

ADMINISTRATIVE ORDER NO. 77

## EXEMPT EMPLOYEE TIME KEEPING POLICY

An exempt employee is not required to submit a time sheet unless he/she takes vacation, uses sick leave, is out under the provisions of the FMLA or Workers Compensation, or is using Leave Without Pay.

An exempt employee of the City of Billings is not required to keep track of actual hours worked for the purpose of getting paid. Exempt employees are paid a salary on a bi-weekly basis. However, there may be business reasons for keeping track of actual hours worked when required to do so for Cost Allocation purposes, as an example. City of Billings exempt employees do not earn compensatory time.

An exempt employee should not use vacation to cover an absence from work for less than one workday. Absences for more than one workday need to be coordinated with the employee's immediate supervisor and a time sheet completed to reflect the number of hours absent from work.

Human Resources determines which job/job classes are exempt and non-exempt. Human Resources will make notification of any changes in exempt/non-exempt status of a job/job class to the Department Director.

Dated this 4TH day of December, 2003.



Kristoff Bauer, City Administrator