

Fair Labor Standards Act

In compliance with the Fair Labor Standards Act, administrators, directors, and/or supervisors shall give written notification to non-exempt employees, as defined by the Act, of the Board's following expectations:

- ◆ What constitutes non-exempt working hours;
- ◆ What constitutes normal working hours;
- ◆ That employees are not to work before, beyond, or outside their normal working hours or are not to work overtime without prior authorization;
- ◆ That employee time sheets be a true reflection of all time worked, whether it is more or less than normally scheduled hours;
- ◆ That a written corrective statement be given to employees not complying with established procedures.

END OF POLICY

Legal References:

ORS 653.261

ORS 653.268

OAR 839-21-017

OAR 839-020-0005

Fair Labor Standards Act, as amended, 29 U.S.C., Sections 206 and 207 (West 1982)

Garcia v. San Antonio Metropolitan Transit Authority, et. al.,
469 U.S. 528 (1985).

Opinions of the Attorney General, Vol. 41, p. 409 (1981)