

Glossary of Terms

As used in these policies, the following definitions shall apply:

ABSENCE - An employee's non-attendance, with or without pay, at his/her designated post of duty during "normal working hours."

ACCRUED PAY - Delayed compensation for services previously performed.

ACCUMULATED CREDITS - Number of eligible leave hours, as defined per Section 405-A through 405-J of the ESD policies, which have been earned but not consumed by the employee in any allowable fashion.

ACTIVITY (PROGRAM) - Specific work functions carried out by a department in order to complete its mission.

ADMINISTRATIVE PERSONNEL - All personnel whose primary responsibility is to administrate the functions of the ESD.

BOARD - NorthEast Washington NEWESD 101 Board of Directors.

BREAK-IN-SERVICE - Period of time involving a "separation," prior and subsequent to which the employee is on "pay" and/or "work status."

CALENDAR DAY - A twenty-four (24) hour period from midnight to midnight.

CERTIFICATED PERSONNEL - Those employees who hold and are required, as a condition of their employment with the ESD, to hold valid professional educational certificates issued by the state of Washington.

CLASS - Identification of a "position," or group of positions, sufficiently similar in duties and responsibilities so that the same requirements of training, experience or skill and the same title, examination and salary range may be applied.

CLASSIFIED PERSONNEL - All personnel whose responsibility is clerical, technical and/or maintenance.

COMPENSATORY TIME - Paid "absence" taken by a "classified" employee to compensate for "overtime" work.

COPYRIGHT HOLDER - The grantee of a copyright, or his/her beneficiary, as appears on the register of the U.S. Patent and Copyright Office.

COPYRIGHT LAW - 1976 Federal Copyright Law, Public Law 94-533.

COPYRIGHT MATERIALS - Audiovisual productions, musical compositions, and/or published works which have been duly registered with the U.S. Patent and Copyright Office pursuant to the Federal Copyright Law.

CREDITS - Units of academic achievements awarded by accredited colleges or universities and usually measured in hours of class time. (1 semester credit = 1.5 quarter credits.)

CURRENT CONTINUOUS EMPLOYMENT - A period of time, up to the present, involving no “break-in-service” of an employee.

DEPARTMENT - One of several organizational functions within the divisions of the ESD, usually consisting of one or more programs or activities within the divisions of the ESD.

DEPARTMENT HEAD - Employees who regularly exercise discretion and independent judgment in matters of personnel and program and who are designated by the “Superintendent” as the person to serve as the “supervisor” of a particular “department.”

DIRECTOR - Member of the Board of Directors of the ESD.

DIRECTOR’S DISTRICT - One of seven (7) separate districts within the boundaries of the ESD established pursuant to RCW 28A.21.030.

DISABLED - Person with physical, mental or sensory impairments that would impede that individual in obtaining and maintaining permanent employment and promotional opportunities.

DISMISSAL - The “termination” of employment (for cause) of a permanent or probationary employee.

DIVISION - A designation of organizational structure consisting of two or more departments.

DIVISION LEADER - The person appointed by the “Superintendent” to supervise the various “departments” grouped within the particular “division” of the ESD.

ELIGIBLE EMPLOYEE - An employee who is scheduled to work at least 20 hours per week and for at least six consecutive months per year.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT - A statement carried on all written correspondence indicating that the ESD is an equal opportunity/affirmative action employer.

EXEMPT - Employees who do not receive pay or earn compensatory time when working in excess of 40 hours a week; not subject to wage-hour laws as specified by state or federal regulation.

FAIR USE DOCTRINE - An exception to the general rule prohibiting unauthorized reproduction of copyrighted materials pursuant to the Federal Copyright Law.

FULL-TIME EMPLOYEE - One employed for a minimum of six (6) months and having satisfactorily completed the probationary period.

FULL-TIME EMPLOYMENT - Regularly scheduled employment requiring an average of forty (40) hours of work per week.

MONTH - For the purposes of crediting sick leave and annual leave, a month shall be from the 16th of one month through the 15th of the next month.

NEWESD - NorthEast Washington NEWESD 101.

NON EXEMPT EMPLOYEE - Employees who do not receive pay or earn compensatory time when working in excess of 40 hours a week; not subject to wage- hour laws as specified by state or federal regulation.

NORMAL WORKING HOURS - Scheduled hours of work on a “normal work day.”

OVERTIME WORK - Services authorized and performed by a full-time “classified” employee in excess of forty (40) hours per week.

PAY STATUS - A condition involving the disbursement of funds as compensation for employment.

PER DIEM - Reimbursement to an employee for business related expenses incurred while on “travel status,” where the number of travel hours of the employee, before and/or after the employee’s regularly scheduled “working hours” of any day total three (3) or more.

POSITION - A group of duties and responsibilities normally assigned to an employee. Such position may be filled or vacant, full-time or part-time, seasonal, “temporary” or regular.

PREVENTIVE HEALTH CARE - Action taken prior to the likely inception of an illness, sickness or injury which results primarily in the elimination or substantial reduction of said health condition.

PROBATIONARY PERIOD - The three (3) month trial period of employment following a person's appointment to, or re-employment in a "position" funded for a minimum of six (6) months.

PROFESSIONAL PERSONNEL - Salaried employees performing work which requires consistent exercise of independent judgment and a specialized field requiring advanced knowledge normally gained through achieving a baccalaureate degree(s) and through equivalent experience. Professional personnel may have limited administrative or supervisory responsibility.

PROGRAM (ACTIVITY) - Specific work functions carried out by a "department" in order to complete its mission.

PROMOTION - A change of a permanent employee from a "position" in one "class" to a "position" in another "class" having a higher maximum salary.

QUALIFICATIONS - The training, experience and other criteria established for a given "class" required of an applicant for employment.

REDUCTION-IN-FORCE - A separation or reduction in staff, without cause on the part of the employee, resulting from but not limited to the following circumstances: lack of funds; a reduction or elimination of activities or programs; a curtailment of work; a decline in the demand for services; over-staffing; reduction in fund allocations; a change in policy or goals.

RESIGNATION - The "termination" of employment due to the employee's attainment of a specified age or due to the employee's desire to resign.

SALARY SCHEDULE - A matrix of numbers reflecting current salary compensation divided into three sections: certificated, administrative/supervisory/professional and classified.

SATISFACTORY EMPLOYMENT - Status attained by an employee at the end of the "probationary" period provided that he/she has adequately satisfied the duties and responsibilities of the "position" description as evaluated by the employee's immediate "supervisor" and has complied with all the rules and regulations set forth by the ESD, including proper use of ESD owned vehicles and proper maintenance of mileage logs.

SENIORITY - A measure of the last period of unbroken time served in "positions" in the "administrative", "supervisory", "professional", "classified" and "certificated" service under the jurisdiction of the ESD. Leaves of absence granted by agencies and "separations" due to "reduction-in-force" are not considered a "break-in-service". Time spent on leaves of absence without pay is not credited unless it is for educational leaves, or statutes require it to be credited or it is taken at the specific request of the ESD so employees may perform work

specifically related to the ESD work. Time spent off the ESD payroll due to “reduction-in-force” is not credited toward “seniority”, but should the employee return to the ESD payroll, he/she will return at the same seniority level as when he/she went on leave or was separated due to “reduction-in-force.”

SEPARATION - A condition wherein there exists no employment obligations between the employer and a former employee.

SPECIAL MEETINGS - Any “Board” meeting, other than the regularly scheduled monthly meeting, which is called by the Chairman of the Board to deal with special problems of the ESD requiring immediate attention of a majority of the Board.

STATION - The location where an employee’s official work is performed on a permanent basis.

SUPERVISOR - Any individual having substantial responsibility on behalf of management regularly to participate in the performance of all or most of the following functions: employ, promote, “transfer”, suspend, discharge and adjudicate grievances of other employees, if in connection with the foregoing, the exercise of such responsibility is not merely routine nature but requires the exercise of independent judgment.

SUPERVISORY PERSONNEL - All personnel whose primary responsibility is to supervise employees of the ESD.

TEMPORARY DISABILITY - The inability or incapacity of an employee to perform the duties and responsibilities of his “position” for a limited period of time.

TEMPORARY EMPLOYMENT - Employment with the ESD for a period of less than six (6) months.

TERMINATION - “Separation” from employment for reasons other than resignation.

TRANSFER - The change of an employee who has gained permanent status in a “class” with no “break-in-service” from one position to another position having the same maximum salary.

TRAVEL STATUS - A condition resulting from the authorized “absence” of an employee which is necessary to carry on the official business of the employer.

VOTERS - Any member of any school district board of directors, within the boundaries of the ESD, shall be a qualified voter for purposes of electing members of the Board.

WORK STATUS - A condition involving the provision of services by an employee.

WORKDAY - The “workday” shall consist of the time that an employee is assigned or permitted to work and is exclusive of the lunch period. The normal “workday” is eight hours per day.

WORKER’S COMPENSATION - Payment to which an employee is entitled, pursuant to RCW 48.12, as compensation for work time lost due to employment related injury or disease.

WORKWEEK - The workweek shall consist of seven (7) consecutive 24-hour periods.