

DEFINITIONS

Administrative leave:	Approved leave time granted by administration and the employee is not charged accrued annual leave (example: snow days)
Annual leave days:	Vacation days, bonus days and personal days
Bonus days:	Additional annual leave days granted by the administration
Confidential information:	As defined by the Code of Professional Responsibility and includes but is not limited to all work product of attorneys relating to clients and any requests of the office or the Commission for legal assistance
Contract personnel:	Non-employees
Employee:	People directly employed by SADO
Exempt employees:	As defined by the Fair Labor Standards Act
Flex time:	Working hours other than 9 a.m. to 5 p.m., Monday through Friday
Full-time employees:	Employees who are paid for at least 40 hours per week regularly except as where otherwise defined by law
Grant personnel:	Those paid in whole or part with grant funds
Human Resources:	Currently human resource issues are the responsibility of SADO's Office Administrator. These duties may be assigned to others, in whole or part. This includes hiring information, benefits, time and attendance, policy manuals, classification changes, leaves, etc.
Managerial personnel: (Manager)	Those working in the administration
Non-exempt employees:	As defined by the Fair Labor Standards Act
Overtime:	Authorized work required to be performed by non-exempt employees in excess of 40 hours in a work week
Personal days:	Annual leave days to be used the same as regular annual leave. Sixteen hours are credited annually on the first pay period in October for full-time employees

Policies: Rules and regulations governing SADO operations and adopted by the Appellate Defender Commission

Procedures: Practices, rules and operational rules and regulations set by the SADO Administration to effectuate Commission policy that may be changed from time to time without Commission approval

Salaried employee: Full or "regular" part-time salaried personnel

Supervisory personnel:
(Supervisor) Those supervising other employees