



GLOSSARY OF TERMS

Absenteeism – work time lost when employee does not come to work as scheduled.

Allocated Position – an established position funded through the budget process.

Alternative Dispute Resolution - includes dispute resolution processes and techniques that fall outside of the government judicial process.

Americans with Disabilities Act – Federal law prohibiting discrimination against a qualified individual with a disability; also known as ADA.

Applicant - someone who a) expresses an interest in a position, b) completes the required application process, and c) meets the minimum hiring standards for the job; and d) at no point in the selection process prior to receiving an offer of employment, removes himself/herself from further consideration or otherwise indicates that he/she is no longer interested in the position.

Base Hourly Rate – the hourly rate corresponding to the annual salary range assigned to an employee.

Break in Service - A break in service occurs when an employee has a break in employment within the University System of Georgia, State of Georgia Agency and/or any affiliate of either.

Broadband Structure – salary band used for staff positions.

Budgetary Unit – describes a department, center or an office that has a budget.

Classification – positions that have similar duties and responsibilities are assigned the same descriptive title and the same requirements as to education, experience, knowledge and ability.

COBRA (Consolidated Omnibus Budget Reconciliation Act) – Federal law that provides for continuation of group healthcare benefits for former employees and their families.



Continuous Service – shall mean service commencing with the employee’s hire date and continuing until broken by termination.

Cost-of-Living Adjustment (COLA) – pay adjustment given to employees regardless of their performance; usually linked to inflation.

Date of First Benefitted Employment – the date used to mark the beginning of regular, benefitted employment with Kennesaw State University. This date is used to determine leave accruals.

Demotion – a decrease in the duties and responsibilities assigned to an employee and a downward change in his/her classification and salary range.

Disability Benefits – monthly benefits paid under the Social Security Act to workers and eligible dependents or paid through a disability plan offered by Kennesaw State University.

Employee Right-to-Know Law – Occupational Safety and Health Act (OSHA) standard that requires the use of labeling, Material Safety Data Sheets, training, written hazard communication programs to inform employees of hazardous chemicals in the workplace.

Employment Date – the date an employee was employed by Kennesaw State University.

Exempt Employee – An employee that meets the FLSA requirements for exemption to overtime pay.

FLSA - Fair Labor Standards Act - regulates employee overtime status, overtime pay, minimum wage, record keeping and other administrative concerns and designates which jobs/positions are tracked and paid on an hourly basis and those which are paid on a salary basis.

FMLA – Family Medical Leave Act - entitles employees to take up to 26 weeks of unpaid leave each rolling 12-month period to care for a family member or because of a serious health condition of the employee.

403 (b) Plans – financial plan to contribute pretax dollars toward retirement savings allowed to employees of certain tax-exempt organizations. University employees may have a 403(b) in addition to their required retirement plan.



Full-Time Employee – employee shall perform job duties forty (40) hours per calendar week.

Garnishment of Wages – a creditor obtains a court order requiring an employer to attach an employee's earnings in order to pay back a debt.

Georgia Defined Contribution Plan - created by the 1992 Georgia Law, Act 996 and became effective on July 1, 1992; also known as GDCP. The administration and responsibility for the GDCP is under the Board of Trustees of the Employees' Retirement System (ERS). The purpose of this law was to provide a retirement system for temporary, seasonal, and part-time employees of the State of Georgia who were not eligible for membership in the Employees' Retirement System (ERS) or the Teachers Retirement System (TRS).

Grievance Procedure – a process to resolve employee grievances.

Group Term Life Insurance – insurance carried by employers for their employees that provides a lump-sum payment to the employee's beneficiaries.

HIPAA (Health Insurance Portability and Accountability Act) – Act intended to improve health-care coverage portability and accessibility.

Holiday – one of 12 specific days identified by Kennesaw State University within the calendar year as an official day off with pay for regular employees.

Immediate Family - Defined as spouse, parent, brother, sister, child, stepchild, grandparent, grandchild, parent-in-law, son-in-law, daughter-in-law, foster parent, legal guardian or domestic partner.

Job Analysis – a systematic study of jobs to determine what activities and responsibilities they include, relative importance and relationship with other jobs, qualifications necessary for performance of jobs and conditions under which work is performed.

Job Description – a summary of the most important features of a job, including minimum hiring standards, required tasks, knowledge, skills, abilities and responsibilities.



Job Posting – a public display of current available positions so interested and qualified employees may apply.

Lateral Transfer - a movement from one position to another at the same pay grade.

Minimum Hiring Standards – minimum level of knowledge (through education or training), skills and abilities that are required to perform the essential job functions assigned to a position.

Ombudsperson - A designated neutral party who provides confidential and informal assistance for resolving University-related concerns, especially those that are not being adequately addressed through usual procedures; the ombuds is independent of the University's formal administrative structure and will consider all sides of an issue in an impartial and objective manner; the ombuds cannot impose solutions, but will identify options and strategies for resolution.

Optional Retirement Plan (ORP) – The Optional Retirement Plan (ORP) of the University System of Georgia is a legislatively established retirement plan that was enacted in 1990. The ORP is a defined contribution plan qualified under the applicable provisions of Code Section 401(a).

Overtime – time worked by a non-exempt employee above the normal forty (40) hour work week.

Non-Exempt Employee – a job status established by the FLSA as an hourly waged employee; any hours worked over 40 hours must be paid overtime at a rate of time and a half unless the staff member prefers compensatory time at the rate of time and a half.

Part-Time Employee – an employee who works less than 40 hours a week; KSU regular employees scheduled to work more than 30 hours a week are eligible for participation in most benefit programs.

Performance Evaluation – the process that documents the degree to which an employee accomplishes work requirements and performance standards.

Performance Management – the process that provides an opportunity for employees and supervisors to discuss development goals and create plans to achieve them.



Performance Standards – expectations of management translated into behaviors and results that employees can deliver.

Preferred Qualifications – qualifications that are “ideal” for an applicant to have, but are not necessary to perform the essential job functions (or duties assigned to a position).

Progressive Discipline – A process designed to identify employee performance or behavior that falls below expectations and to outline constructive and corrective actions to promote employee success.

Promotion – an increase in the duties and responsibilities assigned to an employee and an upward change in his/her current job classification and salary range.

Provisional Period – the period in which each new employee is required to serve the first six months of employment at the University System of Georgia.

Qualifying Event – A qualifying event may necessitate mid-year changes in benefits status or enrollment. Examples of qualifying events may include adoption or birth, death of a dependent, dependent's loss of full time student status, divorce, marriage or job status change for spouse.

Reclassification – a change in the duties and responsibilities assigned to an employee and a change in his/her current job classification.

Regular Employee – an employee of the University who is hired for continuous service.

Resignation - voluntary relinquishment of employment by an employee.

Rolling 12-Month Period – A twelve month period marked at the beginning by a request for leave of absence and ending at the end of the succeeding twelve months.

Service Date – The initial date of hire at Kennesaw State University or any other member of the University System of Georgia; the employee must have no break in service between employments for the service date to carry-forward.



Sexual Harassment – unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

Temporary Employee – an employee who is hired for a pre-established period, full-time or part-time, and is not eligible for benefits.

Termination – end of employment, whether voluntary or for cause.

Transfer - the movement of an employee from one position to another within the University or University System of Georgia.

Vesting – process by which retirement benefits become non-forfeitable. The time period to which an employee has a right to the employer contributions in a retirement plan. Vesting determines the percentage of a retirement account that may be paid out upon termination of employment, or upon retirement, and is usually determined by years of eligible employment.

For the TRS defined-benefit plan, a member with at least ten years of creditable service has a vested right to a benefit at age 60. If an employee has 10 or more years of creditable service and leave a TRS covered position they will be entitled to a service retirement benefit upon attaining age 60 if they have not withdrawn their TRS contributions prior to that time.

For the ORP defined-contribution plan member vesting is immediate.

Workers' Compensation – state insurance program paid for by employers (KSU); designed to protect workers in cases of work-related injuries or diseases related to workers' employment.