

**681—3.14(19A) Definitions.**

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

“*Advanced starting rate*” is a rate or step of the pay grade which is greater than the minimum rate (Step 1) of the pay grade for a specific class as provided for in the approved pay plan.

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

“*Certification*” is the determination, in accordance with the rules, by the resident director of the people from which an employing department may select to fill a vacancy.

“*Class*” or “*class of position*” means one or more positions, which are sufficiently similar in duties and responsibilities, that each position in the group can be given the same job title, require the same minimum qualifications as to education and experience, can be filled by substantially the same test of ability or fitness, and that the same schedule of pay can be applied with equity to all positions in the class under the same or 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 head requesting review of the classification of the employee’s position.

“*Classify*” or “*allocate*” means to make the original assignment of a position to an appropriate class on the basis of the duties and responsibilities assigned and to be performed.

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

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

“*Eligibility lists*” are lists of the names of qualified applicants who have passed the examination prescribed for a particular class of position.

“*Eligibility register*” consists of the names of the applicants on the appropriate eligibility list who received the highest six scores.

“*Examination*” is a test of fitness that is applied to determine the eligibility of an applicant for a class.

“*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 class to a different position in the same class in another department or institution, or to a position in a different class having the same last two-digit pay grade designation.

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

“*Minimum rate*” is Step 1 of the pay grade to which a classification is assigned. It is less than an “Advanced starting rate.”

“*Pay grade*” or “*grade*” means the numerical designation of a pay schedule having a minimum and maximum with intermediate steps establishing rates of pay. The last two digits of a pay grade shall govern the level of a grade and determine whether a class is lower, higher, or the same as another class to determine a demotion, promotion or transfer.

“*Permanent employee*” is an employee who has completed the 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-month or less, full-time or part-time, temporary or permanent, occupied or vacant.

“*Probationary period*” is a work test period that is a part of the examination process following an original appointment. A subsequent probationary period is required for a promotion, voluntary demotion out of series, or lateral transfer out of class to determine an employee’s fitness for the position.

*“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.

*“Rate of pay”* or *“rate”* means the dollar amount of salary or wage prescribed at each step of each pay grade in the approved pay plans (matrices).

*“Reclassify”* or *“reallocate”* means to make a reassignment or change in the allocation of a position by raising it to a higher, reducing it to a lower, or moving it to another class of the same level on the basis of significant changes in the kind or difficulty of the tasks, duties, and responsibilities in such position, or because of an amendment to the classification plan, and officially assigning to that position the class title for such appropriate class of position.

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

*“Reemployment”* is the reappointment of an employee from a reemployment list. An employee may be placed on a reemployment list 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 class, or demotion out of series.

*“Reinstatement”* is the reappointment of a permanent employee who has resigned in good standing.

*“Resident director”* is the person appointed by the head of each regents institution to administer the merit system rules at that institution.

*“Suspension”* is a leave of absence without pay enforced as a disciplinary measure.