DOUGLAS COUNTY SHERIFF'S OFFICE		Policy and Procedure
Employee Leave and Compensation **County Government Definitions**		**P&P-L-102**
Effective Date: 09-15-25 Supersedes: 09-11-25	Approval: Sheriff	Number of Pages: 3
References: PP-L-105	Reevaluation Date: Annually	Standards: COM 3.2.2

I. DEFINITIONS

The terms in this section shall have, unless otherwise defined, the following meanings:

Anniversary Date

The date of the first day for which an employee receives compensation as a regular employee of Douglas County.

Department / Office

A discrete organizational unit of the County. Referred to herein as Office.

Department Official

Term used herein for an elected official and/or an appointed department director or manager.

Director

A management position hired by the county manager or elected official.

Disciplinary Action

Personnel actions which may include verbal and/or written reprimands, suspension, or dismissal, or any other official action taken affecting the employee for improper or inappropriate behavior.

Dismissal

The termination of an employee.

Elected Official

An employee who is placed into office by a general election.

Immediate Family

Defined as spouse, parent, child (including step-child, adopted child and child in utero), brother, sister, any in-law, grandparent or grandchild. <COM 3.2.2a>

Leave of Absence

A period of time away from the job approved according to the policy of this Office.

Manager

A management position hired by a director.

Original Hire Date
The date of the first day for which a regular or temporary employee received compensation from Douglas County.

Overtime
Time a non-exempt employee (including commissioned law enforcement) is requested and authorized to work in excess of 40 hours in a seven (7) day cycle.

Pay Day
The last business workday of each month.

Job Type
An alpha/numerical code developed for each job position through the job classification process.

Pay Grade
An alpha/numerical code developed for each job position indicating the pay grade within the occupational group.

Position Date
The date an employee first works in an established County position used to determine pay step increases.

Promotion
The change of any employee from one position to another of greater responsibility at a higher pay grade.

Reclassification
Process of analysis by which an established position or employee is reviewed to determine whether the duties and responsibilities of that position or employee merit a change in pay grade into which a position is assigned. Reclassification recommendations must be submitted only at the specified dates. The classification and pay plan manual has specific details.

Regular Full-Time Employee
An employee who has been appointed by the department official to a full-time authorized position of 40 hours or more per week. Full-time employees shall receive all benefits and privileges contained in the personnel manual.

Regular Part-Time Employee
An employee who has been appointed by the department official to a part-time authorized position of less than forty hours per week. Salaried regular part-time employees are eligible for prorated County benefits, sick, holiday, and vacation. (See Office policy P&P-L-105) Hourly regular part-time employees may be eligible for 1/2 sick, holiday, and vacation.

- Over 20 hours, less than 30 = 1/2 accrual
- Over 30 hours, less than 40 = 3/4 accrual

Resignation
The voluntary termination of an employee from County service, in writing to the Department Official within at least two weeks of the effective date.

Supervisor
An employee who normally oversees and directs the work of others. Usually performs appraisal and initial discipline functions in addition to other assigned duties.

Temporary Full-Time Employee
An employee who has been appointed by the department official to a full-time temporary authorized position of 30 hours or more per week, not to exceed 1040 hours per year. These employees are not eligible for sick, vacation or holiday pay.

Temporary Part-Time Employee
An employee who has been appointed by the department official to an authorized position of less than thirty hours per week and not to exceed 1040 hours per year. These employees are not eligible for sick, vacation or holiday pay.

Transfer
The movement within the County of an employee from one position to another or one department to another.

Salary Matrix
A guideline for determining pay for performance salary increases.

By Order of the Sheriff