
Subject: MSMEC Policy – Employment Benefits for Non-Exempt and Exempt Employees

Policy No.: 209

Original Issue: 09/27/2012 Last Revised: 9/29/2017 Last Approved:

Page 1 of 2

Subject: Employment Benefit for Non-Exempt and Exempt Employees

- I. **Objective:** To establish an MSMEC policy to outline the benefits offered by MSMEC to Non- Exempt and Exempt Employees.

Definition:

Non-Exempt Employees are those MSMEC Employees who meet all qualifications under the Fair Labor Standards Act.

Exempt Employees are those MSMEC Employees who meet all qualifications under the Fair Labor Standards Act.

- II. **Policy**

Non-Exempt and Exempt employees are entitled to 13 paid holidays per year, Overtime (Non-Exempt employees only), Personal Leave Time (PLT), Bereavement Leave Time (BLT), Military Leave Time (MLT), Jury Duty Time (JLT) and Voting Time (VT).

1. Overtime – Non-Exempt Employees shall be paid in accordance with FLSA Standards. Exempt Employees are exempt from earning and accruing Overtime or Comp Time.

Personal Leave Time – Personal Leave Time for Non-Exempt Employees shall accrue in accordance with “Exhibit A” of this policy. Personal Leave Time for Exempt Employees shall accrue in accordance with “Exhibit B” of this policy.

Employees should have the opportunity and are encouraged to take personal leave time to enjoy time away from work to help balance their lives. Employees have diverse needs for time off from work. Personal Leave Time shall not exceed 750 hours for Non-Exempt and Exempt Employees.

At any time during the calendar year, if an Exempt Employee reaches the 750-hour Personal Leave Time limit, the Exempt employee may request to be paid 25% of their Personal Leave hours. The Exempt Employee will be paid 187.5 hours once per calendar year to reduce their Personal Leave Balance to 562.5 hours.

Personal Leave Time used by Non-Exempt and Exempt employees shall be defined as Prescheduled Leave (PSLT), Scheduled Personal Leave (SPLT) and Unscheduled Personal Leave (USPLT).

A. Pre-Scheduled and Scheduled Personal Leave Time shall be approved the employee's supervisor prior to requested time taken.

B. Unscheduled Personal Leave Time shall be signed by the Supervisor upon return to work.

2. Bereavement Leave – Exempt shall be allowed three (3) days of paid bereavement per year to attend the funeral of an immediate family member (spouse, children, parents, grandparents, grandchildren, brother, and sister, including step and marital family).

3. Military Leave – MSMEC provides Paid Leave and a Military Leave of absence for its employee to serve in the military in accordance with the Uniformed Services Employment and Re-employment Act (USERRA) and any applicable state law. MSMEC will not deny initial employment, reemployment, retention, promotion or any benefit on the basis of membership or service in the military. Employees who voluntary or involuntary leave employment to undertake military service can obtain information about leave benefits from the MSMEC Human Resource Department.

4. Jury Duty Time – Exempt shall comply with Jury Duty notice. Upon receipt of jury duty summons, employee shall notify the Human Resource Department. Jury Time served by the employee shall be considered as time worked. Jury duty pay shall be returned to MSMEC. If excused by the court during regular working hours, the employee must return to work.

5. Voting Time – For purposes of nation, state, or local elections, employees are eligible to take this time. Employees who are registered to vote shall be granted two (2) hours of paid leave for voting, between the time of opening and closing polls. The employee's supervisor may specify the hours for the leave. This leave shall not be granted to any employee whose work day begins more than two (2) hours subsequent to the time of the opening of polls, or ends more than three (3) hours before the closing of the polls.

III. Enforcement of Policy

It shall be the responsibility of the Managers, Supervisors, and General Manger. The Human Resource office shall be responsible for collection and appropriate filing of all related documents.

Board Policy No. 209

Employment Benefits for MSMEC Non-Exempt and Exempt
Employees

EFFECTIVE:

 Secretary

Date 12-19-2024