**Section 500.10 Definitions**

"Appropriate Supervisor" An employee who has the authority to resolve an employee's grievance.

"Board" Refers to the Merit Advisory Board.

"Certified Employee" An employee who has successfully completed an appointment and a required probationary period.

"Certified Status" Status achieved through the completion of a probationary period.

"Code" The Comptroller Merit Employment Code.

"Commission" The Comptroller Merit Commission.

"Continuous Service" Continuous service is the uninterrupted period of service from the date of original appointment to State service except as provided for in Section 500.230.

Employees who have accrued continuous service in another merit system in State service or who have accrued continuous service in State service not covered by a merit system, and who have been transferred to a department subject to the Personnel Code, shall be given such credit for said service as shall be determined by the Director or required by law.

"Department" The Comptroller Department of Personnel.

"Department Head" Director -- Designated Manager of department.

"Department: Organizational entity." An entity directly subordinate to the Comptroller or a Deputy Comptroller.

"Director" The Director of the Comptroller Department of Personnel.

"Executive or Administrative Employee" Those employees who have principal administrative responsibility for the determination of policy or principal administrative responsibility for the way in which policies are carried out.

"Highly Confidential Employee" An employee who occupies a position which, by its nature, is entrusted with private, restricted, or privileged information of a type which would preclude its being subject to Jurisdiction B.

"Immediate Family" Father, mother, brother, sister, spouse, daughter, son and such other persons as are abiding within the same household.

"Jurisdiction A" The Section of the Code which deals with the classification and compensation of positions in the Office of the Comptroller.

"Jurisdiction B" The Section of the Code which deals with merit and fitness as it applies to positions in the Office of the Comptroller.

"Jurisdiction C" The Section of the Code which deals with the conditions of employment of positions in the Office of the Comptroller.

"Licensed Attorney" Attorneys who are licensed to practice law within the State of Illinois.

"Next Higher Supervisor" An employee who is authorized to adjust grievance resolutions offered by an Appropriate Supervisor; an employee who may be assigned to resolve Level 2 grievances.

"Present Employees" Those employees of the Office of the Comptroller as of August 23, 1978.

"Probationary Period" A period of six calendar months immediately following an original appointment or reinstatement, or of three months following a promotion.

"Time of Hostilities" The following periods of time: From April 6, 1917, to November 11, 1918; From December 7, 1941, to December 31, 1946; and from June 27, 1950, to December 31, 1976.