

I. PURPOSE

To provide definitions of various terms used in these Policies.

II. POLICY

The Agency shall maintain standard definitions of employment status and will classify employees for purposes of personnel administration and related payroll transactions in accordance with the definitions shown in Section III.

III. DEFINITIONS

Appointing Authority - The person empowered to make hiring decisions.

Classified Service - The Classified Service shall comprise all positions not specifically included in the Unclassified Service.

Coded - A position which has been authorized.

Confidential Employee - An employee who is privy to decisions of Agency management affecting labor relations. A confidential clerical position means any position which duties normally require having access to or possession of information pertaining to the development, preparation, or taking of positions with respect to the Agency's employer-employee relationships.

Department - The organizational level below the Division, headed by a manager.

Department Head - The person responsible for a department.

Director - The person responsible for a Division.

Division - A budget unit, headed by a member of executive management.

Exempt - Employees whose positions meet specific tests established by the Fair Labor Standards Act (FLSA) and are exempt from overtime pay requirements.

Definitions, Continued

Extra Help - Temporary employees filling an uncoded position of the Agency for a limited period. Extra help employees are not eligible for VTA benefits.

Full-time - Employees, not hired on a temporary basis, who are regularly scheduled to work 40 hours per week or 80 hours in a designated work period and are eligible for Agency benefits.

Nonexempt - Employees whose positions do not meet FLSA exemption tests.

Original Probationary Period - Either the first nine months (or other period established by the Personnel Department) following an appointment from an eligible list during which the employee's conduct, performance, and integrity will determine whether the employee is invited to have regular status. During the probationary period the employee can be released at any time. Any employee released during their probationary period may be accorded an internal administrative review.

Part-time - Employees, not hired on a temporary basis, who are scheduled to work less than 40 hours per week or sporadic schedules. Part-time employees working twenty (20) hours or more per week are eligible for health, holiday, vacation and sick leave benefits prorated by the number of hours worked. Part-time employees who work less than 20 hours per week are not eligible for Agency benefit programs.

Project Employee - Employees hired on an unclassified basis, for a limited term, to work on a specific project.

Promotional Probationary Period - Promotional employees will be placed on a six (6) month probation period. If the employee does not successfully complete his/her probationary period, the employee will be returned to their prior classification.

Definitions, Continued

Regular - Employees who are appointed through certification to fill a coded position for an indefinite length of time and have completed the probationary period of the employee's present class.

Supervisor - First line staff, with supervisory responsibilities.

Transfer Probationary Period - Transferred employees will be placed on a six (6) month probationary period. If the employee does not successfully complete his/her probationary period, the employee will be returned to their former classification. If the employee has successfully passed an original probationary period, the Department Head may waive the transfer probationary period.

Unclassified Service - The unclassified service shall comprise the following officers and positions:

- 1) All elective officers;
 - 2) General Manager;
 - 3) General Counsel;
 - 4) All members of advisory boards and committees;
 - 5) Persons employed for a temporary or limited duration, as specified by the General Manager;
 - 6) Persons employed by contract to render professional, scientific, technical, or expert advice of an occasional and exceptional character.
-