



CITY OF PROVIDENCE

APPENDIX A: SUMMARIZED GLOSSARY OF TERMS

The following are a summarized set of definitions to provide a generalized understanding of the terms used herein. Where multiple definitions exist, the definition within the policy shall control unless otherwise required by law and/or collective bargaining agreement. It is the responsibility of each employee to understand the workplace policies of the City, as well as their respective collective bargaining agreement to whom applicable. Employees are encouraged to contact the Department of People and Culture with any questions.

A

- **Abuse**
The improper or excessive use of something or using it in a way that goes against the law or its intended purpose, including misuse of grant funds or misuse of one's position.
- **Additional Employment**
Any compensated or uncompensated work, service, or business activity performed outside of an employee's official duties with the City of Providence, including but not limited to employment with another employer, self-employment, consulting, freelance work, independent contracting, ownership interest in a business, or regularly compensated volunteer service.
- **Adverse Employment Action**
Any action that materially affects the terms, conditions, or privileges of employment, including termination, demotion, suspension, or reduction in pay.
- **Americans with Disabilities Act (ADA)**
A federal civil rights law signed into law on July 26, 1990, prohibiting discrimination based on disability and requiring equal access to employment and public services.
- **Anonymous Report**
A report submitted where the reporter's identity is completely unknown to both the recipient and the investigator.
- **Applicant**
An individual who has formally applied for employment with the City.
- **At-Will Employee**
An employee not covered by a collective bargaining agreement or civil service protection whose employment may be terminated at any time, with or without cause, subject to applicable law.
- **Authorized Driver or Operator**
An individual approved by their department and the City to operate a City vehicle.
- **Authorized Recording**
Recording required as part of an employee's official job duties or conducted with prior authorization.

B



- **Bargaining Unit**
A group of employees represented by a labor union.
 - **Bumping**
The displacement of an employee based on seniority rights, typically governed by a collective bargaining agreement.
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C

- **City**
The City of Providence, including all departments, offices, boards, commissions, and agencies.
 - **City Property**
All items stored or located on City-owned, leased, or controlled property, including items designated for disposal.
 - **City Vehicle**
Any motorized vehicle or equipment owned or leased by the City requiring licensure or certification to operate.
 - **Coaching (Non-Disciplinary)**
A supervisory action intended to correct minor performance or conduct issues without formal discipline.
 - **Collective Bargaining Agreement (CBA)**
A legally binding agreement between the City and a labor union governing employment conditions. In case of conflict, the CBA prevails.
 - **Complainant**
An individual who reports or files a complaint alleging a policy violation.
 - **Confidential Information**
Information protected from unauthorized disclosure, including personnel, medical, investigative, and legal information.
 - **Confidential Records**
Records containing sensitive information requiring heightened security and compliance with privacy laws.
 - **Conflict of Interest**
A situation where private interests could reasonably be perceived to influence or impair an employee's objectivity or judgment.
 - **Contract**
A legally binding agreement for services, purchasing, leasing, or other municipal transactions.
 - **Controlled Substance**
Any substance listed in 21 U.S.C. § 812 and related federal regulations.
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D

- **Deadnaming**
Referring to an individual by a former name after they have communicated their affirmed name.
- **Department of People and Culture (DPC)**
The City's centralized human resources authority.



- **Disability**
A physical or mental impairment that substantially limits major life activities.
 - **Disciplinary Action**
A corrective measure taken in response to failure to meet performance or conduct standards.
 - **Discrimination**
Adverse treatment based on protected characteristics.
 - **Disposition (Records)**
The process of retaining, archiving, or destroying records.
 - **Disaster**
A large-scale emergency event causing significant harm or disruption.
 - **Due Process**
Procedural protections afforded prior to discipline, including notice and opportunity to respond.
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E

- **Electronic Signature**
A digital method of signing documents indicating intent to agree.
 - **Emergency**
A situation posing danger to life or property.
 - **Emergency Event**
A declared disruption to normal operations as authorized by City leadership.
 - **Employee**
Any individual employed by the City, including all classifications (full-time, part-time, temporary, intern, fellow, etc.).
 - **Employee Identification Badge**
The official City-issued identification credential.
 - **Essential Job Function**
A fundamental duty of a position.
 - **Essential Personnel**
Employees required to maintain critical operations during emergencies.
 - **External Customers**
Residents, constituents, vendors, contractors, and entities doing business with the City.
 - **External Gift**
Any item of value given to an employee by an external party.
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F

- **Family Member / Immediate Family**
Individuals defined under City policy including spouse, domestic partner, children, parents, and related individuals.
 - **Fellow**
An individual participating in a structured program working on defined projects.
 - **Fraud**
Intentional deception for financial or personal gain.
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G

- **Gender Identity**
An individual's internal sense of gender.
 - **Gender Expression**
How an individual outwardly expresses gender.
 - **Gift**
Any item of value, nominal or substantial, offered or given to an employee.
 - **Good Faith Report**
A report made with an honest belief in its truth.
-

H

- **Harassment**
Unwelcome conduct based on protected status.
 - **Hostile Work Environment**
An environment that is intimidating or offensive due to severe or pervasive conduct.
 - **HR Hotline**
The City's centralized reporting mechanism for workplace concerns, suggestions, kudos, and ideas.
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I

- **Inclement Weather**
Unsafe or abnormal weather conditions impacting travel or operations.
 - **Internal Customers**
City employees, officials, interns, fellows, and volunteers.
 - **Internal Gift**
A gift given between employees.
 - **Interactive Process**
A good-faith dialogue to determine reasonable accommodations.
 - **Investigation**
A structured review process to determine facts and appropriate action.
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J

- **Job Abandonment**
Failure to report to work for three consecutive days without notification.
 - **Just Cause**
The standard for discipline ensuring fairness and proportionality.
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L

- **Lateness / Tardiness**
Failure to report to work on time or return from breaks as scheduled.
- **Layoff**
Separation due to operational needs, not misconduct.



- **Leaving Early**
Departing before the end of a scheduled shift without approval.
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M

- **Misconduct**
Behavioral violation of policy, law, or workplace standards.
 - **Misgendering**
Using incorrect gender references for an individual.
 - **Municipal Facilities**
City buildings, vehicles, and workspaces.
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N

- **Nepotism**
Use or appearance of authority to benefit a relative or personal associate.
 - **Non-Essential Personnel**
Employees not required to report during emergencies.
 - **Non-Union Employee**
Employees not covered by a collective bargaining agreement.
-

O

- **Official Capacity**
Any time an employee is performing duties or representing the City.
 - **Open Door Communication**
A workplace practice encouraging communication without restrictive barriers.
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P

- **Personal Capacity**
Participation as a private individual, not representing the City.
 - **Power Differential**
A dynamic where one employee holds authority over another.
 - **Protected Activity**
Engaging in legally protected actions such as reporting misconduct.
 - **Protected Health Information (PHI)**
Individually identifiable health information.
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R

- **Reasonable Accommodation**
Adjustment enabling a qualified individual to perform job duties.
- **Record**
Any information created or maintained in City operations.
- **Recording**
Capturing audio, video, or images.



- **Recording Device**
Any device capable of recording.
 - **Recovery Friendly Workplace (RFW)**
A workplace supporting employees recovering from substance use.
 - **Relative**
An individual related by blood, marriage, or equivalent relationship.
 - **Retaliation**
Adverse action taken for engaging in protected activity.
 - **Retention Period**
The required duration records must be kept.
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S

- **Sexual Harassment**
Unwelcome sexual conduct affecting employment.
 - **Sexual Misconduct**
Broader inappropriate sexual behavior.
 - **Smoking / Combustible / Tobacco Products**
Definitions covering inhalation and burning of substances.
 - **Supervisor**
An individual with authority to direct work, evaluate performance, and take employment actions.
 - **Substance Use Disorder (SUD)**
A medical condition involving substance misuse.
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T

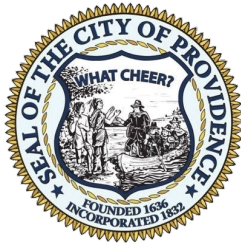
- **Telematics Equipment**
Monitoring devices in City vehicles and/or equipment.
 - **Telecommuting**
Approved remote work arrangement.
 - **Theft**
Unauthorized taking of City property.
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U

- **Undue Hardship**
Significant difficulty or expense in providing accommodation.
 - **Unexcused Absence / Unscheduled Absence**
Absences not properly reported or approved.
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W

- **Waste**
Careless or inefficient use of resources.
- **Whistleblower**
An individual reporting wrongdoing in good faith.



- **Workplace**
Any location where City business is conducted.
- **Wrongdoing**
Violations of law, regulation, or policy.