




MEMORANDUM

TO: Jim Gray, Mayor
Sally Hamilton, Chief Administrative Officer
Council Members

FROM: 
John Maxwell, Director
Division of Human Resources

DATE: October 31, 2018

SUBJECT: Title and FLSA change – Division of Aging Services

Request:

The attached action is requesting authorization to change the title of one (1) classified position of Recreation Supervisor (Grade 514E) to Community Program Coordinator (Grade 514N), thus changing the Fair Labor Standards Act (FLSA) status from Exempt to Non-Exempt, and reclassifying the incumbent within the Division of Aging Services, effective the first payroll Monday following passage of Council.

Why are you requesting:

These changes are requested to better reflect the duties of the positions.

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

While the base salary remains the same, there may be a potential fiscal impact due to the fact that this employee becomes eligible for overtime pay.

File Number: 191-18

Director/Commissioner: John Maxwell/Sally Hamilton

If you have questions or need additional information, please contact Alisha Lyle at (859) 258-3957.

