

DOWNERS GROVE PARK DISTRICT

Employment and Compensation

- 1. Exempt / Non-Exempt** – The Park District compensates all employees in accordance with the Fair Labor Standards Act (FLSA).

Exempt Employee: An employee determined as exempt under the guidelines of the Fair Labor Standards Act (FLSA) is not eligible for overtime pay or compensatory time.

Non-Exempt Employee: An employee determined as non-exempt under the guidelines of FLSA is eligible for overtime pay or compensatory time.

Work Hours: Generally, all full-time employees will work forty (40) hours per week. However, due to the nature of the District's business operations, an employee's Division Director may vary their work hours as necessary to meet the District's needs. The employee must minimally work the standard number of hours set for their division. Schedules should be maintained at the divisional level to assure that all employees work the minimum hours within the standard hours per work week.

- 2. Merit** – It shall be the expressed practice of the Park District to employ the best available qualified applicant for any position, and employment and advancement shall be based strictly on merit.