

RULE 1

DEFINITION OF TERMS

101 Definitions, General

Unless otherwise required by context and/or prevailing law, words used in these rules are understood to have the following meanings:

ABANDONMENT OF POSITION – When an employee is absent without notice for a specified period of time.

ABSENCE – Time away from duties during assigned working hours.

ABSENCE WITHOUT LEAVE – Absence without prior approval.

ADDITIONAL ASSIGNMENT – Assignment of an employee to a position or duties in addition to, and distinct from, the basic assignment.

ADMINISTRATION – The Superintendent or designated representative.

ALLOCATION – The assignment of an individual position to an appropriate class title on the basis of the work actually performed in the position or the placement of a class on a salary schedule.

ANNIVERSARY DATE – The first of the month following completion of probation in a classified position. The anniversary date is used to determine annual step advancement.

APPEAL – A protest regarding an action actually or potentially detrimental to an employee.

APPLICANT – A person who, under the rules, has made formal application for employment.

APPOINTING AUTHORITY or POWER – The Board of Education of the Chico Unified School District except for Personnel Commission staff and then it is the Personnel Commission.

APPOINTMENT – The official act of the appointing power in approving the employment of a person to a classified position.

ARMED FORCES – For the purpose of military leave of absence or veteran's credit, the United States Air Force, Army, Navy, Marine Corps, or Coast Guard.

ASSIGNMENT – Placement of an appointee in a position. Also, the position in which the employee is placed.

AUTHORIZED ABSENCE – Absence which is taken in accordance with District policy and has administrative approval as needed.

BEREAVEMENT LEAVE – Paid leave of limited duration granted to an employee upon the death of an immediate member of the family.

BOARD – The Board of Education of the Chico Unified School District. (See also “GOVERNING BOARD”)

BUMPING – The systematic process of layoff or reduction in hours according to seniority.

BUMPING RIGHTS – The right of an employee, under certain conditions, to displace an employee with less seniority in a class.

CALL-BACK COMPENSATION – Compensation for an employee who is called back to work after the normal assigned day.

CANDIDATE – A person who has competed in one or more portions of a Merit System examination.

CAUSE – Specified reason for suspension, demotion, or dismissal.

CERTIFICATED SERVICE – All positions and employees required by law to possess credentials issued by the State Department of Education.

CERTIFICATION – The submission by the Commission of the names of eligibles from an appropriate eligibility list.

CLASS (referred to as CLASSIFICATION) – A group of positions sufficiently similar in duties and responsibilities that the same descriptive title may be used to designate each position allocated to the class; substantially the same requirements of education, experience, knowledge, and ability are demanded of incumbents; substantially the same tests of fitness may be used in choosing qualified appointees; and the same salary range may be applied with equity.

CLASSIFICATION – The action of the Personnel Commission in placing a position into a “class”. Classification means that each position in the classification shall have a designated title, minimum qualifications, and placement on the appropriate salary schedule.

CLASS SERIES (referred to as CLASSIFICATION SERIES) – A group of classes similar in duties but different in level of responsibility.

CLASS SPECIFICATION – A formal statement of the duties and responsibilities of the positions in the class, illustrated by examples of typical duties, and employment criteria.

CLASS TITLE – The official nomenclature of a class or classification.

CLASSIFYING – The act of placing a position in a class.

CLASSIFICATION PLAN – The official document adopted by the Governing Board which allocates all positions to classes. The classification plan designates the titles and specifications for each classification.

CLASSIFIED EMPLOYEE – A person appointed to serve in a position of the classified service.

CLASSIFIED POSITION – A specific job consisting of all current duties and responsibilities not requiring certification.

CLASSIFIED SERVICE – All positions not required to have certification qualifications or otherwise excluded by Education Code, and the incumbents appointed to those positions.

COMMISSION – The Personnel Commission established pursuant to the Merit System provisions of the Education Code.

COMMISSION STAFF – The Administrator, Classified Human Resources, and other employees appointed to positions supervised by the Personnel Commission and paid from funds budgeted for the support of the Commission.

COMPLAINT – A written statement that there has been a misinterpretation, violation or misapplication of existing Merit System Rules and Regulations.

CONTINUOUS EMPLOYMENT – Employment uninterrupted from the date of appointment, except by authorized absence.

CONTINUOUS EXAMINATIONS – A procedure authorized by the Personnel Commission for the continuous testing of applicants in certain classifications.

DEMOTION – A change in assignment of an employee from a position in one class to a position in another class that is allocated to a lower salary level.

DIFFERENTIAL or DIFFERENTIAL PAY – The difference in pay between what an employee currently receives less what a substitute receives for performing the employee's job in the same classification.

DISCIPLINARY ACTION – Includes any action taken by the Superintendent or designee to suspend, demote, or dismiss a regular employee for cause in accordance with procedures set forth in the Personnel Commission's Rules and Regulations.

DISABLED VETERAN – A war veteran who is currently rated as having at least ten percent disability by the United States Veterans' Administration.

DISCHARGE or DISMISSAL – Separation from service for cause.

DISTRICT – The Chico Unified School District.

DUAL CERTIFICATION – A special procedure which provides for certification, in specified cases, from both an open list and a promotional list.

ELIGIBILITY LIST – A list of the names of persons who have qualified in a competitive examination.

ELIGIBLE – A person whose name appears on an eligibility list.

EMERGENCY APPOINTMENT – An appointment for a period not to exceed 15 working days to prevent the stoppage of public business when persons on eligibility lists are not immediately available.

EMPLOYEE – A person who is legally an incumbent of a position or who is on authorized leave of absence.

EMPLOYEE ORGANIZATION – Any organization which includes employees of the District and which has as one of its primary purposes, representing such employees in their relations with the District.

EMPLOYEE RELATIONS – Employer-Employee contacts, both formal and informal, to discuss matters of mutual or individual interest.

EMPLOYMENT LIST - A list of names from which certifications may be made. The term includes eligibility lists, reemployment lists, as well as lists of individuals who wish to be transferred, demoted, reemployed or reinstated after resignation, or those who wish to be reinstated to a former class *after voluntary demotion* and lists which include active bargaining unit members

EQUAL JOB OPPORTUNITY – The elimination of discrimination in employment.

EXAMINATION – The process of testing and evaluating the fitness and qualifications of applicants.

EXEMPT CLASSIFIED – Refers to those positions and employees exempt from the regular classified service as provided in Education Code.

FISCAL YEAR – July 1 to June 30.

FRINGE BENEFITS – Term used to encompass items such as vacations, holidays, insurance, medical benefits, pensions, and other similar benefits that are given to an employee under employment in addition to direct wages.

FULL-TIME POSITION – A position for which the assigned time is equal to or greater than 87.5% of 40 hours per week. Full-time employees are eligible for the maximum contribution by the District for medical/dental/vision/life insurance benefits.

GOVERNING BOARD – The Board of Education of the Chico Unified School District (synonymous with APPOINTING AUTHORITY or POWER).

GROUP – A number of classes related in duties and responsibilities, as set forth in the list of classes promulgated by the Personnel Commission.

INCOMPETENT – Failure to perform adequately the minimum standards of duties required for a given position.

INCREMENT DATE – The date upon which an employee is granted an earned salary increment. This is the first day of the pay period next following completion of the required period of service.

INCUMBENT – An employee assigned to a position and currently serving in or on leave from that position.

INDUSTRIAL ACCIDENT or INDUSTRIAL ILLNESS – Absence because of injury or illness which arose out of and in the course of employment with the District.

INSUBORDINATION – Willful failure of an employee to comply with reasonable directive from the supervisor, or any act which indicates clearly and beyond doubt the willingness to accept the authority of a supervisor.

INVOLUNTARY LEAVE – Leave of absence resulting from disciplinary action.

LATERAL TRANSFER – A movement from one classification to another classification when both are at the same level of responsibility.

LAYOFF – Separation from a permanent position because of lack of work or lack of funds. A layoff shall also include any reduction in hours of employment or assignment to a class or grade lower than that in which the employee has probationary or permanent status, voluntarily consented to by the employee, in order to avoid interruption of employment by layoff (voluntary demotion or voluntary reduction) in assigned time in lieu of layoff.

LEAVE OF ABSENCE – Approved absence from duty with or without pay for a prescribed period of time.

LEVEL – A responsibility hierarchy to which classifications are placed.

LEVEL OF RESPONSIBILITY – A grouping of classifications of equivalent responsibilities.

LIMITED TERM - A term used in the Education Code, and these Rules, to designate employment for periods of time not to exceed six (6) calendar months, or employment of a temporary employee assigned during the authorized absence of a permanent employee.

LIMITED TERM EMPLOYEE - An employee who is serving as a substitute for a regular employee or serving in a position established for a limited period of time of six (6) months or less and who has been placed in the limited term position from an appropriate employment list.

MERGING – The act of combining two or more current eligibility lists for the same class.

MILITARY LEAVE – Authorized absence to engage in ordered military duty.

OCCUPATIONAL GROUP – Several series of classes in associated or related occupations, professions, or activities.

OPEN EXAMINATION – A competitive examination in which any qualified person may participate.

OUT OF CLASS – A salary allowance in addition to the basic salary rate or schedule based upon additional skills and assigned responsibilities. Differential can also refer to the size of intervals between steps on a salary schedule and/or salary range between classifications.

OVERTIME PAY – Extra compensation paid for overtime hours worked.

PART-TIME EMPLOYEE – An employee for whom the assigned time, when computed on a daily basis, is less than 7.5 hours per day.

PART-TIME POSITION – A position for which the assigned time, when computed on a weekly basis, is less than 87.5% of 40 hours per week.

PERFORMANCE EVALUATION – The supervisor's periodic, official summary of the evaluation of an employee's performance.

PERMANENT EMPLOYEE – In reference to District employment status, an employee who has completed an initial probationary period in the classified service. In reference to employment status in a specific class, an employee who has completed a probationary period for that class.

PERSONNEL COMMISSION – Three members appointed in accordance with Education Code provisions and responsible for maintenance of the Merit System for classified employees.

PLACEMENT – Bringing new employees into a job. This may be done by appointment, promotion, demotion, reassignment, or transfer within an organization or from other agencies, and by reinstatement or re-employment.

POSITION – A group of duties and responsibilities assigned by the Board of Education requiring the full- or part-time employment of one person.

PRIME EVALUATOR – A District representative who has primary responsibility to formally evaluate that employee.

PROBATIONARY EMPLOYEE – A person who has been properly appointed to a position before acquiring permanent status in that class.

PROBATIONARY PERIOD – A trial period of one hundred thirty (130) days of paid service for non-management employees, or two-hundred sixty (260) days for management employees following appointment to a permanent position from an eligibility list.

PROFESSIONAL EXPERT – A person employed in a professional capacity for a specific limited term project; such persons are excluded from the classified service.

PROMOTION – A change in the assignment of an employee from a position at one level to a position at a higher level with a higher maximum salary rate.

PROMOTIONAL LIST – An eligibility list resulting from a promotional examination limited to qualified employees of the District.

PROVISIONAL APPOINTMENT – A temporary appointment to a permanent or limited term position made in the absence of an appropriate eligibility list, not to exceed 90 working days except in specified circumstances.

PROVISIONAL EMPLOYEE – A person employed under a provisional appointment.

PUBLIC NOTICE – Placed announcements of examinations, meetings, hearings and other actions on official bulletin boards.

RANGE – Pay level assigned to a classification.

REALLOCATION – Movement of an entire class from one salary range or hourly rate to another.

REASSIGNMENT – A change in assignment of an employee.

RECLASSIFICATION – The allocation of a position or positions from one class placement into another as a result of a gradual and substantial accretion of duties and responsibilities.

REALLOCATION – Movement of an entire class (of positions) from one salary range to another salary range.

RECRUITMENT – The process of attracting applicants for employment.

RE-EMPLOYMENT – The restoration of an employee who had demoted to a former class or to a related class or the reassignment of an employee who was laid off for lack of work or lack of funds.

RE-EMPLOYMENT LIST – A list consisting of the names of employees laid off by reason of lack of work or lack of funds, abolishment of the position or re-classification and who are eligible for re-employment without re-examination to the classification in which they hold status.

REINSTATEMENT – A reappointment of a former employee, without examination, within a period of 39 months following the date of resignation to a position in one of the person's former classes or in a related class. Such reappointment requires restoration of all rights and benefits earned by the employee prior to their resignation, except seniority. Reinstatement requires that the employee's former supervisor approves the reinstatement prior to the Personnel Commission reviewing the request for reinstatement.

REPRIMAND – Disciplinary action less severe than a discharge.

RESIGNATION – Voluntary termination by an employee of their employment.

RESTRICTED EMPLOYEE – A person employed in a position properly classified as "restricted." As an example: Parent Restricted positions.

RETIREMENT – Separation from the District after attaining eligibility for the annuity benefits of the appropriate Retirement Act.

RIGHT – A benefit which is bestowed by law or rule and which must be granted.

SALARY LEVEL – A level of responsibility to which a classification is placed on the salary schedule.

SALARY RANGE – A specific number of steps of pay within a classification range.

SALARY RATE – A specific amount of money paid for a specified period of service, i.e., dollars per hour, pay period, or month.

SALARY SCHEDULE – The complete list of ranges, steps and rates established for the classified service.

SALARY STEP – One of the salary steps within the range or schedule of rates for a classification.

SENIORITY – Status secured by length of service to which certain rights attach.

SEPARATION – The termination of employment of an individual.

SERIES – A number of classes closely related in occupational hierarchy and arranged in a list in order to indicate occupational levels in a group.

SHIFT – The stated regular working period for a group of employees.

SHOW-UP COMPENSATION – Compensation for an employee who is authorized to show up for an assignment not required in their regular work assignment.

SICK LEAVE – Conditions under which employees are paid during illness absence.

STATUS – The condition of an employee's present appointment such as temporary, provisional, part-time, probationary or permanent.

STEP ADVANCEMENT – Movement to a higher step on the salary schedule.

SUBSTITUTE EMPLOYEE – An at-will employee who is temporarily occupying a regular position during the absence of the incumbent or before the regular position has been filled. (Also referred to as a "LIMITED TERM" or "PROVISIONAL" employee).

SUPERVISOR – A District representative who has responsibility to oversee the work of another employee.

SUSPENSION – An involuntary absence imposed by the appointing authority for disciplinary purposes.

TEMPORARY – Employment on a basis other than permanent or probationary; i.e., in limited-term status or provisional status.

TRANSFER – The reassignment of an employee from one position to another position at the same level.

UNAUTHORIZED ABSENCE – Time taken away from normal working duties during normal working hours in violation of District policy and without needed administrative or supervisory approval.

VACANT POSITION – Any unfilled authorized position in the classified service.

VETERAN'S CREDIT – Additional points, added to a passing score in entrance examinations, for military or related service rendered during time of war or national emergency.

VOLUNTARY DEMOTION – A demotion requested by an employee in order to retain employment when layoff from the position is imminent, or for other reasons where the action is entirely voluntary on the part of the employee.

WAIVER – The voluntary relinquishment by an eligible of a right.

WORK DAY – The number of hours of work normally assigned per day for a particular position. Additionally, a work day is defined as any day that the District Office is open.

WORK WEEK – The number of consecutive days of work assigned per week for a particular position.

WORK YEAR – Interval between the beginning and ending dates of a regular assignment.

Y-RATE – A frozen salary rate above the normal salary for a step within a range.

Y-RATED EMPLOYEE – A person whose salary rate is frozen above the normal salary for a step within a range.