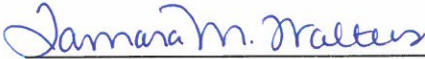




**M E M O R A N D U M**

**TO:** Linda Gorton, Mayor  
Sally Hamilton, Chief Administrative Officer  
Council Members

**FROM:**   
Tamara Walters, Director  
Division of Human Resources

**DATE:** March 3, 2023

**SUBJECT: FLSA Re-evaluation: Skilled Trades Supervisor change from Exempt to Non-Exempt**

**Request:**

The attached is requesting authorization to abolish and create positions in order to conform with the Fair Labor Standards Act (FLSA) and transfer the incumbents from exempt to non-exempt status, effective the first payroll Monday following passage of Council.

**Why are you requesting:**

The Division of Human Resources performed a re-evaluation of the current exemption status for Skilled Trades Supervisor at the request of the Divisions of Facilities and Fleet Management and Parks and Recreation. Although the Divisions of Fire and Emergency Services, Community Corrections did not request an evaluation, the Skilled Trades Supervisor positions in those divisions were also included in this study. After further review of the classification's duties in accordance with the U.S. Department of Labor's FLSA regulations, the primary duties of the Skilled Trades Supervisor do not meet the current regulation requirements. Therefore, the Division of Human Resources has concluded that the following classifications and the incumbents will change from exempt to non-exempt status.



Division	Employee Name	Current Grade	New Grade
Facilities and Fleet Management	Jason Oesterling Garland Martin Robert Nichols Scott Kelsey William Sinclair	522E	522N
Parks and Recreation	William Hamilton Robert Ledford Stephen Collins Stevie Brewer Richard Strange	522E	522N
Community Corrections	William Regensburger	522E	522N
Fire & Emergency Services	Phillip Smyth	522E	522N

**What is the cost in this budget year and future budget year?**

While the base salaries remain the same, there may be a potential fiscal impact due to the fact that these employees will become eligible for overtime pay.

**File Number:**

0394-23

**Director/Commissioner:** Tamara Walters/Sally Hamilton

