

The following words and/or phrases used in this Agreement are defined as follows:

**Demotion** - The movement of an employee to either a class having a lower pay grade or to a lower step in his existing pay grade.

**Employee** - A person legally holding a position in the City service.

**Grievance** - A dispute as to the application or interpretation of any part or clause of this Agreement filed and signed by the employee(s) involved.

**Permanent Full-Time Employee** - An employee who has completed his designated probationary period and who occupies a permanent full-time position.

**Permanent Full-Time Position** - A group of duties and responsibilities requiring the full-time employment of one person for forty or more hours per week on a regular schedule throughout the year, except that the appointing authority may appoint employees to positions specifically designated as 2000 or 2040 hour-per-year positions, which positions shall be considered permanent full-time positions.

**Permanent Part-Time Position** - A group of duties and responsibilities requiring the part-time employment of one person in other than 2000 or 2040 hour positions for at least twenty, but less than forty, hours per week on a regular schedule throughout the year.

**Probationary Employee** - A newly appointed employee who has not completed his/her designated probationary period for the position he/she occupies. During such period he/she may be separated from City service without recourse to appeal.

**Probationary Period** - A trial period considered as an integral part of the induction process during which a new employee is required to demonstrate his/her fitness for the position prior to receiving a permanent appointment.

**Promotion** - Any movement of an employee from a position in one class to a position in another class having a higher maximum salary rate.

**Temporary Employees (Casual)** - An employee who occupies a temporary or seasonal position.

**Temporary Position** - A group of duties and responsibilities requiring the temporary or seasonal employment of one person on either a full- or part-time basis.

**Termination** - A complete separation from City employment resulting from discharge, resignation, retirement or death.

**Transfer** - The movement of an employee from one department or division to another within the same class.

**Shift Employee** - Shall be defined as those employees who work in areas of seven (7) day week, twenty-four (24) hours a day operation and are assigned to mutually agreed to classifications that have alternate work days and work weeks other than Monday through Friday on a thirty (30) day schedule.