

7199 DEFINITIONS

7199.1 When used in this chapter, the following terms and phrases shall have the meanings ascribed:

Authority - The District of Columbia Housing Authority.

Confidential Employee - An employee who is privy to information leading to decisions of Authority management affecting Employer-Employee relations.

Day - A calendar day unless otherwise specified.

Department Director - A managerial employee having significant responsibilities for formulating and administering Authority or departmental policies and programs for each organizational component of the Authority.

Employee Assistance Program (EAP) - An employee benefit service that is designed to identify, motivate and refer, at an early stage, those employees who develop personal/medical problems that contribute to unacceptable job performance or behavioral problems.

Employer-Employee Relations - The relationship between the Authority and its employees and recognized employee organizations or, when used in a general sense, the relationship between management and employees or employee organizations.

Grievance - Any dispute by an aggrieved party alleging the misrepresentation or misapplication of a provision of the Collective Bargaining Agreement or a provision of the written DCHA Personnel Policy or Procedures.

Managerial Position - A position whose duties and responsibilities require or authorize the individual to formulate, determine or influence the policies in the area of responsibility.

Probationary Period - The one (1) year period following initial appointment to a position within the Authority; or the one (1) year or extended period following competitive promotion to a supervisory or managerial position.

Qualified Candidates - Those applicants who meet established qualification requirements for the position, including selective placement factors.

Reduction in Grade - An involuntary personnel action which changes an employee, while continuously employed, to a grade level with a lower salary.

Removal - The involuntary separation of an employee for cause as specified in these policies.

Selection Certificate - A list of eligible candidates from a register for appointment to a position.

Supervisory Position - A position having authority over an organizational component with responsibility for supervising the work and assigned staff.

Suspension - The placing of an employee in a temporary non-duty, non-pay status for cause.

SOURCE: Notice of Final Rulemaking published at 42 DCR 6914, 6941-6942 (December 8, 1995).