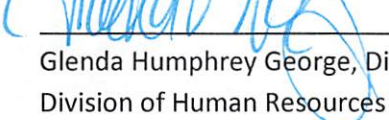




MEMORANDUM

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

FROM:   
Glenda Humphrey George, Director  
Division of Human Resources

DATE: February 1, 2024

SUBJECT: **FLSA Evaluation: Solids Processing Supervisor change from Exempt to Non-Exempt**

**Request:**

Council authorization is requested to abolish two exempt positions and create two non-exempt positions in the Division of Water Quality, effective the first payroll Monday following passage of Council.

**Why are you requesting:**

At the request of the Division of Water Quality, the Division of Human Resources performed a FLSA evaluation for the Solids Processing Supervisor positions. The Division of Human Resources has determined that the following classification and the incumbents will change from exempt status to non-exempt status, in accordance with the U.S. Department of Labor FLSA regulations.

Division	Employee Name	Current Grade	New Grade
Solids Processing Supervisor West Hickman	Larry Hamilton	519E	519N
Solids Processing Supervisor Town Branch	James Anderson	519E	519N



**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:** 0145 - 24

**Director/Commissioner:** Glenda Humphrey George/Sally Hamilton

