall not reduce the employee's pay below the minimum wage established by the FLSA. Fines may also be assessed against accrued leave time when appropriate.

F.L.S.A. - Abbreviation for the Fair Labor Standards Act.

Immoral - Contrary to good morals; inconsistent with the rules and principles of morality; harmful or adverse to public welfare according to the standards of a given community, as expressed in law or otherwise.

Immoral Conduct - Conduct which is willful, flagrant, or shameless, and which shows a moral indifference to the opinions of the good and respectable members of the community.

Incompetence- Lack of ability, legal qualifications, or fitness to perform duties required of an employee.

Inefficiency - Quality of being incapable or indisposed to perform duties required of an employee within reasonable standards.

Insubordination - Intentional failure to perform duties required of an employee; refusal to obey an order issued by the employee's supervisor.

Intoxication - The condition of a person affected by the use of intoxicating drinks or controlled substances; one who is under the influence of alcohol or controlled substances. The effect produced upon the person by drinking intoxicating beverages or ingesting another intoxicating substance to such an extent that the normal condition of the individual is changed and the person's capacity for rational action and conduct is substantially lessened.

Malfeasance - The commission of some act which is positively unlawful; the doing of an act which is wholly wrongful and unlawful; the doing of an act which a person ought not to perform.

Misfeasance - The improper performance or commission of some act which a person may lawfully do.

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Neglect of Duty - Omission or failure to do a thing that can be done, or that is required to be done; an absence of care or attention in the doing; an omission of a given act. A designed failure, refusal, or unwillingness to perform one's duty.

Non-Exempt Employee - An employee who is entitled to be paid the federal minimum wage and to be paid at the rate of one and one-half (1½) times their regular rate of pay for all hours worked in excess of forty (40) in an established workweek.

Nonfeasance - Nonperformance of some act which ought to be performed; the total omission to perform a required duty; or the total neglect of duty.

Non-Work Area - Those areas of the Employer's property such as the employee's lounge and parking lot, or other areas where no official Employer business nor operations are conducted.

Non-Work Time - Any time during an employee's workday where the employee is totally relieved of work duties, such as break time or lunch time. Whether an employee is in active pay or no-pay status during these times is immaterial to the designation of non-work time.

O.A.C. - Abbreviation for the Ohio Administrative Code.

O.R.C. - Abbreviation for the Ohio Revised Code.

O.S.H.A.- Abbreviation for Ohio's Occupational Safety and Health Act.

P.E.R.S. - Abbreviation for the Public Employees Retirement System.

Position - A group of duties and responsibilities assigned or delegated by competent authority to be performed by one (1) person.

Promotion - Any change in classification which results in an increase in an employee's compensation and responsibility.

R.C. Abbreviation for Ohio Revised Code when followed by a chapter or section number.

Reduction - A change of the classification held by an employee to one having a lower base pay range, a change to a lower step within a salary range, or any decrease in compensation of an employee.

SCAA - Abbreviation for Sandusky County Appointing Authorities, singular or plural.

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Seniority - Generally, the uninterrupted length of continuous service with the Employer. More specific definitions of seniority for particular purposes are contained throughout this manual, and shall control for the particular purpose indicated.

Solicitation - An act of requesting an individual to purchase goods, materials, or services, or a plea for financial contribution.

S.P.B.R. - Abbreviation for the Ohio State Personnel Board of Review.

Supervisor - An individual who has been authorized by the SCAA to perform or assist in performing some or all of the following: hiring, transfers, suspensions, layoffs, recalls, promotions, discharges, assignments, rewards, or disciplining employees under the direction of the Employer; to responsibly direct them; to adjust their grievances; or to effectively recommend any of these actions.

Suspension - Relief of an employee from duty without pay, usually for a short period of time, as a disciplinary measure aimed at improving the employee's conduct.

Transfer - The movement of an employee from one (1) position to another where there is no change in level of responsibility, classification, or salary.

Unclassified Service -The Civil Service status of employees appointed without competitive examination to positions that are not subject to the discipline or removal provisions contained in R.C. Section 124.34. This includes employees who receive external intermittent, or temporary appointments pursuant to R.C. Section 124.30 (B), those employees appointed to administrative staff positions for which an appointing authority is given specific statutory authority to set compensation, and the deputies and assistants of elective or principal executive officers authorized to act for and in the place of their principals or holding a fiduciary relation to their principals, clerical and administrative support employees exempted pursuant to R.C. Section 124.11 (A) (8) and other positions specifically exempted pursuant

Unexcused Absence - See Absence Without Leave (AWOL).

Vendor - Any individual or group engaged in or desiring to engage in the supply of goods, materials, or services to the Employer and/or its employees, which goods, materials, or services are utilized in the conduct of public business.

Verbal Warning - Written documentation of a discussion a supervisor holds with an employee in which the supervisor reprimands the employee for improper conduct and impresses the need for change or improvement. A copy of the verbal warning notice is placed in the employee's personnel file.

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Work Area - Any office, room, or physical location where official Employer business is transacted and/or operations of the Employer are being conducted.

Working Suspension - A form of discipline, whereby the Appointing Authority may require an employee who is suspended to report to work to serve the suspension. An employee serving a suspension in this manner shall continue to be compensated at the employee's regular rate of pay for hours worked. Such disciplinary action shall be recorded in the employee's personnel file in the same manner as other disciplinary actions and will have the same effect as a suspension without pay for the purpose of recording disciplinary action.

Work Time - All the time when an employee's duties require that the employee be engaged in work tasks, not including meal periods, breaks, and time before or after work.

Work Unit - A division under the Employer's control usually directed by a supervisor and charged with a specific work function which contributes to the accomplishment of the Employer's public service function.

Written Reprimand - The written record of disciplinary action, usually issued after a verbal warning has failed to improve an employee's conduct, which is provided to the employee and placed in the employee's personnel file in an attempt to improve the employee's conduct and performance.