

## Administrative Regulation

Regulations of the Personnel Commission; Terms, Definitions of

Unless otherwise required by context and/or prevailing law, words used in these rules are understood to have the following meanings:

ALLOCATION: The official placing of a position in a given class and/or the assignment of a class to a particular range on the salary schedule.

ANNIVERSARY DATE: That date assigned to regular employees as the basis for annual earned step advancement. It is the first day of the month in which the employee is employed in a class if he/she is compensated for one-half or more of the working days of that month; otherwise it is the first day of the following month.

APPLICANT: A person who has filed an official application for employment

APPOINTING AUTHORITY: The Board of Education of the Garden Grove Unified School District or its designee, or the Personnel Commission for Personnel Commission staff

APPOINTMENT: The official act of the appointing authority in approving the employment of a person

CABINET LEVEL ADMINISTRATOR: A member of the district administrative staff designated by the superintendent as a member of the superintendent's cabinet

CANDIDATE: A person who has successfully completed one or more portions of a merit system examination

CERTIFICATION: The submission by the Personnel Commission of the names of eligibles from an appropriate eligibility list, or from other sources of eligibility such as transfer, reinstatement and/or reemployment lists, for selection prior to approval of the appointing authority

CLASS: A group of positions sufficiently similar in duties and responsibilities that the same descriptive title may be used to designate each position allocated to the class; substantially the same requirements of education, experience, knowledge, and ability are demanded of incumbents; substantially the same tests of fitness may be used in choosing qualified appointees; and the same salary range may be applied with equity

CLASS SPECIFICATION: A written description of the duties and responsibilities of positions in the class illustrated by examples of typical tasks and of the employment standards for positions in the class

COMMISSION: The Personnel Commission for the Garden Grove Unified School District

DEMOTION: A change in assignment of an employee from a position in one class to a position in another class that is allocated with a lower maximum salary rate

DISCHARGE OR DISMISSAL: Involuntary separation from service for cause

ELIGIBLE: Adjective: Legally qualified to be appointed. Noun: A person whose name appears on an eligibility list

ELIGIBILITY LIST: A rank order list of the names of persons who have qualified for possible employment through competitive examination

EMERGENCY APPOINTMENT: An appointment for a period not to exceed 15 working days to prevent the stoppage of public business

EMPLOYMENT LIST: A list of names from which certification may be made. This includes eligibility lists, reemployment lists, and lists of persons who wish to be transferred, demoted, reinstated, reemployed, or restored after voluntary demotion

EXAMINATION: The process of testing and evaluating the fitness and the qualifications of applicants

GOVERNING BOARD: The Board of Education of the Garden Grove Unified School District

IMMEDIATE FAMILY: The mother, father, son, daughter, grandmother, grandfather, or a grandchild of the employee or of the spouse of the employee; and the spouse, son-in-law, daughter-in-law, brother or sister of the employee; or any relative living in the immediate household of the employee

LAYOFF: Separation from a permanent position because of lack of work or lack of funds or because the position has been abolished or reclassified, or because all leave privileges after illness or injury have been exhausted

LEAVE OF ABSENCE: An approved paid or unpaid absence from duty for a prescribed period of time

LIMITED-TERM APPOINTMENT: The appointment of a person to a position for a fixed period not to exceed six months

OPEN EXAMINATION: A competitive examination in which any qualified person may participate whether or not the person is a current employee

PERMANENT EMPLOYEE: In reference to district employment status, an employee who has completed his/her initial probationary period in the classified service. In reference to employment status in a specific class, an employee who has completed a probationary period for that class

PERMANENT POSITION: A position established for continuing and indefinite or unlimited period of time or for a fixed period in excess of six months

POSITION: A group of duties and responsibilities requiring the full or part-time employment of one person on a permanent or limited-term basis. A position can only be established by action of the Board of Education

PROBATIONARY PERIOD: The trial period of six months or 130 days of regular paid service, whichever is longer or, in specified instances, one year immediately following an original or promotional appointment to a permanent position from an eligibility list

PROMOTION: A change in the assignment of an employee from a position in one class to a position in another class with a higher maximum salary rate, following appointment from an appropriate eligibility list

PROMOTIONAL EXAMINATION: A competitive examination in which only qualified employees of the district may participate

PROVISIONAL APPOINTMENT: The appointment of a person to a permanent position in the absence of an appropriate eligibility list

REALLOCATION: Movement of an entire class from one salary schedule or hourly rate to another salary schedule or hourly rate

RECLASSIFICATION: The reassignment of a position from one class to another because of significant change in the duties, responsibilities, or employment standards

REEMPLOYMENT: Return to employment of a regular employee who has been laid off or of a former employee to a lower level class than that from which he/she had resigned

REGULAR EMPLOYEE: A classified employee who has probationary or permanent status

REINSTATEMENT: A reappointment without examination, after resignation, to a position in the employee's former class

SALARY RATE: A specific amount of money paid for a specified period of service; i.e., dollars per hour or month

SALARY RANGE: A series of consecutive salary steps that comprise the rates of pay for a classification

SALARY STEP: A specific rate in a salary range. One of the consecutive rates that comprise a monthly or hourly salary range

SEPARATION: The official act of the appointing authority which ends an individual's employment with the district. Includes resignation, retirement, layoff, and dismissal

SERIES: A number of closely related classes which constitute an occupational hierarchy

SUBSTITUTE EMPLOYEE: An employee occupying a permanent position during the absence of the incumbent

SUSPENSION: An enforced absence of an employee without pay for disciplinary purposes or pending investigation of charges made against an employee

TEMPORARY EMPLOYEE: A provisional, limited-term, substitute, or emergency employee who does not hold probationary or permanent status as a member of the classified service

TRANSFER: The reassignment of an employee without examination from one position to another position in the same class or to a position in a similar or related class with the same salary range

WAIVER: The voluntary relinquishment by an eligible of the right to consideration for appointment from an eligibility list

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