

Appendix 2 – Glossary

Definitions

Acting Assignment	Appointment of at least 30 days to a higher level vacant managerial or professional classification
Benchmark	Jobs that have clear, consistent definitions related to market standards
Budget in Brief	Book that provides an overview of the City's current and future budget
City	City of Gainesville
Customization	A feature or extension or modification of a software feature that requires custom coding and or some form of implementation
Employee Status Maintenance Transaction	A form/process utilized to maintain and track new hire and existing employee changes in the HR/Payroll system
End-to-end	All stages of the process from start to finish
Injury Care	All injury treatment related services (work or non-work)
Occupational Health Manager	System used to capture and store employee medical related information
Position Status Maintenance Transaction	A form/process utilized to create positions and be routed through workflow for approval
Pro Club	Health promotion program offered to City employees, retirees and dependents that provides education, instruction and resources related health and wellness
Progression Through Training	Training development program that provides opportunities for advancement, as knowledge, skills and responsibilities increase beyond the entry level.
Proposer	A firm, company or organization submitting a proposal in response to the ITN
Special Assignment	Appointment performed within the scope of an employee's regular position that offers cross-training and development opportunities
Third-party	A firm, company or organization working in partnership with the Proposer in response to this ITN

Acronyms

ACA	Affordable Care Act
ACH	Automated Clearing House
AFR	Annual Financial Report
BIRT	Business Intelligence and Reporting Tool
BOT	Board of Trustees
CAFR	Comprehensive Annual Financial Report

COBRA	Consolidated Omnibus Budget Reconciliation Act
COLA	Cost of Living Adjustment
DROP	Deferred Retirement Option Plan
DWC	Division of Workers' Compensation
EFT	Electronic Fund Transfer
EHS	Employee Health Service
EIN	Employer Identification Number
E.O.	Equal Opportunity
ESMT	Employee Status Maintenance Transaction
FAE	Final Average Earnings
FMLA	Family Medical Leave Act
FTE	Full-Time Equivalence
FY	Fiscal Year
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
General Plan	Employee Pension Plan
GFOA	Government Finance Officers Association
GRU	Gainesville Regional Utilities
HIPAA	Health Insurance Portability and Accountability Act
ITN	Invitation to Negotiate
L&OD	Learning & Organizational Development
MAPs	Managers Administrative Professionals
MBE	Minority Business Enterprise
NIGP	National Institute of Government Purchasing
NTD	National Transit Database Report
OHM	Occupational Health Manager
OT	Overtime
PAFR	Popular Annual Financial Report
PCard	Purchasing Card
PCI	Payment Card Industry (Data Security Standard)
PCLB	Personal Critical Leave Bank
P.O.	Purchase Order
PRAF	Personnel Requisition Action Form
PSMT	Position Status Maintenance Transaction
PTO	Paid Time Off
RFP	Request for Proposal
RFQ	Request for Qualifications
RHS	Retirement Health System
RTE	Remote Time Entry
YTD	Year-to-Date