

Weber County Human Resources Policy Definitions

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)

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

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

ORAL WARNING: A record detailing a ~~verbal or~~ spoken warning ~~between by~~ a supervisor ~~and 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 NON-BENEFITS ELIGIBLE EMPLOYEE: Employees hired for part-time work who work an average of less than 20-19 hours ~~or less~~ per week ~~and no more than 1040 hours within a 12-month period~~, and do not receive any county benefits. (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 ~~severity of the action(s) being disciplined, any step can be omitted or taken out of the typical order~~. The purpose for progressive disciplinary action is to assist the employee in understanding where they can improve. (Discipline; Violence in the Workplace)

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 ~~race, color, national origin, sex, pregnancy, sexual orientation, gender identity, marital status, religion, age, disability, genetic information, and military or veteran status~~. (Harassment, Discrimination and Retaliation)

QUALIFIED APPLICANT: An applicant certified by the hiring manager or a Human ~~Resource's~~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 ~~its~~the County's drug-free workplace policy. (Alcohol and Drug Screening, Testing & Treatment)