

 <p><b>THE CITY OF DULUTH MINNESOTA</b></p> <p>Policy &amp; Procedure</p>	EXEMPT EMPLOYEES	
	Supercedes: N/A	Date Approved: August 9, 2012
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The City of Duluth is committed to fairly compensating its employees for Hours Worked in compliance with the Fair Labor Standards Act (FLSA).

**Hours of Work**

Exempt employees are required to work the hours necessary to fulfill their responsibilities, including evening/weekend meetings and/or on-call hours. It is expected that exempt employees shall be present at the work site to sufficiently supervise their assigned staff.

**Use of Paid Leave**

Exempt employees are required to use paid leave for absences of one (1) or more full work days. Absences of less than a full day do not require use of paid leave as it is presumed that the employee regularly puts in work hours above and beyond the normal expectations. Exempt employees must obtain supervisory approval for any exceptions to this policy.

**Compensation**

Exempt employees are paid on a salary basis. This means that they receive a predetermined amount of pay each pay period and are not paid by the hour. Their pay does not vary based on the quality or quantity of work performed, and they receive their full salary for any week in which work is performed. However, deductions from pay will be made in the initial or last week of employment if the employee does not work that full work week. In such cases, the employee shall be paid for actual days worked in that week.