



## LARAMIE COUNTY GOVERNMENT

<b>TITLE</b> Definitions	<b>APPROVAL DATE</b> 5/5/1988
<b>SECTION</b> About the Handbook	<b>REVISION DATE</b> 12/20/2016

**AS NEEDED** - Employment in a job on an “as needed” basis. “As needed” employees do not work a defined/regular schedule and fulfill needs that arise on an occasional or incidental basis. Participation in benefit programs is limited to eligibility for worker’s compensation benefits.

**CHILD** - Biological child, adopted child, foster child, stepchild, legal ward, or child for which the employee is in loco parentis (child of any age).

**CHILD UNDER FMLA** - Biological child, adopted child, foster child, step-child, legal ward, or child for which the employee is in loco parentis under 18 years of age or over 18 years of age if incapable of self-care because of a physical or mental disability. Physical or mental disability means a physical or mental impairment that substantially limits one or more of the major life activities of an individual, as described under the Americans with Disabilities Act, and excludes temporary impairments.

**JOB DESCRIPTION** - A description of each classification of work defined in the Laramie County Classification and Compensation Structure.

**COMMISSIONERS** - The elected Board of Laramie County Commissioners, five in number, consisting of a chairperson, vice chairperson and the commissioners, and designated by statute as the governing board of Laramie County.

**COMPENSATORY TIME**- Time off from work, granted to a non-exempt employee in lieu of overtime pay. Calculated at time and one half for each hour worked in excess of forty hours in one work week (Sheriff Department hours may differ).

**DEPARTMENT** - Division of county government which may be statutorily mandated, usually delineated by specific service function, and supervised by an elected official or department director or manager.

**DEPARTMENT DIRECTOR or MANAGER** - Appointed supervisor of a county department, responsible for normal daily office procedures and workflow, employee training, appraisal, direction and proficiency, departmental supplies and equipment; having the authority to exercise management rights, develop management policies or to effectively make such recommendations requiring the use of independent judgment not of a routine nature. Responsible to and under the direction of a specific elected official(s).

**DEPARTMENT VARIATION/EXCEPTION** – Because of the vital, daily structure and nature of the work and purpose of some departments within Laramie County Government, certain variations and exemptions from this adopted policy are recognized as necessary. Where indicated in these adopted policies, exceptions of the individual departments, adopted as separate policies for those departments, are recognized as valid and supersede the policies set forth by this Personnel Policy.

**DRIVING CRITERIA GUIDELINES** - Drivers of County vehicles must meet Laramie County Risk Management driving record criteria guidelines, in order to qualify for employment and for continued employment. Guidelines are listed in the Safety Manual. Driver records are verified pre-employment and annually, for those employees assigned to drive County vehicles.



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**ELECTED OFFICIAL** - An individual elected by popular vote to administer statutorily mandated responsibilities and duties on a county level; directs the work of department directors or managers of specified departments; has the authority to appoint or not appoint, according to Statute, employees of departments under his or her authority; regularly exercises discretionary powers.

**EMPLOYEE** - Individual hired or appointed by Laramie County Government, for prescribed compensation, to fulfill prescribed duties, tasks and services during fixed time periods for an indeterminate length of time, over which management has the right to direct and control the way the person works, both as to the final results and as to the details of when, where and how the work is done.

**EXAMINATION** - Any process, procedure, rating, interview, test, evaluation or assessment, whether scored or not scored, formal or informal, which affects a person's eligibility for, or consideration for, appointment or hire.

**EXEMPT** - Classification of a position or employee, which according to the Federal Fair Labor Standards Act regulations is exempt from overtime payments for time worked over forty hours in one week. Laramie County Exempt Classifications are not eligible to earn compensatory time for hours worked over forty hours in one week.

**FLEX TIME** - Discretionary allowance made by an Elected Official or Department Director or Manager for an employee(s) to work a prescribed forty-hour week at times other than 8 am to 5 p.m., Monday through Friday.

**HOURS WORKED** - Hours worked includes all time the employee is required to be on duty or on County premises or at a prescribed work place and all time which an employee is suffered or permitted to work for the County.

**JOB PLACEMENT** – Jobs are placed on the Laramie County Classification and Compensation plan according to analysis of the job content, external market and internal equity.

**NON-EXEMPT** - Classification of a position or employee, which under Federal Fair Labor Standards Act regulations, is eligible for overtime payments, figured on the employee's regular rate of pay, at time and one half for time worked in excess of forty hours in one week. (Sheriff's Policy may differ)

**PARENT** - An individual who is the biological, adopted, or stepmother, stepfather, or who stands in loco parentis of an employee.

**PART TIME POSITION** - An authorized position funded for a compensation expenditure of less than forty (40) hours of work per week. Positions may be part time-regular status at 50% or above, and eligible for benefits. Positions may be less than 50%, and ineligible for benefits.

**PERFORMANCE APPRAISAL SYSTEM** - The system by which an employee's performance is evaluated, and upon which, any merit or performance increase may be based upon.



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**REGULAR STATUS** - The status of an individual hired or appointed to fill an authorized position for Laramie County, and eligible for County benefits. Authorized Regular Status positions are at least 50% FTE, and may work hours up to 100% FTE. All benefits must be at one of three levels, either 50%, 75%, or 100%.

**SEPARATION** - A break in service resulting from a resignation, termination, retirement, dismissal, or reduction in force.

**TEMPORARY STATUS** - The status of an individual hired or appointed to fulfill prescribed duties, tasks and services for a prescribed rate of pay afforded by Laramie County for a prescribed length of time, either part time or full time, and not eligible for County benefits.

**VITAL STATUS** - A designation applied to certain positions or employees of which absence during specific circumstances might jeopardize lives or crucial or mandated county services. (E.g. Public Works during a weather or snow emergency, Emergency Management or Combined Communications, before, during, after a disaster).