

Weber County Human Resources Policy Definitions

I. Policy

The following Human Resource Policy Definitions are applicable to all Weber County Human Resources Policies and Procedures and are not intended to have any effect on county-wide policies or internal agency policies.

ADMINISTRATIVE LEAVE: A paid leave of absence which may be authorized and granted to employee(s) by their supervisor or administrator, or leave for purposes of employee safety during major storms, power outages, etc., or leave pending an administrative review. (Leave Practices)

ALTERNATIVE WORK SCHEDULE: Flexible work schedules. (Attendance)

APPEAL (CAREER SERVICE COUNCIL): A formal written request for a formal review by the Career Service Council initiated by the party dissatisfied with the decision of an Administrator. (Career Service Council; Grievance/Appeal Procedure)

APPLICANT: Any person who has filed an official Weber County application for employment for a position for which recruitment has been announced. (Recruitment and Selection)

APPLICANT LIST: A list of all persons who apply for a job through Human Resources' official application process. (Recruitment and Selection)

APPLICANT SCREENING: The process in which supervisors and Human Resources professionals review applications to determine qualified candidates. (Recruitment and Selection)

AT WILL: Employee who can be terminated without notice and without a pre-determination hearing. Examples include temporary or seasonal employees and employees in their probationary period. (Employment Status)

BACKGROUND CHECK: Any investigation designed to reveal criminal history of a candidate, an employee, or a volunteer. (New Hire Requirements)

BENEFITS ELIGIBLE NON-MERIT EMPLOYEES: Employees including: elected officials, chief deputies, department heads, executive secretaries, administrative assistants and division directors, who are eligible to receive county benefits upon certain conditions. (Employment Status)

BENEFITS ORIENTATION: A mandatory training for newly hired employees regarding matters such as health, dental, life insurance, retirement and other benefits. (New Hire Requirements)

BUMPING RIGHTS: An opportunity for an employee to return to a previously held position within their elected office or department. (Resignation and Separation)

CAREER SERVICE COUNCIL: Bipartisan board consisting of three members who are appointed by the County Commission for three-year terms. The Career Service Council hears appeals of merit employees regarding termination, suspension, demotion, transfer for disciplinary reason, extension of probation, discrimination & harassment, retaliation, etc. (Career Service Council)

CLASSIFICATION: A grouping of positions sufficiently similar to be compensated at the same pay range. The positions are listed/allocated under the same title and grade. (Classifications)

COMPENSATION: Monetary benefit which is given to an employee giving their services to their employer. Includes salary, wages, bonuses, etc. (Performance Management)

COMPETITIVE PROCESS: Process in which a job opening is posted for a minimum of three days in order to give equal opportunity to all internal or external applicants and allow for a fair and competitive hiring process. (Recruitment and Selection; Employment Status)

CONFIDENTIALITY: Securing and maintaining sensitive information. (Harassment, Discrimination and Retaliation)

COORDINATION OF BENEFITS (COB): A benefit available for legally married couples who are both employed by Weber County. In order to receive COB benefits, the couple shall designate one person as the carrier of benefits, have that individual enroll in a High Deductible Health Plan or a traditional health plan, and add the spouse and any dependents to their line of coverage. The spouse who does not elect to carry coverage will receive the amount equivalent to the county's contribution to a single medical and dental coverage. These funds will be directly deposited into the insurance carrying spouse's Health Savings Account for the high deductible plan, or a third-party managed Flexible Spending Account to be used for medical and/or dental expenses. (Insurance and Retirement Benefits)

DEMOTION: Opposite of promotion. Process of shifting an employee to job lower in status, grade, and responsibilities. (Performance Management)

DISABILITY (AMERICANS WITH DISABILITIES ACT/SECTION 504 REHABILITATION ACT): A physical or mental impairment that substantially limits one or more of the major life activities; a record of such an impairment; or being regarded as having such an impairment. (Reasonable Accommodation)

DISABLED VETERAN: An individual who has served on active duty in the Armed Forces, who has been separated or retired under honorable conditions and who has established the present existence of a service-connected disability or is receiving compensation, disability retirement benefits, or pension because of a public statute administered by the federal Department of Veterans Affairs or a military department. (Recruitment and Selection)

DISCIPLINARY ACTION: Process in which an oral warning, written warning, suspension, demotion, or termination action is taken in regard to behavior that does not meet performance or policy standards. (Discipline)

DISCRIMINATION: Any adverse employment action taken based upon an employee, applicant, or volunteer's race, color, national origin, religion, age, disability, genetic information, gender, gender identity, pregnancy, sexual orientation, marital status and military or veteran status. Sexual harassment is a form of discrimination. (Recruitment and Selection; Harassment, Discrimination and Retaliation; Grievance/Appeal Procedure)

DRUG SCREENING: The scientific analysis for the presence of drugs and/or their metabolites in the human body. (New Hire Requirements; Alcohol and Drug Policy)

EAP (EMPLOYEE ASSISTANCE PROGRAM): A voluntary program that provides free, confidential, and brief counseling or assessment to employees and their dependents for any personal and/or work-related problems. (Employee Assistance Program)

EEO (EQUAL EMPLOYMENT OPPORTUNITY): A right every job applicant has throughout the hiring process. Refers to the protection job candidates have against discrimination on the basis of their race, religion, sex or national origin, etc. An employment practice where employers do not engage in employment activities that are prohibited by law. (Harassment, Discrimination and Retaliation; Recruitment & Selection; Grievance/Appeal Procedure)

EMPLOYEE: Individuals hired by Weber County to do a specific job. (Employment Status)

ESSENTIAL FUNCTIONS: Job duties that an employee *must* be able to perform, with or without reasonable accommodation. (Return to Work)

FEDERAL I-9 FORM: Form required by Homeland Security used to verify the identity and employment authorization status of individuals hired for employment in the U.S. (New Hire Requirements)

FMLA (FAMILY AND MEDICAL LEAVE ACT)/MATERNITY LEAVE: Up to 12 weeks of unpaid, job-protected leave available for employees who have worked for 12 months or 1,250 hours within 12 months. Available for birth of a child, newly placed adopted dependent, to care for a family member's serious health condition, an employee's serious health condition, or a qualifying military member in specific cases. (Family and Medical Leave Act)

FLSA (FAIR LABOR STANDARDS ACT): Federal law intended to protect workers against certain unfair pay practices or work regulations. States those employees who are covered by FLSA are subject to an hourly wage and receipt of overtime. (Classifications; Attendance; Payroll Practices)

FUNERAL LEAVE: Leave with pay for benefit eligible employees who have suffered the loss of an immediate or extended family member, as defined by policy. (Leave Practices)

GARNISHMENTS: Legal procedure requiring the employer to withhold a certain amount of an employee's earning in order to satisfy an outstanding debt. (Payroll Practices)

GRANT FUNDED EMPLOYEES: An employee whose salary, wages, and benefits are fully or partially paid from grant funds. (Employment Status)

HIRING MANAGER: Any person in any county organization who is responsible for the selection of individuals to fill job vacancies. (Recruitment and Selection)

HOLIDAY LEAVE: Paid leave on designated holidays in a calendar year to benefit eligible employees. (Leave Practices)

JOB DESCRIPTION/JOB REQUIREMENTS: A broad written statement of a specific position. Generally, includes duties, responsibilities, required knowledge, skills, abilities, and working conditions. (Classifications)

JOB REGISTER: System for maintaining and ranking all job applicants as part of the hiring process. A Certified Applicant List is created at the end of interviews, listing all interviewees from highest to lowest rank, as part of the register. (Recruitment and Selection)

JURY AND WITNESS LEAVE: Paid leave for employees who are summoned for jury duty, or required to appear before a court of law. (Leave Practices)

LEAVE WITHOUT PAY: Leave without pay for educational pursuits, study, travel, or any unspecified reasons when all paid leave has been exhausted, may be granted under the discretion of the supervisor, not to exceed 30 days. Leave without pay, in the form of a suspension, can also be used as a form of discipline. (Leave Practices; Discipline)

LIGHT/RESTRICTED DUTY: Process of temporarily excusing an employee from performing certain job tasks that they would typically perform. Temporary modification of duties may be made for an employee that would allow them to return to work in a limited capacity, subject to their medical restrictions. (Return to Work)

MANDATORY DEDUCTIONS: Automatic payroll deductions as required by law such as Federal tax withholding, Utah State tax withholding, and Social Security tax. (Payroll Practices)

MILITARY LEAVE: Paid leave for active service members. See Leave Practices Policy for details. (Leave Practices)

MERIT ADJUSTMENT: If funding is provided, merit employees are eligible for merit increases based on the overall score of their annual performance appraisal. Merit employees who have reached the top of their paygrade may be eligible to receive a lump sum payment in lieu of a merit adjustment. (Performance Management)

MERIT EMPLOYEE: An employee who has been hired under provisions of the County Personnel Management Act as a Merit employee in Weber County, who has also completed a required merit probationary period and is therefore entitled to all merit system benefits appropriate to hours worked. (Employment Status)

NEPOTISM: Practice of hiring relatives of current employees, appointees, and elected officials, and/or showing favoritism in hiring practices. (Nepotism)

ORAL WARNING: A record detailing a spoken warning by a supervisor to an employee. Should include names; date of warning; date, time, place, and type of violation; action required to correct violation; and employee's response. Oral warnings are not considered a disciplinary action that can be grieved. (Discipline)

PART-TIME BENEFITS ELIGIBLE EMPLOYEE: An employee hired through a competitive process who works an average of between 20 to 29 hours per week, but no more than 120 hours per month, and is eligible to receive some county benefits, including sick leave, vacation, and retirement. (Employment Status)

PART-TIME NON-BENEFITS ELIGIBLE EMPLOYEE: Employees hired for part-time work who work an average of less than 20 hours per week and do not receive any county benefits. (Employment Status)

PAYROLL PERIOD: Payroll period starts on Friday and ends on the second Thursday following it. (Payroll Practices)

PERFORMANCE MANAGEMENT: Ongoing process of communication between a supervisor and an employee that occurs throughout the year, in support of accomplishing goals and objectives of the organization, department, and employee. (Performance Management)

PERFORMANCE OBJECTIVES/GOALS: As part of the performance management process, performance objectives/goals will be established at the beginning of the year. The objectives/goals given to the employee will establish a clear picture as to what the objectives/goals are, and what the employee must achieve within the year. The most effective objectives/goals should be specific, measurable, achievable, relevant, and include a timeline. (Performance Management)

POST-ACCIDENT ALCOHOL & DRUG TESTING: Alcohol and drug testing following a work-related injury or illness within a reasonable timeframe after the employee has reported the incident to a supervisor, and reasonable basis for testing exists. (Alcohol and Drug Screening, Testing & Treatment)

PRE-DETERMINATION HEARING: Opportunity for merit employees to be heard and provide new or additional information that may prevent disciplinary action. (Discipline)

PRE-EMPLOYMENT DRUG TESTING: All offers of employment are conditional until the prospective employee successfully passes a drug-screening test. (Alcohol and Drug Screening, Testing & Treatment)

PROBATIONARY PERIOD: A six-month (career service) up to twelve-month (sworn staff) period that must be satisfactorily completed by a new employee in a merit position. Probationary employees do not have merit status during this period and are subject to dismissal at any time, for any non-discriminatory reason, without right of appeal. The probationary period may be extended for up to an additional six months for good cause. (Employment Status)

PROGRESSIVE DISCIPLINE: Process in which a supervisor follows steps regarding discipline. These may include an oral warning, written warning, suspension, demotion, and termination. Depending on the circumstances, progressive discipline might not be followed in a particular situation. The purpose for progressive disciplinary action is to assist the employee in understanding where they can improve. (Discipline; Violence in the Workplace)

PROMOTION: A change from one position to another position in a higher grade which may result in a pay increase. (Employment Status; Recruitment and Selection)

PROTECTED CLASS: The groups of individuals protected from employment discrimination based on race, color, national origin, religion, age, disability, genetic information, gender, gender identity, pregnancy, sexual orientation, marital status, or military or veteran status. (Harassment, Discrimination and Retaliation)

QUALIFIED APPLICANT: An applicant certified by the hiring manager or a Human Resources professional as having met minimum job qualifications. (Recruitment and Selection)

RANDOM DRUG TESTING: Employees in safety sensitive positions will be randomly drug tested in order to stay compliant with the County's drug-free workplace policy. (Alcohol and Drug Screening, Testing & Treatment)

REASONABLE ACCOMMODATION: Accommodations within reason and without putting an undue hardship on the employer, for employees who qualify with a disability defined by the American with Disabilities Act. (Reasonable Accommodation)

REASONABLE SUSPICION ALCOHOL & DRUG TESTING: Process in which a supervisor, who has evidence or a reasonable suspicion that an employee is under the influence or effects of drugs or alcohol, can require the employee to be taken in for drug-screening. (Alcohol and Drug Policy)

RECLASSIFICATION: Change in the assigned grade, title, and/or FLSA status of a position based on a review by the Human Resources Division. (Employment Status; Classifications)

REDUCTION IN FORCE: A separation from employment or classification due to lack of funds, lack of work, redesign in organizational structure, etc. (Resignation and Separation)

REGULAR STATUS: An employee hired through a competitive process, rehire, or transfer, who works 30 hours or more per week, is eligible to receive county benefits, and is eligible for reclassification, promotion, reassignment or transfer. (Employment Status)

RESIGNATION: Formal notice to an employer that an employee is voluntarily leaving their employment. (Resignation and Separation)

RESIGNATION BY ABSENCE: An employee absent without notice, permission, or good reason, for three or more consecutive scheduled work days, will be considered to have resigned from their employment. (Resignation and Separation)

RETALIATION: Retaliation can include a wide variety of conduct intended to restrain, or that has the effect of restraining, employees from participating in protected activities. For example, being fired or demoted, a reduction in pay, denying training opportunities, etc. (Harassment, Discrimination and Retaliation; Grievance/Appeal Procedure)

RETIREMENT: Employees, at personal discretion, may choose to retire at any time in accordance with Utah Retirement System regulations. Employees anticipating retirement should notify their Department Director, as far in advance as possible, so that plans for a replacement can be made. (Insurance and Retirement Benefits)

SEPARATION: A voluntary or involuntary action that severs a person's employment relationship with Weber County. (Resignation and Separation)

SEXUAL HARASSMENT: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment (Harassment, Discrimination and Retaliation)

SICK LEAVE: Eligible full-time employees (30 or more hours per week) and eligible part-time employees (20-29 hours per week) shall accrue sick leave at the rate of 3.70 hours for each 80 hours paid, up to a maximum of 3.70 hours per pay period. (Leave Practices)

STANDARDS OF CONDUCT: Employees are expected to perform job duties and responsibilities in a manner that reflect the highest ethical and professional standards of conduct and performance. (Standards of Conduct)

SUBORDINATE: Someone who works under someone else, or to rank one below another. An employee is subordinate to any superior above them. (Performance Management)

SUPERVISOR: Any individual designated in the organizational structure or in an employee's chain of command who is responsible for directing subordinate employees and programs.

TARDINESS/ABSENCE WITHOUT APPROVAL: Any unexcused tardiness or unauthorized absence of an employee will not be compensated and shall be grounds for disciplinary action. Any employee who is absent for three or more consecutive work days without authorized leave shall be deemed to have resigned. (Attendance)

TEMPORARY EMPLOYEE: An "at-will" employee whose employment is intended to be of limited duration; typically, up to 90 days. (Employment Status)

TERMINATION: Act of terminating the employment of an employee. (Resignation and Separation)

TERMINATION OF COVERAGE: Upon employee's termination, Health and Dental coverage will be terminated on the last day of the month of the employee's termination date. (Insurance and Retirement Benefits)

TUITION REIMBURSEMENT PROGRAM: Opportunity for eligible employees who wish to further their education by completing degrees, courses or certificates from eligible institutions that further their professional development at the County, to be reimbursed up to 50% of eligible costs, up to the annual IRS limit. (Tuition Reimbursement)

UNAUTHORIZED LEAVE: It is against Weber County's Leave Practices policy for an employee to be absent from duty without permission from their supervisor. Any employee absent for three consecutive working days without supervisor approval will be considered to have resigned. (Leave Practices)

VOTING LEAVE: Voting in a public election is an important civic duty that Weber County encourages. Employees may request up to two hours of paid leave to go vote in federal, state, and local general elections if your work schedule prevents you from voting. (Leave Practices)

WORK SITE CLOSURE: When necessary to prevent employees from working because of emergencies or at other times designated by the Commission, work sites may be closed during normal business hours. (Attendance)

WORK WEEK (FLSA): A work week (Saturday to Friday) is a regular occurring period of one hundred sixty-eight (168) hours in the form of seven (7) consecutive twenty-four hour periods. (Attendance)

WORK PLACE HARASSMENT: Harassment is any verbal or physical conduct designed to threaten, intimidate, or coerce an employee, co-worker or any person working for or on behalf of Weber County. It may also include any act that ridicules, denigrates, insults, belittles or shows hostility, aversion or disrespect towards an individual or group. (Harassment, Discrimination and Retaliation)

WORKERS' COMPENSATION BENEFITS: In the event of a compensable injury or illness causing the employee to lose time from work, Worker's Compensation provides payment of eligible medical costs and wage replacement payments. There is a three-day waiting period. (Workers' Compensation)

WRITTEN WARNING: A written record detailing a violation of Weber County policy by a supervisor and given to an employee for signature. Written warnings should include names; date of warning; time, place, and type of violation; number of previous warnings; action required to correct violation; possible consequences of repeating the violation; and employee's response. Written warnings are not considered a disciplinary action that can be grieved. (Discipline)