

Management, Administrative and Professional Personnel System (MAPPS)

Revised November 3, 2009

The MAPPS is the plan adopted by the Board of Commissioners that provides for a separate compensation and fringe benefit system for certain positions designated by the Board of County Commissioners. The MAPPS was approved by the Board of Commissioners in 1999 to replace the former Management Personnel System (MPS). This document is a revision to the 1999 adopted MAPPS policy and is intended to clarify appropriate practices for positions classified within the system. The Washington County Personnel Rules and Regulations may provide further information and guidance.

The MAPPS includes the following Washington County positions:

- 1.) All non-represented classifications determined to be exempt from the federal Fair Labor Standards Act (FLSA);
- 2.) All non-represented FLSA covered positions within the County Administrative Office;
- 3.) Non-represented FLSA covered positions reporting directly to the elected Sheriff performing administrative support duties.

Note: FLSA covered classifications included in MAPPS are paid according to the provisions of the FLSA and Washington County Personnel Rules and Regulations for overtime eligible employees.

Life Insurance

Deputy/Senior Deputy/Assistant County Administrators and Department Directors receive life insurance at 1.5 times their annual salary. All Other MAPPS employees are provided with county paid life insurance at one time their annual salary subject to the policy limits established by the county's life insurance carrier.

Salary Ranges

Salaried, FLSA exempt classifications within the MAPPS have assigned pay ranges, but no defined steps within that range. The Appointing Authorities of salaried MAPPS employees may grant salary increases based on performance within that range. Salary range adjustments shall be provided as outlined within the Washington County Personnel Rules.

Overtime Compensation

Compensation for hours worked beyond 40 in a workweek shall not be paid to employees whose position duties are exempt as defined by the Fair Labor Standards Act (FLSA). This includes compensatory time in lieu of overtime compensation.

MAPPS - FLSA exempt employees are paid on a salaried basis, and exact work hours are not tracked. The premise of salaried/exempt employment is that established compensation recognizes the time and effort needed to accomplish all assigned job duties. Job responsibilities may require work outside of the employee's standard workweek or a workweek in excess of 40 hours. Performance issues may arise if

FLSA exempt employees do not successfully meet performance standards as a result of working insufficient hours.

Administrative Leave

In consideration that FLSA exempt employees are not eligible for overtime compensation, they are provided with forty (40) hours of annual paid Administrative Leave; part-time employees shall be provided with a proportionate amount of paid Administrative Leave. The 40 hour allotment is provided at the beginning of the first full pay period in July of each year. Administrative Leave cannot be carried over to the following fiscal year nor will it be paid out in cash if it is not used.

Newly hired FLSA exempt employees shall initially be provided with paid Administrative Leave according to the following schedule:

- five (5) days if their start date is between July 1 and December 31 of any fiscal year;
- three (3) days if their start date is between January 1 and March 31; and
- one (1) day, if their start date is between April 1 and June 30.

Full-time MAPPS - FLSA *covered* employees shall be granted twenty-four (24) hours of paid Administrative Leave per fiscal year usable only in the fiscal year in which it is granted; part-time positions will be granted on a pro-rated basis.

Work Schedule Flexibility for FLSA Exempt Employees

It is a Washington County performance expectation that staff be available during regular open Washington County business hours, which is typically, but not always, 8 a.m. to 5:00 p.m., Monday through Friday. Therefore, full time MAPPS salaried employees are expected to work a minimum of 40 hours in a workweek. MAPPS employees are required to comply with any defined work schedule established by the supervisor. At the discretion of the appointing authority, defined work schedules may vary depending on the business needs of the department or office. Given the need for salaried employees to often work beyond regular business hours, employees are allowed schedule flexibility for personal appointments subject to supervisory approval and the provisions outlined under use of accruals.

Seasonal Work Load

Salaried MAPPS employees may be granted short-term schedule modification due to seasonal projects of a critical nature such as budget, audit or other assignments that require working in excess of the usual workweek *over a sustained period*. The intent is to recognize additional individual effort beyond the usual workweek typically required for successful job performance. The Appointing Authority must approve requests for a temporary schedule modification. Human Resources can provide guidance on the granting of an appropriate schedule modification.

Work on Holidays for FLSA Exempt Employees

FLSA exempt employees should not be directed or authorized to work on a holiday except in unusual circumstances where their presence at work is critical. At the discretion of the appointing authority, salaried employees, who must work on a holiday may be granted an alternative day off within the same workweek.

Use of Sick Leave Accruals for FLSA Exempt Employees

Section 7.3 of the Washington County Personnel Rules applies to qualified sick events for the MAPPS employees. If accrued sick leave is not available, employees may use other accrued leave in accordance with county policy. FLSA exempt employees shall use sick leave for any absence of one hour or greater and only if the absence occurs during regular business hours. Sick leave absences of less than one hour per day shall be considered regular paid time.

Use of Non-Sick Leave Accruals for FLSA Exempt Employees

Unless a short-term variation in work hours has been approved by the supervisor, absence periods of *four hours or more* (based on a full-time position) shall be accounted for by the use of accrued leave. Absence of less than four hours within the regularly scheduled business day shall not be deducted from employee accruals. Human Resources can give guidance in situations of part-time FLSA exempt employees.

When accounting for absence of less than a regularly scheduled business day, employees are to deduct from accruals in four hour increments. For example: based on a regular business day of eight hours, with a work schedule starting at 8:00 a.m. and ending at 5:00 p.m., if the employee leaves work for a personal appointment at 3 p.m., do not deduct from accruals. If the employee leaves work at 12:00 p.m., deduct 4 hours.

In cases where accrued leave is exhausted so that only a portion of the daily absence can be credited to accruals, the employee will be paid regular time for the remainder of that work day. Subsequent absent days may be eligible for leave without pay status as provided in the Personnel Rules and Regulations.

Emergency Events

Salaried MAPPS employees may be granted discretionary administrative leave due to their participation in a qualifying emergency event. To qualify, the event must be a non-routine mobilization of Emergency Operations, such as, but not limited to, a winter snow storm, flood event, wind storm, etc. The County Administrator will designate the emergency as qualifying for leave either during or immediately following the event. In cases involving non routine public safety emergency mobilization that require Sheriff's Office MAPPS employees to work outside their normal schedule, the Sheriff may authorize the event as qualifying. In such cases, notification of the event and qualifying circumstances will be made to the County Administrator either before the event, or during the next working day following the event.

An Appointing Authority shall submit requests for discretionary Administrative Leave to the County Administrative Office for approval. The employee's Administrative Leave accruals will be credited the approved hours. This additional leave will be subject to the provisions of Administrative Leave and cannot be carried over to the next fiscal year nor be cashed out if not used. In situations of emergency events close to the end of the fiscal year, Appointing Authorities may request that the unused discretionary leave be re-credited to the following fiscal year.

The amount of additional administrative leave shall not exceed 40 hours and is not intended as award for hours worked on an hour for hour basis. The intent of this leave is to recognize extraordinary service over a sustained period during an emergency event. This provision does not provide additional administrative leave for employees who participate in routine emergency events as part of regular job

duties. Human Resources can provide guidance on the recommended amount of discretionary leave based on service during the emergency event.

Other Considerations

1. If a salaried MAPPS employee is laid off due to budget considerations, the employee will be paid for the entire workweek in which the layoff occurs.
2. Different guidelines may apply in the case of FLSA exempt employees subject to furlough for budgetary reasons.
3. Other than for major safety violations as defined and interpreted under the FLSA, suspensions without pay shall not be imposed for less than one full workday for FLSA exempt employees. Major safety rule violations are those that are of major significance and relate to the prevention of serious danger in the workplace such as rules prohibiting smoking in explosive areas or security regulations.
4. Salaried FLSA exempt employees are not eligible for call back compensation.