

If this section contradicts any other section of the personnel policy regarding salaried exempt employees, this section controls.

Salaried exempt employees are paid a weekly guaranteed salary for each week in which the employee performs any work. Cottonwood County only deducts from an exempt employee's salary as permitted under the FLSA, 29 C.F.R. Section 541.602(b), which is limited to:

1. Full-day absences for non-health related reasons. In this situation the non-exempt employee may use vacation, personal leave, or flex time to make up for loss in salary.
2. Full-day absences for sickness or disability pursuant to a bona fide plan, policy or practice of compensating employees for loss of salary. For example if a salaried exempt employee is receiving worker's compensation for a certain day, Cottonwood County does not also have to pay that person for that day.
3. Disciplinary suspension for violation of any workplace conduct rule.
4. Time not worked during the first and last week of work.
5. Leave under the Family and Medical Leave Act

It is expected salaried exempt employees will complete their work in a timely manner. The employee will be paid eight hours for any day they do any work during the work week, subject to numbers one through five above, regardless of how many hours they complete.

When a salaried exempt employee is on a scheduled vacation and they perform work for the county, the salaried exempt employee will only be compensated for actual time worked.

When a salaried exempt employee works a significant amount of time outside normal working hours during any one pay period, that salaried exempt employee may use "flex time" during that pay period or the next pay period to have a full day absence without a loss in salary or other benefit.