


Grant County Personnel Policy

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APPROVED:  Cindy Carter, Chair, Board of County Commissioners	03-30-17 Date Signed
LAST REVISED: 06/30/2015	CONTACT: Human Resources

712 – Exempt Employees

- 712.1 Grant County has classified certain positions as exempt from the Fair Labor Standards Act, based on analysis against federal requirements. Exempt employees:
- 712.1.1 Are compensated for work done, not hours worked, and are expected to do what is necessary to meet the demands of the job and get the work done;
 - 712.1.2 Are not compensated for overtime or call back time;
 - 712.1.3 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;
 - 712.1.4 Are 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.
 - 712.1.5 Managers and supervisors may choose to develop in-house methods for tracking an exempt employee's time away from work as set forth in section 711.1.3 above, including using leave slips for tracking purposes.
- 712.2 Exempt employees, 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.
- 712.3 Exempt employees, when absent from work, should apply the following formulas:
- 712.3.1 For a partial day absence of less than four (4) hours, exempt employees need not use leave banks and will not be subject to salary reduction.
 - 712.3.2 For a partial day absence of four (4) hours or more, exempt employees shall use eligible leave banks or, if leave banks are exhausted, will be subject to salary reduction.
 - 712.3.3 For full day absences, exempt employees shall use eligible leave banks or will be subject to salary reduction.
- 712.4 Exempt employees are not permitted to use the "less than four hours" time away from work in conjunction with other leave to make up a full day away from work.

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