

Village Salary Policy (Draft)

5/11/2026

Purpose

The purpose of this policy is to establish a consistent and transparent compensation structure for salaried employees in the Village, ensuring fairness, accountability, and compliance with applicable state and federal laws.

1. Definition of Salaried Employees

Salaried employees are those in designated leadership or administrative positions who are compensated on a fixed annual basis rather than hourly.

These positions may include, but are not limited to:

- Department of Public Works (DPW) Director
- Police Chief
- Police Sergeant (if designated supervisory role)
- Any other position designated by the Village Council

Designation as a salaried employee must be approved by the Village Council.

2. Compensation Structure

- Salaried employees shall receive a fixed annual salary approved by the Village Council.
 - Salaries shall be paid in equal pay periods throughout the year.
 - Salaried employees are expected to fulfill the duties of their position regardless of hours worked in a given week.
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3. Work Hours Expectations

- Salaried employees are expected to work the hours necessary to perform their job duties effectively.
 - A standard work expectation is generally based on a full-time schedule (40 hours per week), but additional hours may be required without additional compensation.
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4. Overtime and Additional Compensation

- Salaried employees are **not eligible for overtime pay**.
 - Salaried employees shall not receive additional hourly compensation for working beyond 80 hours in a pay period.
 - Any exception must be pre-approved by the Village Council.
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5. Compliance with Wage Laws

- The Village will comply with the Fair Labor Standards Act (FLSA) and all applicable Michigan laws.
 - Positions will be properly classified as **exempt or non-exempt** based on job duties and salary thresholds.
 - If a position does not meet exempt criteria, it must be treated as hourly and eligible for overtime.
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6. Time Tracking

- Salaried employees may be required to report time worked for administrative and accountability purposes.
 - Time reporting does not convert a salaried position into an hourly position.
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7. Salary Adjustments

- Salary levels shall be reviewed periodically by the Village Council.
 - Adjustments may be made based on:
 - Budget considerations
 - Performance
 - Changes in responsibilities
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8. Prohibition of Dual Compensation

- Salaried employees shall not receive both salary and hourly compensation for the same position.
- Separate compensation for distinct roles must be approved by the Village Council and clearly documented.

9. Policy Administration

- The Village Clerk or designated administrative officer shall maintain records and ensure compliance with this policy.
 - Any disputes or interpretations of this policy shall be resolved by the Village Council.
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Jeffrey A Buerman Village President

Andrea McCall Village Clerk