

RULE 2

DEFINITIONS

- 2.01 **APPEAL** means a request in writing by an employee of the Sheriff's Department addressed to and filed with the Commission in the manner and within the time provided by these rules, seeking an investigation, review, or hearing of facts therein represented to constitute a deprivation or impairment of rights vested in such employee as a member of the classified service.
- 2.02 **CIVIL SERVICE STAFF** means the employee in the office of the Civil Service Commission.
- 2.03 **CLASSIFICATION** means the title of an individual position in the classified service and also the process by which the proper title and pay level for each position are determined.
- 2.04 **CLASSIFICATION LIST** means an orderly arrangement and description of types of positions by separate and distinct classes, each class recognized on the basis of similar duties and responsibilities in the classified service.
- 2.05 **CLASSIFIED EMPLOYEE** means an employee occupying a position in the classified service.
- 2.06 **CLASSIFIED SERVICE** means all positions in the Sheriff's Department except those specifically placed in the unclassified service by law.
- 2.07 **COMMISSION** means the Sheriff's Department Civil Service Commission.
- 2.08 **COMMISSIONER** means a member of the Sheriff's Department Civil Service Commission.
- 2.09 **COMPENSATION** means the salary, wages, fees, allowances, and all other forms of valuable consideration earned by or paid to any employee by reason of service in any position, but does not include allowances or expenses authorized and incurred as incidents to employment.
- 2.10 **COMPENSATION PLAN** means a schedule of salaries and wages established by County Commissioners Court for the several classes of positions included in the classified plan.
- 2.11 **COMPETITIVE EXAMINATION** means an examination in which the candidates are in competition and from which the eligibility list is promulgated.
- 2.12 **DEMOTION** means the transfer of an employee from a position in one class to a position of lower classification or salary range, or a reduction in pay without such transfer unless such reduction is part of a general plan to reduce salaries for that class of position.
- 2.13 **DIRECTOR** when used alone, means the Director of the Sheriff's Department Civil Service Commission.
- 2.14 **DISCIPLINARY PROBATION** means a probationary period to accompany certain disciplinary actions taken by the Department.
- 2.15 **DISMISSAL** means the act of dispensing with or terminating the services of an employee.
- 2.16 **DISMISSED** discharged, removed means the separation of an employee from his position for cause.
- 2.17 **ELIGIBLE** designates the status of a person whose name has been placed on an employment, re-employment or promotional list for a given class.
- 2.18 **ELIGIBILITY LIST** means any of the lists of names of persons who have been found qualified through suitable tests for promotion to positions in the classified service, or who have been approved for interbureau transfer, and includes lists and transfers list.

- 2.19 **EMPLOYEE** means a person legally occupying a position in the Sheriff's Department.
- 2.20 **EMPLOYEE LIST** means a list of names of persons arranged in order of acceptance by the Harris County Sheriff's Department as provided by these rules, who have met all minimum basic requirements for employment, and who are entitled to have their names certified by authorities for original appointment under these rules.
- 2.21 **EXAMINATION** means all tests of fitness, taken together, that are applied to determine fitness of applicants for positions of any class in the classified service.
- 2.22 **HEARING OR PUBLIC HEARING** means a session of the Commission held for the purpose of receiving evidence and reaching a decision with respect to matters or issues appropriately submitted to it for determination.
- 2.23 **PERFORMANCE OF SERVICE RATING** means the evaluation by an employee's supervisor of the manner in which said employee's service was rendered.
- 2.24 **POSITION** means a group of current duties and responsibilities, assigned or delegated by competent authority, requiring the full-time employment of one person. A position may be occupied or it may be vacant.
- 2.25 **PROBATIONARY PERIOD** means length of time during which an employee is on trial (working test period) and is expected to prove his complete fitness for his position; an employee may be in a probationary period after his original appointment, after transfer, after promotion, and/or for disciplinary reasons.
- 2.26 **PROMOTIONAL EXAMINATION** means all tests of fitness for determining the eligibility of applicants for promotion.
- 2.27 **PROBATIONARY EMPLOYEE** means an employee who has not completed a period of probation after appointment in a classified position.
- 2.28 **PROMOTIONAL LIST** means a list of names of persons arranged in order of merit as provided by these rules, who have been found qualified for promotion to a higher position.
- 2.29 **REINSTATEMENT LIST** means a list of names of persons arranged in order of merit as provided by these rules, who have occupied positions in the classified service, who have separated from the classified service or were demoted and who are entitled to have their names certified to the appointing authorities under the provisions of these rules.
- 2.30 **RULE** means a rule or regulation officially adopted by the Sheriff's Department Civil Service Commission.
- 2.31 **SCORE** means grade attained by a person for promotion in the Sheriff's Department.
- 2.32 **SENIORITY** means years, months, and days gained by an employee through length of service within a given classification, organizational unit, or total service with the Harris County Sheriff's Department.
- 2.33 **SUSPENSION** means the period of time during which an employee, through disciplinary action of a superior, is forbidden to work and may or may not be denied salary.