



Date: July 5, 2016
To: Bylaws Committee Members
From: Layla Merrifield, Executive Director
Re: July 15, 2016 Committee Meeting Materials

Agenda item #5 for your committee meeting to be held at Northcentral Technical College in Wausau on Friday, July 15, is a review of the Executive Assistant position description, currently delineated beginning on page 67 in the Procedures section of the Association's *Bylaws, Policies, and Procedures Manual*.

At the April 23rd, 2016, Board of Directors meeting, the Executive Assistant position was changed from a salaried, "exempt" classification under the U.S. Department of Labor's Fair Labor Standards Act (FLSA) to an hourly, "non-exempt" classification. The change was made necessary due to revisions to FLSA, initiated by the Obama administration. As a result, the Executive Assistant will: (a) no longer be working under a contract; and (b) will qualify for overtime compensation for any hours worked over 40 in a regular workweek. In lieu of a contract, the Association's legal counsel has advised that an hourly non-exempt employee should instead work under a position description contained in the Bylaws.

Some modifications are recommended to the current position description, in order to more accurately reflect the current distribution of work responsibilities within the office.

These changes are detailed on page 2 of this memorandum.

I appreciate the committee's review of the recommended changes to the Executive Assistant position description. Please mention any concerns or suggestions for further changes, or approve as recommended. Co-chair Lukasek will present the committee's recommendation to the Board of Directors at our meeting on Saturday, July 16.

Feel free to contact the Association office if you have any questions or if we can otherwise be of assistance.

cc: Executive Committee

Recommended position description changes are italicized below. Additions are shown with underlining, and deletions are shown with strikethrough.

Page 67:

Meeting Planning Services

Assists ~~With~~ the Assistant Director, ~~coordinates and schedules~~ with logistical details of Association quarterly meetings. Works with hotel sales/catering personnel on meeting logistics such as ~~contract details~~, room sets, ~~menu selections~~, and media equipment details.

Page 68:

Financial Accounting

Processes ~~Prepares~~ the Association's travel expense reports.

Assists with the preparation of ~~Prepares and maintains~~ a budget for the operation of the Association.

~~Prepares a quarterly financial status report.~~

Prepares documents to be submitted to the Association's accounting service, in support of annual tax return filing process.

Page 69:

Supervision Received

The Executive Director of the Association supervises this position. *This position is non-exempt under the Fair Labor Standards Act, and is responsible for the accurate recording of all hours worked, using the payroll system and in the manner specified by the Association's fiscal agent. No hours in excess of 40 may be worked in any workweek, without the explicit prior authorization of the Executive Director.*