

SECTION II

DEFINITIONS

The words and terms used in these rules shall have the meaning indicated as follows unless the context clearly indicates otherwise:

2.01 Allocation:

The assignment of a single position to its proper class in accordance with the duties performed, and the authority and responsibility exercised.

2.02 Applicant:

A person who, according to the rules, has made written application for employment. This does not include so-called interest or registration cards.

2.03 Appointing Authority:

The Board, Commissions, person or groups of persons having lawful authority to appoint or to remove persons from positions in the county service, or persons designated by such appointing authority to perform those duties which legally may be delegated.

2.04 Appointment:

The offer to and acceptance by a person of a position in the County service in accordance with the provisions of the Personnel and Salary Resolution and these rules. (Revised 9/30/14)

2.05 Board:

The Board of Supervisors of Solano County

2.06 Certification:

The submission of names of eligibles from an employment list to an appointing authority by the Director of Human Resources.

2.07 Class:

A position or group of positions established under these rules sufficiently similar in respect to the duties, responsibilities and authority thereof, that the same descriptive title may be used to designate each position allocated to the class, that the same requirements as to education, experience, capacity, knowledge, efficiency, ability and other qualifications should be required of the incumbents, that the same tests of fitness may be used to choose qualified employees and that the same schedule of compensation can be

made to apply with equity.

2.08 Classification Plan:

The arrangements of positions into the classes together with specifications describing each class.

2.09 Commission:

Shall mean the Civil Service Commission of the County of Solano.

2.10 Complainant:

A person who is a current or former employee in a Civil Service position, or an applicant for employment covered under Civil Service, who alleges discrimination on the basis of protected classification with regard to recruitment, appointment, training, promotion, retention, discipline or other aspect of employment and has filed a discrimination complaint.

2.11 County:

Shall mean the County of Solano and special districts governed by the Board of Supervisors.

2.12 Demotion:

The movement of an employee from one class to another class having a lower maximum rate of pay, excluding reclassification.

~~2.13 Departmental Equal Employment Opportunity (EEO) Representative:~~

~~An employee assigned to a County department trained in equal employment opportunity procedures and counseling techniques and officially designated by the appointing authority to receive complaints on matters pertaining to discrimination.~~

2.14 Director:

The Director of Human Resources of the County of Solano.

2.15 Disabled Individual:

Any person who (a) has a physical or mental disability which limits one or more of such person's major life activities; (b) has a record of such impairment; or (c) is regarded as having such an impairment.

2.16 Disabled Veteran:

Any veteran as defined herein who has a service connected disability rated at not less than 30 percent by an authorized agency of the United States government. (Approved 5/20/87)

2.17 Discrimination:

Refers to any act which constitutes different, non-job-related treatment in regard to recruitment, appointment, training, promotion, retention, discipline, or other aspects of employment because of a protected classification as defined by the County Equal Employment Opportunity (EEO) Harassment/Discrimination Policy.

2.18 Dismissal:

An involuntary separation of an employee from County service by an appointing authority for disciplinary.

2.19 Eligible:

A person who has successfully passed all publicly announced competition (including examinations) for a class and whose name is placed on an employment list or maintained in an eligible list.

2.20 Employee:

Means a person who is legally an incumbent of a position in the non-exempt or exempt service, or who is on an authorized leave of absence; any elected official or his exempt appointees; any regular employee who temporarily accepts appointment to an exempt position in the County service.

2.21 Employee Representative:

An individual designated in writing by a complainant as a lawful spokesperson having full and complete authority to effect final resolution of all issues on behalf of the complainant except at the informal inquiry stage in the discrimination complaint procedure. (Revised 5/77)

2.22 Employment List:

A list in rank order of those qualified for employment in a class. There are three types of employment lists: re-employment, promotional and open.

2.23 Equal Employment Opportunity (EEO) Officer:

The County Equal Employment Opportunity (EEO) Officer is designated by the Director

of Human Resources.

2.24 Examination:

- A. **Assembled Examination:** A test or tests conducted at a specified time and place at which applicants are required to appear for competitive examination under the supervision of an examiner.
- B. **Unassembled Examinations:** A test or tests consisting of an appraisal of training, experience, work history, or any other means of evaluating the relative qualifications of applicants.
- C. **Open Competitive Examination:** An examination in which both employees and the general public may compete, provided all competitors meet the announced requirements.
- D. **Promotional Examination:** An examination in which regular employees may compete, provided they meet the announced requirements. Competition may be departmental or County-wide.

2.25 Exempt Positions:

Positions to which appointment may be made directly. Incumbents serve at the pleasure of the appointing authority.

2.26 Extra Help Employee:

A person who is employed for the purpose of relieving or augmenting regular staff in the accomplishment of work. Extra help employees shall not be used to circumvent filling of regularly allocated positions except on a temporary basis and cannot work more than 999 hours in a fiscal year. Extra help employees shall be excluded from civil service and shall not have the property rights to regular or continued employment. Time spent in such an appointment shall not constitute a part of the probationary period.

(Revised 11/08/95)

2.27 Formal Complaint:

A written complaint by a complainant which states clearly the basis for an allegation of discrimination, its cause or result and the relief sought.

2.28 Grievance:

An issue raised by an employee relating to his employment status, rights, benefits or conditions of employment.

2.29 Interested Eligible:

Any candidate currently available and interested in appointment to a position for which they have been certified. (Revised 6/11/80; to be effective 8/14/80)

2.30 Intern (Unpaid or Paid):

Any individual (often a student or a trainee) who works with or without pay for the County for a limited duration to provide work experience. Interns (unpaid or paid) shall be excluded from civil service and shall not have the property rights to regular or continued employment. Time spent in such an appointment shall not constitute a part of the probationary period.

2.31 Layoff:

Termination of service without fault on the part of the employee, because of lack of work, lack of funds, or other problems unrelated to the employee's job performance.

2.32.0 Limited Term Position - Regular:

A position established on a full-time or part-time basis, but with an understood termination date. Position allocated as limited term-regular shall accrue all benefits of the class including seniority under Section 7.11 of Civil Service Rules. (Revised 2/11/87; 9/30/14)

2.32.1 Limited Term Position - Project:

A position established only for the duration of a specific project. The incumbent employee does not accrue seniority nor have bumping rights under Section 7.11 of Civil Service Rules. The employee terminates at the predetermined end of the project. Project employees shall be entitled to same benefits as limited term regular. (Revised 2/11/87, 9/30/14)

2.33 Medical Conditions:

Any health impairment related to, or associated with a diagnosis of cancer or record/history of cancer, or a genetic characteristic.

2.34 Personnel and Salary Ordinance:

The Personnel and Salary Ordinance prescribes the conditions of employment, benefits, and salary plan administration for all officers, employees and other persons employed by the County of Solano.

2.35 Position:

A group of current duties and responsibilities assigned by competent authority requiring

the full-time or part-time employment of one person.

2.36 Probationary Employee:

An employee who is serving a probation period and is employed in either a regular full-time or regular part-time or regular part-time intermittent position. (Revised 11/08/95)

2.37 Promotion:

The movement of an employee from one class to another class having a higher maximum rate of pay.

2.38 Promotional List:

A list of names of County employees who have passed a promotional examination for a class in the classified service and ranked in the order of score earned.

2.39 Provisional Appointment:

An appointment made in the absence of an appropriate employment list as provided for in these rules. Only the Director of Human Resources may authorize a provisional appointment. An appointment in this status is limited to 60 days, (30 days after June 30, 1968) after the establishment of a new eligible list or a maximum of 6 months, whichever shall occur sooner.

2.40 Provisional Employee:

An employee holding a position under provisional appointment, pending a competitive examination for the class.

2.41 Rating or Score (Revised 9/14/16)

The final number, to the nearest tenth of a point, that expresses the accomplishment of a candidate in the examination(s) and the relative standing of the candidate on an eligible list.

2.42 Reclassification:

A change in allocation of an individual position by raising it to a higher class, reducing it to a lower class, or moving it to another class at the same level on the basis of substantial changes in the kind, difficulty, and/or responsibility of duties performed in such position.

2.43 Regular Employee:

An employee who is not on probation and is employed in either a regular full-time or regular part-time position.

2.44 Regular Full-Time Position:

A position established on a permanent year around basis requiring work on a regular schedule of at least 40 hours per week.

2.45 Regular Part-Time Position:

A position established on a permanent year around basis requiring work on a regular schedule of less than 40 hours per week.

2.46 Regular Part-Time Intermittent Employee:

An employee who is not on probation and is employed in a regular part-time intermittent position. (Established 11/08/95)

2.47 Regular Part-Time Intermittent Position:

A position established on a permanent year round basis requiring work on an on-call or irregular basis averaging 20 or more per week, but less than 40 hours per week or 80 hours a pay period. Employees who fill these positions augment regular staff when there is a need to maintain adequate work coverage. Non-salary related benefits would be based upon allocation of the position. (Established 11/08/95)

2.48 Reinstatement:

The reappointment of a former employee within one year after separation.

2.49 Reprimand:

A statement to an employee by an appointing authority for disciplinary purposes. A reprimand is formal if it is in writing and filed with the Director of Human Resources.

2.50 Requested Resignation:

A resignation requested by an appointing authority.

2.51 Resignation:

The voluntary action of an employee which separates him from his position. Once submitted to an appointing authority, a resignation may not be withdrawn without the concurrence of the appointing authority. (Unless it was given be reason of fraud, undue influence or pressure.)

2.52 Respondent:

An individual or department whom a claim of discrimination is made against.

2.53 Separation:

Any termination of employment. Termination may include death, discharge, layoff, resignation, retirement or work completion

2.54 Series:

Means two or more classes of positions with duties substantially similar in nature and character, but differing in level of difficulty, responsibility, and perhaps supervisor.

2.55 Suspension:

An involuntary absence without pay imposed by an appointing authority for disciplinary purposes.

2.56 Transfer:

This term may have either of two meanings:

- A. The movement of an employee from one department to another, and maintaining the employee's same classification. (Revised 11/12/80)
- B. The movement of an employee from a position in one classification to a position in another, comparable classification. (Revised 11/12/80)

2.57 Types of Service:

Service refers to the number of hours an employee works and to the regularity with which he works. Service does not refer to an employee's employment status - i.e., permanent, probationary, provisional.

There are four basic types of service:

- A. **Regular full-time:** A regular full-time employee works the normal number of working hours as defined in the Personnel and Salary Ordinance.
- B. **Regular part-time:** A regular part-time employee works a fraction of the work month, but normally follows a predetermined fixed pattern of working hours.
- C. **Extra Help:** An extra help employee may work a normal work day or a fraction thereof, but such work is done at department peak load periods or under urgent conditions which last a limited period of time and may not have a set pattern.
- D. **Limited Term:** A limited term employee works on a full-time basis but with an

understood termination date.

2.58 Types of Status

There are three types of status. They are acquired as follows:

- A. Permanent:** Acquired by an employee who has been lawfully retained in his position after the completion of the probationary period as provided in the Personnel and Salary Ordinance.
- B. Probationary:** Acquired by an employee who has been certified and appointed, but who has not completed the probationary period as provided in the Personnel and Salary Ordinance.
- C. Provisional:** Acquired by an employee who possesses the minimum qualifications established for the class and who has been appointed to fill a position for which no eligibles are available.

2.59 Waiver:

Waiver means the voluntary relinquishment by a candidate of his standing on an employment register for one or more certifications, or for a specified or unspecified period of time.

2.60 Veteran:

Any person who has served at least 181 consecutive days of active duty in the armed forces of the United States, who has received an honorable discharge or a general discharge under honorable conditions. (Approved 5/20/87)

2.61 Volunteers:

Any individuals who do not receive any wage and are working within County Departments to perform specific volunteer assignments as designated by the Department. The use of volunteers within the County Departments is not intended to displace existing County employees. Volunteers shall be excluded from civil service and shall not have the property rights to regular or continued employment. Time spent in such an appointment shall not constitute a part of the probationary period.