

## Staff Report

**Subject:** Approval of Update to HR SOP 3.04 Hours of Work, Section C. Overtime, #9- Exempt Employees.

**Author:** Sarah Mausolf, Director

**Department:** Human Resources and Risk Management

**Meeting Date:** October 17, 2023

**Item Description:** Request to approve an Update to HR SOP 3.04 Hours of Work, Section C. Overtime, #9- Exempt Employees.

### Summary Recommendation

After conducting a BOC Workshop (Tuesday, 6/20/2023) and further discussion at BOC Retreat (Saturday, 8/26/2023), staff recommends updating HR SOP 3.04 Hours of Work, Section C. Overtime, #9- Exempt Employees.

9. Exempt employees are those not covered by the FLSA overtime provisions and do not receive overtime pay or compensatory time in place of overtime pay. Exempt employees will receive administrative leave after they work 43 hours a week. The time worked over 43 hours will be calculated hour for hour. The maximum payout of administrative leave is 80 hours in a calendar year. Any administrative leave earned above 80 hours can replace paid time off (PTO.) Exempt employees may use admin leave earned for three consecutive days off. Exempt employees are no longer required to take at least 40 hours of paid time off (PTO) to be eligible for admin leave payout.

- Admin Leave Payout remains 80 hours maximum.
- Exempt Employees can use Admin Leave Earned above 80 hours instead of Paid Time Off (PTO).
- Admin Leave Earned should only be used for up to three consecutive days off.
- Remove the requirement of taking 40 hours of PTO before you are eligible for Admin Leave Payout.

### Alternatives

1. Recommend approval of Update to HR SOP 3.04 Hours of Work, Section C. Overtime, #9- Exempt Employees.
2. Disapprove and provide staff with guidance on how to proceed.

**Other Alternatives:** None

**Department Review:** County Manager and Human Resources.

**Funding Source:** No impact.

**Attachment:** Current HR SOP 3.04  
Updated HR SOP 3.04 Draft