



SECTION 1 - DEFINITIONS

SECTION 1. DEFINITIONS

1-101 GENERAL TERMS

This Section contains terms of a general nature that apply to the entire document unless a subsequent Section provides specific definitions unique to that Section.

- 101.1 **ACCRUAL:** The collection and accumulation of vacation and sick leave.
- 101.2 **BONA FIDE:** Genuine; sincere.
- 101.3 **CHAIN OF COMMAND:** An employee's chain of command shall be the direct supervisor, the supervisor's supervisor, etc., to the Department Director, then to the City Administrator.
- 101.4 **CHANGE OF STATUS:** A change of status occurs when an individual experiences any change in position or salary due to being hired, promoted, demoted, transferred, awarded a performance increase, or having his or her position being reclassified or moved to a different salary range.
- 101.5 **CHILD:** A biological, adopted, or foster child; a stepchild, or legal ward, or a child who is or was cared for on a day-to-day basis and whose financial support is or was provided by the employee. This includes a child 18 years of age or older who is incapable of self-care because of mental or physical disabilities.
- 101.6 **CITY:** When capitalized refers to the municipal corporation of the City of Gardner, Kansas.
- 101.7 **CITY ADMINISTRATOR:** The chief administrative officer who, under the direction of the City Council, is responsible for all administrative functions of the City and who is the direct supervisor of all Department Directors.
- 101.8 **CITY STRUCTURE:** The City of Gardner, Kansas is organized under a Mayor/Council form of government.
- 101.9 **COMPENSATION:** Salary or wages, per diems, retirement benefits, or other benefits provided to an employee in exchange for work conducted on behalf of, or at the direction of, the City.
- 101.10 **DEMOTION:** A demotion occurs when an employee voluntarily or involuntarily moves to a different position that is in a lower salary range.
- 101.11 **DEPARTMENT:** A major functional unit of the City government.

- 101.12 **DEPARTMENT DIRECTOR:** The individual who is directly responsible for the operation and administration of a department.
- 101.13 **DISCIPLINARY ACTION:** A procedure designated to penalize, modify or correct the actions of an employee for a violation of the City's Personnel Policies & Rules, department policies and procedures, poor performance, or any other conduct that reflects negatively upon the City or which may, at the City's sole determination, be construed as inappropriate or unprofessional.
- 101.14 **DIVISION:** A major sub-unit within a department.
- 101.15 **ELECTRIC UTILITY BOARD:** Appointed by the Mayor and approved by the City Council. The Board oversees the operations of the Electric Utility.
- 101.16 **EMERGENCY:** A sudden and unforeseen happening that requires the unscheduled services of an employee to protect the health, safety, property, and welfare of the community.
- 101.17 **EMPLOYEE:** Any person working for the City including those appointed by the Electric Utility Board; but not independent contractors, committees, or volunteers.
- 101.18 **EMPLOYEE, EXEMPT:** An executive, administrative or professional employee who has been identified by the City to be exempt under the provisions of the Fair Labor Standards Act.
- 101.19 **EMPLOYEE, NON-EXEMPT:** An employee who is covered by the provisions of the Fair Labor Standards Act for overtime compensation and minimum wages.
- 101.20 **EMPLOYEE, SEASONAL:** A position which recurs annually, and is seasonal in nature and duration.
- 101.21 **EMPLOYEE, TEMPORARY:** A position in which an employee works the standard daily hours established for the position, but which is either limited by the duration of the work, on-the-job training, an internship, or a student worker position.
- 101.22 **GENDER:** When the masculine pronoun is used in these policies, it also means the feminine; when the plural is used it likewise means the singular.
- 101.23 **GOVERNING BODY:** The City Council, as elected by the residents of Gardner, Kansas, and/or the Electric Utility Board, as appointed by the Mayor, and approved by the City Council.

- 101.24 **HUMAN RESOURCES MANAGER:** The duly appointed manager responsible for the professional and administrative human resources and risk management functions of the City.
- 101.25 **IMMEDIATE FAMILY:** An employee's child, spouse, parents, or siblings as defined herein.
- 101.26 **INCUMBENT:** A person who currently fills a specific position.
- 101.27 **INTRODUCTORY PERIOD:** The first six months of employment for all employees other than Public Safety Officers who remain in a Introductory Period until successful completion of the Academy.
- 101.28 **ISSUES OF CONCERN:** Incident in which an employee disagrees with the interpretation of the provisions of City Personnel Policies and Rules, working conditions, relationship with co-workers or supervisors, or the application of other laws and ordinances. This does not include performance evaluations or issues related to disciplinary action.
- 101.29 **LAYOFF:** The separation of an employee from City employment due to such things as lack of funds, lack of work, termination of a program or other reasons not related to the fault, delinquency, or misconduct on the part of the employee.
- 101.30 **LEAVE:** A period of absence from work.
- 101.31 **MANAGEMENT:** Those employees charged with the direct supervision and responsibility for daily administration of employees within their division and or department.
- 101.32 **MAY:** Is permissive, however, the words "no person may" means that no person is required, authorized, or permitted to do the act referenced.
- 101.33 **PARENT:** The biological parent or the stepparent of an employee or an individual who cared for the employee on a day-to-day basis and provided financial support when the employee was a minor.
- 101.34 **POSITION:** A group of duties and responsibilities assigned or delegated to one employee.
- 101.35 **POSITION DESCRIPTION:** A written document that identifies the purposes, duties, responsibilities, and accountabilities of a job; the knowledge, skills, and abilities needed to perform the job satisfactorily and other special considerations, if any.
- 101.36 **RESIGNATION:** A voluntary separation from City employment by an employee.

- 101.37 **SALARY RANGE:** Salary ranges are established for classes of positions. These ranges are based on position characteristics (background requirements, level of responsibility, and essential duties and responsibilities), market value, organizational fit, and the City's ability to pay.
- 101.38 **SEPARATION:** When an employee leaves the service of the City for any reason, voluntarily or involuntarily.
- 101.39 **SHALL:** Means imperative; must.
- 101.40 **SIBLINGS:** Brother, sister, stepbrother, and stepsister.
- 101.41 **SOLICITATION:** To request money for any purpose including, but not limited to, miscellaneous charities, outside insurance, raffles, betting pools, magazine clubs, cosmetic sales, jewelry or craft sales, Girl Scout cookies, labor organizations, societies, lodges, etc.
- 101.42 **SPOUSE:** Husband or wife, as defined by Kansas state law or applicable Federal law.
- 101.43 **START DATE:** The date a person begins employment in a position with the City.
- 101.44 **SUPERVISOR:** A person working in a position that is responsible for the work activities of an employee or a group of employees.
- 101.45 **TERMINATION, INVOLUNTARY:** The end of an employee's employment with the City, initiated by the City.
- 101.46 **TERMINATION, VOLUNTARY:** The end of an employee's employment with the City, initiated by the employee.
- 101.47 **TITLE:** When a specific title is referenced any place in these Personnel Policies or Rules, it shall also mean the person acting with authority in that position.
- 101.48 **VACANCY:** An unoccupied budgeted position.
- 101.49 **WEAPON:** Any firearm, stun gun, shotgun, rifle; any type of explosive, any bow and arrow device, any dagger, dangerous knife, sword, straight-edged razor or stiletto, num-chuck stick, chemical or pepper spray, or any other tool, instrument or implement capable of inflicting serious bodily injury.
- 101.50 **WILL:** Means imperative.

101.51 **WORKDAY:** The normally scheduled work period within one 24-hour period for a specific position. Workdays are established by Department Directors and Supervisors, subject to approval by the City Administrator, and will vary based on position responsibilities.