EXHIBIT A

169.06 HOURS OF WORK; OVERTIME; FAIR LABOR STANDARDS ACT.

(a) Work Day. The standard County work day shall consist of eight (8) hours of work with at least a thirty (30) minute but no more than one (1) hour unpaid lunch period, to be scheduled by the appointing authority, except as otherwise may be defined in a collective bargaining agreement. Thirty-five (35) to forty (40) hours of work are considered the normal work week and Monday through Friday the normal work period.

(b) Pay Period. All employees are paid every other Friday for the pay period ending one week prior. If a holiday should occur on a Friday on which a pay day falls, then paychecks shall be issued on the preceding Thursday. Pay advances are not permitted.

(c) Overtime. Non-exempt employees, as defined by the Fair Labor Standards Act (29 U.S.C. §§ 201-219, as amended) ("FLSA"), shall be entitled, with the prior approval of the appointing authority, to overtime or compensatory leave at one and one-half (1 1/2) times their regular rate of pay for hours actually worked in excess of forty (40) hours per work week. **Exempt employees, as defined by the FLSA, may be paid overtime or compensatory leave at the rate of one and one-half (1 ½) times their regular rate of pay for hours actually worked in excess of forty (40) hours per work week with: (1) the prior approval of the appointing authority, and (2) the prior certification of available funds by the Executive's Director of Finance and Budget.** Holidays, sick leave, vacation or other paid leave shall not be considered time actually worked for the purposes of calculating overtime. The County of Summit complies fully with the provisions of the FLSA, which establishes minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in federal, state, and local governments. FLSA compliance and administration shall be enforced by the County Executive's Human Resource Department ("HRD") in accordance with the FLSA and overtime policies and procedures adopted by the HRD.