

Memorandum

Date : February 4, 2009

To : Executive Staff
Associate Directors, Division of Adult Institutions
Regional Parole Administrators (Juvenile and Adult)
Regional Administrators, Division of Correctional Health Care Services
Wardens
Superintendents

Subject: **WORK WEEK GROUP "E" EMPLOYEES AND SUPERVISORS**


This memorandum is to notify all Work Week Group "E" (Exempt from Federal Labor Standards Act) (FLSA) employees and their supervisors about an important furlough implementation issue.

For those of you who have been identified as being in Category 1 (those that will not work on the 1st and 3rd Friday of each month), it is critical that during the weeks of the furlough each month, you shall not work more than a total of 32 hours to comply with FLSA standards.

Further direction on how to report time, alternate work schedules, and other implementation issues will be addressed in a memorandum to be distributed on Thursday, February 5, 2009.

A listing of Work Week Group "E" classifications is attached for your reference.

If you have any questions regarding Work Week Group "E" or the FLSA exemption, please contact your personnel analyst.



MARY S. FERNANDEZ
Undersecretary, Administration

Attachment

cc: Judy Gelein, Human Resources
Pamela Shintaku, Human Resources
Kay Norris, Office of Personnel Services