

**RULE I**  
**Definitions**

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As used in these rules, the following terms, shall have the meanings indicated below, unless the content clearly requires otherwise:

| <u>Term</u>            | <u>Definition</u>   |
|------------------------|---|
| Applicant              | a person who has submitted an application for employment within the publicized recruiting time period, and on the prescribed form or documents, in accordance with these rules.   |
| Appointing Authority   | the head of a department, agency, office or organizational unit within a department, agency or office who has the power by law, statute, Charter, ordinances, or lawfully delegated authority to hire, promote, discipline and/or discharge employees within their respective organizational units.                                     |
| Appointment            | the induction of a person into employment after being designated by an Appointing Authority to fill a particular position within the merit system.  |
| Article VII            | Article VII of the Charter of St. Louis County, Missouri, as revised, relating to the merit system.   |
| BFOQ                   | Bona Fide Occupational Qualification. The consideration, when reasonably necessary for the normal operations of business, of an applicant's sex, age, religion or national origin in assessing suitability for or ability to carry out the duties of a particular position.   |
| Certify, Certification | providing the appropriate Appointing Authority with names of applicants qualified for appointment to particular positions within the merit system. The term may also be used to describe the actions of the Personnel Director or designee in processing additions, deletions and changes in payroll for employees in the merit system. |
| Certification Variance | a change in the certification procedures which has been reviewed and approved by the Commission.  |
| Certification Waiver   | withdrawal from consideration by a qualified applicant for a particular vacancy while remaining under consideration for future vacancies.   |
| Class Of Positions     | See Job Class   |
| Classification         | the assignment of an individual position to a job class based upon the nature of work, difficulty of duties and level of responsibility.  |

| <u>Term</u>            | <u>Definition</u>   |
|------------------------|---|
| Classification Plan    | the arrangement of job classes and descriptions based on the nature of the work, difficulty of duties and level of responsibilities.  |
| Commission             | the St. Louis County Civil Service Commission.  |
| Commissioner           | a member of the St. Louis County Civil Service Commission.  |
| Compensatory Time      | time off granted to an employee in lieu of monetary payment for overtime worked or time worked on a holiday or previously scheduled and approved vacation.  |
| Continuous Examination | an ongoing evaluation of applications for a particular job class whether or not vacancies currently exist.  |
| Continuous Service     | uninterrupted employment with St. Louis County.   |
| County                 | St. Louis County, Missouri.   |
| Days                   | calendar days unless otherwise specified in a particular rule.  |
| Demotion               | assignment of an employee from a position in one job class to a position in another job class with a lower maximum rate of pay.   |
| Department             | any County agency or office with positions in the merit system.   |
| Disabled Veteran       | any person who is currently receiving compensation from the United States Veteran's Administration for service incurred disabilities.   |
| Discharge              | the involuntary separation of a person from County employment for cause or as otherwise provided in these rules.  |
| Domestic Partner       | two people who: declare that they are in a relationship of mutual support, caring and commitment; share a residence; share the common necessities of life; are not related by blood in a manner that would bar marriage according to Missouri State law; are not married or in any other domestic partnership; are at least 18 years of age; and are competent to enter into a contract. The term includes opposite- and same-sex partners. |
| Eligible List          | any of the lists of names of applicants qualified for appointment to positions within the merit system.   |

| <u>Term</u>              | <u>Definition</u>   |
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| Emergency Employee       | a qualified employee appointed to a position for a period not to exceed 30 days to meet an urgent work situation.   |
| Employee                 | any person legally appointed and serving in a position in the merit system who receives pay for service rendered.   |
| Establishment, Job Class | the creation of a job class in the Classification Plan, including the development of a descriptive title, class specification or job description, unique job class code, and the assignment to a pay range, into which positions may be classified in the Classification process. |
| Establishment, Position  | the creation of a position within a department, which is assigned a group of current duties and responsibilities to which an employee may be appointed; a unique fund/department/account/position number in a department's budget.  |
| Examination              | the evaluation process used to measure and rank the relative qualifications of applicants for a particular job class. This may include, but is not limited to interviews, written or performance tests and assessment of prior training and experience.                           |
| Exempt Service           | all positions in the County service to which the merit system does not apply as provided in Article VII of the Charter.   |
| Flex Time                | an alternative to the standard workweek, which allows employees to schedule their own hours, within limitations established by their Appointing Authority.  |
| Full-Time Employee       | a person who is regularly engaged on a biweekly basis in employment of 80 hours.  |
| Hearing Officer          | a member of the Civil Service Commission who presides at formal hearings concerning personnel matters required and/or authorized by Ordinance, these rules or the Civil Service Commission.   |
| Holiday Differential Pay | additional compensation authorized by the Commission to an employee who works holidays as part of the employee's normal work schedule.  |
| Intermittent Employee    | a former County employee who is currently receiving a retirement benefit from the County and who is appointed to a position to work for up to 640 hours per year, or as otherwise authorized by ordinance.  |
| Interruption Of Service  | any period of time during which an employee performs no services and receives no pay.   |

| <u>Term</u>                        | <u>Definition</u>   |
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| Job Class                          | a category of work into which one or more positions sufficiently similar with respect to the nature of work, difficulty of duties, and level of responsibilities may appropriately and equitably be grouped and assigned the same pay range.  |
| Job Class Specification            | the written duties and characteristics of a job class which, in their entirety, differentiate it from other job classes.  |
| Job Opportunity Announcement (JOA) | the official notice of availability of positions within the merit system, containing the general duties, qualifications and dates during which applications will be accepted.   |
| Layoff                             | the termination of employment due to a shortage of funds, lack of work, bona fide abolishment of the position occupied or reorganization.   |
| Layoff List                        | a list of names of persons who had permanent status in positions within the merit system from which they were laid off in accordance with these rules.  |
| Maintenance                        | food, clothing, housing or related necessities furnished an employee by St. Louis County for job related reasons.   |
| Merit System                       | the system of personnel administration for the appointment of all County employees and appointive county officers, except as otherwise provided in the Charter, on the basis of merit ascertained as nearly as practical by competitive evaluation process and for the retention of employees and officers on the basis of merit and ability. |
| On-Call Employee                   | a person appointed to fill a position on an as needed basis who is paid only for the hours actually worked.   |
| Open Competitive Examination       | an examination available to all persons, whether employed by the County or not, who possess the necessary qualifications for consideration for positions within a particular job class.   |
| Open Pay Range                     | a schedule of pay rates including minimum and maximum rates with no designated intermediate steps.  |
| Ordinance                          | with respect to these Rules, the St. Louis County Revised Ordinances, Chapter 202, as amended.  |
| Organization Unit                  | a subdivision of a department, agency or office constituting a functionally distinguishable entity.   |

**Rule I: Definitions**

| <u>Term</u>             | <u>Definition</u>  |
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| Paid Time Off (PTO)     | a plan involving the accrual of time per pay period to be used for absence due to illness, injury, and/or vacation.  |
| Part-Time Employee      | a person who is employed on a biweekly basis to work less than 80 hours or a person occupying a full-time permanent position who for seven consecutive pay periods is regularly engaged on a biweekly basis of employment of less than 80 hours.                               |
| Pay Period              | a period of 14 consecutive calendar days.  |
| Pay Plan                | one or more schedules of pay ranges, which includes the assignment of job classes to pay ranges, flat rates, session rates, trainee rates and hourly rates, and which contain provisions for administration approved by the Commission.  |
| Pay Range               | the minimum and maximum pay rates to which a specific job class is assigned, together with intermediate pay steps, if applicable.  |
| Permanent Employee      | an employee in the merit system who has satisfactorily completed a probationary period and whose retention has been approved by the Appointing Authority.  |
| Personnel Director      | the Chief Administrative Officer of the merit system; as used in these rules, the term may denote the individual, the office or the subordinate staff.   |
| Position                | a group of current duties and responsibilities which are properly assigned and require the employment of one person; the unique fund/department/account/position number, to which an employee may be assigned.   |
| Probationary Period     | the final step in the selection process consisting of a six month period which may be extended for up to an additional six months during which an employee is required to demonstrate fitness for the particular position by actual performance of the duties of the position. |
| Promotion               | the movement of an employee from a position in one job class to a position in another job class with a higher maximum rate of pay.   |
| Promotional Examination | an evaluation process limited to employees within the merit system holding positions in job classes with lower maximum pay rates than the position to be filled, and including the various methods used to measure and rank the relative qualifications of applicants.         |

**Rule I: Definitions**

| <u>Term</u>           | <u>Definition</u>   |
|-----------------------|---|
| Public Hearing        | a hearing held after public notice at which any person may have a reasonable opportunity to be heard.   |
| Public Notice         | a notice posted on the official bulletin board of the Division of Personnel, which is accessible to the public during business hours.   |
| Reclassification      | a change in classification of a position by either raising it to a higher level job class, reducing it to a lower level job class, or reassigning it to another job class at the same level, on the basis of significant changes in the nature of work, difficulty of duties, or level of responsibility of the work performed.   |
| Reinstatement         | the noncompetitive reappointment within two years from the date of separation of a formerly permanent, on-call, or term qualified employee to a position in the same job class or a lower job class in the same series, and under the same Appointing Authority as previously appointed. The on-call or term employee must have successfully completed six months employment. |
| Resident              | individuals living in St. Louis County for at least one year prior to date of making application for employment.  |
| Revision              | a modification to an existing job classification which includes changes to one or more of the following: the job class title, definition, duties or functions, requirements or minimum qualifications, job class number, and pay range assignment.  |
| Seasonal Employee     | a qualified person appointed during the period and under the conditions approved by the Commission.   |
| Seniority             | the length of continuous employment without any unpaid or unauthorized interruption or break in service exceeding a specified number of hours.  |
| Series Of Job Classes | two or more job classes similar in nature of work and skills, but varying in difficulty of duties and level of responsibility, and constituting a normal line of advancement.   |
| Shift Differential    | additional pay provided employees based upon specified evening or night shifts.   |
| Standby Service       | a requirement for immediate availability for duty.  |
| Status                | denotes type of employment, i.e., probationary, permanent, temporary, seasonal, emergency, on-call, or term, which determines applicable benefits and appeal rights under these rules.  |

| <u>Term</u>              | <u>Definition</u>  |
|--------------------------|--|
| Supervisor               | an individual with superior rank within the organizational unit who is responsible for training, organizing and assigning work, and who is responsible for evaluating an employee's work performance.  |
| Suspension               | an involuntary, unpaid leave of absence for disciplinary purposes or pending investigation of charges brought against an employee.   |
| Temporary Employee       | a qualified person appointed to occupy a position which will exist for a period of time not to exceed six months.  |
| Term Employee            | a qualified person appointed to fill a position of limited duration, under the conditions approved by the Commission, which is clearly of a project nature financed in whole or part under federal assistance or other governmental program which terminates upon completion of the project.   |
| Traditional Time Off     | a plan involving the accrual of sick and vacation time per pay period to be used for absence due to illness, injury, and/or vacation.  |
| Transfer                 | a change in assignment of an employee from one department to another department; a change within the same department from one position to another position in the same job class or from a position in one job class to a position in another job class in the same pay range or having the same rates of pay.   |
| Veteran                  | a person who was separated with an honorable discharge or under honorable conditions from active duty in the armed forces and who performed: <ul style="list-style-type: none"> <li>A. In a war; or</li> <li>B. In a campaign of expedition for which a campaign badge has been authorized; or</li> <li>C. During the period beginning April 28, 1952 and ending July 1, 1955; or</li> <li>D. For more than 180 consecutive days, other than for training, any part of which occurred during the pay period beginning February 1, 1955 and ending October 14, 1976; or</li> <li>E. In the armed forces at any time and is a disabled veteran as defined in this rule.</li> </ul> |
| Weekend Differential Pay | additional compensation authorized by the Commission to an employee who works weekends as part of the employee's normal work schedule.   |