

FORMS – See Intranet for HR Forms

GLOSSARY OF TERMS AND DEFINITIONS

Acts of violence: include conduct that is severe, offensive, or intimidating enough to alter the employment conditions at the Authority or to create a hostile, abusive, or intimidating work environment for one or more employees.

Acting assignment: is an assignment during which a full-time employee performs all the duties and responsibilities of a position in a class in a higher salary range/grade

Air Operations Area or Airfield (AOA): The area of the Airport situated within the perimeter fence line and used primarily for aircraft parking, taxiing, refueling, landing, take off or surface maneuvering.

Air Traffic Control Tower (ATCT): An FAA-maintained airport facility that uses air/ground communications, visual signaling, and other devices to control the ground and air movement of aircraft and ground vehicles operating in the movement areas of the airport. Authorizes aircraft to land or takeoff at the airport controlled by the tower or to transit the airspace area.

Aircraft Rescue and Fire Fighting (ARFF): The City of San Diego provides aircraft rescue and firefighting services at San Diego International Airport.

Airlines: Certificated commercial air carriers operating cargo and passenger service at commercial service airports

Airport Ambassadors: Approximately 250 Volunteer Airport Ambassadors (VAA) are equipped with cellular phones, maps of airport facilities, lists of key airport phone numbers and other items to ease the traveler's airport experience and provide assistance to visitors. Volunteer Airport Ambassadors are stationed at information booths near the baggage claim areas of Terminals 1 and 2, as well as roaming throughout the terminal areas during busy travel times - 8 a.m. to 11 p.m. - seven days a week. For more information on the VAA program, or to become a VAA, call 619.295.1277.

Airside Operations: Operations in the aircraft movement area, which includes ramp areas, taxiways, aprons and runways. Staff monitor conditions on the airfield and in the terminals around the clock and summon fire, police and other responders to urgent situations or potential emergencies.

Anniversary Date: is the date the employee was appointed to his/her current position.

Apron: A defined area of an airport intended to accommodate aircraft for the purposes of loading or unloading passengers or cargo, refueling, parking or maintenance.

Automated External Defibrillator (AED): A device designed to detect an irregular heart rhythm of a person who may be suffering a heart attack. It generates an electric charge to the heart to stop abnormal activity and allow the heart to resume normal function. AEDs are important life saving devices and are located in selected locations throughout the terminal complexes and offices. Training is provided to employees who might be required to respond to a medical emergency involving the use of an AED.

Break in Service: is the termination of Authority employment for any reason (voluntary or involuntary), unless the employee is rehired within seven calendar days.

Call back work: is defined as work performed by an employee who, having completed his/her normal work shift and departed from the work site, is required to return to work at an Authority work site three (3) hours or more prior to his/her next regularly scheduled work shift.

Child: is a biological, adopted or foster child, stepchild, legal ward or a child of person charged with parent's rights, duties and responsibilities as to that child.

Class Specification / Position Classification ("class spec"): is a summary of the most important features and general duties of a position or group of positions, regardless of the assigned location in the organization, that are so alike in duties and responsibilities and associated work demands they have the same descriptive title and require substantially the same qualifications.

Continuous service: is the time an employee continuously is employed by the Authority, less any period of leave without pay for which service credit is not granted. If an employee is rehired after a break in service, the rehire date will be recognized as the date for which a new continuous service period begins.

Definitions: Definition of terms used in a Standard and Procedure provided to ensure clear understanding of the provisions of the Standard.

Disability: is any illness or injury, either physical or mental, that prevents an employee from performing the essential duties and functions of his/her position. Disability also includes absences from work for elective surgery, pregnancy, childbirth or related medical conditions.

Discrimination: The act of differentiating among employees (or applicants for employment) based on race, color, religion, sex (including pregnancy or child birth), age, national origin, ancestry, sexual orientation, disability, medical condition, marital status, family care status, or any other consideration made unlawful by federal, state or local law.

Electronic Record: as defined by The Uniform Electronic Transaction Act (UTEA), "A record created, generated, sent, communicated, received or stored by electronic

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means.” The UTEA requires that electronic records must be capable of retention by the recipient.

Employee Assistance Program (EAP): is an Authority-provided benefit available to employees and their family members that provides confidential, professional counseling and referral services for problems such as marital, family, or emotional conflicts; alcohol or drug dependency; legal or financial difficulties; and child or elder care issues.

Exempt positions: Generally are those held by officers, executives, managers, supervisors, professional staff and others whose duties and responsibilities allow the incumbent to be exempt from overtime provisions of the FLSA.

Federal Inspection Services (FIS): Consisting of the Department of Justice's Immigration and Naturalization Service (INS), the Department of Treasury's Customs Service (USCS), and the Department of Agriculture's Animal and Plant Health Inspection Service (APHIS), FIS work to protect the United States from risks--such as narcotics, agricultural contraband, illegal aliens, and terrorism--associated with increased foreign travel. The FIS screen passengers and their baggage to decide whether to allow their entry into the United States or conduct more detailed inspections.

Federal Aviation Administration (FAA): U.S. government agency within the Department of Transportation with primary responsibility for the safety of civil aviation. The FAA's major functions include regulating civil aviation to promote safety and fulfill the requirements of national defense; encouraging and developing civil aeronautics, including new aviation technology; developing and operating a common system of air traffic control and navigation for both civil and military aircraft; research and development with respect to the National Airspace System and civil aeronautics; developing and implementing programs to control aircraft noise and other environmental effects of civil aviation; and regulating U.S. commercial space transportation.

General Aviation (GA): Private aircraft, private charters

General Standard: A general statement of the Authority's objectives, as described in the standard.

Guideline: An indication of intent, not a specific Standard. Guidelines describe what is encouraged and preferred but not required.

Harassment: Unwelcome verbal, visual or physical conduct that creates an intimidating, offensive or hostile working environment or that interferes with work performance.

Harbor Police Department (HPD): A Department of the San Diego Unified Port District that provides law enforcement services to the San Diego International Airport.

Hiring Authority: Refers to transactions for which approval by a Department Director or higher is required.

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Illegal drugs: Any drugs (a) which are not legally obtainable, or (b) which may be legally obtainable, but have not been legally obtained. The term includes marijuana, prescribed drugs not legally obtained, prescribed drugs not being used in accordance with the specific prescription, and any substance that a person holds out to another as an illegal drug. It also includes controlled substances as defined in Schedules I-V of Section 202 of the Controlled Substances Act, 21 U.S.C. 812, and as further defined by regulation at 21 C.F.R. 1308.11- 1308.15.

Immediate family (for purposes of bereavement) includes: Husband; wife; son; daughter (including stepson and stepdaughter); mother, father, or recognized legal guardian; brother and sister, whether or not the aforementioned are living in the employee's household; grandparents; mother-in-law; father-in-law; other relatives who are currently residing in the employee's household; and domestic partners as that term is defined in California Family Code section 297.

Landside Operations: The Airport Operations Division that oversees the terminal operations including facility maintenance, tenant activities, ground transportation services, parking regulations for the Airport's parking lots and curbside vehicle activity.

Legal drugs: Legal drugs include prescribed drugs and over-the-counter drugs which have been legally obtained and are being used for the purpose for which they were prescribed and manufactured and in accordance with the specific prescription

Limited term employee: An employee who works for a specified period of time or until the completion of a special project.

Local Agency: includes a county, city, whether general law or chartered; city and county; school district; municipal corporation; district; political subdivision; or any board, commission or agency thereof; other local public agency; or entities that are legislative bodies of a local agency.

Manager: refers to all individuals with direct management or supervisory responsibilities for Authority staff, without regard to the management level in the authority.

Movement Area: The runways, taxiways, safety areas, Instrument Landing System (ILS) critical areas, height restrictive areas and other areas of the Airport that are normally under the control of the ATCT by reason of their function to support the landing, take-off and ground maneuvering of aircraft.

National Transportation Safety Board (NTSB): An independent Federal agency charged by Congress with investigating every civil aviation accident in the United States and issuing safety recommendations aimed at preventing future accidents

Night shift: is an assigned schedule of work hours of which at least half of the shift is between 6:00 p.m. and 8:00 a.m.

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Non-exempt positions: Employees holding non-exempt positions are eligible for overtime pay for hours worked in compliance with the FLSA.

Non-Movement Area: The areas at the Airport that are used for the parking of aircraft, also referred to as aprons or ramps that are not under the direct control of the ATCT.

On-duty Time: Any period of time in which an employee actually is performing, ready to perform, or must immediately be available to perform his/her job.

Parent: is a biological, foster or adoptive parent, stepparent or legal guardian. Parents-in-law are not considered a *parent*.

Procedure: A series of steps generally followed consistent with current Authority practices. While deviations from these procedures sometimes may be warranted, these procedures generally should be followed. Before making a decision, managers are encouraged to discuss with a representative of the Human Resources Department any situation in which the manager believes a deviation is appropriate.

Public Record: includes any writing containing information relating to the conduct of public business prepared, owned, used, or retained The Authority regardless of physical form or characteristics.

Quieter Home Program: A joint SDCRAA-FAA-City of San Diego program in the Facilities Development Division that is dedicated to protecting the architectural integrity of Loma Portal and uptown area homes while reducing aircraft noise impacts in those areas. Also referred to as the Residential Sound Attenuation Program.

RED BUS: The courtesy van that transports riders between terminals. Although some of the buses are white, they say "RED BUS".

Regular full-time employee: An employee who regularly is scheduled to work between 30 and 40 hours per week on a routine, continuing basis.

Regular part-time employee: An employee who regularly is scheduled to work less than 30 hours per week on a continuing basis.

Relatives: include an employee's parent, child, spouse, brother or sister, in-laws (brother, sister, mother, father, son or daughter), grandparents, aunt, uncle, niece, nephew, step-relations, other relatives who are currently residing in the employee's household; and domestic partners as that term is defined in California Family Code section 297.

SAN: Three letter identifier for destination San Diego International Airport.

San Diego County Regional Airport Authority (SDCRAA): Established by state law to operate San Diego International Airport and address the region's long-term air transportation needs.

Security Identification Display Area (SIDA): An area identified in the airport Security Program that requires increased security and a continuous display of Airport issued or approved identification media.

Serious health condition: means any illness, injury, impairment or physical or mental condition that requires in-patient care in a hospital, hospice or residential health facility or continuing treatment or continuing supervision by a health care provider.

Service Date: is an employee's original hire or rehire date(s) with the Authority. For employees who transferred from the San Diego Unified Port District on 1/1/2003, the date of hire reflects the most recent date of hire by the Port District.

SDIA: San Diego International Airport (Lindbergh Field)

Small Business Development Program: A Department within the Development Division that conducts outreach efforts to San Diego County's small and disadvantaged business community and monitors the payment of prevailing wages on federally funded public works projects.

Solicitation: is the act of urging, cajoling, or persuading individuals or groups to accept a product or service for sale, a doctrine and/or belief to follow, or an organization to join. Solicitation also includes, but is not limited to, requesting anyone to sign any document or authorization card indicating membership in any pool, organization, association or group, or indicating support for or a pledge to any cause.

Specific Standard: A specific statement of the rules and constraints in support of a general standard. Specific Standards are based on legal requirements or are statements reflecting generally accepted best Human Resource Management practices. As such, a deviation from the standard will be the exception and generally involves analysis and review from an authority-wide policy perspective such that the Authority's risk or negative exposure is minimized.

Standby time: is defined as time when an employee remains available "on call" to return to work to perform an essential service, if necessary.

Station Manager: The representative of an air carrier at SAN who is responsible for the operation of a particular air carrier at the Airport.

Sterile Concourse: That portion of the passenger terminal used exclusively by persons who have successfully passed through the security screening process and have been screened according to TSA standards as set forth in Part 108 of the Federal Aviation Regulations(FAR).

Taxiway: An area designed for the passage of aircraft between the non-movement areas and the runway. Taxiways are identified by a solid painted yellow centerline and blue edge lights.

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Temporary assignment: is an assignment during which an employee performs the duties of another employee who occupies a position in a class with a higher salary range/grade

Temporary employee: An employee who is hired for a specified short-term assignment or in response to an unforeseen situation or an emergency need for staffing. Seasonal employees are considered temporary employees.

Tenant: Business operation on land leased from the airport authority, such as airlines, air cargo carriers and concessions.

Transportation Security Administration (TSA): A Federal agency established November 19, 2001, within the Department of Transportation; oversees the security of the traveling public and maintains airport security procedures such as baggage screening. TSA employees are employed by the Federal government; they are not Airport Authority employees.

USO: United Service Organization is chartered by the congress as a non-profit charitable corporation, to provide morale, welfare and recreation-type services to uniformed military personnel.

Work area: includes Authority offices, workstations, and other office service areas including printer and copier locations and hallways within work areas.

Work time: includes all time for which an employee (including the employee being solicited) is paid and/or is scheduled to perform services for the Authority. "Work time" does not include meal periods, break periods, or periods of time the employee is not scheduled to perform services or work for the Authority.

Workweek (Payroll): The Authority's established payroll workweek begins on Friday, 12:01 a.m. and ends the following Thursday at midnight.

Writing: includes any handwriting, typewriting, printing, photostatting, photographing, photocopying, transmitting by electronic mail or facsimile, and any other means of recording upon any tangible thing of any form or communication or representation, including letters, words, pictures, sounds, or symbols or combination thereof and any record thereby created, regardless of the manner in which the record has been stored.