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**DOUGLAS COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER:** 200.25  
**EFFECTIVE DATE:** 10/13/92  
**REVISED:** 12/19/02, 06/05/03  
**AUTHORITY:** BOC  
**COUNTY MANAGER:** *Don Hult*  
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**SUBJECT: FLSA GUIDELINES FOR EXEMPT EMPLOYEES**

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- I. PURPOSE:** This policy clarifies Douglas County's practice of accounting for absences, leaves and disciplinary options for exempt employees.
- II. POLICY:** The salaried status of Douglas County exempt employees must be maintained through the application of proper procedures and record keeping as outlined in this policy.
- A. DEFINITIONS:**
1. Exempt: Not eligible for overtime compensation.
- B. TIME RECORD KEEPING:**
1. All exempt employees are to enter "80 hours" on their bi-weekly time sheets. Salaried/exempt employees shall not maintain a detailed accounting of hours worked.
  2. The only exceptions are when accrued leave (sick, administrative or annual) is used or the employee is off on Worker's Compensation leave.
  3. Only full day increments for the use of leave shall be entered on to the time sheet.
- C. DEDUCTIONS FROM SALARY OR ACCRUED LEAVE ACCOUNTS FOR ABSENCES OF LESS THAN ONE DAY:**
1. Deductions from leave accounts (sick, administrative or annual) will be required of all exempt employees who are absent for one work day or more.
  2. If an exempt employee is absent and has no accrued leave, time off will be covered with leave without pay (LWOP) for absences of a full day or more.
- D. DISCIPLINARY PROCEDURES:**
1. Employees exempt from the overtime requirement shall not have their salary reduced as a result of discipline during a workweek in which they performed any work, except for infractions of security or safety regulations of major significance.
  2. Exempt employees may have their salaries reduced for non-safety related disciplinary infractions for periods of a workweek or more. Salary reductions due to disciplinary suspensions may not be administered for periods in which the employee performed any work in that workweek.

For example: Exempt employees can be suspended for increments of whole weeks: 5 days, 10 days, 15 days, etc.

3. All other remedies for disciplinary infractions such as reprimands and demotions are available for use with exempt employees.

E. **BUDGET REQUIRED FURLOUGHS:**

1. Deductions from the pay of an employee for budget required furloughs shall not disqualify the employee from being paid on "salary basis", except in the work week in which the furlough is taken and for which the employee's pay is reduced.
- 2.

**III. RESPONSIBILITY FOR REVIEW:** The Human Resources Manager shall review this policy as needed or at least once every 5 years.

06/09/03