


MEMORANDUM

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

FROM: 
John Maxwell, Director
Division of Human Resources

DATE: November 7, 2016

SUBJECT: **FLSA changes — Division of Human Resources**

Request:

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

Why are you requesting:

In accordance with the U.S. Department of Labor's FLSA regulations and after a review of the incumbents' job duties and respective salaries, the Division of Human Resources has determined that the attached list of incumbents will change from exempt to non-exempt status. There are 33 employees changing to non-exempt status as a result of the FLSA duties test and 41 employees changing to non-exempt status as a result of the new FLSA salary threshold test.

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

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

File Number:

1258-14

Director/Commissioner:

John Maxwell/Sally Hamilton

