

SECTION 1.2: DEFINITIONS

Unless otherwise indicated in these policies and procedures, the following definitions apply:

1. ABSENCE WITHOUT LEAVE - Failure to report for a scheduled duty assignment without authorization from the employer.
2. ACTIVE PAY STATUS - The conditions under which an employee is eligible to receive pay, and includes, but is not limited to, hours worked, vacation leave, sick leave, administrative leave, compensatory time, holidays, and earned personal days.
3. AGENCY – Includes any unit of State of Ohio government, including a Board or Commission, headed by an officer or group having the power to appoint employees.
4. APPOINTING AUTHORITY - The Hamilton County Board of Commissioners.
5. CLASSIFICATION - A group of positions that involve similar duties and responsibilities, require similar qualifications, and which are properly designated by a common descriptive title indicating the general nature of the work. A classification may include only one (1) position in some circumstances.
6. CLASSIFIED CIVIL SERVICE - Comprises all persons in the employ of the County not specifically included in the unclassified service.
7. DEPARTMENT - A county organizational unit directed and controlled by the Board of County Commissioners and charged with a specific public service function and mission.
8. DISHONESTY - Disposition to lie, cheat or defraud; untrustworthiness; lack of integrity; intent to deceive; use of County property or funds for personal gain or purposes.
9. EMPLOYEE - Any person holding a position subject to appointment, removal, promotion or reduction by the Board of County Commissioners.
10. FULL TIME - At least 40 hours per week on a regularly scheduled basis.
11. FURLOUGH - A reduction in employee pay and/or hours worked which is imposed as a cost savings measure. Only permanent full-time and permanent part-time employees not subject to collective bargaining agreements may be included in furlough plans as authorized by ORC Section 124.393. Furlough hours are not used in the calculation for overtime eligibility, but are counted for all other employee benefits the same as if the employee is in active pay status.

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12. IMMORAL - Contrary to good morals; inconsistent with the rules and principles of morality; harmful or adverse to public welfare according to the standards of a given community, as expressed in law or otherwise.
13. IMMORAL CONDUCT - Conduct which is willful, flagrant or shameless, and which shows a moral indifference to the opinions of the good and respectable members of the community.
14. INCOMPETENCY - Lack of ability, legal qualification or fitness to perform duties required of an employee.
15. INEFFICIENCY - Quality of being incapable or indisposed to perform duties required of an employee within reasonable standards.
16. INSUBORDINATION - Intentional failure or refusal to perform duties required of an employee. Failure or refusal to obey a lawful order issued by the employee's supervisor.
17. INTOXICATION - The condition of a person affected by the use of alcohol or controlled substances; the state of one who is "drunk" or "high." The effect produced upon the person by drinking alcohol or ingesting other intoxicating substances to such an extent that the normal condition of the individual is changed and his/her capacity for rational action and conduct is substantially lessened.
18. LATENESS - Any situation where an employee reports to work after his/her scheduled starting time or fails to return promptly from authorized breaks or lunch periods.
19. MALFEASANCE - The commission of some act which a person ought not to do at all, or which is unlawful.
20. MISFEASANCE - The improper performance or commission of some act which a person may lawfully do, or which is required by the terms and conditions of this policy and procedure manual.
21. NEGLECT - Omission or failure to do something that can and should be done, or that is required to be done. An absence of care or attention in doing something that should be done. An omission of a given act. A designed refusal or unwillingness to perform one's duty.
22. NONFEASANCE - Nonperformance of some act which ought to be performed or which is required by the terms and conditions of this policy and procedure manual, the total omission to perform such act or the total neglect of the performance of such act.

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23. ORAL WARNING - The discussion a supervisor holds with an employee in order to improve his/her conduct/performance. This level of discipline is intended to eliminate misunderstandings immediately and set and maintain standards of conduct and performance. A written record of an oral warning shall be maintained in the employee's personnel file, stating the date, time and reason for the oral warning.
24. PART TIME - Less than 40 hours per week on a regularly scheduled basis.
25. POLITICAL SUBDIVISION – As described in ORC 2744.01(F), a municipal corporation, township, county, school district, or other political body responsible for governmental activities in a geographic area smaller than that of the State of Ohio.
26. POSITION - A group of duties and responsibilities assigned or delegated by competent authority to be performed by one (1) person. All of the slots in the organizational chart constitute the positions within a department. Positions as arranged under different supervisors, sections or crews constitute job assignments. Positions and their duties can be revised or reassigned, but the employee's classification remains the same unless reclassified.
27. RETIREE – An individual who receives a retirement benefit (age and service, disability or defined contribution plan benefit) from a Hamilton County sponsored retirement system.
28. SICK LEAVE ABUSE - The use of sick leave for any purpose other than as provided by applicable law or these policies. Examples include but are not limited to: calling in sick when the employee is able to work; reporting illness in the immediate family when such illness does not exist; reporting off sick to participate in some other activity or to take care of personal business; establishing a pattern of reporting off sick on certain days of the week or following regular days off; or failing to follow the rules and regulations regarding use of sick leave and reporting procedures.
29. SOCIAL MEDIA TOOLS – Communication formats that are typically web-based and mobile technologies, used to quickly communicate and exchange information interactively, including, but not limited to mediums such as blogs, podcasts, Twitter, and websites such as YouTube, Facebook and LinkedIn.
30. SUPERVISOR - An individual who has been authorized by the appointing authority or designee to oversee and direct the work of lower level employee(s) on a daily basis.
31. SUSPENSION - Relief of an employee from duty, with or without pay, usually for a specific period of time, as a disciplinary measure aimed at improving the employee's conduct or performance.

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32. TEMPORARY ASSIGNMENT - The assignment for a limited time, not to exceed six months, to an existing employee the duties of a classification/position different from his/her own to meet the operational needs of the agency.
33. TRANSFER - A change from one position to a position with similar duties within the same job classification without a change in salary or level of responsibility.
34. UNCLASSIFIED CIVIL SERVICE - Comprises all positions that fall within any of the exceptions enumerated in Revised Code 124.11(A), as well as those positions expressly designated as unclassified in other sections of the Revised Code. Appointment to these positions may be made at the discretion of the appointing authority and the incumbent may be removed, suspended or reduced from the position at the pleasure of the appointing authority.
35. WORK UNIT - A division of a department, usually directed by a supervisor and charged with a specific work function which contributes to the accomplishment of that department's public service function.
36. WRITTEN REPRIMAND - A written warning to an employee of disciplinary action, usually issued after an oral warning has failed to improve an employee's conduct/performance. A written reprimand shall be maintained in the employee's personnel file, stating the date, time and reason for the reprimand.

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