

# DENVER BOARD OF WATER COMMISSIONERS

Meeting Date: August 27, 2014

Board Item: II-B-3

## **Personnel Policies Changes to Extend Administrative Leave to Nonexempt Employees**

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Action by Consent

Action

Information

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These proposed amendments to § 14-13 of the *Personnel Policies* extend administrative leave (paid leave) to nonexempt employees, clarify the purposes for which leave can be given, and explain when and how it is to be used. Nonexempt employees, who are paid overtime for hours worked in excess of 40 hours per work week, are not eligible for administrative leave for working long hours, but only for making extraordinary contributions to the organization. Acknowledging and recognizing that all Denver Water employees (those in both exempt and nonexempt positions) have opportunities to make extraordinary contributions is a step forward in achieving our goal of becoming an employer of the future.

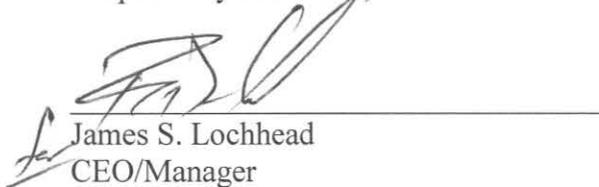
### Recommendation:

It is recommended that the Board approve changes to § 14-13 of the *Personnel Policies* as contained in the attachment.

### **Approvals:**

Respectfully submitted,

  
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Patricia L. Wells

  
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James S. Lochhead  
CEO/Manager

  
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Gail Cagle  
Director of Human Resources