

MADISON COUNTY, VIRGINIA PERSONNEL POLICIES MANUAL

PERSONNEL DEFINITIONS

POLICY NO.	1.11	EFFECTIVE:	01/02/2024
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Where used within these personnel policies, the following words and terms shall have the meaning indicated below:

Administrative Leave - Leave approved with pay by the County Administrator and not covered by any other leave provision.

Allocation - The assignment of a position to its appropriate class in relation to duties performed.

Anniversary Date - The date that an employee commenced work in his/her position.
Applicant - An individual who indicates a specific interest in a current job vacancy for which the County is hiring, and, provides all required information on an application form.

Appointment - The offer to and acceptance of by a person of a position.

Authorized Absence - An absence approved by the employee's supervisor after proper notification (reason for absence and estimated length of absence) is given to the supervisor.

Absent Without Leave (AWOL) - The term used for any unauthorized absence during a scheduled work period.

Break in Service - Any separation from service to Madison County whether by resignation, retirement, layoff, dismissal, disability, retirement or absent without leave when the employee is subsequently re-employed. An authorized leave without pay shall not be considered as constituting a "break in service."

Class - A position or group of positions which are sufficiently alike in job evaluation factors (such as duties performed, degree of supervision, required minimum requirements of education, experience or skill and other such characteristics) to be equitably assigned the same class title, same or similar qualification requirements, the same skill level, the same test of fitness and the same salary range.

Class Description - A formal written description of the class that defines the general character and scope of the duties and responsibilities of positions in the class.

Compensation Plan - The official schedule of pay approved by the Board of Supervisors assigning one or more rates of pay to each class title, arranged schematically by classification series.

Continuous Service - The total length of time an employee has been employed with the County. Continuous service is defined as beginning with the date of employment and continues until the employee's retirement or other separation from the County.

Demotion - Movement from one class of position to another of a lower salary range in which the employee meets the minimum qualification requirements.

Dependent - A family member who is claimed as a dependent on the employee's Federal Income Tax Return.

Discipline - Action taken against an employee ranging from verbal reprimand to dismissal, depending on the severity of the employee's unsatisfactory work performance or misconduct.

Dismissal - An involuntary separation of an individual's employment initiated by the County.

Employee - An individual who, in consideration of wages or salary works for the benefit of the County and is compensated through the County payroll. "Employee" shall not include:

Members of Board of Supervisors;

Members of boards, commissions and authorities;

Volunteers,

Independent contractors.

Essential Personnel - Employees who hold certain positions, which provide necessary health, safety and emergency County services regardless of adverse conditions. The designation of essential personnel does not preclude making assignments to other, typically non-essential, personnel during extreme emergencies.

Exempt and Non-Exempt Employees - "Exempt" employees are those employees not covered by overtime pay provisions of the Fair Labor Standards Act (FLSA), while "Non-Exempt" employees are those covered under the overtime pay requirements of the FLSA.

Full-Time Permanent Appointment - Appointment to a full-time permanent position indicates that the employee is to work for the County on a full-time continuous basis, without time limitation and requiring a regularly scheduled work period.

Full-Time Temporary Appointment - Appointment to a full-time temporary position indicates that the employee is scheduled to work for a maximum of one year.

Immediate Family - Family members including son, daughter, father, mother, brother, sister, grandmother, grandfather, grandson, granddaughter, and dependent live-in in-laws, step-brother and step-sister, step-son and step-daughter, or half-brother and half-sister.

Incumbent - An employee occupying a position in the County service.

Layoff - A temporary or indefinite reduction in the workforce due to economic conditions, technological changes, lack of work or other appropriate reasons, initiated by the County and usually through no fault of the employee.

Maternity Leave - Pregnancy, childbirth or related medical conditions associated with birth shall be treated as any other temporary disability with respect to sick leave, annual leave, compensatory time and leave without pay.

Merit Salary Increase - An increase in compensation established in the Compensation Plan, which may be granted to eligible employees after completion of the appropriate length of service and a performance evaluation rating which satisfies the requirements for advancement.

Non-essential Employee - An employee who is not typically required to work during adverse conditions. Adverse conditions are declared and defined by the County Administrator.

Part-Time Permanent Appointment - An appointment to a part-time position that is routinely scheduled to work for the County on a continuous basis. Permanent part-time employees work, on average, less than 30 hours per week or less than 130 hours per month. Employees occupying part-time permanent positions shall not receive fringe benefits as specified in these policies.

Part-Time Temporary Appointment - An employee that is routinely scheduled to work for a period of less than one year. Part-time temporary employees work, on average, less than 30 hours per week or less than 130 hours per month. Temporary employees shall not receive fringe benefits.

Pay Grade - A level within a pay scale in which job classes with similar job evaluation factors are assigned.

Performance Evaluation - A systematic review of employees in the effective accomplishment of their assigned duties and responsibilities. A recommendation for a salary increase may or may not be included in the evaluation.

Personnel File - Official file of information pertaining to each employee.

Political Activity - Political activity includes, but is not limited to, voting; registering to vote; soliciting votes or endorsements on behalf of a political candidate or political campaign; expressing opinions, privately or publicly, on political subjects and candidates; displaying a political picture, sign, sticker, badge, or button; participating in the activities of, or contributing financially to, a political party, candidate, or campaign or an organization that supports a political candidate or campaign; attending or participating in a political convention, caucus, rally, or other political gathering; initiating, circulating, or signing a political petition; engaging in fund-raising activities for any political party, candidate, or campaign; acting as a recorder, watcher, challenger, or similar officer at the polls on behalf of a political party, candidate, or campaign; or becoming a political candidate. To the extent necessary, words contained in this definition shall be understood to have the same meanings as in §15.2-1512.2 of the Code of Virginia, as amended.

Position Classification Plan - The official system of grouping of similar positions into appropriate classes based upon the respective duties, typical tasks and qualifications.

Probationary Period - The working test or trial period of employment beginning on the first day of work and extending, as provided herein.

Promotion - Movement from one class of position to another of a higher salary range in which the employee meets the minimum qualification requirements.

Qualifications - The minimum education, experience and any special job-related requirements, which must be fulfilled by a person preliminary to appointment or promotion.

Reclassification - A change in the classification of a position or group of positions.
Re-Employment - When an employee's services are terminated and that employee is subsequently employed again with the County.

Regular Employee - The status of a classified employee who has successfully completed the initial probationary period. Regular employees work 40 hours per week for not less than 52 weeks per year. Annual leave sick leave and holidays shall count as time worked for the purpose of this definition.

Reinstatement - The time an employee returns to work from an authorized leave of absence or goes from a non-pay status into a paid status. Reinstate means that the employee is treated as if on leave without pay for the time s/he was away from the County.

Resignation - Voluntary separation initiated by an employee who chooses to leave the County service.

Safety-Sensitive Position - Positions that require possession of a CDL as a condition of employment are considered safety-sensitive.

Secondary (Outside) Employment - Employment in any capacity other than the employee's primary County job.

Supervisor - An employee who has the responsibility for directing and evaluating the work of other employees.

Suspension - A forced leave of absence without pay for disciplinary purposes.

Transfer - Movement of an employee from one position to another position. Transfers can take place within a department, between departments, between positions of the same pay grade or between positions of the same class.

Unauthorized Absence - Any absence from the job during a scheduled work period, without approval from the employee's immediate supervisor or when an employee does not follow the proper request or verification procedure for an absence.

Vacancy - A position which has been newly established or which has been rendered vacant by resignation, retirement or other removal of the previous incumbent.

Volunteers - Volunteers are those who perform certain functions without pay, but only if the individual a) works toward public service or humanitarian objectives; b) does not expect or receive compensation for services; and c) does not displace any genuine employees.

Workday - Scheduled number of hours an employee is required to work per day.

Workplace - Any County owned or leased property (including parking lots), and/or any site where official duties (including business-related activities for or on behalf of the County) are being performed by a County employee during regular work hours or while operating a motor vehicle or machine leased or owned by the County.

Workweek - The County's regular workweek shall be 40 hours. Work hours shall be scheduled between the period of 12:01 a.m. Monday and ending the following Sunday at 12:00 midnight. Work hours for public safety employees covered by this policy may be altered to reflect working conditions for those positions for so long as the FLSA requirements are met.