

## SECTION 3.6: TOP MANAGEMENT AND OTHER SALARIED POSITIONS

- A. "Top Management" positions are salaried and include the following positions:
1. County Administrator
  2. County Administrator direct reports in pay band "D" and above or as determined by the County Administrator
  3. Assistant County Administrator
  4. Assistant County Administrator's direct reports who are Department Heads
  5. Job and Family Services Director
  6. Job and Family Services Director's direct reports in pay band "D" and above (excluding Section Chief level and below positions).
- B. Human Resources shall maintain a list of current top management positions.
- C. All salaried employees are FLSA exempt and are ineligible for overtime payment or compensatory time credit. Human Resources shall determine which positions are salaried.
- D. An employee will be considered to be paid on a "salary basis" within the meaning of FLSA regulations if the employee regularly receives each pay period a predetermined amount constituting all or part of the employee's compensation, which amount is not subject to reduction because of variations in the quality or quantity of the work performed. Subject to certain exceptions (e.g., the initial or terminal week of employment), an exempt employee must receive the full salary for any week in which the employee performs any work without regard to the number of days or hours worked.
- E. For purposes of calculating biweekly payroll and leave accumulations, salaried employees are considered to be working 40 hours per week.
- F. Salaried employees shall not sign-in or keep timesheets for payroll purposes. However, salaried employees may be required to track work time for programmatic reasons. It is expected that salaried positions will normally require no less than 40 hours per week to complete the requirements of the job.
- G. Salaried employees are required to notify their respective supervisors of their whereabouts during normal working hours. Salaried employees' work schedules may be adjusted with prior approval by their respective supervisors.
- H. Salaried employees need not be paid for any workweek in which they perform no work. Salaried employees need not be paid for absences for one or more full days for personal reasons, and the pay for those days absent may be deducted from their salary. Deductions from pay may be made for absences of one or

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more full days for sickness or disability in accordance with the Sick Leave Policy, Section 4.1. An employee is not paid on a salary basis if deductions from the employee's predetermined compensation are made for absences occasioned by the employer. If the employee is ready, willing and able to work, deductions may not be made for time when work is not available.

- I. In the event that an employee believes that the determination of Human Resources as to exempt/non-exempt status is incorrect, the employee should inform his/her supervisor and contact Human Resources for a detailed explanation. Similarly, should an exempt employee believe that an improper deduction was taken from his/her salary, the supervisor and Human Resources should be contacted for an explanation. The employee may utilize the Internal Grievance Policy Section 7.4 to address unresolved concerns, and will be promptly reimbursed for any improper deduction.

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