

MEMORANDUM

DATE: August 10, 2004

TO: The Board of Supervisors

FROM: Carol M. Luckam, Human Resource Manager

SUBJECT: Revisions to Chapter 7, Standards of Conduct of the James City County Personnel Policies and Procedures Manual

The attached revisions to the Standards of Conduct are the result of changes by the U.S. Department of Labor to the Fair Labor Standards Act (FLSA) regulations which go into effect on August 23, 2004. The changes allow employers to dock the wages of an exempt worker in whole-day increments, without jeopardizing the worker's exempt status, for inappropriate or illegal conduct, such as, sexual harassment, violence, drug or alcohol use, or other violations of the law.

In order to come into compliance with the new FLSA regulations, Section 7.5 C.3 has been revised to include wording that permits the disciplinary suspension of exempt employees for one or more work days.

Other changes to the Chapter are of a housekeeping nature. For example, the phrase "Department Head" has been changed to "Department Manager."

Staff recommends adoption of the attached resolution.

Carol M. Luckam

CML/gs
chap7ppp.mem

Attachments