

Policy Definitions

Appointing Authority: The person or group of persons authorized by law or delegated authority to make appointments to fill positions. A.R.S. § 41-741(1)

Appointed Personnel: those employees in the departments under the authority of the County Administrator.

Assigned Vehicle: A County vehicle that Fleet Services assigns to an employee or to a department for facilitation of county business.

Annual Required Contribution: (ARC) - the annual minimum amount required to pay into the pension funds, as determined through annual actuarial valuations. It is comprised of two primary components: normal pension cost - which is the estimated cost of pension benefits earned by employees in the current year: and, amortization of UAAL - which is the cost needed to cover the unfunded portion of pensions earned by employees in previous years. The UAAL is collected over a period referred to as the amortization period. The ARC is a percentage of the current payroll.

Benefits Eligible: Regular status employee whose position is budgeted and scheduled to regularly work at least twenty (20) hours or more per week.

Business Travel: Business travel refers to the actual miles driven while conducting county business, minus commute miles.

Carry Forward: Allocated funds for a specific non-recurring project not spent during the Fiscal Year in which funds were approved.

Commute Miles: Commute miles refers to the round-trip distance from an employee's residence to his or her regular place of work.

Compensatory Time: Earned time recorded on an employee's pay record in lieu of overtime pay.

Countywide Elections: Elections administered by the County Elections that are Primary or General Elections (held in August and November) and Presidential Preference Elections (usually held in February).

County Offices: All facilities owned and operated by Cochise County.

County Vehicle: A vehicle or piece of equipment that is owned, rented, or leased by the county or used by the county through an interagency cooperative agreement.

Designated Smoking Area: Any out-of-doors area on County property where smoking is specifically permitted. A designated smoking area shall be so situated as to allow non-smoking individuals reasonable opportunity to conduct normal activity in a smoke-free environment.

Employee(s): A person in the service of Cochise County under any contract of hire, express or implied, oral or written, where the employer has the power or right to control and direct the employee in the material details of how the work is to be performed.

Enterprise Systems: computer software and/or hardware that have been internally developed or purchased to monitor, configure, balance utilization of, maximize performance of, and/or secure from intrusion, operational interference, or destruction, one or more IT resources.

Exempt Employee: This status is assigned to an employee whose duties and functions are primarily executive, professional or administrative in nature and is not restricted to a forty (40) hour work week under the FLSA.

[Fair Labor Standards Act \(FLSA\)](#): Establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting employees in the private sector and in Federal, State, and local governments.

[Family and Medical Leave Act \(FMLA\)](#): The regulations providing entitlement to twelve (12) workweeks of unpaid leave during a one year period for reasons of the birth and first year care of a child or placement of a child for adoption or foster care; a serious health condition or to care for an immediate family member with a serious health condition; or a qualifying exigency arising out of an immediate family member being ordered to active duty. Up to a total of twenty-six (26) work weeks of unpaid leave may be taken to care for a covered service member with a serious injury or illness.

Fiscal Year: the budgeting period used by the County that runs from July 1 through June 30.

Full-Time Employee: A position which provides employment for eighty (80) hours per pay period.

Funding Ratio: the relationship of fund assets to actuarial accrued liability that determines the County contribution necessary to reach a fully funded. For PSPRS, an employer's funding ratio indicates the amount of assets that are already available in the trust to pay future benefits. A funding ratio of 100% (commonly called being "fully funded") means there are enough assets in the trust to pay 100% of future expected benefits. A funding ratio of 75% shows that there are enough assets currently in the trust to pay 75% of future expected benefits.

Hours Worked: The time during which an employee performs duties (directed, permitted or performed with the supervisor's knowledge) that pertain to County business or that benefit the County. Time spent for an employee to attend meetings, conferences or training that are required by the supervisor and time spent taking examinations or interviews for another County employment when approved by the supervisor.

Immediate Family Member (FMLA): Immediate family members defined for leave purposes relating to **FMLA** are a spouse, parent or child of the employee.

Immediate Family Member (Other than FMLA) (ARS 23-371 Definitions)

1. Regardless of age, a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, a child to whom the employee stands in loco parentis, or an individual to whom the employee stood in loco parentis when the individual was a minor;
2. A biological, foster, stepparent or adoptive parent or legal guardian of an employee or an employee's spouse or domestic partner or a person who stood in loco parentis when the employee or employee's spouse or domestic partner was a minor child;
3. A person to whom the employee is legally married under the laws of any state, or a domestic partner of an employee as registered under the laws of any state or political subdivision;
4. A grandparent, grandchild or sibling (whether of a biological, foster, adoptive or step relationship) of the employee or the employee's spouse or domestic partner; or
5. Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Incident: Any event in which a County vehicle is damaged or strikes, bumps, or otherwise contacts another vehicle, object, or person during operation.

Information Spillage: Instances where either classified or sensitive information is inadvertently placed on information systems that are not authorized to process such information. Such information spills often occur when information that is initially thought to be of lower sensitivity is transmitted to an information system and then is subsequently determined to be of higher sensitivity. At that point, corrective action is required.

Information Technology Environment: The County's IT devices and applications utilized by County personnel, whether owned or leased by County, to perform job responsibilities and duties to conduct County business. This IT environment includes, but is not limited to, enterprise applications, business applications, electronic mail and messaging capabilities, telephones, cell/smart phones, pagers, radios, computers, hand-held computing devices, peripheral devices which attach to computing devices such as facsimile, printer, scanner, copier and other interfacing equipment, connectivity technologies used to access these computing and peripheral devices whether accessed from within County facilities or outside, and Internet access.

Information Technology Resources: The County's network and infrastructure components (connectivity), computing and peripherally-attached devices, and voice/data communications systems. Through these components, devices, and systems, all County personnel access enterprise and business applications within and through the IT environment, and access the ability to create, manipulate, store/archive, move/transport, copy, and print content. Additionally, control facilities such as security badge systems are considered part of IT resources, given their impact and reliance on other IT resources.

Industrial Injury: The Arizona Workers' Compensation law defines an industrial injury as an "injury arising out of, and in the course of, employment." The injury must have originated specifically with employment. Injuries must be directly related to the employee's job duties to be compensable. For purposes of this procedure, an Occupational Disease or Illness shall be considered an industrial injury.

Leave Without Pay: Authorized or unauthorized leave of absence for which period the employee shall receive no compensation.

Local Emergency: the existence of disaster or of extreme peril to the safety of persons or property within the territorial limits of Cochise County, which conditions are or are likely to be beyond the control of the services, personnel, equipment and facilities of this County as determined by the Board of Supervisors and which require the combined efforts of other political subdivision.

State of Emergency: the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons or property within the State caused by air pollution, fire flood or flood water, storm, epidemic, riot, earthquake or other causes, except those resulting in a state of war emergency, which are or are likely to be beyond the control of the services personnel, equipment and facilities of any single county, city or town and which require the combined efforts o the State and the political subdivisions.

Market Value: compensation that is competitive within the relevant labor markets in which the County competes to attract skilled and competent employees. A position's market value is based upon a range of 20% below to 20% above the identified median income of fully qualified, highly proficient workers in the identified market area.

Non-Exempt Employee: An employee who occupies a position that is covered by the FLSA and is restricted to a 40-hour workweek.

Occupational Disease or Illness: The Arizona Workers' Compensation law defines an occupational disease or illness as a physical condition, which is due to causes and conditions characteristic of a particular trade, occupation, process, or employment, and not ordinary diseases to which the general public are exposed. For purposes of this procedure, an Occupational Disease or Illness shall be considered another type of industrial injury.

Overtime: The hours worked over 40 in a workweek at a rate not less than time and one-half the employee's regular rate of pay.

Part-Time Employee: An employee who is scheduled to work less than twenty (20) hours per work week.

Pay Period: The fixed two-week cycle for calculating payroll beginning on Sunday at 12:01 am and ending fourteen days later on Saturday at 12:00 am.

Performance Evaluation: a constructive process to acknowledge the past work and results of an employee based on job responsibilities.

Performance Goals: future achievements and objectives set for specific duties, tasks, or career development within an employee's current job position.

Personal Protective Equipment: Equipment worn to minimize exposure to a variety of hazards. Examples include items for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers.

Personal Vehicle: A vehicle, other than a county vehicle, used on county business that is provided by an employee, elected official, contractor or a volunteer.

Pool Vehicle: A county vehicle that Fleet Services provides departments to facilitate temporary travel.

Public Safety Employee: (a) An individual who is a member of the public safety personnel retirement system or the corrections officer retirement plan. (b) A probation officer, surveillance officer or juvenile detention officer who is employed by this state or a political subdivision of this state.

Regular Place of Work: The location to which a person is assigned and normally works.

Regular Rate of Pay: The hourly rate an employee is paid for all non-overtime hours worked in a workweek.

Regular Status Employee: The status an employee achieves when retained in an appropriated position of the classified service after the successful completion of an initial probation period including the receipt of a satisfactory performance appraisal. Unclassified employees (excluding temporary status) are considered regular status upon appointment. (*Cochise County Merit Rules*)

Regular Schedule Hours: The time an employee is assigned to physically work within FLSA limits.

Smoking: Inhaling, exhaling, burning, or carrying or possessing any lighted tobacco product, including cigars, cigarettes, pipe tobacco and any other lighted tobacco product or other substance, including e-cigarettes.

Supplemental Benefits Plan: An additional workers compensation plan specifically designed for public safety employees. The Plan, with the addition of other benefits being paid to the public safety employee for Worker's Compensation, will provide the public safety employee to receive approximately the identical base salary, less the amount of taxes the employee was paying.

Targeted Hiring Range: The range of pay within the Pay Band that captures the current market value of the classification. Budgeted salary and internal equity are also considerations when determining individual employee pay.

Unacceptable Driving Record: Any of the following:

1. Within the last three years, conviction arising from one or more of the following offenses:

- Driving while under the influence of intoxicants, [ARS 28-1381](#); [28-1382](#); or, [28-1383](#).
- Failure to perform duties of driver when personal injury occurs, or property is damaged, [ARS 28-661](#); or, [28-662](#)
- Reckless driving, [ARS 28-693](#)
- Aggressive driving, [ARS 28-695](#)
- Unlawful flight from pursuing law enforcement vehicle, [ARS 28-622.01](#)

- Driving with a suspended, revoked or cancelled driver's license, [ARS 28-3473](#).
- 2. Within the last 12 months, admission of guilt, finding of responsibility or conviction of three or more traffic violations, civil or criminal.
- 3. Within the last 12 months, three at-fault driving incidents in county vehicles, misuse of a county vehicle, or commission of a criminal offense in a county vehicle.

The provisions of subsections 1 and 2 of this section shall not apply to convictions or citations received by current employees prior to February 1, 2017.

Unfunded Actuarial Accrued Liability (UAAL) - the difference between trust assets and the estimated future costs of pensions earned by employees.

Volunteer: any individual who performs a service for, and directly related to, the business of the County without the promise, expectation or receipt of compensation for services rendered, (e.g., unpaid interns). Individuals fulfilling court ordered community service hours are not considered volunteers.

Workers' Compensation: A system of insurance that reimburses an employer for damages that must be paid to an employee for injury occurring during employment. Cochise County adheres to Worker's Compensation as defined in the [Arizona Constitution, article XVIII, section 8](#).

Workweek: The fixed, regularly recurring period of 168 hours – 7 consecutive 24-hour periods - for Cochise County work beginning at 12:01 am on Sunday and ending at 12:00 am on following Saturday.