



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: March 3, 2023

SUBJECT: **FLSA change from Exempt to Non-Exempt — Division of Water Quality**

Request:

The attached is requesting authorization to abolish and create positions in order to conform with 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 and 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 incumbents will change from exempt to non-exempt status.

Position Title	Employee Name	Current Grade	New Grade
Maintenance Supervisor	Michael Foster	519E	519N
	John Brad Pennington		
Pump Station Supervisor	Chris Dove	520E	520N

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

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



0298-23

File Number:

Director/Commissioner: Tamara Walters/Sally Hamilton

