

**BREVARD COUNTY
MERIT SYSTEM POLICIES**

DEFINITIONS AND REFERENCES

Appeal - a formal written request for review by the Personnel Council of placements on disciplinary probation, dismissals or acts of unlawful discrimination.

Certificate of Eligibles - A list of names of persons eligible for appointment to an established position in the County Service.

Certification - The process by which the Office of Human Resources submits Certificates of Eligibles to appointing authorities.

Class Title - the official title which is descriptive of all positions in the class which shall be used for administrative purposes such as payroll, budget, financial and personnel forms and records.

Classification (Class) - A position or group of positions which are sufficiently similar in the level of difficulty and responsibility and qualification requirements of work to warrant similar treatment in personnel and pay administration.

Competitive Appointment - an appointment resulting from the successful completion of a competitive examination and certification on an eligibility list.

Condition of Employment - the application of established rules, regulations, policies and procedures to Career Service employees in the performance of their duties.

Critical Illness - an emergency or critical situation where the life of an individual is endangered and requires immediate hospitalization and/or the attention of a physician.

Essential Employee - an employee whose services are necessary for the efficient operation of the unit and who is the best employee qualified in the job class to accomplish the essential goal or purpose.

Established Position - an authorized position in a budget which has been approved by the Board of County Commissioners or a position approved by the County Manager, when necessary, where funds are available in the budget.

Grievance Committee - composed of one (1) supervisory and two (2) non-supervisory members, each from different departments, selected by lot from a pool of one (1) supervisory and two (2) non-supervisory employees from each Department appointed by the Administrative Officer. The remaining appointees serve as alternate committee members. No member of the committee may be from the same department as the employee filing the grievance.

Grievance - a formal complaint made by an employee alleging the application of a rule or disciplinary action has been applied unjustly, or where some condition of employment is unfair or unjust.

Immediate Family - husband/wife, children, parents, brothers, sisters, grandparents, grandchildren, step relatives, legal guardians and wards in these categories who raised, were raised by, or raised with the employee or the employee's spouse.

Leave Without Pay - a temporary non-pay absence from duty of up to six (6) months granted at an employee's request, or for the benefit of the County.

Length of Service - the period of time an employee has been employed in a position in a department, office or appropriate work unit.

List of Applicants – A list of names of persons that applied for an open position in the County Service.

Normal Hiring Range - An established range above and below the minimum used for new appointees based on their level of training, experience and other qualifications. This range will be 10% above and below the minimum for all classes.

Open Positions - Positions where internal candidates and/or external applicants are being recruited.

Past Employee Performance - the employee's most recent performance evaluation.

Pay Plan - The officially approved schedules of pay ranges for all classes of work.

Pay Grade Adjustment - The increase or decrease of a pay grade and/or range of a job classification for the purpose of ensuring competitive pay rates are maintained.

Pay Grade/Range - The level (grade) which indicates the minimum and maximum pay (range) of a job classification.

Personnel Council - composed in accordance with Section 82-6 of the Brevard County Code.

Position - Full-time and part-time individual employment assignments allocated and approved by the Board of County Commissioners.

Working Title - Any other title approved by an appointing authority to be used in the daily departmental routine and in any correspondence not having to do with administrative personnel processes.