

January 16, 2020

**Shontell Robinson**  
Director



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**Marcy Jackson**  
Deputy Director

## Human Resources Department

### MEMORANDUM

TO: J. Dudley Watts, Jr.  
County Manager

FROM: Shontell Robinson  
Human Resources Director *Shontell Robinson*

DATE: December 10, 2019

SUBJECT: Human Resources Report for the Month of November 2019

Recapitulation of the attached report reflects the following:

	<u>Full-Time</u>	<u>Part-Time</u>	<u>Total</u>
Number Employed	24	12	36
Number Separated	18	2	20

The following reclassifications occurred during the month of November 2019:  
 PCN 6101 (Licensed Clinical Social Worker) to Sr. Social Worker  
 PCN 8185 (Sheriff's Records Supervisor) to Victim Services Coordinator

Please see the attached memorandum regarding the United States Department of Labor changes to the overtime rule and its impact on Forsyth County.

Attachment

**Shontell A. Robinson**  
Director



**Marcy S. Jackson**  
Deputy Director

## Human Resources Department

### MEMORANDUM

**TO:** Dudley Watts, County Manager  
**CC:** Damon Sanders-Pratt, Deputy County Manager  
Ronda Tatum, Deputy County Manager  
**FROM:** Shontell Robinson, Human Resources Director  
**SUBJECT:** FLSA Regulations  
**DATE:** November 20, 2019

As you are aware, on September 27, 2019 the United States Department of Labor (DOL) published changes to the overtime rule that will require some Forsyth County employees to become eligible for overtime effective January 1, 2020. Full-time employees who earn as much as \$35,568 per year (\$684 per week) will have to be paid overtime, even if they are classified as a manager or professional. This is an increase from the current threshold which is \$23,660 (\$455 per week).

After conducting an impact analysis of the new regulations under our current budget, please see the attached list of classifications that will be converted from exempt to non-exempt. Please note that our conversion will occur effective December 28, 2019 since Forsyth County changes must occur at the beginning of a pay period.

Individual notices to affected employees will be sent to Department Managers for distribution. I have also attached a sample letter for your review. Affected employees and their Department Managers will be reminded that the Forsyth County Employee Handbook states no overtime shall be worked except as authorized by the County Manager or his designees. Therefore, non-exempt employees are not to work through their lunch, begin working early, continue working past their scheduled work time or perform any work when off-duty unless specifically authorized in advance by their supervisor. This includes checking emails, taking work home, making work-related phone calls or any other activity that would be considered County work. The department will be expected to review those requirements for recording hours worked on the affected employees' timesheets.

Please sign below indicating your acceptance of the classifications identified.

DocuSigned by:

*Dudley Watts*

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J. Dudley Watts, County Manager

11/21/2019

Date

The following classifications will transition from exempt to non-exempt effective December 28, 2019:

<b>Classification Title</b>	<b>Department Name</b>
Air Awareness Coordinator	Environmental Assistance and Protection
Assistant Extension Agent	Cooperative Extension Service
Assistant Golf Professional II	Parks and Recreation
Community Gardening Coordinator	Cooperative Extension Service
Environmental Specialist	Environmental Assistance and Protection
Foreign Language Interpreter Supervisor	Public Health
Housekeeping Supervisor	General Services
Library Training Bridge Program Coordinator	Library
Medicaid Transportation Coordinator	Social Services
Nutritionist	Public Health
Office Assistant Supervisor	Social Services
Park Maintenance Group Supervisor I	Parks and Recreation

**Shontell A. Robinson**  
Director



**Marcy S. Jackson**  
Deputy Director

## Human Resources Department

# SAMPLE LETTER

November 25, 2019

Employee Name  
Title  
Department Name

Dear \_\_\_\_\_:

As an exempt employee, you are currently exempt from being paid overtime under the federal Fair Labor Standards Act (FLSA), due to both your job duties and the amount of salary you are paid. On September 27, 2019, the regulations under the FLSA were amended, significantly increasing the minimum salary requirement for exempt employees effective January 1, 2020. After conducting an impact analysis of the new regulations under our current budget, it has been determined that your status as an employee who is exempt from overtime will be affected.

Because Forsyth County changes must occur at the beginning of a pay period, your status is changing to nonexempt (overtime eligible) effective December 28, 2019. You will now be paid a base hourly rate of [\$\_\_\_\_\_] and paid overtime at time and a half for any hours worked in excess of 40 hours per week. There will not be changes to your job duties as a result of your nonexempt classification, and there will not be changes to your benefits.

Please note that the Forsyth County Employee Handbook states no overtime shall be worked except as authorized by the County Manager or his designees. Therefore, non-exempt employees are not to work through their lunch, begin working early, continue working past their scheduled work time or perform any work when off-duty unless specifically authorized in advance by their supervisor. This includes checking emails, taking work home, making work-related phone calls or any other activity that would be considered County work. Your department will review with you requirements for recording your hours worked on your timesheet.

Please do not hesitate to contact Human Resources at 703-2400 or [hr@forsyth.cc](mailto:hr@forsyth.cc) with any questions regarding the FLSA changes, your exempt/nonexempt status, or any other questions regarding the impact of this overtime rule on you and/or Forsyth County Government.

Best Regards,

Shontell Robinson  
Human Resources Director

# Forsyth County Personnel Report

Employed During the Month of November 2019



<i>Department</i>	<i>Name</i>	<i>Position Title</i>	<i>Salary</i>
<b>Full-Time</b>			
Emergency Services	Katherine L Singletary	EMT	12.59
Emergency Services	Kera L Jeffries	EMT	12.59
Emergency Services	Noel Nunez	EMT	12.59
Emergency Services	Darrin K Wolfe	EMT	12.59
Emergency Services	Jonathan S Charles	EMT	12.59
Emergency Services	Elliott J Ramirez Castellanos	EMT	12.59
Emergency Services	Victoria K Jessup	EMT	12.59
Emergency Services	Joshua B Jarrell	EMT Paramedic	20.37
Emergency Services	Nathan R Spicer	Firefighter	12.65
Emergency Services	Jon W Inman	Firefighter	12.65
Emergency Services	Christopher G Minton	Firefighter	12.65
Emergency Services	Ryan T Hall	Firefighter	12.65
General Services	Jesse J Derouin	Construction Coordinator	19.52
General Services	Calandra R Penn	Custodian	10.36
Library	Jamall M Grice	Librarian	18.28
Library	Bonita D Murphy	Library Assistant	13.22
Parks and Recreation	Susan R Morgan	Grill Supervisor	12.57
Parks and Recreation	Tahmullah A Halim	Maintenance Technician I	12.59
Public Health	Margatet D Claxton	Office Assistant	12.59

# Forsyth County Personnel Report

Employed During the Month of November 2019



<i>Department</i>	<i>Name</i>	<i>Position Title</i>	<i>Salary</i>
Public Health	Jane C Franklin	Public Health Nurse I	21.53
Sheriff	Dimitri S Galbreath	Deputy Sheriff I	20.99
Sheriff	Nicole K Ward	Deputy Sheriff I	20.08
Sheriff	Michael F Weaks	Sheriff's Crisis Counselor	23.58
Social Services	Yolanda R Melton	Income Maintenance Caseworker	14.57
<b>Part-Time</b>			
Cooperative Extension Service	Sarah A Lackey	Coop-Ext Program Assistant	7.50
Library	Bracken E Liner	Library Page	8.95
Library	DiAnn R Moore	Library Page	8.95
Library	Jordan S Alford	Library Page	8.95
Parks and Recreation	Laurie W Vanhoy	Park Attendant	9.86
Parks and Recreation	Olga I Leszunov	Park Attendant	9.86
Parks and Recreation	Ashley M Williams	Sr. Park Assistant	10.87
Parks and Recreation	Katherine E Marchand	Sr. Park Assistant	10.87
Parks and Recreation	Brandi L Kessel	Sr. Park Assistant	10.87
Parks and Recreation	Deana D Roberts	Sr. Park Assistant	10.87
Parks and Recreation	Maria Davis	Sr. Park Assistant	10.87
Parks and Recreation	Chelsea N Oakes	Sr. Park Assistant	10.87

# Forsyth County Personnel Report

Separations Processed During the Month of November 2019\*



<i>Department</i>	<i>Name</i>	<i>Position Title</i>	<i>Salary</i>	<i>Service</i>
<b>Full-Time</b>				
Emergency Services	Sarah G Davis	EMT	12.59	0.53
General Services	Gregory W Fulk	Maintenance Technician II	15.58	0.22
General Services	Michael R White	Skilled Trades Specialist	22.53	15.40
Library	Courtney S Duvall	Librarian	18.28	4.10
Parks and Recreation	James W Campbell	Maintenance Technician I	12.59	0.58
Public Health	Solonica E Harry	Sr. Office Assistant	14.94	9.40
Public Health	Michelle S Buie	Public Health Nurse II	24.68	0.16
Public Health	Megan D Phillips	Public Health Nurse II	23.73	0.62
Public Health	Sheliegh C Shillito	Public Health Nurse I	21.53	0.65
Sheriff	John T Kennedy	Deputy Sheriff I	18.95	5.17
Sheriff	Wendy J Whitaker	Sr. Office Assistant	14.57	0.99
Sheriff	Brandi N Kennedy	Detention Officer I	17.84	2.00
Sheriff	Herbert- Carl R Blevins	Detention Officer I	17.79	1.97
Social Services	Courtney M Tuttle	Sr. Social Worker	21.88	0.80
Social Services	Soraya M Durr	Income Maintenance Caseworker	15.40	1.27
Social Services	Michelle L Rosas	Income Maintenance Caseworker	16.08	5.49
Social Services	Dechantawan E Arroyo	Office Assistant	12.59	1.56
Social Services	Latisha E Harrison	Sr. Social Worker	21.27	0.85
<b>Part-Time</b>				
Library	Tia A Bradley	Library Page	8.95	

# *Forsyth County Personnel Report*

*Separations Processed During the Month of November 2019\**



<i>Department</i>	<i>Name</i>	<i>Position Title</i>	<i>Salary</i>	<i>Service</i>
Parks and Recreation	Ashley M Williams	Sr. Park Assistant	10.87	

20

\* Separations may be for a prior month due to a variety of circumstances, eg. an employee not returning from a leave of absence without pay.