



Glossary of Terms Used in FY2027 Assessment

Administrative Leave	Administrative Leave is means paid time off for specified reasons defined in state law. It is not charged to accrued leave, and the duration is defined in applicable statute.
Americans with Disabilities Act or Americans with Disabilities Act Amendments Act (ADA or ADAAA)	Title I of the Americans with Disabilities Act of 1990 is a federal law that prohibits discrimination against a qualified person with a disability who is an applicant or employee in the private sector and in state and local governments. The law also prohibits retaliation against an applicant or employee because that person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit. The law also requires that employers reasonably accommodate the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless doing so would impose an undue hardship on the operation of the employer's business. This law was amended in 2008 by the Americans with Disabilities Act Amendments Act and is enforced by the U.S. Equal Employment Opportunity Commission.
Applicant	An applicant is an individual who applies for employment with an agency and meets all of the following criteria: (1) expresses interest in employment, (2) is considered for employment in a particular position for which the individual is qualified, and (3) does not withdraw from consideration.
Background Check	A background check is third-party verification of background information on a job applicant, including credit history checks, criminal history checks, and driving history checks.
Coaching	Coaching refers to periodic meetings between the supervisor and employee to discuss how effectively the employee is performing and applying competencies to meet job responsibilities and/or goals.
Compensatory Time	Regulations implementing the federal Fair Labor Standards Act (FLSA) allow state government employers to provide compensatory time off instead of cash overtime pay. FLSA compensatory time is credited at a rate of one and one-half hours for each hour of overtime worked. State compensatory time is hour-for-hour paid time off for employees who work longer than the normally assigned hours in a work period but do not qualify for FLSA compensatory time.
Education Support Leave	Education support leave is a type of administrative leave. State employees are permitted up to eight hours of paid leave each year for activities directly related to student achievement and academic support.
E-Verify	E-Verify is a federal, internet-based system that allows employers to determine the eligibility of their employees to work in the United States. State law requires every public employer to register and participate in the E-Verify program to verify employment eligibility of all newly hired employees.
Fair Credit Reporting Act (FCRA)	The Fair Credit Reporting Act (FCRA) is a 1970 federal law that regulates the collection of consumers' credit information and access to their credit reports. Employee background checks are considered "consumer reports" under the FCRA, and there are civil and statutory penalties for failing to comply with the FCRA's procedural requirements.
Fair Labor Standards Act (FLSA)	The Fair Labor Standards Act (FLSA) of 1938 is a federal law that establishes minimum wage standards, overtime compensation requirements, recordkeeping requirements, and child labor standards affecting full-time and part-time workers. Special rules apply to state and local government employment involving fire protection and law enforcement activities and volunteer services. Federal regulation also allows public employers to provide compensatory time off instead of cash



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	overtime pay. The FLSA is enforced by the Wage and Hour Division of the U.S. Department of Labor.
FLSA Exemptions	The FLSA requires that most employees in the United States be paid at least the federal minimum wage for all hours worked and overtime pay at not less than time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek. However, the FLSA provides exemption from both minimum wage and overtime pay for employees in certain categories, i.e., executive, administrative, professional, outside sales, and computer. In order for an exemption to apply, all requirements of the FLSA and applicable federal regulations must be met.
Family and Medical Leave Act (FMLA)	The Family and Medical Leave Act (FMLA) is a federal law that entitles eligible employees to take up to 12 workweeks of unpaid, job-protected leave in a 12-month period for specified family and medical reasons, or for any qualifying exigency arising out of the covered military deployment of a qualifying family member. The FMLA also allows eligible employees to take up to 26 workweeks of job-protected leave in a single 12-month period to care for a covered service member with a serious injury or illness. The FMLA is enforced by the Wage and Hour Division of the U.S. Department of Labor.
High-Risk Position	A high-risk position is a position whose incumbent regularly performs duties where inattention or errors in judgment will have the potential for significant risk of harm to the individual or others.
I-9	Form I-9 is the federal Employment Eligibility Verification form. Guidance for use of the form is available from the U.S. Citizenship and Immigration Service, part of the U.S. Department of Homeland Security.
Independent Contractor	An independent contractor is a worker who provides services for an agency as part of a separate business operated by the contractor.
Personal Development Plan	A personal development plan is an action plan that identifies an employee's short-term and long-term goals as well as projects, activities, and support that contribute to the employee's continual learning and development in the organization.
Medical and Physical Examination Program (MAPEP)	The State's Medical and Physical Examination Program (MAPEP) is a pre-employment fitness-for-duty certification program initiated after an employment offer has been accepted. State law provides for this program at O.C.G.A. § 45-20-40 et seq., MAPEP Rules and the DOAS MAPEP Manual provide guidance for implementation.
Nonexempt Employee	A nonexempt employee is an employee who is covered by the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA). Nonexempt employees must be paid no less than minimum wage for hours worked. Nonexempt employees must also typically be compensated for overtime at a rate of not less than one and one-half times their regular rate of pay for time worked beyond 40 hours in a workweek. By federal regulation, overtime thresholds are different for state and local government law enforcement and fire protection employees and for hospital and nursing home employees. Special rules also allow public employers to provide FLSA compensatory time instead of cash overtime pay.
Paid Parental Leave (PPL)	Paid parental leave is a type of administrative leave created by state law effective July 1, 2021, and amended July 1, 2024. Eligible state employees may take up to 240 hours of paid parental leave in a 12-month period for one of three qualifying reasons in order to fulfill parental obligations. Paid parental leave is not charged against an employee's accrued leave.
Performance Evaluation	A performance evaluation is a supervisor's annual written rating of the employee's performance that includes comments and other documentation justifying the rating.



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Performance Plan	A performance plan is the document shared with and acknowledged by the employee that identifies the competencies, goals, job responsibilities, and/or expectations upon which an employee will be evaluated. The performance plan should also include unrated employee development activities in an individual development plan.
Prospective Employee	For purposes of MAPEP, a prospective employee is any person, other than a department head, who has been offered employment by any state department, who will work at least 30 hours per week, and whose employment shall not be of short-term, temporary, contingent, intermittent, part-time, or student nature.
Substance Abuse Professional (SAP)	The U.S. Department of Transportation (DOT) drug and alcohol testing program defines a SAP as a licensed or certified clinical professional who evaluates employees who have violated DOT regulations. The SAP also recommends education and treatment for the employee. The treatment may be either inpatient or outpatient. The SAP also provides follow-up testing prior to the employee returning to their safety-sensitive duties.
Telework Agreement	A telework agreement is a document outlining the understanding between the employing agency and eligible employee regarding the telework arrangement.
Veterans' Preference	Veterans' preference is a practice established in state law by which special consideration is given to qualified veterans seeking state employment.