



City of Bothell™

## A GLOSSARY OF LAYOFF TERMINOLOGY

Listed below are some common employment and layoff terms and phrases. This list is a general guideline, please refer to the appropriate collective bargaining agreement or personnel policy for additional information.

**Appointment:** The assignment of a qualified applicant to a position by the Appointing Official.

**Bumping:** Employees selected for layoff having the option of bumping employees in the next lower classification within their department.

**CBA:** Collective Bargaining Agreement.

**Classified Service:** All positions in the City police service and fire service which are filled by full time, fully commissioned police officers or firefighters, and which are subject to the provisions of the Civil Service Rules and Regulations as defined by Chapter 2.48 of the Bothell Municipal Code, excluding the chiefs of the fire and police departments.

**Classification:** A description of work duties, responsibilities, authority, minimum qualifications and conditions of employment common to various individual positions of employment that permit combining them under a single title and to permit the application of common standards for selection and compensation.

**Continuous Service:** Employment in the service of the City without interruption except for authorized leaves of absence.

**Demotion:** The movement of an employee, either voluntarily or involuntarily, from one classification to another classification having a lower maximum rate of pay.

**Full-time Employee:** A regular or limited term employee scheduled to regularly work 30 or more hours per week.

**Incumbent:** An employee assigned to a position by the Appointing Official.

**Lay-off:** Involuntary separation of an employee from a position because of lack of work or non-availability of funds.

**Limited Term Employee:** A limited term employee is one who works 70 hours or more per month for 5 or more months out of any 12 months. Limited term employees are eligible for accrual of sick leave, vacation leave, holiday pay, retirement and health care benefits.



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**Part-time Employee:** A regular or limited term employee who is hired to work less than 30 hours per week. Regular part-time employees who are scheduled to work a minimum of 1040 hours annually are eligible for prorated benefits based on the number of hours in their regularly scheduled work week. Part-time employees shall not be allowed to work more than 29 hours/week without prior approval of Human Resources.

**Position:** A group of current duties and responsibilities requiring the full-time or part-time employment of one person.

**Probation Period:** A trial period of employment during which an employee must demonstrate his or her ability and capacity to perform the duties of the position to which he or she has been appointed. A new employee may be terminated, without cause at any time during the initial probation period. (See special provisions for promoted employees).

**Provisional Employee:** For those positions covered by Civil Service, an employee hired on a temporary basis in the absence of an eligibility list for that position and pending establishment of such a list.

**Recall List:** A list maintained in the Human Resources Department of laid off employees eligible for reinstatement of employment with the City.

**Recognized Employee Organization:** Any employee organization or union recognized by the City under the procedures as outlined in the State Collective Bargaining Act.

**Reduction-in-Rank:** A demotion.

**Regular Employee:** An employee who has successfully completed a probationary period and whose employment does not have a specified ending date.

**Reinstatement:** The reappointment of an employee to his or her former position with the City within one year after layoff or at any time after successful appeal of a demotion, reduction-in-rank or termination.

**Resignation:** Voluntary separation by an employee of his or her employment with the City.

**Seniority:** The length of an employee's continuous service with the City since the employee's most recent date of hire as a regular employee, adjusted for periods of leave(s) of absence according to applicable leave, rehiring or recall policy.



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**Separation:** Resignation, termination or layoff.

**Temporary Employee:** A full-time or part-time employee who is hired for usually no more than four months, with set starting and ending dates. Temporary employees are not eligible for accrual of sick leave, vacation leave, holiday pay or retirement or health care benefits.

**Termination:** The involuntary cessation of an individual's employment with the City.

**Transfer:** The movement of an employee from one position to another in the same or different classification, having essentially the same salary range. Transfer does not include change of assignment within a classification and within the same Department.

**Volunteer:** An individual who performs services for the City who receives no compensation other than expenses, reasonable benefits or a nominal fee and who is not otherwise employed by the City to perform the same type of services.