

**CITY OF MILES CITY**  
**POSITION DESCRIPTION**

**POSITION:** Airport Manager/Caretaker

**DEPARTMENT:** Airport

**ACCOUNTABLE TO:** Miles City Airport Commission

**SUMMARY OF WORK:**

Maintains airport facilities, grounds, and equipment to provide for a safe and clean environment. Coordinate State and Federal projects and requirements. Prepares and operates within Airport Budget.

**JOB CHARACTERISTICS:**

**Nature of Work:** This position performs technical duties of maintaining airport to assure a safe operating area for all airport users; position works outdoors and may work in adverse weather; position performs physical labor duties.

**Personal Contacts:** Limited contact with transient traffic; regular contact with airport tenants and contractors.

**Supervision Received:** Supervised directly by the Airport Commission Chairman.

**Essential Functions:** Position requires ability to operate hand and power equipment; climb ladders visually inspect premises; shovel heavy amounts of snow; oversee hangar rentals; drive and maintain snowplows, fueling equipment and other equipment; communicate effectively. Manage fueling operations and assures all personnel are certified according to FAA regulations.

**AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:**

Monitors airport conditions to ensure safe operations for all airport users. Issues NOTAM's and makes decisions as to when to close Airport.

Inspects, repairs, replaces, and maintains Airport property including; runways, taxiways, ramp, safety areas and associated lighting and signs, airport buildings, fencing, grounds, and equipment.

Removes snow, seals cracks, replaces lights, mows, paints, cleans buildings, hauls trash,

spray weeds, does wildlife control, verifies monthly meter readings. Maintains equipment including snowplows, sweeper, fueling equipment, tractors, mowers, and other equipment. Oversees rentals and other lease agreements and income. Prepares operates within the Airport Budget. Performs other related duties as required by the Airport Commission.

### **JOB REQUIREMENTS:**

**Knowledge:** This position requires a knowledge of operating and maintaining equipment; prior airport management/operations preferred, basic knowledge of airport operations, fueling operations and safety requirements, FAA, State, and local laws governing airports.

**Skills:** This position requires skills in operating and maintaining heavy equipment and maintaining facilities.

**Abilities:** This position requires the ability to lift, push and pull up to 80 pounds. Weight in excess of 80 pounds requires assistance. Hearing acuity to be able to communicate effectively and appropriately with fellow employees supervisors, tenants, and the public. Visual acuity to be able to read FAA Advisory Circulars, grant applications and assurances and other information materials. Must be able to manage fueling operations. Must also have the ability to shovel; painting; use hand tools; use power tools; work unusual or long hours, for which comp time will provided; work in adverse weather and extreme temperatures; communicate effectively; follow instructions; establish effective working relationships with fellow employees, supervisors, and the public.

### **EDUCATION AND EXPERIENCE:**

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent:

- High School Diploma or GED
- Experience in the maintenance and operation of trucks and equipment required
- Prior airport management/operations experience preferred

### **JOB PERFORMANCE STANDARDS:**

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties, work well without additional supervision and uses time well,  
Rarely misses deadlines and is punctual
- Effectively maintains airport facility, grounds, and equipment. Develop and maintain an

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- Performs assigned duties, work well without additional supervision and uses time well,  
Rarely misses deadlines and is punctual
- Effectively maintains airport facility, grounds, and equipment. Develop and maintain an

- inspection routine and log for specific equipment and facilities.
- Periodically inspect, service, and clean hangers and hanger doors.
  - Provides for safe clear paved surfaces
  - Is able to work long hours for severe weather or unscheduled maintenance
  - Is able to prepare and operate within an airport budget
  - Verifies monthly financial statements including detailed income from fuel flowage, Rental and landing fees; and detailed expenses and status of projected income and Expenses
  - Knows and follows airport minimum standards, FAA, State and Local laws and regulations
  - Maintains accurate and timely records, logs, inspections and time sheets
  - Plans and coordinates activities concerned with a construction and maintenance of Airport facilities and operation of the Airport accordance with Commission policy and Regulations
  - Attends meetings of the Airport Commission and, if requested, meetings of the City Council and the County Commissioners
  - Submits plans and ideas to Airport Commission for airport growth, improvement, and maintenance. Takes the initiative
  - Consults with Commission first regarding use of airport facilities, policies, operating rules, safety issues, regulations and procedures
  - Consults with representatives of airlines, utility companies, or individuals for acquisition of property for development of airport, lease of airport buildings and facilities, or use of right of ways
  - Consults with representatives of airlines, utility companies, or individuals for acquisition of property for development of airport, lease of airport buildings and facilities, or use of right of ways
  - Deals effectively, tactfully, enthusiastically and courteously with the public. Represents the airport before civic or other organizational groups, courts, boards and commissions
  - Support all phases of airport growth and local aviation programs
  - Responsible for the security of all Airport property
  - Establishes and maintains effective working relationships with supervisors, tenants and the public
  - Formulates procedures for use in the event of aircraft accidents, fires, illegal trespassing or other emergencies
  - Investigates complaints of excessive noise from low flying aircraft or other operations
  - Must be available to be contacted for emergencies 24 hours a day, 7 days a week, or have other designated alternative person available

# THE HANDBOOK

AN MSU LOCAL GOVERNMENT CENTER E-BRIEF

HIGHLIGHTS

## EXEMPT/NON-EXEMPT STATUS

### Municipal Officials Handbook, page 107-108

#### 3.9 COMPENSATION

##### 3.902 Minimum Wages and Hours

**Exempt or Non-Exempt Status** – Depending upon a variety of factors, some employees are exempt from the overtime pay provisions and some from both the minimum wage and overtime pay provisions. Given this fact, both employers and employees should closely review the exact terms and conditions of a possible exemption in light of the employee's actual duties before assuming that the exemption might apply to the employee. In the end, the final responsibility, and legal liability, of classifying an employee as either exempt or non-exempt rests on the employer.

**Overtime Payment** – Unless specifically exempt by Montana law, all employees must be paid at least one-and-one-half times the employee's regular rate of pay for all hours worked in excess of 40 hours in a work week. Application of the overtime provisions of subsection (1) to the employment of firefighters and law enforcement officers by the state must be consistent with the Fair Labor Standards Act of 1938, as amended, and consistent with regulations promulgated under the act. Executives, administrative, and professionals who are paid on a salary basis are exempt from overtime. (Salaried workers who do not meet the definition of executive, administrative, or professional must be paid overtime in addition to their salary.) The definitions of these exemptions can be located at this website: <http://erd.dli.mt.gov/labor-standards/wage-and-hour-wage-payment-act.html>. Contact Wage and Hour at 406-444-5600 for more information on the exceptions from overtime or the website at: <http://erd.dli.mt.gov/labor-standards/wage-and-hour-wage-payment-act/minimum-wagesovertime-exemptions.html>

**Avoiding the Salary Trap** – Employers must realize that even if they pay an employee a salary versus an hourly wage, they are still subject to the requirements of State and Federal minimum wage and/or overtime laws. Payment of a salary by itself does not exempt an employee unless the business or the individual is exempted from the law.

**LGC special note:** A "simple" check-list to determine an employee's exempt or non-exempt status does not exist. The responsibility for determining an employee's exempt status rests on the employer. Positions with duties that meet certain

**FLSA (Fair Labor Standards Act) requirements may be exempted under Executive, Administrative, or Professional criteria. A good reference is the Montana State Department of Labor website, <http://erd.dli.mt.gov/labor-standards/wage-and-hourwage-payment-act.html>. If in doubt, phone Wage and Hour, 406-444-5600, they are very helpful and want to help you make correct determinations.**

**Executive Criteria include the following:**

1. Primary duty consists of the management a department or subdivision thereof; and who
2. Customarily and regularly directs the work of two or more other employees;  
and
3. Has the authority to hire or fire other employees or whose suggestions and recommendations as to the hiring or firing, and as to the advancement, promotion or any other change of status of other employees; and who
4. Customarily and regularly exercises discretionary powers; and
5. The employee:
  - a. Does not devote more than 20 percent of his/her hours of work in the workweek to activities which are not directly and closely related to the performance of the work described in 1 through 4 above, or
  - b. Is in sole charge of an independent establishment or a physically separated branch establishment; and
6. Is compensated on a salary (not hourly) basis at a rate of not less than \$455 per week.

**Administrative Criteria include the following:**

1. Primary duty consists of either:
  - a. The performance of office or non-manual work directly related to management policies or general business operations of his employer or his employer's customers, or
  - b. The performance of functions in the administration of the University, or department or subdivision thereof, in work directly related to the academic instruction or training carried on; and
2. Customarily and regularly exercises discretion and independent judgment; and
3. a. Regularly and directly assists an employee employed in a bona fide executive or administrative capacity, or

- b. Who performs under only general supervision work along specialized or technical lines requiring special training, experience, or knowledge, or
  - c. Who executes under only general supervision special assignments and tasks; and
4. Does not devote more than 20 percent of his/her hours worked in the workweek to activities not directly and closely related to the performance of the work described in paragraphs 1 through 3 above; and
  5. Compensated on a salary (not hourly) basis at a rate of not less than \$455 per week.

***Professional Criteria include the following:***

1. Primary duty consists of the performance of:
  - a. Work requiring knowledge of an advance type in a field of science or learning customarily acquired by an prolonged course of specialized intellectual instruction and study (a general academic education, an apprenticeship, or training in the performance of routine mental, manual, or physical processes does not qualify), or
  - b. Work that is original and creative in character in a recognized field of artistic endeavor (as opposed to work which can be produced by a person endowed with general manual or intellectual ability and training), and the result of which depends primarily on the invention, imagination, or talent of the employee, or
  - c. Teaching, tutoring, instructing, or lecturing in the activity of imparting knowledge and employed as a teacher at the University; and
2. Work requires the consistent exercise of discretion and judgment in its performance; and
3. Work is predominantly intellectual and varied in character (as opposed to routine mental, manual, mechanical, or physical work) and is of such character that the output produced or the result accomplished cannot be standardized in relation to a given period of time; and
4. Does not devote more than 20 percent of the hours worked in the workweek to activities which are not an essential part of and necessarily incident to the work described in paragraphs 1 through 3 above; and
5. Is compensated on a salary (not hourly) basis at a rate of not less than \$455 per week.

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# **AIRPORT COMMISSIONERS MEETING MINUTES**

**Monday, November 10, 2025      Flight Service Bldg 2 pm**

Present: Paul Grutkowski, Tye Ketchum, Justin Strub, Patrick Lifto, Jeff Faycosh, Kevin Thomasen, Dorothy Willems (Secretary), Jeff Langkau (Manager), and Brad Davis (Assistant Manager).

Absent: Doug Phair.    Guest: Nathan Schroht (KLJ)

Meeting was called to order by Vice Chairman, Paul Grutkowski

## **APPROVAL OF PRIOR MEETING MINUTES**

Pat Lifto made a motion to approve October 13, 2025, minutes. Tye Ketchum seconded the motion. Motion carried.

## **OLD BUSINESS**

- **Financials** – Checking Balance \$303,939.81, Receivables \$18,058.91, Salaries August & September -\$40,000 estimated, City Charges for June, July, and August \$-6,591.90, Airport Improvement Balance of \$76,953.15, Muti Service \$400.00, City Unemployment insurance charges error \$7700.00, and Mt Intercap Loan for Hanger 10 of \$113,74.61 plus interest with payback Feb 2026 of \$310,000. equals estimated cash balance of \$556,715.36.

Loans: City Service Truck Loan \$1226.73 monthly ending 8/1/2026,

Jeff reported items of higher cost annually would be Filters \$4000, Hanger Insurance \$7000, and Bldg Insurance \$4000.

## **Status of Hangar Rental Agreements and Liability Insurance**

- Jeff Langkau received email with suggested addition to the rental agreement on the insurance side from Assured Partners. Paul Grutkowski suggested adding additions to the current Rental Agreement and assigning a committee of Paul Grutkowski, Jeff Langkau, and Brad Davis to review the agreement and seek advice from legal counsel. Jeff Faycosh made a motion to add the insurance suggestions to the rental agreement and have Paul Grutkowski, Jeff Langkau, and Brad Davis review the agreement and seek legal advice for accepted rental agreement. Tye Ketchem seconded the motion. Motion carried.

## **Muggli Ag Lease**

- We are still waiting for a reply from Muggli's for a new lease but do know they want to continue the lease. December agenda.

## **Hangar 9 Door Disposal Bids**

- Received one sealed bid for Hanger 9 door from Charles Moore Trucking in the amount of \$1500. Justin Strub made a motion to accept the bid from Charles Moore Trucking in the amount of \$1500. Pat Lifto second the motion. Motion carried.

## **Shop Space Available for Mechanic**

- Jim, the Aircraft Mechanic from Huron, is interested in possible space to do some Aircraft maintenance. Haven't heard back from him. December agenda.

## **KLJ Report / Nathan Schroht (Report Attached)**

- **BLM Seat Base (Non FAA)**
  - Still awaiting comments from BLM from 30% design review and response may be delayed due to current government shutdown.
- **SRE Acquisition (AIP FY 2026)**
  - Meeting with FAA in early November to discuss scope. Snowplow funding will be looked at for these funds. Will discuss at December meeting. Possible AIP 90-5% sharing.
- **Hangar 10 Reimbursement (AIG FY 2026)**
  - Grant application is being prepared, and final costs are being determined with the FAA. Once final FAA share is determined, the grant application will be submitted. Dorothy Willems will

submit financials for fiscal year 2024-2025 to Nathan. Jeff Faycosh gave Nathan the tax information for 3 mils in the amount of \$50,300.50 needed for the final submission. Expected reimbursement February 2026 estimated at \$330,000 with a share 90-5% expected.

- Hanger 5 discussed possible funding for new hanger door, insulation, new roof, rewiring of electrical, and new heating system. Nathan will check on funding and what may qualify. Furnace rebates could be available through MDU. Paul will investigate.
- Hanger 3 North side wood is rotting which would not be covered by any funds but suggested fix was metal siding.

### **NEW BUSINESS**

- **Fox Wedding June 6<sup>th</sup> and Johnstone Wedding at the end of May 2026 in the Roundtop**
  - Suggested Rent for 3 days is \$500.

### **CLAIMS**

- Total Claims = \$24,154.30 including \$20,000 in fuel. Tye Ketchum made a motion to approve November 2025 claims in the amount of \$24,154.30. Jeff Faycosh second. Motion Carried.

### **MANAGERS REPORT** (Copy Attached)

- Summer equipment stored and winter equipment out.
- Phillips 66 inspection went well
- Added a twin to Hangar 10 year around.
- Request to paint the BLM Flight building interior, okay. Airport personnel will pick the colors.
- Discussion to pay off the fuel truck loan which has a balance of about \$10,000. In view of the low interest rate the board felt we should pay off the loan as scheduled which is August 2026.
- Discounts for Hanger Rental paid a year in advance were turned down by the board. Request to be billed a year in advance and invoice as requested would be permitted.
- Brad Davis presented a list of available pickups with pricing to the board, and the favored one was the new Dodge Ram Tradesman for \$45,000.00 from Deluxe. Since this item was not on the agenda, we will vote to purchase it in December after the item has appeared on the December agenda. Additional cost for the vehicle would be radio and beacon.
- Request to increase the rental agreement up to 3% automatically each year was declined by the board. Pat Lifto made a motion to not increase the rental lease for the year 2026. Justin Strub seconded the motion. Motion carried.
- Jeff Langkau requested to have Comp Time for the new manager be calculated at time and a half since the description of the job falls under the definition of nonexempt employee according to the Montana Labor Association. Jeff Faycosh made a motion for Jeff Langkau to contact City Human Resources with the request for time and a half comp time with 40-hour salaried week and anything over time and a half comp time. Pat Lifto seconded the motion. Motion carried.

No Public Comments

**ADJOURNMENT** – Vice Chairman Paul Grutkowski adjourned 3:45. Next meeting December 8, 2025



# Montana Operations Manual *Policy*

Category

**Human  
Resources/  
Employee  
Benefits**

Effective  
Date

**08/12/2010**

Last Revised

**02/24/2014**

Issuing  
Authority

**Department of Administration  
State Human Resources Division**

## **Overtime and Nonexempt Compensatory Time Policy**

### **I. Purpose**

This policy establishes uniform procedures for administering overtime compensation and nonexempt compensatory time. This policy also directs agencies to comply with the Fair Labor Standards Act (FLSA) and Montana's Wage and Hour Laws when administering overtime compensation or nonexempt compensatory time.

### **II. Scope**

This policy covers positions identified as nonexempt from the FLSA in Montana's executive branch except those positions in the Montana university system, the Montana State Fund, elected officials, the personally appointed staff of elected officials, and any other position specifically excluded under Sections 2-18-103 and -104, MCA.

Some nonexempt positions, such as firefighting and law enforcement positions, may have partial exemptions from the overtime provisions of FLSA. Section 7 of the FLSA and Title 29, CFR, Chapter V, Part 553 of the FLSA regulations explain these partial exemptions. Employees in nonexempt positions qualifying for the partial exemption are covered by the requirements of this policy after the partial exemption has been met.

Any collective bargaining agreement providing greater overtime or nonexempt compensatory time benefits supersedes this policy.

### **C. Administering Overtime and Nonexempt Compensatory Time**

1. When administering overtime and nonexempt compensatory time, agency management must:
  - a. require advance approval, whenever possible, for an employee in a nonexempt position to work hours resulting in the payment of overtime compensation or the accrual of nonexempt compensatory time;
  - b. require employees to take nonexempt compensatory time off in no less than one-half hour increments;
  - c. pay out at the employee's regular rate unused nonexempt compensatory time when an employee transfers from one agency to another agency or terminates employment for any reason, including for cause; and
  - d. follow the record keeping requirements in the Employee Records Management Policy (2.21.6606 through 2.21.6617 and 2.21.6622, ARM).
2. Employees are responsible for recording overtime and nonexempt compensatory time on a timesheet. Hours must be recorded in not less than one-tenth of an hour increments. (For example, 0.1 hour equals 6 minutes, 0.2 hour equals 12 minutes.) Agencies may round off the fractional increment provided the practice does not result in a failure to compensate an employee for the entire time worked.
3. Employees may not accrue more than 240 hours of nonexempt compensatory time. If an employee accrues 240 hours of nonexempt compensatory time, the employee will earn overtime compensation for additional time in a pay status in excess of 40 hours in a workweek.
4. When administering overtime or nonexempt compensatory time, agency management may:
  - a. establish a lower maximum accrual amount than 240 hours;
  - b. pay out, at any time, an employee's accrued nonexempt compensatory time balance at the employee's regular rate; and
  - c. adjust the work schedule of an employee in a nonexempt position for a workweek to prevent the employee from

later date or paid out in accordance with this policy and federal requirements.

**Overtime:** Time in a pay status by an employee in nonexempt position exceeding 40 hours in a workweek.

**Overtime Compensation:** Monetary compensation paid to an employee in a nonexempt position for all time in a pay status in excess of 40 hours in a workweek.

**Workweek:** A regular, recurring period of 168 hours that occurs over seven consecutive 24 hour periods. In Montana state government, the workweek begins at 12:00 a.m. on Saturday and ends at 11:59 p.m. on Friday, unless defined otherwise by agency management or a collective bargaining agreement.



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Benefits

Effective Date

07/15/2010

Last Revised

09/21/2012

Issuing  
Authority

Department of Administration  
State Human Resources Division

## Exempt Compensatory Time Policy

### I. Purpose

This policy establishes minimum standards for administering exempt compensatory time in Montana state government.

### II. Scope

This policy covers all positions identified as exempt from the Fair Labor Standards Act (FLSA) in Montana's executive branch except those employed by the Montana university system, the Montana State Fund, elected officials, the personally appointed staff of elected officials, and any other position specifically excluded under Sections 2-18-103, and 2-18-104, MCA.

Any collective bargaining agreement providing greater exempt compensatory time benefits supersedes this policy.

### III. Procedures

Agency management identifies agency positions qualifying for an exemption under the FLSA and Montana's Wage and Hour Laws. Employees in positions identified as exempt may accrue and use exempt compensatory time. Exempt compensatory time does not provide compensation in addition to the employee's annual salary. Exempt compensatory time does provide greater flexibility in scheduling employees in exempt positions.

### **C. Carry-over Limits and Extensions**

1. Employees may carry over a maximum of 120 hours of exempt compensatory time from one calendar year into the next year. Balances exceeding 120 hours are considered "excess." Employees will forfeit excess exempt compensatory time unless used within 90 calendar days from the last day of the calendar year in which the compensatory time was earned. Agency management may grant an extension as described below.
2. Employees are responsible for making reasonable written requests to use excess compensatory time during the 90-day grace period. Agency management may grant the request to take the time off or extend the number of days the employee has to use the excess exempt compensatory time. Agency management must document the extensions in writing no later than March 31 of each year. The length of the extension is up to the discretion of the agency director or designee but must not extend beyond the end of the calendar year in which the extension is granted. Any excess exempt compensatory time remaining at the end of the extension is forfeited. If no extension request is made during the 90-day grace period, the excess hours are forfeited.

### **D. Exempt Compensatory Time Leave Requests**

1. Employees may take accrued exempt compensatory time as paid time off as approved by their supervisor. If the interest of the state requires the employee's attendance, the state's interest overrides the employee's interest to use exempt compensatory time.
2. Agency management may require an employee to take accrued exempt compensatory time off during any workweek.
3. Effective January 1, 2011, employees in exempt positions with an excess annual leave balance as identified under the Annual Leave Policy must use excess annual leave before exempt compensatory time may be used. This provision applies only to excess annual leave balances extended into the grace period following the end-of-year calculations.

**Exempt Compensatory Time:** Time accrued by an employee in an exempt position for all time in a pay status in excess of 40 hours in a workweek.

**Grace Period:** The first 90 calendar days from the last day of the calendar year in which the excess leave was accrued. The grace period may be extended to the end of the calendar year if an employee makes a reasonable written request to use excess leave and the employing agency denies all or any portion of the request.

**In a Pay Status:** Time period in which an employee is being paid for hours worked or for annual leave, sick leave, or other paid leave; sick leave fund grants; holidays; or compensatory time.

**Workweek:** A regular, recurring period of 168 hours that occurs over seven consecutive 24 hour periods. In Montana state government, the workweek begins at 12:00 a.m. on Saturday and ends at 11:59 p.m. on Friday, unless defined otherwise by agency management or a collective bargaining agreement.