

SIDE LETTER RE: FLEXIBLE TIME OFF FOR FLSA EXEMPT EMPLOYEES

Between

The County of Mendocino

And

Mendocino County Association of Confidential Employees

June 1, 2021

The County of Mendocino and the Mendocino County Association of Confidential Employees, collectively referred to as "Parties," agree to implement flexible time off for Fair Labor Standards Act (FLSA) exempt employees as follows:

Flexible Time Off for FLSA Exempt Employees

Flexible Time Off (FTO), computed at the direct rate of one times the hours worked beyond the regular forty (40) hours per week by Exempt service employees, may be accumulated to a maximum of forty-eight (48) hours. Accumulated FTO hours may be taken by an employee as time off with pay upon the request of the employee and approval of the appointing authority. Accumulated FTO hours shall not be paid at any time. The choice of using Flexible Time Off, Vacation Leave, or Personal Leave for an approved absence from work is at the election of the employee.



Bargaining Unit Representative



Date



County of Mendocino



Date