

**DENTON COUNTY
CIVIL SERVICE RULES**

**CHAPTER I
DEFINITIONS**

Chapters I through V of this document comprise the Civil Service Commission Rules of Denton County (independent of the Denton County Sheriff's Civil Commission Service Rules).

DEFINITIONS

The following Definitions apply to the terms used throughout these Rules.

1.1 Applicant. This term includes any person who has completed an Application for Employment for a specific position for which the Denton County Department of Human Resources is recruiting (excludes applicants eligible under the Sheriff's Civil Service Commission).

1.2 Appointing Authority. The elected or appointed County Officer or Department Head, with authority to make appointments to positions in a County office or department.

1.3 Classification. A structuring of jobs, usually arranged into classes or pay grades according to a job evaluation.

1.4 Classified Employee. A regular employee occupying a position in the classified service.

1.5 Classified Service. includes all regular, non-temporary, non-probationary employees of the County except those whose positions are:

- Exempt under the express terms of Chapter 158 of the Local Government Code, by interpretations of Chapter 158 issued by the Texas Attorney General, or by a court having jurisdiction in said matters
- Exempt by the operation of Subchapter B of Local Government Code Chapter 158; and
- Excluded by the Commission (see Attachment A for list of excluded positions).

The term includes any such employee who is on authorized leave of absence and whose position is being held by the Department for the employee's return.

1.6 Commission. The Denton County Civil Service Commission.

1.7 Days. Means Business days, exclusive of County-observed Holidays.

1.8 Department. Except as otherwise described herein, "department" means the County department or office for which the applicable employee works, and which has supervision and control over the employee's performance of his/her official duties

1.9 Demotion. A demotion is the movement of an employee to a position or classification that has a lower starting salary or range.

1.10 Director. The Director of Denton County Human Resources.

1.11 Employee. means an employee in the Classified Service (a Classified Employee), except where the context dictates otherwise

1.12 Job Evaluation. A process used to review the compensable factors of jobs in order to determine their level in the pay structure of Denton County.

1.13 Promotion. A promotion is any personnel action resulting in movement to a position affording higher starting salary or greater rank and/or requiring greater skill or responsibility.

1.14 Resignation. The formal act of voluntarily leaving the County's employment with a desire to do so in good standing.

1.15 Retirement. The act of leaving county employment once the service and age requirements for retirement have been satisfied according to the Texas County & District Retirement System plan. It is also possible for employees to retire earlier under special conditions which are outlined in the Texas County and District Retirement System Information Handbook.

1.16 Rules. Means the Denton County Civil Service Rules.

1.17 Secretary of the Commission. The Denton County Director of Human Resources.

1.18 Transfer. A transfer is the movement of an employee from one department to another department.