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.2 Introduction

- **.2.2 Title**

This Title of the Administrative Manual shall be known as the "Personnel Policy of the County of Glenn." Each Chapter hereof shall be applicable to all employees unless otherwise stated.

- **.2.4 Definitions - General**

Words used in the present tense include the future, except where the natural construction thereof otherwise indicates. Words in the singular number include the plural, and words in the plural number include the singular. The word "shall" is mandatory.

- **.2.6 Definitions - Specific**

As used in this personnel policy, the following words shall be defined as set forth below:

"Appointing Authority" means the Board of Supervisors, County Officers, Department heads, or any person or group of persons having the power by law or ordinance to make an appointment to any position in a specified department for the County of Glenn.

?Classified Employee? means an employee designed as one of the following: Department of Finance Supervising Accountant (1.0 FTE), Human Resource Agency Supervising Welfare Fraud Investigator (1.0 FTE), Human Resource Agency Administrative Assistant (1.0 FTE), Human Resource Agency Office Assistant III (1.0 FTE), Sheriff?s Office Administrative Services Officer (1.0 FTE), Probation Department Administrative Assistant (1.0 FTE), Health Services Administrative Assistant (2.0 FTE), Planning and Public Works Agency Staff Services Manager (1.0 FTE), and Planning and Public Works Agency Supervising Office Technician (1.0 FTE).

?Confidential Employee? means an employee who is required to develop or whose duties require access

to confidential employer-employee information which contributes significantly to the development of such management positions. Confidential employees shall be designated by the Personnel Director and approved by the Board of Supervisors through amendment of the List of Classifications and Pay Ranges in accordance with Section 3.04.040 of the Glenn County Code.

"Continuous Service" means service without a break or interruption during which the employee has been employed by the county. Neither military leaves nor other leaves of absence, whether with or without pay, shall be construed as a break in service.

"County Officers" means those certain officers designated in Section 24000 of the Government Code and as set forth in the Glenn County Code as now enacted, or as later may be amended.

"Demotion" means a change of employment from a position with a given salary range to a position of a different class with a lower salary range.

"Department" means all divisions, sections, and budget units within the administrative control of a County Officer.

"Department heads" means those persons who are the head of an established department or office, and who are also County Officers.

"Employees" means all persons employed by the County of Glenn, other than "County Officers" except where the natural construction otherwise indicates.

"Limited Term Employee" means a person employed in a limited term position.

"Limited Term Position" means a program specific position funded predominantly by other than the general fund. The allocation of these positions shall automatically end when either the program ends or the funds backing the position are no longer available.

"Personnel Director" means the person appointed by the Board of Supervisors to have authority over the personnel office, whether the position be called "personnel officer", "personnel director", "personnel analyst" or some other title.

"Probationary Employee" means an employee who is serving a probationary period as a condition to being accorded regular status. The term Probationary Employee includes an employee promoted pursuant to Section 10.08.14 (D).

"Probationary Period" means the period defined in Section 10.08.14 (A) or any lawful extension thereof during which an employee demonstrates his performance ability.

"Promotion" means a change of employment from a position with a given salary range to a position of a different class with a higher salary range, whether in the same or a different department.

"Public Service Employee" means a non-allocated temporary, seasonal or intermittent at-will employee who is hired by a Department Head to perform work that is seasonal, temporary or intermittent, for which it is impractical to hire a regular employee. 3

"Reclassification" shall means a change in the allocation of a position by raising it to a higher class, reducing it to a lower class, or changing the title on the basis of substantial changes in the kind, difficulty,

or responsibility of duties performed in such position.

"Regular Employee" includes both "Regular Full-Time Employees" and "Regular Part-Time Employees".

"Regular Full-Time Employee" means a person employed in a regular full-time position.

"Regular Full-Time Position" means a position established on a year around basis requiring work on a regular schedule of forty (40) hours per workweek.

"Regular Part-Time Employee" means a person employed in a regular part-time position who has satisfactorily served a probationary period.

"Regular Part-Time Position" means a position established on a year around basis averaging less than forty (40) hours, but 20 or more hours per work week on a continuing yearly basis.

"Supervisory Position" means a position whose assigned duties include the supervision of a work unit of a department. A supervisory position will normally be responsible for training, assigning, reviewing and evaluating the work of at least two (2) employees.

"Transfer" means a change of employment from a position with a given salary range to a position in another department of the same class or a different class with the same salary range providing the minimum qualifications and test are the same.

"Work week" commences on 12:01 a.m. Sunday and end at 12:00 midnight the following Saturday of each calendar week unless specified otherwise in this policy.

"Y-Rate" means the freezing of a salary rate for an employee which is above the appropriate salary range of the position which the employee fills until the salary range for the position increases to that level.

- **.2.8 Conflicts With State or Federal Law**

If the provisions of this personnel policy are found to be or come into violation of Federal or State law, the provisions of such laws shall take precedence.

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