

**Douglas County  
School District 15**

Code: **GBAA**  
Adopted: 10/08/03  
Readopted: 11/17/14  
Orig. Code(s): GBAA

**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 following:

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

END OF POLICY

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**Legal Reference(s):**

[ORS 653.268](#)

[ORS 653.261](#)

[OAR 839-020-0005](#)

Fair Labor Standards Act of 1938, 29 U.S.C. §§ 206-207 (2006).  
Garcia v. San Antonio Metro. Transit Auth., 469 U.S. 528 (1985).  
41 OR. ATTY. GEN. OP. 409 (1981).