

2. Benefits

On-Call

When a non-exempt employee is on-call, the on-call hours are unpaid and are not regarded as work hours. Employees are notified by telephone, email or text if they are needed for call-back.

Call-Back

Call-back pay is pay for an employee to report to work either before or after normal duty hours to perform emergency services. Certain groups of employees are designated to receive call-back pay. Non-exempt employees will be compensated for hours worked as a result of a call-back at their regular rate (straight time). Such time shall be counted in computing overtime that may be due. When an employee is called back for emergency services which require less than three hours on the job, or when no work is available when s/he reports, the employee will be compensated a minimum of three hours per day, not per call.

Exempt Employees

It is the policy of the County to comply with the Fair Labor Standards Act (“FLSA”). The FLSA does provide exemptions from both minimum wage and overtime pay for employees employed as bona fide executive, administrative, professional, outside sales employees and certain computer employees. In order for an exemption to apply, an employee’s specific job duties and salary must meet all the requirements of the FLSA regulations. Each employee will be classified as an exempt or a non-exempt employee upon employment with the County or upon the change of the job duties.

Generally, exempt employees are paid on a “salary basis” which means they receive a predetermined amount of compensation each work period or work week. For an exempt employee, the predetermined amount cannot be reduced because of variations in the quality or quantity of the employee’s work. Improper deductions are prohibited from the salaries of exempt employees or any other such deductions that violate the FLSA. If an employee believes that an improper deduction to salary has been made, the employee must report this information immediately to the Human Resources and Finance directors. Reports of improper deductions will be promptly