

BALDWIN COUNTY COMMISSION AGENDA ACTION FORM	
Meeting Type:	Baldwin County Commission – Regular
Meeting Date:	11/15/2016
Placement of Item on the Agenda:	CONSENT AGENDA: - PERSONNEL
Item Status:	New
Submitted By:	Andrea Rider
From:	Andrea Roberson, Personnel Director
ITEM TITLE	
New Fair Labor Standards Act (FLSA) Regulations	
STAFF RECOMMENDATION	
<p>Take the following actions:</p> <ol style="list-style-type: none"> 1. Approve the salary adjustments needed to comply with the new Fair Labor Standards Act (FLSA) regulations that are scheduled to be in effect on December 1, 2016; and 2. Approve the updated job descriptions for Audit Compliance Officer - Trainee, Administrator of Assessment, Appraisal Clerk Coordinator, Detention Coordinator, Junior Staff Accountant and Probate Court Administrator III; and 3. Approve the updated organizational charts for Finance and Accounting, Sales, Use and License Tax, Juvenile Detention Center, Probate, and Revenue Commission. <p>In the event the implementation of new FLSA regulations are delayed by the Department of Labor or any court or administrative agency of competent jurisdiction, or if the new FLSA regulations are determined to be invalid, illegal or unenforceable by the appropriate governmental agencies or courts, the Baldwin County Commission hereby reserves the right to repeal, amend or modify this action, in its discretion.</p>	
BACKGROUND INFORMATION	
Previous Commission Action/Background Information:	No
<p>In 2014, President Obama requested the Department of Labor to look at the FLSA and make suggestions to the salary threshold for salaried exempt employees. The current rate is \$455 per week (\$23,660 per year). As of December 1, 2016, the salary threshold will change to</p>	

<p>\$921 per week (\$47,892 per year).</p> <p>The Personnel Department looked at the position salaries that did not meet the new guidelines, and the proposed changes are to bring those positions into compliance with these new regulations.</p>	
FINANCIAL IMPACT	
Does the recommendation have a financial impact?	No
LEGAL IMPACT	
Are there any legal documents required to be executed if this recommendation is approved?	Yes
Does this documentation require County Attorney's review and approval?	Yes
Has the documentation been reviewed and approved by the County Attorney?	No
Reason:	County Attorney will need to review language before BCC approval.
Is this routine documentation reviewed and approved by Department Head?	No
ADVERTISING REQUIREMENTS	
Is advertising required for this recommendation?	No
CONSISTENCY WITH B.C. STRATEGIC PLAN - 2006-2016	
Is the recommendation applicable to the goals set forth in the Strategic Plan?	Yes
POLICY IMPACT	
Is the recommendation consistent with Commission Policy?	Yes
PERSONNEL IMPACT	
Does the recommendation have personnel impact?	Yes
Open funded position?	No
Newly created position?	No
IMPLEMENTATION	
Is implementation for this item time sensitive?	No
ATTACHMENTS	
<p>1. 2016 Dec -- FSLA Salary Changes.pdf 2. Updated Position Descriptions for FLSA Changes.pdf 3. Updated Organizational Charts for FLSA Changes.pdf</p>	
APPROVALS	
Budget	
Personnel	Andrea Rider 11/9/2016 2:56:21 PM

Administration	Keri Green 11/9/2016 3:22:35 PM
Chairman and County Administrator	Chris Elliott 11/10/2016 8:43:25 AM