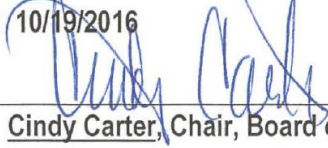


# Grant County Personnel Policy

DATE ISSUED: 10/19/2016	EFFECTIVE DATE: 10/19/2016
APPROVED:  Cindy Carter, Chair, Board of County Commissioners	10-17-16 Date Signed
LAST REVISED: 04/16/2015	CONTACT: Human Resources

### 406 – Exempt Guidelines

406.1 As noted in Section 405, an exempt employee is one who is employed in an executive, administrative, managerial or professional capacity as defined by the Fair Labor Standards Act (FLSA), and is exempt from overtime and paid for work performed rather than hours of work. Exempt employees are expected to do what is necessary to meet the demands of the job and get the work done.

406.2 Exempt employees are not required to use paid leave or have their pay docked for time away from work in increments of less than four (4) hours. They are, however, expected to provide appropriate notice, as a courtesy and as a responsibility, for such time away from work; however, no leave slip shall be required for Accounting. Managers and supervisors may choose to develop in-house methods for tracking time away from work, including using leave slips for tracking purposes (only).

406.3 The exempt employee, managers, and supervisors are responsible for ensuring that the County's business does not suffer from exempt employee time away from work. Time away must consider workload, performance, and the best interests of the County.

406.4 FLSA exempt employees, when absent from work, should apply the following formulas:

406.4.1 For a partial day absence of less than four hours, exempt employees need not use leave banks and will not be subject to salary reduction.

406.4.2 For a partial day absence of four hours or more, exempt employees shall use eligible leave banks or, if leave banks are exhausted, will be subject to salary reduction.

406.4.3 For full day absences, exempt employees shall use eligible leave banks or will be subject to salary reduction.

406.5 It is not intended that the "less than four hours" time away from work be used in conjunction with other leave to make up a full day. All questions regarding exempt status should be directed to the Human Resources Department.

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