

## Definitions

Policy Number: 003

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The following words and terms wherever used in these policies shall have the meaning indicated below:

Appointing Authority means a person or group of persons empowered by statute or by lawfully delegated authority to make appointments to positions in Cottonwood County's service.

Assignment means the assignment of a new or vacant individual position to an appropriate class, on the basis of the knowledge, skills and abilities required to perform the work in the position.

Auditor/Treasurer's Office is the office of the Cottonwood County Auditor/Treasurer.

Business means any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual or any other legal entity, which engages either in nonprofit or profit-making activities.

Class means a position or group of positions similar in respect to their duties and responsibilities so that the same title can reasonably be used for the position and the same salary schedule may be applied to the position.

Compensatory Time-Off is that time which an eligible employee accumulates as leave time in lieu of receiving overtime pay upon approval of the department head.

Confidential information means any information obtained under government authority, which has not become part of the body of public information, which is classified as nonpublic, private or confidential under the Minnesota Government Data Practices Act or other law.

Continuous Service means the length of time since the employee was hired by the County. It is interrupted only by resignation, discharge for just cause, failure to return upon expiration of a leave of absence, failure to respond to a recall from layoff, or retirement.

County is the Cottonwood County Board of Commissioners.

County Auditor/Treasurer is the Cottonwood County Auditor/Treasurer.

County Board is the Cottonwood County Board of Commissioners.

Demotion means a change of an employee from a position in one class to a position in another class with less responsible duties and a lower salary range.

Department Heads are elected or appointed officials who are the highest-level supervisor in their Department.

Dismissal means separation of employment with Cottonwood County. The County Board may, in its discretion, give the employee two weeks notice prior to dismissal but shall not be required to do so.

Eligible means able to draw benefits.

Flex Time means a full day's absence by a salaried exempt employee without a loss in salary or other benefit when the salaried exempt employee has worked a significant amount of time outside normal working hours during that pay period or the preceding pay period.

Full-time Employee is an employee who is working under the primary jurisdiction of a Department Head and has successfully completed the required probationary period and, who is regularly employed on a full-time (thirty or more hours/week), year around basis.

Human Resources Office means the office of Human Resources whose responsibilities include employee benefits and personnel issues.

Immediate family means spouse, child, parent, grandparent and spouses of such persons.

Layoff means a reduction of the work force, either permanent or indefinite, usually due to curtailment of work or lack of funds.

Layoff List means a list of regular or probationary employees whose service has been interrupted by layoff necessitated by lack of work or funds and without delinquency or misconduct on their part.

Military Leave means the leave of absence granted by state or federal law to employees entering active duty in the armed forces of the State of Minnesota or the United States.

Open Competitive means a position, which is open to the public, which is not exempt from the provisions of the Veterans Preference Act, and for which finalists are selected on the basis of a 100-point evaluation/examination system.

Overtime is calculated as set forth in Policy Number 360 of these policies.

Part-time Employee is an employee who is compensated on an hourly basis, as needed, and who works less than a 30 hour week after successfully completing the required probationary period.

Position means a group of current duties and responsibilities assigned or delegated by competent authority, requiring the full-time or part-time employment of one person.

Posted Notice is a notice of a vacant or new position open only to current employees of Cottonwood County and posted within Cottonwood County.

Private interest means any interest, including but not limited to a financial interest, which pertains to a person or business whereby such person or business would gain a benefit, privilege, exemption or advantage, including personal use and recreation, from the action of a Cottonwood County employee, department or Cottonwood County equipment or resources that is not available to the general public.

Pro-rated means that when a benefit is determined on a pro-rated basis that persons benefit will be determined based on the % of a FTE they are employed.

Probationary Employee is an employee filling a full-time or part-time position but who has not completed the required probationary period.

Promotion means a change of an employee from a position in one class to a position in another class with more responsible duties and a higher salary range.

Published Announcement of Vacancy is a notice of a vacant position open to all individuals, both current employees and non-employees. For all position subject to the Veterans Preference Act, such positions shall be filled on the basis of an open competitive examination.

Reclassification means a reassignment, or change in classification of an individual position by raising it to a higher class, reducing it to a lower class, or moving to another class at the same level on a basis of significant changes over a period of time in the kind, difficulty or responsibility of the work performed in such a position.

Release means inability to perform the job duties and responsibilities in an appropriate and satisfactory manner.

Retirement means the withdrawal of an employee from active public service who has been employed by Cottonwood County for 30 years or more or who is eligible for retirement benefits under PERA. (See definition of eligible)

Safety Coordinator means the person filling the duties and responsibilities of that position.

Supervisory means those positions, which are primarily involved with the human resource, accountable for getting things done through and with assigned personnel. This includes providing work direction, and utilizing allotted resources in order to accomplish assignments. The definition of supervisor must meet provisions of the Minnesota PELRA. Minn. Stat. 179A.03, Subd. 17

Temporary, Seasonal or Clerk Hire Employee is an employee who is either full or part time and who is compensated on an hourly basis to meet immediate requirements of an office for a specific assignment with regular employment ceasing upon completion of the assignment.

Transfer means the change by an employee from one position of the same class to another class in the same salary range, usually involving the performance of similar duties and requiring essentially the same basic qualifications. The transfer may involve movement between departments.

Travel Coordinator is an individual that is appointed by the Board of Commissioners as a contact person to be used by employees to receive permission of special requests of owned/leased vehicle usage listed in this policy.

The Travel Coordinator is not the contact person to reserve vehicles for use by county employees. They must be reserved through the department that the vehicles are assigned to.

Work Day means a regularly scheduled day of work as determined by the terms set forth in policy.