



Northwest Educational Service District 189

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Larry Francois, *Superintendent*

DATE: September 2, 2016
TO: ESD Directors
FROM: David Forsythe, Assistant Superintendent for Operations

RE: FLSA-Exempt Employees

This is a summary of the Directors' guidelines for granting workweek adjustments for FLSA-exempt ESD employees.

FLSA-exempt employees are paid commensurate to their job responsibilities and duties, which on occasion may require the employee to work more than an eight-hour day. Working more than an eight-hour day does not entitle a FLSA-exempt employee to an automatic workweek adjustment, as the comparable positions used to determine the salary rate for these positions are also FLSA-exempt (paying a higher hourly rate based upon the additional hours above 40 hours/week that such a position requires). If the job responsibilities and duties require the employee to work an excessive number of hours and it is approved or requested by the supervisor, then a workweek adjustment would be appropriate. A process for workweek adjustment would be developed in each program.

Travel time is considered normal work time before or after an eight-hour work day, thus the employee would not be entitled to a workweek adjustment. If the supervisor requires the employee to attend a conference or training on a weekend or outside of a normal workweek, then a workweek adjustment would be appropriate.

If a FLSA-exempt employee's job requires them to work on a weekend and it is requested or approved by the supervisor, then a workweek adjustment could be warranted.

Please follow these guidelines when working with your FLSA-exempt staff.