




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

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

**FROM:**   
John Maxwell, Director  
Division of Human Resources

**DATE:** January 27, 2022

**SUBJECT:** **FLSA change from Exempt to Non-Exempt — Division of Environmental Services**

**Request:**

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

**Why are you requesting:**

After further review of the classification’s duties in accordance with the U.S. Department of Labor’s FLSA regulations, the Division of Human Resources has determined that the following classifications and the incumbent will change from exempt to non-exempt status.

Position Title	Employee Name	Current Grade	New Grade
Operations Manager	John Day	520E	520N

**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 will become eligible for overtime pay.

**File Number:**

0136-22



**Director/Commissioner:** John Maxwell/Sally Hamilton

