Chapter Title	Section #		Subject #
Human Resources	HR		500
Subject Title **Definition of Terms**	Adopted 6/24/02	Last Revised 4/25/16	Reviewed 1/26/05; 1/22/07; 10/27/08;7/26/10; 5/23/11;3/26/12; 4/22/13;6/30/14; 4/27/15;4/25/16; 05/22/17; 5/29/18; 6/24/19

POLICY

Application

This policy shall apply to all employees of The Right Door for Hope, Recovery and Wellness.

1.0 Definitions

1.1 Appeal: A formal request by an employee for reconsideration of an employment related decision.

1.2 Anniversary Date: The date marking eligibility for full-time benefits.

1.3 Complaint: A formal, written complaint by an employee concerning the application of organizational policy, procedure, or practice.

1.4 Corrective Action Plan: A written plan intended to correct or improve the performance and competence of an employee. The elements of the plan include definitive goals, measurable criteria, identified resources, and monitoring frequency with a specified time frame.

1.5 Credentialing: The process of verifying a prospective/current employee's education and training, degree, work experience, licensure/registration/certification, and/or legal background.

1.6 Disciplinary Action: Action taken by the Chief Executive Officer (CEO) with an employee who has violated policy or procedure, not followed directives, or failed to meet competency standards.

1.7 Educational Leave: Leave of absence granted to an employee to allow an employee pursuit of an educational class, course, or degree.

1.8 FTE: "Full-Time Equivalent:" designates the amount of staff time, as defined by 40-hours per week.

1.9 Full time employee: An employee who is normally scheduled to work at least 30 hours per week, or as averaged over a six (6) month period.

1.10 Hire Date: First day of employment.

Chapter Title	Section #		Subject #
Human Resources	HR		500
Subject Title **Definition of Terms**	Adopted 6/24/02	Last Revised 4/25/16	Reviewed 1/26/05; 1/22/07; 10/27/08;7/26/10; 5/23/11;3/26/12; 4/22/13;6/30/14; 4/27/15;4/25/16; 05/22/17; 5/29/18; 6/24/19

1.11 **Hourly Employee:** Any employee who is compensated on an hourly, rather than salaried, basis.

1.12 **Job Classification:** The level of a position as listed on the pay schedule and/or job description. A single job classification may include multiple job descriptions, all of which are paid at the same rates of pay.

1.13 **Length of Service:** Amount of time an employee has worked for the agency reflecting the most recent date of hire adjusted for any unpaid leaves of absence.

1.14 **Leave of Absence:** Paid or unpaid time off provided to an employee, with CEO approval, for extended time away from his/her job duties.

1.15 **On Call Employee:** Any regular or temporary employee who is scheduled to work on an as needed basis with no guaranteed minimum or maximum number of hours.

1.16 **Overtime:** The number of hours over 40 hours actually worked in any given week by a regular (non-exempt) employee, paid at one and one-half times the regular rate of pay for that employee.

1.17 **Part Time Employee:** Any employee who is normally scheduled to work fewer than 30 hours per week, as averaged over a six (6) month period.

1.18 **Performance Evaluation:** A supervisory review of an employee's job performance during a specified period of time, using established criteria and resulting in, or contributing to, a determination of current competency and an individualized training/development plan.

1.19 **Personnel File:** The official agency record of an employee's employment history.

1.20 **Personnel Medical File:** The official agency record containing all documents related to an employee's health or medical history.

1.21 **Promotion:** The reclassification of an employee to a position with a higher rate of pay.

Chapter Title	Section #		Subject #
Human Resources	HR		500
Subject Title **Definition of Terms**	Adopted 6/24/02	Last Revised 4/25/16	Reviewed 1/26/05; 1/22/07; 10/27/08;7/26/10; 5/23/11;3/26/12; 4/22/13;6/30/14; 4/27/15;4/25/16; 05/22/17; 5/29/18; 6/24/19

1.22 **Prorated Time:** Calculation of Paid Time Off (PTO) and/or holiday time based on the proportion of hours regularly scheduled to work. For example, a .50 FTE employee would receive 4 hours of an 8-hour holiday.

1.23 **Regular Employee:** Any employee who is not classified as a temporary or contractual employee.

1.24 **Regular Rate of Pay:** An employee's normal rate of compensation, which is based on the pay schedule.

1.25 **Salaried Employee:** Any employee who is compensated on a bi-weekly basis and is determined to be exempt from the overtime requirements under the Fair Labor Standards Act.

1.26 **Supplemental Employment:** Employment outside of and in addition to any position held by an employee of The Right Door for Hope, Recovery and Wellness.

1.27 **Suspension:** A disciplinary action that calls for removal of the employee from his/her work duties for a specified amount of time, with or without pay.

1.28 **Temporary Employee:** Employees who have been hired for a specified period of time, with established beginning and ending dates.

1.29 **Transfer:** The reclassification of an employee to a different position at a rate of pay established by the Board for that different position.

Nancy Patera, Board Chairperson	Date		