

## CITY OF TUMWATER

### POLICY MANUAL – PART 1: PERSONNEL POLICIES

#### SECTION 2 DEFINITIONS

- 2.01 Anniversary Date: The anniversary date shall be the first day of the month closest to the date of initial appointment to a regular budgeted position, and shall be used to calculate sick and annual leave accrual, and years of service. For years of service, employment must be continuous or broken only by approved leave of absence. The calendar month shall be divided from the 1st to the 15th and the 16th to the last day, with the anniversary date established by determining in which half the date of appointment occurred.
- 2.02 Appointing Authority: The Mayor of the City of Tumwater.
- 2.03 Appointment Status - Regular: The assignment of a person to a budgeted position.
- 2.04 Appointment Status - Probationary: A probationary work period of six months from the date of employment or as set forth in the appointment letter or contract; a probationary work period as a result of disciplinary action.
- 2.05 Appointment Status - Temporary: An appointment for a limited period of time to fill a temporary or emergent need. Seasonal employment is considered a temporary appointment.
- 2.06 Appointment Status - Acting: An appointment for a limited period of time of a current employee to a higher classification to fill a temporary or emergent need.
- 2.07 City: The municipal corporation of the State of Washington known as the City of Tumwater.
- 2.08 City Council: The elected legislative body of the City, composed of seven members.
- 2.09 Classification Specification: A written documentation of all job duties and responsibilities for each position classification in the City, in the form of a classification specification for each authorized classification.

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- 2.10 Classification Plan: A written documentation of all job duties and responsibilities for each position classification in the city, in the form of a classification specification for each authorized classification.
- 2.11 Day: Means a twenty-four (24) hour period.
- 2.12 Days: Means consecutive calendar days, unless otherwise specified.
- 2.13 Demotion: The movement of an employee from a position in one pay grade to a position with a lower pay grade; or the movement of an employee from one pay step within a pay grade to a lower pay step within the same pay grade.
- 2.14 Department Manager: An employee of the City who, for the purpose of this manual, serves as the department supervisor or who has been designated by the City Administrator as a member of the city's management team.
- 2.15 Domestic Partner: A same gender or opposite gender person who establishes a long term, exclusive relationship with an employee of the City as documented by a sworn statement which affirms specific characteristics of the relationship as required by the City or on file with the Secretary of State of Washington. Once established through a sworn statement, a domestic partner may participate in the City's benefit programs in a manner similar to a spouse of an employee.
- 2.16 Employee - Individual: Any individual appointed to a position of service with the City.
- 2.18 Employee - Full Time: An employee who has received an appointment to a budgeted position on a full work week, year around basis.
- 2.19 Employee - Part Time: An employee who has received an appointment to a budgeted position on less than 40-hour work week basis.
- 2.20 Exemptions (Exempt Employees): An employee determined to be exempt from the provisions of the Fair Labor Standards Act.

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- 2.21 Family - Immediate: A relative by blood or marriage, or legal adoption, who is a member of the employees household under the same roof, a member of an employee's household who is on record with the City of Tumwater or the Secretary of State of Washington as a domestic partner; or, regardless of residence, any parent, step-parent, grandparent, spouse, child, brother, sister, or grandchild of the employee.
- 2.22 Grievance: An employee's verbal or written expression of dissatisfaction with some aspect of these rules and regulations affecting him or her, for the purpose of resolving their concern.
- 2.23 Holiday: Those special days off granted to the employees in addition to vacation and sick leave.
- 2.24 In-law: The named relative (i.e. Sister, Brother, Parent) of the spouse or registered domestic partner of an employee.
- 2.25 Lateral Transfer: An employee transfer from one classification to another classification with the same pay grade, or within the same classification or pay grade from one department to another.
- 2.26 Layoff: Non-disciplinary termination of an employee, either permanently or for a specified period of time, due to financial circumstances or a change in the need for which the position held was created.
- 2.27 Leave: An authorized absence from regularly scheduled work hours which has been approved by the proper authority.
- 2.28 Letter of Appointment: The document officially assigning a person to a position within the City which may also be a two-party agreement or contract if signed by the employee.
- 2.29 Merit Increase Date: The date on which the employee receives the annual pay increment within the current salary range.
- 2.30 Overtime: Time a non-exempt employee is directed or authorized to work in excess of the regular work day or week.

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- 2.31 Performance Evaluation: A written appraisal of work performance of an employee designed to inform management and the employee of the manner in which the employee is meeting established work standards and to offer constructive suggestions or requirements for improvement.
- 2.32 Position: A combination of duties and responsibilities assigned to and performed by an individual.
- 2.33 Probationary Period: An extension of the selection process during which an employee is required to demonstrate ability to perform the duties of the position.
- 2.34 Promotion: The movement of an employee from a position in one pay grade to a position requiring duties and responsibilities of higher qualifications and a higher pay grade.
- 2.35 Qualified Month of Service: A month with enough service time to qualify for benefits as further described in 5.03.03 of this manual.
- 2.36 Reallocation: The movement of a position from one pay grade to another pay grade found to be more appropriate as a result of an analysis of the duties of the position and classification specification.
- 2.37 Reclassification: The revision of a classification specification as a result of analysis of the duties, responsibilities, minimum qualifications, and salary requirements; may include classification title change.
- 2.38 Resignation: A voluntary separation from employment initiated by or submitted by an employee.
- 2.39 Salary Plan: A series of salary ranges for each classification of the City, setting forth each pay step for each pay grade and adopted by the City Council.
- 2.40 Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct as defined in State and Federal Laws and in accordance with Resolution No. 225.

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- 2.41 Sexual Orientation: Actual or perceived male or female heterosexuality or homosexuality including a person's attitudes, preferences, beliefs and practices pertaining thereto.
- 2.42 Spouse: The wife or husband of an employee, not legally separated from the employee.
- 2.43 Supervisor: An employee having the authority to direct another employee or employees within their department and recommend the hiring, transfer, suspension, layoff, promotion, dismissal, assignment, reward, or discipline of another employee, and the responsibility to adjust the employee's grievances.
- 2.44 Suspension: A temporary removal from duty with or without pay of an employee for disciplinary purposes or for the purpose of investigating accusations brought against an employee.
- 2.45 Termination: Involuntary separation of an employee from employment with the City.
- 2.46 Work Week: The total of scheduled work hours in a calendar week.