

6.04 EXEMPTIONS FROM F.L.S.A. (OVERTIME COMPENSATION).

Certain ~~D~~department heads and other executive, administrative, and professional employees are exempt from overtime provisions of the Fair Labor Standards Act (F.L.S.A.) and are expected to render necessary and reasonable overtime services with no additional compensation. The salaries of these positions are established with this assumption in mind. Some additional county positions are exempt from F.L.S.A. because of the administrative relationship of the position to the elected official for whom the employee works. (Legal reference: U.S. F.L.S.A. of 1938, as amended.)

Exempt employees do not receive compensatory hours off, however extra hours worked by exempt employees~~executive, administrative, professionals, and elected officials' closest staff members~~, when properly recorded, may be used as a factor in granting or denying paid leave other than vacation or sick leave provided that the employee has exhausted all other types of leave, and then may be authorized by the employees direct Ssupervisor or Eelected Official. Extra hours recorded for exempt employees must be used by the end of each calendar year, with the exception of extra hours recorded in December, which must be used by February 15 of the following year. Any remaining balance of recorded extra hours will be forfeited. The maximum accrual of Extra Hours worked will be 240 hours. Any unused extra hours worked will be eliminated without compensation to the employee upon termination. Employees engaged in recreational, seasonal activities which do not operate for more than seven months in any calendar year and meet the other statutory prerequisites are exempted from the minimum wage and overtime provisions of the Fair Labor Standards Act as recreational, seasonal employees. Each county job description designates whether persons hired in that classification may be~~are~~ exempt from or covered by (nonexempt) the overtime provisions of F.L.S.A. depending upon the level of wage assigned.