



Unified Government Human Resources Guide

Effective 04-06-2015

DEFINITIONS

I. Definitions: Unless otherwise indicated, the following definitions apply to this guide:

Absence, Occasions of: A continuous period of absence from work; it may be a portion of a day, a day, or a number of days.

COBRA: The Consolidated Omnibus Budget Reconciliation Act (COBRA), Public Law No. 99-272 and amendments thereto.

Command Officers: Sworn personnel in the Fire, Police and Sheriff Departments whose rank is above that of those employees who are recognized as members of the bargaining unit.

Comp-Time: Compensatory time; time off given instead of pay for overtime work.

County Administrator: The chief administrative officer of the Unified Government; directs and supervises the administration of all offices and all appointive officers and employees of the Unified Government; serves at the pleasure of the Unified Board of Commissioners; referred to as the Administrator.

Date of Hire: The day the employee began work. Also, the most recent employment date.

Date of Separation: The final day an employee is on the payroll.

Dependents: Unless otherwise indicated, includes spouse (lawful spouse, including any common law spouse) and children (natural child, stepchild, foster child, any child who has been placed with the employee for adoption or any other child who lives with the employee in a parent-child relationship or for whom the employee provides financial support).

Discharged or Dismissal (fired): Involuntary separation from employment—initiated by the department.

Employee: An individual appointed to a job or position with the Unified Government for which he/she is paid on a full-time, part-time or temporary basis. Does not include any individual contracted for.

Category 1: Employee hired on or before December 31, 2013.

Category 2: Employee hired on or after January 1, 2014.

FICA: Federal Insurance Contributions Act

FMLA: Family and Medical Leave Act

FLSA: Fair Labor Standards Act

Full-time Employee (FT): An employee who works a 40-hour week year round.

Grant Funded Position – A position whose salary and benefits are paid from a grant fund. Duration of employment is contingent upon length of grant fund.



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Human Resources Director: The Director of the Unified Government Human Resources Department or his or her designated representative.

Memorandum of Understanding: A legal agreement between the Unified Government as employer and a recognized organization representing a group of employees, such as a union; also referred to as a Memorandum of Agreement.

Minimum Month: Amount of time an employee must work in a month to accrue benefits. Applies to accruing sick leave and vacation time: full-time regular employees, 12 working days (96 hours) per calendar month; part-time A employees, 12 four-hour working days or (48 hours) per calendar month; Command Officers of the Fire Department who do not work eight-hours per day, 144 working hours per calendar month.

Part-Time A Employee: Works 20-39 hours in a given work week. Eligible to participate in health, dental, retirement and supplemental insurance programs as well as receive leave benefits at half the rate of a full-time employee.

Part-Time B Employee: Works less than 20 hours per week. Not eligible for benefits.

Recall: Reappointment to any Unified Government position, after a layoff, within a year.

Reclassification: The official determination by the Administrator that a position be assigned to a class different from the one to which it was previously classified.

Rehire: The reappointment of a former employee whose break in employment resulted from a voluntary separation or discharge; also the reappointment of an employee laid off for longer than a year.

Resignation: Voluntary separation from employment initiated by the employee for any reason.

Retirement: Separation from employment when age, length of service, and/or disability requirements have been met for retirement benefits from Kansas Public Employees Retirement System (KPERs), Kansas Police and Firemen's Retirement System (KP&F), and/or Social Security benefits.

Seasonal Position- Appointed to a position for a specific period of time, not eligible for benefits.

Spouse: Any individuals who are lawfully married under any state law, including individuals of the same sex who were legally married in a state that recognizes such marriages. "Spouse" includes individuals who have entered into a common-law marriage in a state that recognizes common-law marriages. For the purposes of this definition, "state" means any state of the United States, the District of Columbia, Puerto Rico, the Virgin Islands, America Samoa, Guam, Wake Island, the Northern Mariana Islands, any other territory or possession of the United States, and any foreign jurisdiction having the legal authority to sanction marriages.



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Supervisor: The person to whom the employee reports on a day-to-day basis; the first-line manager or above.

Temporary: Appointed to a position for less than 12 months, not eligible for benefits.

Voluntary Separation: Indicates that the separation from employment was initiated by the employee; a resignation.

Unified Board of Commissioners: The governing body of the Unified Government of Wyandotte County/Kansas City, Kansas.

Workweek: The usual workweek is 40 hours; however, Fire Department employees assigned to a 24-hour shift have a workweek of 53.1 hours.