



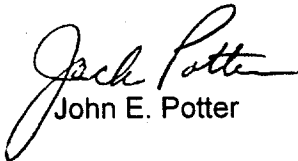
January 27, 2000

**VICE PRESIDENTS, AREA OPERATIONS  
MANAGER, CAPITAL METRO OPERATIONS**

**SUBJECT: Additional Pay for Supervisors**

Under the terms of the current EAS pay package, FLSA special exempt supervisors are eligible for additional straight time pay when authorized to work more than 8.5 hours in a workday and for all authorized hours on a non-scheduled workday. It has come to my attention that certain managers have taken it upon themselves to interpret this provision as authority to change a supervisor's regular tour of duty from 8 to 8.5 hours on a daily basis. This was not the intention of the 1999-2000 EAS pay package and under no circumstances should this practice continue.

When on occasion supervisors perform incidental tasks of short-term duration (30 minutes or less), such time is deemed non-compensable. However, this should not be construed as authority to change a supervisor's schedule by adding 30 minutes to each tour. Please ensure that this clarification is disseminated appropriately to your operations managers.

  
John E. Potter