

The Right Door for Hope, Recovery and Wellness

Chapter Title	Section #		Subject #
Human Resources	HR		500
Subject Title	Adopted	Last Revised	Reviewed
Definition of Terms	6/24/02	4/25/16	1/26/05; 1/22/07; 10/27/08;7/26/10; 5/23/11;3/26/12; 4/22/13;6/30/14; 4/27/15;4/25/16; 05/22/17; 5/29/18; 6/24/19; 7/27/20; 06/28/21; 6/27/22; 6/26/23; 6/24/24

POLICY

Application

This policy shall apply to all employees of The Right Door for Hope, Recovery and Wellness.

1. Definitions

- 1.1. Appeal: A formal request by an employee for reconsideration of an employment related decision.
- 1.2. Anniversary Date: The date marking eligibility for full-time benefits.
- 1.3. Complaint: A formal, written complaint by an employee concerning the application of organizational policy, procedure, or practice.
- 1.4. Corrective Action Plan: A written plan intended to correct or improve the performance and competence of an employee. The elements of the plan include definitive goals, measurable criteria, identified resources, and monitoring frequency with a specified timeframe.
- 1.5. Credentialing: The process of verifying a prospective/current employee's education and training, degree, work experience, licensure/registration/certification, and/or legal background.
- 1.6. Disciplinary Action: Action taken by the Chief Executive Officer (CEO) with an employee who has violated policy or procedure, not followed directives, or failed to meet competency standards.

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1.7. Educational Leave: Leave of absence granted to an employee to allow an employee pursuit of an educational class, course, or degree.

1.8. FTE: "Full-Time Equivalent" designates the amount of staff time as defined by 40 hours per week.

1.9. Full time employee: An employee who is normally scheduled to work at least 30 hours per week or as averaged over a six (6) month period.

1.10. Hire Date: First day of employment.

1.11. Hourly Employee: Any employee who is compensated on an hourly, rather than salaried, basis.

1.12. Job Classification: The level of a position as listed on the pay schedule and/or job description. A single job classification may include multiple job descriptions, all of which are paid at the same rate of pay.

1.13. Length of Service: Amount of time an employee has worked for the agency reflecting the most recent date of hire adjusted for any unpaid leaves of absence.

1.14. Leave of Absence: Paid or unpaid time off provided to an employee, with CEO approval, for extended time away from his/her job duties.

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- 1.15. On Call Employee: Any regular or temporary employee who is scheduled to work on an as needed basis with no guaranteed minimum or maximum number of hours.
- 1.16. Overtime: The number of hours over 40 hours actually worked in any given week by a regular (non-exempt) employee, paid at one and one-half times the regular rate of pay for that employee.
- 1.17. Part Time Employee: Any employee who is normally scheduled to work fewer than 30 hours per week as averaged over a six (6) month period.
- 1.18. Performance Evaluation: A supervisory review of an employee's job performance during a specified period of time, using established criteria and resulting in, or contributing to, a determination of current competency and an individualized training/development plan.
- 1.19. Personnel File: The official agency record of an employee's employment history.
- 1.20. Personnel Medical File: The official agency record containing all documents related to an employee's health or medical history.
- 1.21. Promotion: The reclassification of an employee to a position with a higher rate of pay.

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- 1.22. Prorated Time: Calculation of Paid Time Off (PTO) and/or holiday time based on the proportion of hours regularly scheduled to work. For example, a 0.50 FTE employee would receive 4 hours of an 8-hour holiday.
- 1.23. Regular Employee: Any employee who is not classified as a temporary or contractual employee.
- 1.24. Regular Rate of Pay: An employee's normal rate of compensation, which is based on the pay schedule.
- 1.25. Salaried Employee: Any employee who is compensated on a bi-weekly basis and is determined to be exempt from the overtime requirements under the Fair Labor Standards Act.
- 1.26. Supplemental Employment: Employment outside of and in addition to any position held by an employee of The Right Door for Hope, Recovery and Wellness.
- 1.27. Suspension: A disciplinary action that calls for removal of the employee from his/her work duties for a specified amount of time, with or without pay.
- 1.28. Temporary Employee: Employees who have been hired for a specified period of time, with established beginning and ending dates.
- 1.29. Transfer: The reclassification of an employee to a different position at a rate of pay established by the Board for that different position.

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Nancy Patera, Board Chairperson	Date		