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|  | <b>CITY OF DECATUR PERSONNEL POLICY</b> |                        |                         |
| <b>Chapter 03</b>   | <b>Compensation</b>                     |                        |                         |
| <b>Section 09</b>   | <b>Exempt Employees</b>                 |                        |                         |
| <b>Revised By:</b>  | <b>Nate Mara, City Manager</b>          | <b>Revised Date:</b>   | <b>October 27, 2025</b> |
| <b>Approved By:</b>   | <b>Nate Mara, City Manager</b>          | <b>Effective Date:</b> | <b>January 1, 2026</b>  |

**03.09 - Exempt Employees**

Exempt employees are not covered by the overtime provisions of the Fair Labor Standards Act (FLSA). As a result, they are generally not eligible for overtime pay when working more than 40 hours in a week.

Exempt employees are expected to work the hours necessary to complete their assignments on time and with acceptable quality.

Pay deductions for partial-day absences are only allowed when legally authorized and approved by the Director of Human Resources. The City does not permit improper deductions from exempt employees’ pay. If an exempt employee believes a deduction was made in error, they must notify the Director of Human Resources immediately. The City will promptly reimburse any improper deductions and will make a good faith effort to prevent future errors.

If an exempt employee has no accrued paid leave and performs no work during an entire workweek, the City is not required to pay for that week.