



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

MEMORANDUM

TO: Department Heads and Personnel Officers

FROM: Maria Monteagudo, Director *MM*
Department of Employee Relations

DATE: November 18, 2011

RE: Draft Listing of City Positions with Exempt/Nonexempt Status under the Fair Labor Standards Act (FLSA)

As part of Council File #110744 we are submitting a draft list of city positions indicating which are nonexempt or exempt under the Fair Labor Standards Act. The "FLSA Exemption" column on the attached chart indicates whether the position is nonexempt, not covered by the Act, or if exempt, the specific exemption. The different exemptions are Administrative, Computer, Executive, or Professional.

This is a draft list and is subject to revision as we further study the positions. For example, some of the positions listed as nonexempt may in fact, upon further analysis, be found to be exempt. We appreciate the feedback we received from departments as we have compiled this listing.

In determining the exempt/nonexempt status of positions, we are proceeding cautiously in order to ensure that all positions are properly classified under the FLSA. With a few exceptions we have designated positions that have received overtime in the past as nonexempt. It is our intention to review these positions more closely during 2012 through questionnaires and interviews. If you have any questions please call Andrea Knickerbocker at 286-3387.