



Policy 1.6	Definitions		
<u>Effective Date:</u> 2/28/12 <u>Last Amended Date:</u> 7/9/13, 3/25/14	<u>Applicable Law/Statute:</u> None	<u>Source Doc/Dept.:</u> None/HR	<u>Authorizing I.C. Sec:</u> None

DEFINITIONS

1.6

Unless otherwise indicated, the following definitions apply to the below-listed terms when used in this manual:

1. **Abuse** – Any operation or use of County vehicles or equipment beyond the specified purpose, capabilities, or authorized use, including but not limited to that which results in damage to or that may result in inordinate wear or damage to the vehicle or equipment.
2. **Accident** – Any occurrence, incident, or event that involves a County vehicle or employee which causes, creates or leaves any damage to a person, object, property or vehicle.
3. **Accrual** – The periodic and incremental accumulation of time or wages.
4. **Active Pay Status** – The status designation for any period of time when an employee is eligible to receive pay directly from the County and includes, but is not limited to: hours worked, leaves of absence, paid holiday time off, bereavement leave, compensatory time, paid military leave, administrative leave with pay, and paid civil leave.
5. **Armed Forces** – Term used to denote the United States Army, Navy, Air Force, Marine Corps, and Coast Guard.
6. **Bonus** – A one-time payment to an employee. This payment is not included in the employee’s regular annual salary and is not used for compounding future increases or to determine overtime.
7. **County** – The County of DuPage, Wheaton, Illinois.
8. **County Business** – Business directly related to the County, including meetings at which issues directly related to the County are being discussed; conferences related to County functions or affecting County functions; training programs and seminars related to County operations or related to a County function or aspect thereof; and

participation on boards affecting or dealing with County functions.

- 9. County Board Chairman** – The County Board Chairman is an elected official, elected by the voters of the County. As used herein, the term “Chairman” may also mean one or more subordinate management employees designated by the County Board Chairman to perform a specific management functions on behalf of the County Board Chairman, sometimes referred to as “designees.”
- 10. County Service** – An amount of time measured from the employee’s original hire date as a regular employee, so long as there has not been a break in service greater than 30 days. Employees with breaks in service greater than 30 days, but less than one year per break, are credited only for their time actually worked (i.e., the break time is not counted unless required by law). Employees with a break in service greater than one year receive credit for service only from their most recent hire date. In addition, employees who were rehired by the County after retiring under the provisions of IMRF shall not receive credit for their service prior to rehire for determining County service
- 11. Classification** – Grouping of one or more positions that involve similar duties and responsibilities, require similar qualifications, and which can properly be described by a common job title and description.
- 12. Compensatory Time (Comp Time)** – Compensation in the form of paid leave granted to non-exempt employees in lieu of cash compensation for overtime hours worked, and granted at the rate of one and one-half hours of leave for each hour of overtime worked, or as otherwise defined under Special Compensation.
- 13. Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA)** – Federal law which provides employees and their families who lose their health benefits the right to choose to continue group health benefits provided by their group health plan for limited periods of time under certain circumstances such as voluntary or involuntary job loss, reduction in the hours worked, transition between jobs, death, divorce, and other life events.
- 14. Controlled Substance** – Those substances identified as such in Schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812) and as further defined by 21 CFR 1300.11 through 1300.15. This includes but is not limited to: marijuana, amphetamines, opiates, phencyclidine (PCP), and cocaine.
- 15. Corrective Action** – The supervisory techniques of coaching and counseling and the formal disciplinary actions of suspension, demotion and termination of employment, which are designed and intended to be used by supervisors to improve an employee’s performance.
- 16. Counseling** – A formal meeting held for the purpose of communication between a supervisor and subordinate focused on identifying and correcting the subordinate’s specific work-related issues, deficiencies or problems and developing a solution in cooperation between the supervisor and subordinate.

- 17. Day(s)** – Means calendar days.
- 18. Deferred Compensation Plan** – An IRS-approved retirement plan sponsored by the County which provides employees with the opportunity to save money for retirement on a pre-tax basis through payroll deduction.
- 19. Demotion** – The movement into a job classification that is of lower salary grade and range than the employee's current position.
- 20. Department** – An organizational unit directed and controlled by a Department Head or which is charged with a specific public service function and mission.
- 21. Department Head** – Term which refers to a management-level employee charged with the responsibility of overseeing/managing a department.
- 22. Designee** – Employee authorized to perform a function with or on behalf of another employee.
- 23. Discipline** – The supervisory techniques of suspension, demotion and termination of employment.
- 24. Distribution** – The act of distributing goods, materials, and/or documents or literature by any means.
- 25. Division** – An organizational unit which forms a part of a department of the County and is directed by a division manager or supervisor.
- 26. Driver** – A person, who is assigned, assumes or takes responsibility, whether directly or indirectly, for the operation of any County vehicle or equipment; or any person who is at any time in actual physical control of any vehicle or equipment.
- 27. Earnings** – Money paid to employees in exchange for hours worked or hours on approved paid leave.
- 28. Employee** – A person working under the County Board for compensation who occupies a position subject to hire, promotion, demotion, or termination by the County Board Chairman.
- 29. Essential Functions** – The fundamental duties and/or responsibilities of a job.
- 30. Exempt Employee** – An employee who, due to the nature of the duties of their employment position with the County, has been determined to be exempt from the minimum wage and overtime provisions of the FLSA.
- 31. Fair Labor Standards Act of 1938 (FLSA)** – Federal law that provides minimum standards for both wages and overtime entitlement and describes administrative procedures by which covered work time must be compensated.

- 32. Family and Medical Leave Act of 1993 (FMLA)** – Federal law which allows employees who have met minimum service requirements with covered employers to take up to 12 weeks of unpaid leave per year for: 1) a serious health condition; 2) to care for a family member with a serious health condition; 3) the birth of a child; or 4) the placement of a child for adoption or foster care.
- 33. Full-Time Employee** – A person regularly scheduled to work at least thirty-seven and a half (37-½) hours per week per work week.
- 34. Illinois Municipal Retirement Fund (IMRF)** – State agency created in 1939 to provide retirement benefits, long-term disability benefits and other benefits to employees of the state, counties, municipalities, universities and community colleges, school districts and other political entities.
- 35. Intern** – A student in a paid or unpaid employment position related to the course of study of the student and who is currently enrolled at a recognized post-secondary educational institution. Such employment is limited in duration as specified in advance and for the purpose of working on a specific project(s) or task(s) generally related to the education program.
- 36. Job Evaluation** – A comprehensive review of an existing or new position to determine the appropriate classification within the Hay pointing and salary grade .
- 37. Merit Increase** – A salary increase that is tied to the employee’s performance in their job.
- 38. Leave** – An authorized absence from regularly scheduled work hours.
- 39. Non-Exempt Employee** – An employee who, due to the nature of the duties of their employment position with the County, has been determined to be non-exempt from (covered by) the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA).
- 40. Overtime** – Hours worked for which the employee must be paid one and one-half times the employee’s regular rate of pay for each hour worked in excess of the maximum hours allowed pursuant to the FLSA, or as set by the County, whichever is less.
- 41. Part-Time Employee** – A person scheduled to work less than thirty (30) hours per work week.
- a. A regular part-time employee is paid for the actual number of hours worked.
 - b. A regular part-time employee who is budgeted to work at least twenty (20) hours per work week is eligible for limited benefits.
- 42. Performance Appraisal** – An assessment made by an employee’s supervisor of the employee’s effectiveness in their position over a period of time.
- 43. Personnel File** – The hard copy and/or digital file maintained by the Human Resources

Department which contains personnel-related information for every County employee in accordance with all applicable laws.

- 44. Policies** – The specific processes, rules, or courses of action carried out under the authority of the County Board.
- 45. Position** – A group of duties and responsibilities assigned or delegated by the County Board Chairman and authorized by County Board to be performed by one person.
- 46. Probationary Period** – A period of time where the employee's suitability for their position is assessed.
- 47. Procedures** – The set of instructions or series of steps to be followed regarding a policy.
- 48. Promotion** – A promotion is considered movement into a job classification that is at least one (1) salary grade higher than an employee's current position.
- 49. Reduction in force** – The separation of an employee from employment with the County due to a lack of funds, a lack of work, the abolishment of a position from the organization, or any other reason not prohibited by law.
- 50. Reasonable Accommodation** – A modification or adjustment to a job, employment practice or work environment that makes it possible for an individual with a disability to enjoy equal employment opportunities. The reasonable accommodation should reduce or eliminate unnecessary barriers between the individual's abilities and the requirements for performing the essential functions of the job.
- 51. Registry Employee** – A Registry Employee works on an as-need basis each month with no guarantee of hours. A Registry Employee may work rotating days and/or shifts throughout the month.
- 52. Regular Rate of Pay** – The hourly rate of pay at which compensation is paid to non-exempt employee.
- 53. Regular Employee** – A person scheduled to work each bi-weekly pay periods on a continuing, regular basis.
- 54. Reimbursements** – Payments to employees by the County for money expended by the employee for business-related expenses.
- 55. Relative** – Spouse, domestic partner, child (including step, in-laws, and foster), sibling (including step, in-laws, and foster), parent (including step, in-laws, and foster), grandparent, uncle, aunt, niece, and nephew.
- 56. Resignation** – A separation from service initiated by the employee by formal notice.

- 57. Seasonal Employee** – A person who works on a full or part-time basis for a portion of a calendar year performing work limited to a specific season or period of the year.
- 58. Secondary Employment** – Any employment engaged in by a County employee for an employer other than the County, including self-employment.
- 59. Sexual Harassment** – Unwelcome and often intimidating verbal or physical sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature, the acceptance or rejection of which explicitly or implicitly affects an individual's employment, unreasonably interferes an individual's work performance, or creates an intimidating, hostile or offensive work environment.
- 60. Shift Employee** – An employee who works in a department that has to remain operational twenty-four (24) hours a day and therefore, works a schedule that may include days, evenings, nights, weekends and holidays (e.g. Care Center).
- 61. Solicitation** – The act of requesting another to purchase goods, materials, or services, or a plea for a financial contribution.
- 62. Special Compensation** - One or more special rates of pay given eligible employees for working weekends, emergencies, holidays, overtime or performing special duties.
- 63. Supervisor** – An individual whose position description authorizes them to perform some or all of the following tasks: hiring, transferring, coaching, counseling, discipline, terminations, layoffs, recalls, promotions, of employees under the direction of the Department Head or manager; to responsibly direct them; to adjust their grievances; or to effectively participate in and recommend such action.
- 64. Suspension** – Relief of an employee from duty without pay, for a period of time as a disciplinary measure aimed at improving the employee's conduct and/or performance.
- 65. Temporary Employee** – A person selected to work on a full or part-time basis for a limited duration.
- i. A temporary employee will be paid for actual number of hours worked.
 - ii. Temporary employees are not eligible for any employee benefits.
- 66. Termination** – A separation from service initiated by the County.
- 67. Working Day** – A day on which DuPage County Administration building is open for business.
- 68. Workplace Violence** – Acts or threats of violence including conduct that is sufficiently severe, offensive, or intimidating to alter the employment conditions or create a hostile, abusive, or intimidating work environment for one or more employees.
- 69. Written Reprimand** – The formal, written record of corrective action, usually issued

after a coaching and counseling have failed to improve an employee's conduct and/or performance.