

q. Group

A division of a service in the position-classification plan including offices and employments having duties of similar character and standard. Within each group are included positions with standards, titles, duties, classifications and compensation.

r. Immediate Family

Includes wife, husband, son, daughter, mother, father, brother or sister or parents-in-law of employee.

s. Increment

An addition to any rate of pay as indicated in the prevailing pay plan.

t. Leave

An approved type of absence from work as provided for by these rules.

u. Merit Pay Increment

Meritorious increase in pay recommended by Department Head and approved by Personnel Officer.

v. Open Competitive Examination

An examination open to the public and not limited to applicants in County service.

w. Overtime

Time worked by an employee in excess of his normal working hours.

x. Pay Grade

A number symbol indicating the pay range of a class of positions.

y. Pay Range

One or more, but usually six, specific pay rates having a constant percentage relationship to one another, assigned to a class of positions as the compensation for that class.

z. Pay Rate

A specific dollar amount, expressed as either an annual rate, a monthly rate, or an hourly rate, as shown in the Pay Plan of the County.

zz. Position Description

A written explanation of one position or of very similar positions which always includes a title, a general definition of responsibilities, a list of specified duties, and the minimum required qualifications.

zzz. Probationary Period

The working test period of employment beginning with the initial date of appointment to the Merit System.

aa. Public Safety Employees

Those employees of the police department and communications required to maintain twenty-four hour service.