



M E M O R A N D U M

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

FROM: *Tamara M. Walters*
Tamara Walters, Director
Division of Human Resources

DATE: October 3, 2022

SUBJECT: FLSA change from Exempt to Non-Exempt — Division of Enhanced 911

Request:

The attached is requesting authorization to abolish and create positions in order to conform to the Fair Labor Standards Act (FLSA) and transfer the incumbents 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 classification and the incumbents will change from exempt to non-exempt status.

Position Title	Employee Name	Current Grade	New Grade
Telecommunicator Supervisor	Tracy Wells Heather Moncrief Charles Bowen Bethel Robinson Kristi McIntosh Vacant (3)	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 these employees will become eligible for overtime pay.

File Number: 1017-22

Director/Commissioner: Tamara Walters/Sally Hamilton

