

ACCRUE:

To increase for your gain and payable upon termination of employment. (e.g. vacation and comp hours)

ACCUMULATE:

To gather. Not payable upon termination of employment. (e.g. M/B/E leave)

APPLICANT;

Any person who completes a Teller County employment application.

BREAK-IN-SERVICE:

When an employee is absent, for whatever reason, for 500 consecutive work hours. If a break-in-service occurs, an employee is considered voluntarily separated from employment.

CLOSE RELATIONSHIP:

Guardian, co-resident, or legal dependent.

CONVERSION:

The unlawful appropriation (theft) of County Property.

COUNTY PROPERTY:

Any tangible property or any intangible property or service in which the County has a legal right or interest.

COUNTY WORK WEEK:

12:00 a.m. Sunday through 11:59 p.m. Saturday.

EXEMPT EMPLOYEE:

One who is not eligible for overtime compensation. This employee is paid a salary greater than \$250 weekly and falls under one of the exemptions of the Fair Labor Standards Act.

IMMEDIATE FAMILY/HOUSEHOLD MEMBER:

The employee's spouse, children, step or foster children, parents or spouse's parents or a person residing with or dependent upon the employee.

INSUBORDINATION:

Failure to submit to the authority of an employee's direct line of supervision.

LOVED ONE:

The employee's spouse, children, step or foster children, parents or spouse's parents or other individual with whom the employee may have an immediate relationship.

NON-EXEMPT EMPLOYEE:

One who is eligible for overtime compensation. This person can be paid by the hour or a salary, but does not fall under one of the Fair Labor Standards exemptions.

PERSONAL USE:

The use of County property for personal gain or advantage.

WORK HOURS:

Hours that an employee is required to be performing assigned job duties. Sick, holiday, comp and vacation hours are not considered work hours for the purpose of computing overtime pay and/or comp time.