

Section 1: General Provisions

Policy #2: Definitions

Effective Date: July 1, 2011

I. Purpose

This policy establishes definitions for terms and phrases of a general nature used through the Town Personnel Policies and Procedures.

II. Scope

These definitions apply to all Personnel Policies and Procedures unless a policy provides specific definitions unique to that section or policy.

III. Background

None

IV. Definitions

None

V. Legislation

None

VI. Policy

The policy of the Town of Mooresville is to ensure understanding and consistent usage of the terms used in the Personnel Policies and Procedures

VII. Provisions

For the purposes of the Personnel Policies and Procedures, the following terms and phrases have the following meanings:

1. Accrual: The collection and accumulation of vacation and sick leave.
2. Bona Fide: Genuine; sincere.
3. Chain Of Command: An employee's chain of command shall be the direct supervisor, the supervisor's supervisor, etc., to the Department Director, then to the Assistant Town Manager, if applicable, and finally the Town Manager.
4. Change Of Status: A change of status occurs when an individual experiences any change in position or salary due to being hired, promoted, demoted, transferred, awarded a merit increase, or having his or her position being reclassified or moved to a different salary range.
5. Child: A biological, adopted, or foster child; a stepchild, or legal ward, or a child who is or was cared for on a day-to-day basis and whose primary financial

- support is or was provided by the employee. This includes a child 18 years of age or older who is incapable of self-care because of mental or physical disabilities.
6. Compensation: Salary or wages, per diems, retirement benefits, or other benefits provided to an employee in exchange for work conducted on behalf of, or at the direction of, the Town.
 7. Demotion: A demotion occurs when an employee voluntarily or involuntarily moves to a different position that is in a lower salary range or official rank.
 8. Department: A major functional unit of the Town government.
 9. Department Director: The individual who is directly responsible for the operation and administration of a department.
 10. Disciplinary Action: A procedure designated to penalize, modify, or correct the behavior of an employee for a violation of the Town's Personnel Policies and Procedures, poor performance, or any other conduct that reflects negatively upon the Town or which may, at the Town's sole determination, be construed as inappropriate or unprofessional.
 11. Division: A major sub-unit within a department.
 12. Emergency: A sudden and unforeseen happening that requires the unscheduled services of an employee to protect the health, safety, property, and welfare of the community.
 13. Employee: Any person working for the Town; but not independent contractors, committees, or volunteers.
 14. Employee, Exempt: An executive, administrative or professional employee who has been identified by the Town to be exempt under the provisions of the Fair Labor Standards Act.
 15. Employee, Non-Exempt: An employee who is covered by the provisions of the Fair Labor Standards Act for overtime compensation and minimum wages.
 16. Employee, Intermittent: An employee who does not work a set schedule and works on an as needed basis.
 17. Employee, Regular Full-time: An employee who is regularly scheduled to work 37.5 hours or more per week in a budgeted position.
 18. Employee, Regular Part-time: An employee who is regularly scheduled to work 20 hours or more per week, but less than 37.5 hours per week in a budgeted position.
 19. Employee, Temporary: An employee who is hired for a specific task or project not to exceed a defined period of time; usually 9 months.
 20. Employee, Trainee: An employee who is being trained for possible retention as a Regular employee in a particular position. A new employee shall be considered a Probationary employee during any period of training.
 21. Gender: When the masculine pronoun is used in these policies, it also means the feminine; when the plural is used it likewise means the singular.
 22. Governing Body: The Town Board of Commissioners, as elected by the residents of Mooresville, North Carolina.
 23. Human Resources Director: The duly appointed director responsible for the professional and administrative human resources functions of the Town.

24. Immediate Family: An employee's child, spouse, parents, grandparents or siblings as defined herein.
25. Incumbent: A person who currently fills a specific position.
26. Issues Of Concern: Incident in which an employee disagrees with the interpretation of the provisions of the Personnel Policies and Procedures, working conditions, relationship with co-workers or supervisors, or the application of other laws and ordinances. This does not include performance evaluations or issues related to disciplinary action.
27. Leave: A period of absence from work.
28. Management: Those employees charged with the direct supervision and responsibility for daily administration of employees within their division and or department.
29. May: Is permissive, however, the words "no person may" means that no person is required, authorized, or permitted to do the act referenced.
30. Parent: The biological parent, foster parent or the stepparent of an employee or an individual who cared for the employee on a day-to-day basis and provided financial support when the employee was a minor.
31. Position Description: A written document that identifies the purposes, duties, responsibilities, and accountabilities of a position; the knowledge, skills, and abilities needed to perform the job satisfactorily and other special considerations, if any.
32. Probationary Period: The first six months of employment for all employees other than Department Directors who remain in a Probationary Period for 12 months.
33. Reduction in Force: The separation of an employee from Town employment due to such things as lack of funds, lack of work, and termination of a program or other reasons not related to the fault, delinquency, or misconduct on the part of the employee.
34. Resignation: A voluntary separation from Town employment by an employee.
35. Salary Range: Salary ranges are established for classes of positions. These ranges are based on position characteristics (background requirements, level of responsibility, and essential duties and responsibilities), market value, organizational fit, and the Town's ability to pay.
36. Separation: When an employee leaves the service of the Town for any reason, voluntarily or involuntarily.
37. Shall: Means imperative; must.
38. Siblings: Brother, sister, stepbrother, and stepsister.
39. Solicitation: To request money for any purpose including, but not limited to, miscellaneous charities, outside insurance, raffles, betting pools, magazine clubs, cosmetic sales, jewelry or craft sales, Girl Scout cookies, labor organizations, societies, lodges, etc.
40. Spouse: Husband or wife, as defined by North Carolina law
41. Start Date: The date a person begins employment in a position with the Town.

42. Supervisor: A person working in a position that is responsible for the work activities, evaluation and disciplinary action of an employee or a group of employees.
43. Termination, Involuntary: The end of an employee's employment with the Town, initiated by the Town.
44. Termination, Voluntary: The end of an employee's employment with the Town, initiated by the employee.
45. Title: When a specific title is referenced any place in these Personnel Policies or Procedures, it shall also mean the person acting with authority in that position.
46. Town: When capitalized refers to the municipal corporation of the Town of Mooresville, North Carolina
47. Town Manager: The chief administrative officer who, under the direction of the Town Board, is responsible for all administrative functions of the Town and is the direct supervisor of the Assistant Town Manager and associated Department Directors.
48. Town Structure: The Town of Mooresville, North Carolina is organized under a Council-Manager form of government.
49. Vacancy: An unoccupied budgeted position.
50. Weapon: Any firearm, stun gun, shotgun, rifle; any type of explosive, any bow and arrow device, any dagger, dangerous knife, sword, straight-edged razor or stiletto, num-chuck stick, chemical or pepper spray, or any other tool, instrument or implement capable of inflicting serious bodily injury.
51. Will: Means imperative; has the same meaning as "shall."
52. Workday: The normally scheduled work period within one 24-hour period for a specific position. Workdays are established by Department Directors and Supervisors, subject to approval by the Town Manager, and will vary based on position responsibilities.

VIII. Authorization

Approved by:

Erskine Smith
Town Manager

July 1, 2011
Date