

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

investigated and, if it is determined that an improper deduction has occurred, the employee will be promptly reimbursed.

Use of Paid Time Off

Whenever in this Employee Handbook an employee has a right to be paid for time while otherwise not working and the employee has available to him/her compensatory time, sick leave and/or annual leave, the employee must extinguish any compensatory time before utilizing any available sick or annual leave. An employee who is absent for 3 or more consecutive days and uses paid time off for illness may be required to present a doctor's excuse prior to returning to duty.

Paid Leave

Each full-time employee will accrue annual and sick leave bi-weekly in hourly increments based on their length of service as defined in the Accrual Schedules in the annual leave policy, below. Annual and sick leave are added to the employee's annual and sick leave balance at the end of each pay period. Annual and sick leave taken will be subtracted from the employee's accrued time balance. Part-time employees, temporary employees, contract employees, and interns are not eligible to accrue annual or sick leave. Eligibility to accrue sick or annual leave is contingent upon the employee either working or utilizing accrued compensatory time, sick or annual leave for the entire bi-weekly pay period. Neither annual nor sick leave is accrued in pay periods during which an employee is on a leave without pay status.

Paid Leave Exceptions. Department heads who have employees who miss more than three consecutive unscheduled days, must notify the Human Resources Department, as disciplinary action may be taken. Time off taken in excess of the annual leave accrued, without prior written approval by the County Administrator may result in disciplinary action up to and including termination of employment. This time will be unpaid. The only exceptions to this policy must be granted by the County Administrator. Under the County's Family and Medical Leave Act (FMLA) policy, all accrued paid leave will be used concurrently with FMLA.

Annual Leave

Special note. A County department may have different policies regarding leave and, if so, department employees will be provided a copy by the department head. If