

Rule I. Definitions

For the purpose of these Personnel Rules and as used herein, the following words and terms shall have the meaning indicated unless the context clearly indicates otherwise:

1. **Anniversary Date** - The date of employment, promotion, or the date of an employee's last merit pay increase or, as may be provided for elsewhere in these Personnel Rules, the date of demotion.
2. **Appointing Authority** - Constitutional Officers, the County Administrator and Department Heads who have been given the power to appoint the employees who shall hold some or all positions under their supervision.
3. **Classification Plan** - The orderly and systematic arrangement of individual positions and duties into classes of work based upon common factors, the similarity in the levels of work responsibility and difficulty, and the nature of the work performed. Such classes, when grouped, shall form comprehensive and understandable definitions of the several types of work in the Classified Service.
4. **Compensatory Time** - Compensatory time shall be granted in accordance with the provisions of Personnel Rule XI.
5. **Demotion** - The change of an employee from one job classification to another job classification for which the maximum step is lower, or the change of an employee from the present pay rate to a lower pay rate in the same grade.
6. **Department Head** - The managers or heads of the departments and divisions created by Legislative Act or by the Board of County Commissioners under the authority granted by Legislative Acts.
7. **Eligible Register** - A list of names of persons who have been qualified through suitable tests for employment in positions allocated to a specific job classification, such names being arranged in the order of the final total written examination grade, unless provided for otherwise in the Personnel Rules. Such lists shall be divided into layoff, promotional, and open sections.
8. **Employee in a Non-Pay Status** - Any employee in the County Service who is not receiving a regular salary from the County.
9. **Grievance** - Any discontent or dissatisfaction dealing with the following employment areas: (a) Any violation of the Personnel Rules of the Unified Personnel Board; (b) Any established departmental rule approved by the Personnel Board; or (c) Any matter relating to an employee's working condition, which an employee believes is unfair, unjust or inequitable.
10. **Grant Worker** - A permanent employee hired for a specific grant only. The respective Appointing Authorities make appointments to this classification, subject to concurrence of the Director of Personnel. The employee works for the length of the grant only, with extension to original appointment to be granted by the Appointing Authorities with the concurrence of the Director of Personnel. Employees in this classification are excluded from the layoff provisions in Rule XXIII, and may not appeal their terminations in the event the grant under which they are working expires or is not renewed.
11. **Job Classification** - A group of duties and responsibilities assigned by competent supervision requiring the full-time or part-time employment of one person. Each such job classification shall have a job title, a job description, and a pay grade and, where possible and practical, an appropriate test to determine the fitness of interested applicants.

12. **Job Description** - A written description of the essential characteristics of a job classification and the factors and work requirements that distinguish it from other job classifications. The job description shall outline the nature of work involved, illustrative tasks performed, knowledge, abilities and skills needed, and the experience and training desired or mandatory for the job classifications.
13. **Job Title** - A definite descriptive designation for a job classification.
14. **Layoff** - The dismissal from employment because of shortage of work or funds, or because of changes in organization.
15. **Layoff Section** - That section of the eligible register containing the names of those employees whose employment has been terminated due to a layoff and who are eligible for re-employment in accordance with applicable Personnel Rules.
16. **Members of the Classified Service** - All personnel employed in the County Service, except those serving in a job classification which is specifically declared by the Pinellas County Personnel Board to be an Exempt Service position.
17. **Members of the County Service** - All personnel employed by and under the jurisdiction of the Board of County Commissioners or a Constitutional Officer in one of the job classifications set forth in the Pinellas County Unified Personnel System either as members of the Classified Service or as members of the Exempt Service.
18. **Members of the Excluded Classified Service** - Classified service salaried employees certified by the Appointing Authorities through the County Attorney to the Director of Personnel as meeting the pertinent Administrative, Executive or Professional Fair Labor Standards Test and thus excluded from the overtime provisions of the Fair Labor Standards Act. These classifications are identified in Section A of the Pay & Classification Plan.
19. **Members of the Exempt Service** - All personnel employed in the County Service in one of the Exempt Service positions, as set forth by the Pinellas County Personnel Board.
20. **Merit Pay Increase** - An increase in the salary of a probationary or permanent employee by the advancement of such persons to a higher pay rate within the same pay grade as set forth in the pay schedule.
21. **Normal Work Week** - The normal work week for the Classified Service shall be forty (40) hours.
22. **Open Section** - That section of the eligible register containing the names of non-employees who have been found eligible through competitive examination, and former employees who, through the process of reinstatement, have been found qualified for consideration for employment or re-employment.
23. **Overtime Pay** - Cash payments for overtime work shall be paid in accordance with provisions of Personnel Rule XI.
24. **Overtime Work** - Overtime work shall be determined by the provisions of Personnel Rule XI.
25. **Pay Grade** - A salary range with a minimum and maximum pay bracket established to fairly and competitively compensate an employee for assigned work under the specific job classification.
26. **Pay Grade Change** - An increase or decrease in the pay grade established for a specific job classification, such changes being made for the purpose of insuring that a fair, equitable, and competitive pay grade is currently in effect. This is also known as a reallocation.

27. **Pay Plan** - A formal schedule of pay for all classes of work in the Classified Service. The schedule shall set forth as to each class the beginning rates, the maximum, and such intermediate rates of pay as may be necessary to provide for internal values of work between classes and fairly reflect external or prevailing rates of pay on similar or like kinds of work outside the Classified Service. In addition, the Pay Plan shall reflect the economic conditions of the area, the County's ability to pay, and difficulties experienced in recruitment.
28. **Pay Rates** - Those rates of pay, from minimum to maximum, that comprise each pay grade.
29. **Permanent Status Employee** - A Classified Service employee who has satisfactorily completed a probationary period of service.
30. **Permanent Employment** - Employment in the County Service in a position which has an expected duration of more than six (6) months.
31. **Position** - An approved budgeted personnel allocation.
32. **Position Reclassification** - The change of a job classification due to a permanent change in or an increase or decrease in the assigned duties and responsibilities of the position, or to correct inequities created by the reclassification of other positions.
33. **Probationary Status Employee** - A Classified Service employee currently serving a probationary period of service.
34. **Probationary Period** - That period of time beginning with a person's initial employment, promotion, or disciplinary demotion in the Classified Service and normally ending one year for newly hired employees and six months for permanent status promoted employees. An Appointing Authority may reduce either of these as deemed appropriate. For disciplinary demotions, the probationary period shall be as outlined in Personnel Rule VII. Appointing Authorities may remove newly hired and promoted employees from probation when deemed appropriate. Such decisions to remove or maintain the probationary period shall not be grievable.
35. **Promotion** - The change of an employee from one job classification to another job classification for which the maximum pay rate is higher.
36. **Promotional Section** - That section of the eligible register containing the names of those employees who have been found eligible through competitive examination for consideration for appointment to a higher job classification.
37. **Provisional Employment** - Employment in a Classified Service position in the absence of an eligible register, or pending completion of physical examination, such employment not to exceed six (6) months from the date of such employment nor more than forty-five (45) days following the establishment of an eligible register, whichever is less in length of time.
38. **Provisional Status Employee** - A Classified Service employee who is currently working in a provisional employment capacity.
39. **Reallocation** - See Pay Grade Change.
40. **Reinstated Employee** - A former permanent status County employee who, after resigning from the Classified Service in good standing, has, in accordance with applicable Personnel Rules, applied for and been approved for placement at the bottom of the open section of the eligible register for the classification previously served.

41. **Retired Employee**

(a) Florida Retirement System Pension Plan. An employee leaving the County Service will be considered retired if awarded “regular retirement benefits” or “early retirement benefits” or is approved to receive “disability retirement” benefits as defined in accordance with Florida Statutes Chapter 121.

(b) Public Employee Optional Retirement Plan (FRS Investment Plan). An employee leaving County Service will be considered retired if he or she elects to begin receiving benefits and:

1. Meets the age and service requirements to qualify for normal retirement as set forth in Florida Statutes 121.021 as may be amended; or
2. Has attained the age specified by s.72(t)(2)(A)(i) of the Internal Revenue Code as may be amended and has 6 years of creditable service.

42. **Sexual Harassment** - Unwelcome, one-sided attention, sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature that comes from supervisors, bosses, co-workers, clients or other individuals in the work place and which unreasonably interferes with an individual's job performance or creates an intimidating, hostile, or offensive working environment.

43. **Standby Assignment** - An assignment made by a Department Head which shall require a Classified Service employee to be available for emergency work, in addition to the employee's regular work week, on nights, weekends and holidays, or at any other required time.

44. **Standby Pay** - Cash payment to a Classified Service employee for standby assignment services.

45. **Suspension** - The separation without pay of a Classified Service employee for a temporary or fixed period of time.

46. **Temporary Employment** - Employment in the County Service in a position which has an expected duration of not more than six (6) months.

47. **Temporary Status Employee** - A Classified Service employee who is working in a temporary employment position.

48. **Transfer** - The change of an employee from one position to another position in the same job classification, or, in connection with a change in job classification, the change of an employee from one unit of the County government to another unit of the County government.