

### **Fair Labor Standards Act**

In compliance with the Fair Labor Standards Act, administrators, directors and/or supervisors shall give written notification to nonexempt 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 from the superintendent or designee;
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 279.340](#)

[ORS 653.261](#)

[OAR 839-020-0005](#)

Fair Labor Standards Act of 1938, as amended, 29 U.S.C. Sections 206 and 207.  
Garcia v. San Antonio Metropolitan Transit Authority, et al., 469 U.S. 528 (1985).  
41 Op Atty Gen 409 (1981).