



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective: 8/23/04

SECTION 606 ATTACHMENT I	SUBJECT GENERAL PAYROLL POLICIES AND PROCEDURES OVERTIME EXEMPT EMPLOYEES
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The pay of an overtime exempt employee may not be docked, except as provided for by the Fair Labor Standards Act. It is the City's policy to make only lawful and proper deductions from an exempt employee's pay. If a deduction is made that is later found to be improper, the employee will be reimbursed.

If an employee believes that an improper deduction has been made from his/her pay, the employee should discuss the matter with his/her supervisor or department payroll clerk, and, if needed, proceed through the departmental chain of command. If a resolution is not made, the employee should contact the Department of Human Resources for assistance. Should the issue not be resolved at that level, a formal, written complaint can be submitted to the Director of Human Resources.

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AMENDS/SUPERSEDES NEW	REFERENCES FAIR LABOR STANDARDS ACT, 8/23/04	APPROVAL
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