

CHAPTER 20 Definition of Terms

The following words and phrases will have the meanings indicated throughout these rules except where the context clearly indicates otherwise.

A. Allocation

The establishment of a position in a department budget and approved by the City Council.

B. Anniversary Date

The calendar date upon which employment started with the City of Avondale by a specific employee. The effective date of any salary increase or decrease will also constitute the employees' anniversary date for such an increase or decrease. An anniversary date will be adjusted to exclude the calendar days of suspension and leave of absence without pay.

C. Appeal

A request to the Independent Hearing Officer. Such will be limited to action taken by the City which involves, as a disciplinary action, dismissal, demotion, suspension without pay of more than 40 hours, suspension without pay for more than eight hours for law enforcement officers and detention officers pursuant to Ariz. Rev. Stat. 38-1101, reduction in pay in lieu of suspension without pay of more than 40 hours, or reduction in pay in lieu of suspension without pay for law enforcement officers and detention officers pursuant to Ariz. Rev. Stat. 38-1101. All other appeals to the Independent Hearing Officer are specifically prohibited. The right of appeal hereunder extends to all regular employees in the classified service.

D. Appointing Authority

An employee, or the City Council, having the power of appointment and removal of subordinate positions in any office authorized by the City Council in the budget, or any group of persons having the power by other lawfully delegated authority to make appointments to specific positions in the municipal service of the City of Avondale.

E. Appointment

The designation of a person to a position in classified or temporary authorized by the City Council in the budget.

F. Class

One or more positions sufficiently similar in respect to assigned work duties and responsibilities that the same class title may be reasonably and fairly used to designate each position allocated to the class and that the same minimum education and work may apply with equity.

G. Class Series

The arrangement in sequence of classes that are alike in type of work and responsibility, but not at the level of assigned work and responsibility.

H. Class Specification

A written statement of the characteristics, duties, responsibilities, and qualification requirements that distinguish a specific class from other classes.

I. Classification

The original assignment of the position to an appropriate class on the basis of the type, difficulty and responsibility of work.

J. Classified Service

All regular full-time, part-time, and temporary positions.

K. Compensatory Time Off

Time off from work in lieu of monetary payment for overtime work in the same pay period. Compensatory time off is restricted, by City ordinance, to sworn police personnel only.

L. Continuous Employment

The time from original employment to the current date of employment excluding the calendar days when an employee is absent without leave or when an employee is under suspension. An employee who returns to work following a resignation or discharge will be considered as a new employee and previous employment will not be considered as part of continuous employment.

M. Department

A major functional unit of the City of Avondale governmental structure.

N. Department Director

The officially appointed director of any department who is directly responsible for the administration of the department.

O. Emergency

A sudden and unforeseen happening that requires the unscheduled service of an employee to protect the health, welfare, and safety of the community.

P. Employee

An employee may be defined as:

1. Regular, full-time

This person is expected to work at least forty (40) hours per week in his/her assigned classification.

2. Regular, part-time

This person may be employed on a regular schedule of thirty (30) hours or less per week throughout the year.

3. Temporary

This person may be employed for any number of hours per week in positions declared to be temporary in nature. This person may be assigned to a classification temporarily vacated by a regular employee while on military duty or other authorized absence, and is excluded from receiving normal fringe benefits.

Q. Employee Evaluation

A written appraisal of the job performance of an employee designed to inform the employee of the manner in which he/she is meeting standards of performance established by the supervisor, department manager, or City Manager

R. Grievance

A grievance means any dispute regarding the meaning, interpretation, or alleged violation of these policies and procedures.

S. Holiday

The twenty-four (24) hour period starting at midnight and ending at midnight of the day observed

T. Immediate Family

Husband, wife, (common-law spouse), son, daughter, mother, father, brother, sister, son-in-law, daughter-in-law, parent-in-law, brother-in-law, sister-in-law, grandparent, or grandchild of an employee or other legal dependent

U. Independent Hearing Officer

An attorney licensed and in good standing with the State Bar of Arizona with at least five years of experience and knowledge of municipal law and/or employment law that the City Manager or designee selects to hear an appeal from the City's list of qualified independent hearing officers on a rotational basis.

V. Layoff

The separation of an employee from city service which has been made necessary by the lack of work or funds or other reasons not related to fault, delinquency, or misconduct on the part of the employee

W. Leave

An authorized absence from regularly scheduled work hours, which has been approved by proper authority

X. Merit Pay Increase

An increase in pay from one percentage to the next higher percentage in the same pay grade of the pay schedule which is granted to any employee who is consistently proficient in his/her duties, and exceeds the standards of performance expected of a competent employee, over a period of time (usually one (1) year or more)

Y. Overtime

Authorized time worked by a regular full-time employee in excess of a standard workweek (more than forty (40) hours in one week).

Z. Pay Grade

The identifying number for a single rate or a range of pay rate as established in the salary grade table.

AA. Pay Reduction

A decrease in pay, which may result from reduction in grade or reallocation of a position to a lower grade

BB. Regular Employee

A regular employee who is not serving a probation period

CC. Personnel Action Form (PAF)

A form that is completed before any change of employment status of an employee is official

DD. Promotion

The movement of any employee from a position of one class to a position of another class in a higher maximum salary rate

EE. Reduction in Grade

The movement of an employee from a position in one class to a position in the same or another class having a lower maximum salary rate because of disciplinary reasons, incapacity to perform the work, inefficiency, or unsatisfactory work performance

FF. Reprimand

A formal disciplinary action designed not only to admonish or warn an employee, but also to lead, guide, direct, and instruct the employee in how to correct and avoid repeating a mistake, infraction, inefficiency, or problem

GG. Resident

A person whose principle place of domicile is within the corporate boundaries of the City of Avondale

HH. Separation

The termination of employment by reason of disqualification, end of temporary assignment, layoff, resignation, retirement, dismissal, or death

II. Shift Worker

An employee whose normal work day consists of an eight-hour (8) shift, which is a part of a twenty-four (24) hour per day operation three hundred sixty-five (365) days per year

JJ. Sick Leave Day

A day off (equal to eight (8) hours) granted to an employee due to illness, injury, or quarantine, provided, however, that in the case of firemen working on twenty-four (24) hour shifts, such sick leave day will be equal to one (1) twenty-four (24) hour shift

KK. Supervisor

An employee having authority to, in the interest of the city, direct the work efforts of other employees and evaluate and recommend their promotions, discipline and termination

LL. Suspension

A form of discipline consisting of relieving an employee from work without pay for a specific period of time, depending upon the seriousness of the act bringing about disciplinary action

MM. Termination

The permanent separation of an employee from the City of Avondale

NN. Transfer

The movement of an employee from one department, division, or unit of municipal government to another class having the same maximum salary rate, involving the performance of similar duties and requiring essentially the same qualifications

OO. Trial Period

Generally a probation time that is a working test, unless otherwise extended as provided, during which a newly appointed or promoted employee is required to demonstrate his/her ability for the new appointment or promotion

PP. Vacation Day

One vacation day will equal eight (8) hours, provided, however, that in the case of firemen working on twenty-four (24) hour shifts, such vacation day will be equal to one (1) twenty-four (24) hour-shift

QQ. Vacancy

A duly created position which is not occupied and for which funds have been provided

RR. Workers' Compensation

Benefits received by an employee who is injured while carrying out his/her assignment as determined by the applicable Arizona state law