



Additional Compensation for Salaried Employees Policy

PURPOSE

Grand Traverse County Additional Pay for Exempt Employees Policy is designed to allow for special compensation for work performed by exempt employees aside from their normal responsibilities.

POLICY & PROCEDURE

Exempt employees are paid a guaranteed salary for each workweek in which work is performed, regardless of the hours worked. However, occasionally exempts may be required to perform duties above and beyond the call of their usual duties, or work may be available in other departments for which an exempt employee may be eligible for additional pay.

Procedure

Grand Traverse County recognizes that some additional compensation may be paid to Exempt Employees without loss of exempt status under the Fair Labor Standards Act (FLSA), and that there are circumstances in which such payments may be in the County's interest. Such payments shall not be for the normal work expected of the employee or on an ongoing basis, but shall be for specific situations as approved. As an example, if a grant requires a volume of work to be accomplished for which it is more expedient to pay additional compensation to a salaried employee rather than hire a temporary employee, such work is outside normal work hours and responsibilities, and does not displace normal work expectations for the salaried employee, then such compensation may be approved, provided it is calculated at the pay rate of the classification under which such work would generally fall.

The Human Resource Director and Administration shall approve the circumstances prior to such compensation being paid, or promised to be paid. If timeliness is an issue, and if the funds are included in an approved budget or grant, the Human Resources Director may approve the compensation be paid until such time as the Administration meets. Each individual payment does not need to be approved. The Human Resources Director shall determine the appropriate rate for such pay that is in keeping with the intent of the County policy and minimizes the County's risk under the FLSA.

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.

Approved Policy 1/28/04, Amended 7/2019