RESOLUTION NO. 878

A RESOLUTION AMENDING THE CITY OF CANBY PERSONNEL POLICY MANUAL REGARDING EXEMPT CLASSIFICATION OF EMPLOYEES

WHEREAS, on February 20th, 2002, the Canby City Council passed Resolution No. 775 adopting a personnel policy manual for municipal employees, and
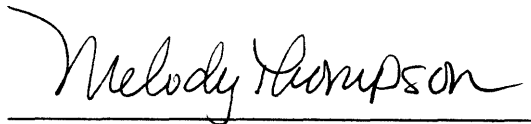
WHEREAS, due to recent regulation changes by the US Department of Labor, it is necessary to add a section to the current personnel policy regarding the classification of exempt and non-exempt employees, and

WHEREAS, it is desirable to provide a procedure for the Fair Labor Standards Act for employees in the personnel policy manual, now therefore

IT IS HEREBY RESOLVED that Section 37.1 of the City of Canby personnel policy manual as attached hereto as Exhibits "A" and by this reference incorporated herein, is hereby adopted and implemented by the Canby City Council.

This resolution shall take effect August 18, 2004.

ADOPTED this 18th day of August, 2004, by the Canby City Council.

Melody Thompson - Mayor

ATTEST:

Kimberly Scheafer,   City Recorder, Pro-Tem

City Of Canby

37.0 Compensation Administration

The City is interested in providing a fair and equitable compensation plan. The salary plans for City employees are developed through the collective bargaining process for those employees represented by bargaining units. Salaries for the City Administrator and non-represented employees are subject to City Council's approval.

37.1 Classification of Employee's

The City classifies employees as exempt or non-exempt from overtime pay. The City adheres to the latest revision of overtime regulations administered by the US Department of Labor (DOL). These regulations are used to assure that employees are properly classified as either exempt or non-exempt from overtime under the Fair Labor Standards Act (FLSA).

Refer to the respective bargaining agreements for specific policies related to types of pay, such as, jury duty, vacation, sick , funeral, parental leave, and holidays.