

## SECTION 16

### DEFINITIONS

**CITY MANAGER** – The appointed manager of all City services. For the purposes of these rules, whenever it is stated that approval is required by the City Manager, the Executive Director of Aviation is to be substituted for Airport jobs and employees.

**CLASSIFICATION PLAN** – An inventory of all positions, their pay grade, and salary range.

**CLASS** – A group of positions designated to a pay grade which are similar in difficulty and responsibility, educational and skill requirements.

**DEMOTION** – The placement of an employee into a position with a lower maximum pay rate.

**DEPARTMENT** – A large section of City services which may be made up of many smaller divisions. Current departments within the City of Melbourne include, but are not restricted to: City Manager, City Attorney, City Clerk, Management Services, Financial Services, Fire, Police, Public Works and Utilities, Leisure Services, Engineering, Planning & Economic Development, Housing/Community Development, and Airport.

**DIVISION** – A subsection of an established City Department.

**DOMESTIC RELATIONSHIP** – Individuals who are living together sharing joint responsibility for each other's common physical, financial and social welfare as if in a legally recognized spousal relationship

**EXECUTIVE DIRECTOR OF AVIATION** – The appointed director of Melbourne International Airport.

**FULL-TIME POSITION** – A position budgeted for 30 or more hours per week.

**HEALTH CARE PROVIDER** - A doctor of medicine or osteopathy who is authorized to practice medicine or surgery (as appropriate) by the State in which the doctor practices; or any other person determined by the City to be capable of providing health care services.

**INTERN** – An employee appointed to work in a position with the City in order to complete specified training in a field of study.

**JOB DESCRIPTION** – A written description consisting of the characteristics of the class, essential functions of the position, training and education, knowledge, skills and abilities, and physical and mental requirements which are specific to every Division possessing the position or job.

**MINIMUM QUALIFICATIONS** - Those items listed in the job description under the heading of requirements. They include training and experience; knowledge, skills, and abilities; and physical and mental requirements.

**ON-CALL POSITION** – A position that is set up for employees to work as necessary. Employees within this status are scheduled to work on an as-needed basis with no guaranteed number of hours per week.

**PARENT** - The biological parents or the persons who were responsible for parenting the employee when the employee was a child.

**PART-TIME POSITION** – A position budgeted for less than 30 hours per week.

**PERMANENT POSITION** – One which is established in the budget and designed to be continuous in nature.

**PERSONNEL FILE** – The employee's official file retained in the Personnel Division.

**POSITION** – Job

**POSITION TITLE** – Job title relevant to the duties of a position.

**PROBATIONARY PERIOD** – A specified period of time that a supervisor may closely observe the work of a newly hired or promoted employee, or any employee who accepts a lateral transfer or demotion into a new position.

**PROMOTION** – The placement of an employee into a position with a higher maximum pay rate.

**QUALIFIED EMPLOYEE OR APPLICANT** - An employee or applicant who meets or exceeds the minimum qualifications required for a job.

**REDUCED LEAVE SCHEDULE** - A leave schedule that reduces the usual number of hours per workweek, or hours per workday, of an employee.

**RELATIVE** – A person connected by birth or marriage to another person.

**SALARY RANGE** – The minimum and maximum pay for each position within a class.

**SALARY SCHEDULE** – A list of all pay steps within a pay range for every grade.

**SEASONAL POSITION** – A position that is set up for a specific period of time. Employees appointed to seasonal positions will be terminated at the end of the season.

**SERIOUS HEALTH CONDITION** - An illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider.

**SON OR DAUGHTER** - Biological, adopted or foster child, a step child, a legal ward, who is under 18 years of age; or who is older than 18 years of age and incapable of caring for himself because of a doctor's certified mental or physical disability.

**TEMPORARY POSITION** – One which is established and approved by the City Manager and is typically less than 12 months in duration.

**TRANSFER** – The placement of an employee into a different vacant position having the same pay grade and pay range regardless of title or department.