

Chapter 2 - Definitions

“Anniversary Date” means the date the employee entered Town service on a full-time basis. A break in service of less than one (1) year does not cause a loss of longevity.

“Annual Leave” means time off for vacation or other personal business.

“Appeal” means the process followed by the Board to hold hearings and render decisions on disagreements regarding the application of these rules.

“Applicant” means an individual who has filed an application for employment in response to a job vacancy posting or outside recruitment.

“Appointing Authority” means the Board which has the power to make appointments.

“Appointment” is the process of the Board of Selectmen choosing an individual and confirming his/her selection to a position.

“At Will Employment” means that the employee or the Town may terminate the employment at any time with or without just cause. Per NH State law, all employment within the State is designated as “at will” employment.

“Board” means the Milford Board of Selectmen.

“Bargaining Unit” means a collective bargaining unit determined under RSA 273-A:8 with which the Town conducts periodic negotiations.

“Call Back” means the returning to work, of an employee who has left

his/her duty station at the end of his/her regular shift and prior to the start of the next regularly-scheduled shift at the request of a supervisor. Excluded from this call back provision are calls made to an employee’s home, previously scheduled or planned work, or time spent by an employee staying on duty at the end of that employee’s regular shift. Scheduled overtime is not included in this concept.

“Candidate” means an applicant whose application for employment is certified as meeting the minimum qualifications of the class specification for which the application is filed.

“Certification” means the process by which an applicant is determined to have met the minimum requirements for consideration to fill a vacancy, resulting in a list of names of eligible applicants, which may be requested by any appointing authority.

“Classification” means an orderly arrangement of all positions in the Town’s Compensation Administration Manual into separate and distinct classes so that each specific classification contains those positions which involve similar duties and responsibilities.

“Collective Bargaining Agreement” means the current Agreement authorized by RSA 273-A:9 between the Town and one or more bargaining units.

“Compensation” means wages and other benefits provided to employees in exchange for assigned work for the Town. A schedule of wages may, from time to time, be established by the Board of Selectmen.

“Conflict of Interest” means a conflict between the public obligations and the private interests of a public employee.

“Date of Hire” means the date someone commences employment with the Town of Milford or, for benefit purposes, the date an employee goes from one status (e.g., seasonal, temporary, part-time, etc.) to full-time, regular status.

“Demotion” means a transfer of an employee from one position to another position having a lower salary grade.

“Disabled Veteran” means a veteran who is certified by the United States Veterans’ Administration as having a service-connected disability rating of ten (10%) percent or more at the time of completion of an Application for Employment.

“Discharge” means the dismissal of an employee from the Town’s service.

“Domestic Partner” means two employees of the same or opposite gender who hold each other out as their “life partner.”

“Educational Leave” means time off, with or without pay, to attend course work at the college level or in a work-related, approved course of post secondary study.

“Employee” means a person in the Town’s service who has reported for duty and whose appointment has been approved by the Board.

“Exempt Employees” means those executive professional and administrative employees who are exempted from overtime payments required by Federal Law.

“Full-time Regular Employee” means an individual who regularly works at least thirty-five (35) hours per week.

“Immediate Family” means a designation used to administer bereavement leave and includes spouse, children, parents, mother or father-in-law, step-parents, step-children, step-brothers, step-sisters, grandparents, grandchildren, brothers, sisters, legal guardians, sons or daughters-in-law, brothers or sisters-in-law, and wards or relatives residing with or in the care of the employee.

“Involuntary Termination” means termination of the relationship between the employer and the employee caused by an act or acts by the employee that demonstrate unfitness for continued employment with and/or within the Town.

“Job Description” means a written statement identifying the scope of work, duties, and accountabilities of a position falling within a specific classification and identifying the essential functions of the position.

“Labor Grade” means that classification in the Town of Milford Wage and Classification Plan in which an employee’s position falls based on knowledge, skills and ability required to properly and sufficiently perform the essential functions of the position.

“Layoff” means the complete separation of an employee from the Town’s service for an indefinite period by reason of abolishment of position, change in organization, lack of work, insufficient funds, or other reasons outside the employee’s control which reflects no discredit on the employee.

“Leave of Absence” means time off, with or without pay, for a specific purpose and for a time-definite period that can only be approved by the Board of Selectmen with recommendation from the employee’s Department Head.

“Longevity” means the long continuance or duration of employment or service.

“Longevity Date” means the last date an employee entered Town service on a full-time, regular basis.

“Made Whole” is the process by which the Town shall pay the difference between an employee’s weekly rate of pay (excluding overtime, bonuses and other supplemental payments, less legal payroll deductions) and the amount the employee would receive under the Town’s Short-Term Disability or Worker’s Compensation Program. In such cases, the employee’s leave will be charged in proportion to the amount paid by the Town to make the employee whole.

“Minimum Qualifications” means the requirements of training, experience and other qualifications established for a given position.

“Non-Exempt Employees” means employees who are not employed in a bona fide executive, administrative, or professional capacity, in accordance with the Federal Law and who are entitled to overtime payments for work performed in excess of forty (40) hours in a work week.

“Non-standard Workweek” means the weekly time period completed by an employee who works other than the standard Monday through Friday week.

“Overtime” means authorized work in excess of an established basic workweek of forty (40) hours or as otherwise authorized under the Fair Labor Standards Act.

“Part-Time Regular Employee” means an individual who regularly works a minimum of twenty (20) hours per week but less than thirty-five (35) hours per week.

“Probationary Period” means a period of work evaluation during which an employee is required to demonstrate satisfactory performance of the duties and responsibilities of the employee’s position as listed on the job description for the position.

“Promotion” means the assignment of an employee to a position having a higher salary grade.

“Random Drug Testing” means testing of designated employees holding a Commercial Driver’s License (CDL) and, thus, in a safety-sensitive position, as required by the Town of Milford in accordance with the Town of Milford Drug-Free Workplace Policy and the provisions of the Department of Transportation Federal Highway Administration 49 CFR Parts 382 et al. Anyone who is “on-duty,” holds a CDL, and is required to drive as part of their job is considered to hold a safety-sensitive position and must comply with these required testing procedures.

“Recall” means re-employment to the same job classification in the same department following layoff.

“Reduction-in-Force” means a condition in which the total number of employees occupying full-time positions within a department is reduced due to a layoff.

“Regular Employee” means an employee who has satisfactorily completed a probationary period and whose continued employment in a position, regardless of the funding source, has been recommended and confirmed by the Board.

“Salary Grade” means the salary range established in the Town’s ‘Compensa-

tion Administration Manual' as allocated to a specific job classification.

“Seasonal Appointment” means the appointment of a qualified candidate to a temporary position, the need for which may be reasonably anticipated to recur each year for a varying period of months.

“Seniority Date” means the last date an employee entered Town service on a full-time, regular basis, less adjustments for approved, uncompensated absences for educational or personal reasons, and is the date used for determining personnel actions related to employment.

“Separation” means the complete termination of an employee from the Town's service for any reason.

“Significant Other” means two employees of the same or opposite gender who are involved in a relationship, may reside together, normally with an intention to marry or to become each other's “life partner.”

“Standard Workweek” means the weekly time period completed by an employee who works from Monday through Friday.

“Suspension” means a leave of absence, with or without pay, for investigatory or disciplinary purposes.

“Temporary Appointment” means an appointment of a qualified candidate to a position that is known to be of limited duration (see “Seasonal Appointment).

“Termination for Cause” (See Involuntary Termination.)

“Town of Milford” means the elected members of the Milford Board of Selectmen who serve and function as the governing body of the Town.

“Transfer” means the change of an employee from one position to another position in the same or a different specific job classification without a break in service.

“Vacancy” means any position for which there is no incumbent.

“Veteran” means a person who has served not less than ninety (90) days in active duty in the armed forces of the United States and who has been honorably discharged or medically discharged from such service under honorable circumstances.

“Work Week” means the standard period of 40 hours during which an employee performs regular duties.

