

unless they are performing work in an exempt classification for which hourly or commission-based compensation is appropriate.

Non-exempt Employees – Employees whose positions do not meet certain legal requirements necessary for exemption from applicable overtime laws are classified as “non-exempt.” Non-exempt employees are compensated for hours worked in excess of 40 hours per week with comp time. Non-exempt employees will accrue 1.5 hours for every hour of time worked over 40 hours per week. Employees may bank a maximum of 10 hours of comp time which translates into 15 hours. ~~paid overtime rates for each hour of weekly overtime they work, as requested and approved in advance by their supervisor. Federal or state wage and hour laws govern the overtime rates (i.e., non-work days such as paid time off and holidays do not count as hours worked toward overtime calculations).~~

Employment of Relatives and Dating Relationships

The employment of relatives or individuals involved in a dating relationship in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. A dating relationship is defined as a relationship that may be reasonably expected to lead to the formation of a consensual "romantic" or sexual relationship. This policy applies to all employees without regard to the gender or sexual orientation of the individuals involved.

Relatives of current employees may not occupy a position that will be working directly for or supervising a relative. Individuals involved in a dating relationship with a current employee may also not occupy a position that will be working directly for or supervising the employee with whom they are involved in a dating relationship. The JCTDA also reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

If a relative relationship or dating relationship is established after employment between employees who are in a reporting situation described above, it is the responsibility and obligation of the employee involved in the relationship to disclose the existence of the relationship to management. The individuals concerned will be given the opportunity to decide who is to be transferred to another available position, if one exists. If that decision is not made within 30 calendar days, management will decide who is to be transferred or, if necessary, terminated from employment.