

SECTION TWO

DEFINITIONS

The following definitions are used in this Handbook. All terms defined in this section are identified in the text by initial capital letters.

2.1 Accrual Period: The period during which vacation leave, holiday leave and compensatory time is accrued and used. With the exception of the Road and Bridge Department and the Yampa Valley Regional Airport, the Accrual Period is January 1 through December 31 of each year. The Road and Bridge Department and the Yampa Valley Regional Airport use an Accrual Period that begins on November 1 and ends on October 31 of each year.

2.2 Anniversary Date: The date on which an employee commenced work as an employee of the County (other than as a Contract Employee or other employee not entitled to Vacation Leave) without any subsequent break in service.

2.3 Appointed Department Head: The head of any department within the structure of the Routt County government who is not elected to that position but rather is appointed to that position by the Board of County Commissioners or pursuant to an intergovernmental agreement. Currently, the Appointed Department Heads are: the County Attorney, the Airport Director, the Chief Building Official, the Director of Communications; the Emergency Management Director, the Director of Environmental/Public Health, the Director of Extension Service, the Finance Director, the Human Services Director, the Information Systems Director, the Human Resources Director, the Planning Director, the Purchasing Agent/Property Manager, and the Road and Bridge Director.

2.4 Board of County Commissioners: The Board of County Commissioners of Routt County, Colorado.

2.5 Compensatory Time: Time accrued by an FLSA Non-Exempt Employee, except law enforcement personnel, as classified in accordance with the FLSA, for work performed over forty hours in the employee's applicable work week. Compensatory Time is accrued at the rate of one and one-half times for all time worked over forty hours in a normal work week. The rate is set by the Fair Labor Standards Act (FLSA). This time is compensation for work performed and is not a benefit.

2.6 Contract Employee: Any employee who is employed for a specified project or specified time period who, while possibly working on a full-time basis, is not entitled to the benefits of a regular full-time employee because of a contract between the employee and Routt County defining that employee's benefits. Contract Employees have no grievance rights under this Handbook.