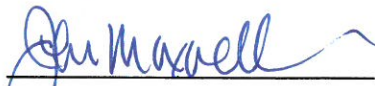




MEMORANDUM

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

FROM: 
John Maxwell, Director
Division of Human Resources

DATE: November 5, 2019

SUBJECT: FLSA changes — Division of Human Resources

Request:

The attached is requesting authorization to change the base pay of employees in order to conform to the Fair Labor Standards Act (FLSA) and bringing all affected incumbents to the new required salary threshold status, effective the first payroll Monday following passage of Council.

Why are you requesting:

On September 24, 2019, the U.S. Department of Labor announced a final rule which updates the earnings threshold necessary to exempt executive, administrative and professional employees from the Fair Labor Standards Act (FLSA). Effective January 1, 2020, the "standard salary level" for exempt employees is increasing from \$455 per week (\$23,660 per year) to \$684 per week (\$35,568 per year).

In accordance with the U.S. Department of Labor's FLSA regulations and after a review of the incumbents' respective salaries, the Division of Human Resources has determined that the attached list of incumbents who are slightly below the new required salary threshold be increased in order to comply with the law. There are 4 employees' salaries changing as a result of the new FLSA salary threshold test.



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

This has a 12-month future impact of a cost of \$3,898.30.

Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Early Child Care Teacher	(\$34,084.96)	\$35,568.00	\$1,483.04
Early Child Care Teacher	(\$34,854.56)	\$35,568.00	\$713.44
Early Child Care Teacher	(\$34,900.32)	\$35,568.00	\$667.68
Social Worker	(\$35,474.40)	\$35,568.00	\$93.60
Total Annual Impact/ Salary and Benefits \$3,898.30			

File Number:

1196-19

Director/Commissioner:

John Maxwell/Sally Hamilton

