

POLICY TITLE: Management Personnel

ADOPTION/LAST REVISION: Adopted 6-11-96, Reviewed 10-10-00, Revised 4-9-02

A. The classification of Management Personnel is reflected in the pay grades M-1 through M-3. Management Personnel include the following:

- Library Director
- Adult Services Librarian/Supervisor
- Children's Services Librarian/Supervisor
- Library Systems Analyst
- Technical Services Librarian/Supervisor

B. Section Heads of the Library shall include:

- Adult Services Librarian/Supervisor
- Children's Services Librarian/Supervisor
- Technical Services Librarian/Supervisor

C. The appointed positions listed in section A. of this policy are considered to be exempt from coverage of the Fair Labor Standards Act on the basis of meeting the criteria set forth for the categories of executive, administrative, or professional.

D. Persons who are in any of the positions listed in section A. are considered salaried. Each year the salaried wages are adjusted based upon available funds and the person's job performance.

E. Salaried individuals do not receive overtime pay. They are not required to fill in the daily hours on their time cards. It is requested that they enter any leaves such as sick leave, vacation, funeral leave, etc. on their time cards. A statement will be added to their card to indicate that this is a salaried person.

Reference: City Policy 3.135