

CIVIL SERVICE RULES – NOVEMBER 2004

RULE I – DEFINITIONS

- 32 CLASSIFICATION PLAN – the arrangement of job classes and descriptions based on
33 the nature of the work, difficulty of duties and level of responsibilities.
- 34 COMMISSION – the St. Louis County Civil Service Commission.
- 35 COMMISSIONER – a member of the St. Louis County Civil Service Commission.
- 36 COMPENSATORY TIME – time off granted to an employee in lieu of monetary payment
37 for overtime worked or time worked on a holiday or previously scheduled and approved
38 vacation.
- 39 CONTINUOUS EXAMINATION – an ongoing evaluation of applications for a particular
40 job class whether or not vacancies currently exist.
- 41 CONTINUOUS SERVICE – uninterrupted employment with St. Louis County.
- 42 COUNTY – St. Louis County, Missouri.
- 43 DAYS – calendar days unless otherwise specified in a particular rule.
- 44 DEMOTION – assignment of an employee from a position in one job class to a position
45 in another job class with a lower maximum rate of pay.
- 46 DEPARTMENT – any County agency or office with positions in the merit system.
- 47 DISABLED VETERAN – any person who is currently receiving compensation from the
48 United States Veteran's Administration for service incurred disabilities.
- 49 DISCHARGE – the involuntary separation of a person from County employment for
50 cause or as otherwise provided in these rules.
- 51 DOMESTIC PARTNER - two people who: declare that they are in a relationship of
52 mutual support, caring and commitment; share a residence; share the common
53 necessities of life; are not related by blood in a manner that would bar marriage
54 according to Missouri State law; are not married or in any other domestic partnership;
55 are at least 18 years of age; and are competent to enter into a contract. The term
56 includes opposite- and same-sex partners.
- 57 ELIGIBLE LIST – any of the lists of names of applicants qualified for appointment to
58 positions within the merit system.
- 59 EMERGENCY EMPLOYEE – a qualified employee appointed to a position for a period
60 not to exceed 30 days to meet an urgent work situation.
- 61 EMPLOYEE – any person legally appointed and serving in a position in the merit
62 system who receives pay for service rendered.

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- 63 ESTABLISHMENT, JOB CLASS – the creation of a job class in the Classification Plan,
64 including the development of a descriptive title, class specification or job description,
65 unique job class code, and the assignment to a pay range, into which positions may be
66 classified in the Classification process.
- 67 ESTABLISHMENT, POSITION – the creation of a position within a department, which is
68 assigned a group of current duties and responsibilities to which an employee may be
69 appointed; a unique fund/department/account/position number in a department's
70 budget.
- 71 EXAMINATION – the evaluation process used to measure and rank the relative
72 qualifications of applicants for a particular job class. This may include, but is not limited
73 to interviews, written or performance tests and assessment of prior training and
74 experience.
- 75 EXEMPT SERVICE – all positions in the County service to which the merit system does
76 not apply as provided in Article VII of the Charter.
- 77 FLEX TIME – an alternative to the standard workweek, which allows employees to
78 schedule their own hours, within limitations established by their Appointing Authority.
- 79 FULL-TIME EMPLOYEE – a person who is regularly engaged on a biweekly basis in
80 employment of 80 hours.
- 81 HEARING OFFICER – a member of the Civil Service Commission who presides at
82 formal hearings concerning personnel matters required and/or authorized by Ordinance,
83 these rules or the Civil Service Commission.
- 84 HOLIDAY DIFFERENTIAL PAY – additional compensation authorized by the
85 Commission to an employee who works holidays as part of the employee's normal work
86 schedule.
- 87 INTERRUPTION OF SERVICE – any period of time during which an employee
88 performs no services and receives no pay.
- 89 JOB CLASS – a category of work into which one or more positions sufficiently similar
90 with respect to the nature of work, difficulty of duties, and level of responsibilities may
91 appropriately and equitably be grouped and assigned the same pay range.
- 92 JOB CLASS SPECIFICATION – the written duties and characteristics of a job class
93 which, in their entirety, differentiate it from other job classes.

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- 94 JOB OPPORTUNITY ANNOUNCEMENT (JOA) – the official notice of availability of
95 positions within the merit system, containing the general duties, qualifications and dates
96 during which applications will be accepted.
- 97 LAYOFF – the termination of employment due to a shortage of funds, lack of work, bona
98 fide abolishment of the position occupied or reorganization.
- 99 LAYOFF LIST – a list of names of persons who had permanent status in positions within
100 the merit system from which they were laid off in accordance with these rules.
- 101 MAINTENANCE – food, clothing, housing or related necessities furnished an employee
102 by St. Louis County for job related reasons.
- 103 MERIT SYSTEM – the system of personnel administration for the appointment of all
104 County employees and appointive county officers, except as otherwise provided in the
105 Charter, on the basis of merit ascertained as nearly as practical by competitive
106 evaluation process and for the retention of employees and officers on the basis of merit
107 and ability.
- 108 ON-CALL EMPLOYEE – a person appointed to fill a position on an as needed basis
109 who is paid only for the hours actually worked.
- 110 OPEN COMPETITIVE EXAMINATION – an examination available to all persons,
111 whether employed by the County or not, who possess the necessary qualifications for
112 consideration for positions within a particular job class.
- 113 OPEN PAY RANGE – a schedule of pay rates including minimum and maximum rates
114 with no designated intermediate steps.
- 115 ORDINANCE – with respect to these Rules, the St. Louis County Revised Ordinances,
116 Chapter 202, as amended.
- 117 ORGANIZATIONAL UNIT – a subdivision of a department, agency or office constituting
118 a functionally distinguishable entity.
- 119 PAID TIME OFF (PTO) - a plan involving the accrual of time per pay period to be used
120 for absence due to illness, injury, and/or vacation.
- 121 PART-TIME EMPLOYEE – a person who is employed on a biweekly basis to work less
122 than 80 hours or a person occupying a full-time permanent position who for seven
123 consecutive pay periods is regularly engaged on a biweekly basis of employment of less
124 than 80 hours.

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- 125 PAY PERIOD – a period of 14 consecutive calendar days.
- 126 PAY PLAN – one or more schedules of pay ranges, which includes the assignment of
127 job classes to pay ranges, flat rates, session rates, trainee rates and hourly rates, and
128 which contain provisions for administration approved by the Commission.
- 129 PAY RANGE – the minimum and maximum pay rates to which a specific job class is
130 assigned, together with intermediate pay steps, if applicable.
- 131 PERMANENT EMPLOYEE – an employee in the merit system who has satisfactorily
132 completed a probationary period and whose retention has been approved by the
133 Appointing Authority.
- 134 PERSONNEL DIRECTOR – the Chief Administrative Officer of the merit system; as
135 used in these rules, the term may denote the individual, the office or the subordinate
136 staff.
- 137 POSITION – a group of current duties and responsibilities which are properly assigned
138 and require the employment of one person; the unique fund/department/account/
139 position number, to which an employee may be assigned.
- 140 PROBATIONARY PERIOD – the final step in the selection process consisting of a six
141 month period which may be extended for up to an additional six months during which an
142 employee is required to demonstrate fitness for the particular position by actual
143 performance of the duties of the position.
- 144 PROMOTION – the movement of an employee from a position in one job class to a
145 position in another job class with a higher maximum rate of pay.
- 146 PROMOTIONAL EXAMINATION – an evaluation process limited to employees within
147 the merit system holding positions in job classes with lower maximum pay rates than the
148 position to be filled, and including the various methods used to measure and rank the
149 relative qualifications of applicants.
- 150 PUBLIC HEARING – a hearing held after public notice at which any person may have a
151 reasonable opportunity to be heard.
- 152 PUBLIC NOTICE – a notice posted on the official bulletin board of the Division of
153 Personnel, which is accessible to the public during business hours.
- 154 RECLASSIFICATION – a change in classification of a position by either raising it to a
155 higher level job class, reducing it to a lower level job class, or reassigning it to another

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- 156 job class at the same level, on the basis of significant changes in the nature of work,
157 difficulty of duties, or level of responsibility of the work performed.
- 158 REINSTATEMENT – the noncompetitive reappointment within two years from the date
159 of separation of a formerly permanent, on-call, or term qualified employee to a position
160 in the same job class or a lower job class in the same series, and under the same
161 Appointing Authority as previously appointed. The on-call or term employee must have
162 successfully completed six months employment.
- 163 RESIDENT – individuals living in St. Louis County for at least one year prior to date of
164 making application for employment.
- 165 REVISION – a modification to an existing job classification which includes changes to
166 one or more of the following: the job class title, definition, duties or functions,
167 requirements or minimum qualifications, job class number, and pay range assignment.
- 168 SEASONAL EMPLOYEE – a qualified person appointed during the period and under
169 the conditions approved by the Commission.
- 170 SENIORITY – the length of continuous employment without any unpaid or unauthorized
171 interruption or break in service exceeding a specified number of hours.
- 172 SERIES OF JOB CLASSES – two or more job classes similar in nature of work and
173 skills, but varying in difficulty of duties and level of responsibility, and constituting a
174 normal line of advancement.
- 175 SHIFT DIFFERENTIAL – additional pay provided employees based upon specified
176 evening or night shifts.
- 177 STANDBY SERVICE – a requirement for immediate availability for duty.
- 178 STATUS – denotes type of employment, i.e., probationary, permanent, temporary,
179 seasonal, emergency, on-call, or term, which determines applicable benefits and appeal
180 rights under these rules.
- 181 SUPERVISOR – an individual with superior rank within the organizational unit who is
182 responsible for training, organizing and assigning work, and who is responsible for
183 evaluating an employee's work performance.
- 184 SUSPENSION – an involuntary, unpaid leave of absence for disciplinary purposes or
185 pending investigation of charges brought against an employee.

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186 TEMPORARY EMPLOYEE – a qualified person appointed to occupy a position which
187 will exist for a period of time not to exceed six months.

188 TERM EMPLOYEE – a qualified person appointed to fill a position of limited duration,
189 under the conditions approved by the Commission, which is clearly of a project nature
190 financed in whole or part under federal assistance or other governmental program which
191 terminates upon completion of the project.

192 TRADITIONAL TIME OFF – a plan involving the accrual of sick and vacation time per
193 pay period to be used for absence due to illness, injury, and/or vacation.

194 TRANSFER – a change in assignment of an employee from one department to another
195 department; a change within the same department from one position to another position
196 in the same job class or from a position in one job class to a position in another job
197 class in the same pay range or having the same rates of pay.

198 VETERAN – a person who was separated with an honorable discharge or under
199 honorable conditions from active duty in the armed forces and who performed:

- 200 a. in a war; or
- 201 b. in a campaign or expedition for which a campaign badge has been authorized; or
- 202 c. during the period beginning April 28, 1952, and ending July 1, 1955; or
- 203 d. for more than 180 consecutive days, other than for training, any part of which
204 occurred during the period beginning February 1, 1955 and ending October 14,
205 1976; or
- 206 e. in the armed forces at any time and is a disabled veteran as defined in this Rule.

207 WEEKEND DIFFERENTIAL PAY – additional compensation authorized by the
208 Commission to an employee who works weekends as part of the employee's normal
209 work schedule.