

## 2.2 DEFINITIONS

**Exempt Employee:** A salaried employee who is not covered by the overtime provisions of the Fair Labor Standards Act and is not eligible to receive compensation for overtime work either in the form of time off (compensatory time) or in cash. Exempt employees are not subject to suspension without pay unless involved in a major safety infraction.

**Non-Exempt Employee:** An employee who is covered by the overtime provisions of the Fair Labor Standards Act and is eligible to receive compensation for overtime work either in the form of time off (compensatory time) or in cash.

**Supervisor:** For purpose of this personnel policy document, the term “supervisor” means elected official, the department head, or the person to whom an employee reports to or who provides direction and instructions to an employee.

**Department Head:** For the purpose of this personnel policy, the term “Department Head” refers to an employee, either elected or not, who oversees a particular department of the County. Department Heads are generally supervisors, but supervisors are not necessarily all department heads.

**Vested Employee:** An employee that has worked continuously for more than one (1) year.