

BEFORE THE BOARD OF DIRECTORS OF THE
KLAMATH 9-1-1 EMERGENCY COMMUNICATIONS DISTRICT

IN THE MATTER OF UPDATING POLICY)
CHAPTER 2 PERSONNEL)

RESOLUTION 26-12

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BE IT RESOLVED that Klamath 9-1-1 Emergency Communications District operates under its adopted District Policy and Procedures.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Klamath 9-1-1 Emergency Communications District do hereby authorize and adopt the added and updated policy language to district policy chapter two.

Time Records

Time Records for Exempt Employees

- **Daily Time Sheet Requirement**

All employees classified as *exempt* are required to complete a daily time sheet **for transparency and time-keeping audits. Time sheets must accurately reflect all hours worked and all leaves used during the pay period.** While no deductions in pay will be made for working fewer than eight (8) hours in a day, unless required by law, employees must use accrued paid leave (e.g., vacation, sick leave, or other applicable paid time off) to cover any time off that results in **fewer than forty (40) hours of work in a work week or fewer than eighty (80) hours in two-weeks** ~~less than a full workday~~. The appropriate leave bank **must** ~~should~~ be used based on the nature of the absence.

- **Workday Adjustments ~~Option~~**

~~Exempt employees may request to adjust their work schedule to account for reduced hours on one day by working additional hours on another day within the same pay period. This adjustment must:~~

- ~~☐ Be approved in advance by the Executive Director.~~
- ~~☐ Be properly documented on the employee's time sheet.~~
- ~~☐ Reflect a total of 80 hours worked over the two-week pay period.~~

Exempt employees are expected to fulfill all responsibilities associated with their role, including after-hours meetings, emergency responses, operational needs, and other work that occurs outside of the normal scheduled workday. Because exempt employees are not

eligible for overtime compensation, they must have the ability to flex their schedules to ensure that all hours worked are recognized and accounted for.

Examples of activities requiring flex time include, but are not limited to:

- After-hours or early-morning meetings
- Emergency or operational responses occurring outside normal hours
- Project work requiring extended hours on certain days
- Community, stakeholder, or agency meetings scheduled after hours

To accommodate after-hours responsibilities and ensure accurate accounting of total hours worked, exempt employees may adjust their work schedules.

Workday adjustments must meet the following requirements:

- Schedule adjustments must be provided in advance to the Executive Director when practical; in emergency situations, notice should be provided as soon as possible.
- All adjustments must be clearly documented on the employee's time sheet.
- Flexing hours is intended to ensure that all time worked, whether during or outside of the normal workday, is accurately recognized.

Flex Time Limitations:

Flexing hours is strictly intended as schedule flexibility and must not be treated as banked compensatory time. Flex time may only be used within the work week in which the additional hours were worked, or the week immediately following. Any hours not flexed within that window are forfeited and cannot be carried over, accrued, or used at a later date.

Workday adjustments are not guaranteed and may be approved or denied based on operational needs. However, reasonable effort will be made to allow exempt employees to flex their schedules when after-hours work has occurred.

This matter having come before them at their meeting on August 19th, 2026.

ATTEST:

Amanda Rose, Executive Director

Jan Bos, Vice Chair