



Salary Basis for Exempt Employees

PURPOSE

Employees who meet the definition for exemption from the Fair Labor Standards Act, and who have been identified by the County as exempt (or not covered) are paid on a salary basis.

POLICY & PROCEDURE

Employee annual salary (as determined by your grade and step on the appropriate pay scale) is divided by the number of pay dates in the calendar year (usually 26). This gives you the gross amount for each paycheck. Because of division and rounding, this may not give you a final total income as stated on the pay scale. We do not adjust the final check as it is usually pennies, and it is expected that over time it will average out. An employee's annual salary is paid out during the calendar year, with no carryover to the following year.

Mid-year step increases (if any) will go into effect on the pay date following the anniversary date. We do not prorate the step based upon the actual anniversary date.

If you leave employment in the middle of the year, your final salary check will be calculated by taking your annual salary prorated based on your final day at work. Your last salary paycheck will be the difference between this amount and the amount you have already been paid during the year.

Your maximum allowed unused vacation and personal hours will be paid out on your final salary check.

New employees will have their salary for the year prorated based on their hire date. The first paycheck will be adjusted so that the remaining paychecks can run through each payroll based on the normal 1/26 of annual salary. The first paycheck could be larger or smaller than the normal paycheck.

Your paycheck is not based on a defined pay period; however, you will be included in the time-reporting process during each pay period, which we will continue to use for reporting exceptions to the salary and use of leave time.

Because there is accountability to the taxpayer, salaried employees are expected to put in a full work week. Flexible time scheduling is acceptable when it does not interfere with the effective accomplishment of the work and when acceptable to your supervisor.

Compensatory time is not permitted for exempt employees; however, the county recognizes that employees need to maintain a balance between their work life and personal life. While it is not expected that salaried employees will track lunch hours worked or small amounts of time coming in early or staying late, when you do put in a sizeable block of time we hope that you can find an acceptable balance for taking time off.

You should notify your manager, director, or the County Administrator if you are out of the office for a significant amount of time during normal business hours.

Note: This policy may differ for those employees who are members of recognized unions, organizations, or associations. Any questions related to the content of this policy, or its interpretation, should be directed to Human Resources.

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