

681—3.3(8A) Definitions.

“*Active service*” is a period of ongoing employment performing the duties of the position.

“*Advanced starting rate*” is a rate within the pay grade that is greater than the minimum rate of the pay grade for a specific classification as provided for in the approved pay plan.

“*Base pay*” means the employee’s rate of pay exclusive of any supplemental pay, such as lead worker pay, pay for differentials, pay for special assignment, on-call pay, call back pay, or any other incentive premium pay.

“*Board*” means state board of regents.

“*Certification*” means the referral of qualified applicants from an eligibility register to a department for the purpose of making a selection in accordance with these rules.

“*Classification*” refers to one or more positions that have similar duties and responsibilities. These positions in the group can be given the same job title and require the same minimum qualifications as to education and experience. The same schedule of pay can be applied with equity to all positions in the classification under substantially the same employment conditions.

“*Classification appeal*” is the act of contesting the classification or reclassification of a position as determined by the merit system director after a review of the duties and responsibilities of the position.

“*Classification review*” is the process initiated by a permanent employee or department designee requesting review of the classification of the employee’s position.

“*Classify*” means to assign an appropriate classification based on the duties and responsibilities assigned to the position.

“*Days*” means calendar days unless designated otherwise.

“*Demotion*” means a change of an employee from a position in one classification to a position in another classification having a lower pay grade. Demotion may be voluntary, involuntary, or result from a reclassification of a position.

“*Department*” or “*employing department*” is a unit or division within a regents institution defined locally by each institution.

“*Designee*” is an individual who has been selected to act on behalf of a designated authority.

“*Grievance*” is a dispute or complaint concerning the interpretation or application of merit system or institutional rules governing terms of employment and working conditions.

“*Lateral transfer*” means a change from a position in one classification to a different position in the same classification or to another classification in the same pay grade.

“*Maximum rate*” is the final value of the pay grade to which a classification is assigned. A “red-circled” rate is above the maximum.

“*Merit increase*” is the increment within the pay grade, as established by the board, by which an employee’s pay will be raised at specified times during employment, subject to a satisfactory level of performance.

“*Merit system director*” is the person appointed by the executive director of the board to administer the merit system rules on behalf of the board.

“*Minimum rate*” is the minimum value of the pay grade to which a classification is assigned. It is less than an “advanced starting rate.”

“*Pay grade*” or “*grade*” is the numerical designation on the pay schedule to which individual classifications are assigned.

“*Permanent employee*” is an employee who has completed the initial probationary period and thereby acquired permanent status in accordance with the rules of the system.

“*Position*” means a group of specific duties, tasks and responsibilities assigned to be performed by one employee. A position may be 12 months or less, full-time or part-time, temporary or permanent, or occupied or vacant.

“*Premium pay*” means a sum of money paid for specific work in addition to the salary or hourly rate.

“*Probationary period*” is a six-month period to determine an employee’s fitness for the position. A probationary period is required for an original appointment or reemployment to a classification not previously held, a promotion, a voluntary demotion out of series or a lateral transfer out of classification.

Employees hired on term appointments, as described in rule 681—3.16(8A), are also subject to a probationary period.

“Promotion” means a change in status of a permanent classified employee from a position in a classification to another position in a classification having a higher pay grade.

“Recall” is the reappointment of an employee who was terminated as a result of (1) layoff or voluntary demotion in lieu of layoff, or (2) medically related disability leave and exhaustion of vacation and medically related disability leave credits, or (3) failure to pass a subsequent probationary period on a promotion, lateral transfer out of classification, or demotion out of series. “Reemployment” may be used in place of “recall.”

“Reclassify” means to make a change in the classification of a position to a higher, lower, or same pay grade based on an assessment of the tasks, duties, and responsibilities of the position or because of an amendment to the assigned pay grade in the classification plan.

“Reduction in force” is a permanent layoff or an involuntary reduction in time resulting from a shortage of funds or work, a material change in duties, or an organization or abolishment of one or more positions.

“Reinstatement” refers to the appointment of merit staff who previously exited in good standing.

“Resident director” is the person appointed by the chief executive of each regents institution to administer the merit system rules at that institution. The resident director may appoint designees authorized to administer the merit system rules.

“Suspension” is an enforced leave of absence with or without pay for purposes of conducting an investigation or as a disciplinary measure.

“Trainee” or *“apprentice”* is an employee participating in a specified training program during a fixed period of time in order to meet the minimum qualifications required for a classification.

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