

	<h1 style="color: blue;">City of Helena</h1> <h2 style="color: blue;">Personnel Policy</h2>	Policy number	4-5
		Original Adoption	02-09-1987
		Revision #	4
		Last revision date	October 2015
<b>Section Title</b>	<b>Hours of Work</b>		
<b>Subject</b>	<b>Relationship of Personnel Policies to the Fair Labor Standards Act</b>		

All employees are considered "non-exempt" under the Fair Labor Standards Act unless they are "exempt or non-covered" as determined by the Human Resource Office.

Not all employees of state and local governments are affected by the Fair Labor Standards Act (FLSA). Certain employees simply are not covered by the Act (i.e., non-covered employees). Other employees, while covered by the FLSA, are exempted by specific provisions of the Act (i.e., exempt employees).

Non-covered employees include elected officials and their personal staffs, policy-making appointees, legal advisors, legislative employees, bona fide volunteers, independent contractors, prisoners and certain trainees. Exempt employees generally fall into 3 major categories:

- Executive
- Administrative
- Professional

The Human Resources Office reviews what an employee does and compares the duties and responsibilities to tests provided by law to determine the "exempt" or "non-exempt" status of all employees.

Any questions regarding the FLSA status of a position should be referred to the Human Resources Office.