

# Monument School District 8

Code: GBAA  
Adopted: 2000  
Orig. Code: 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 Board's following expectations:

1. What constitutes non-exempt 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 279.340](#)

[ORS 653.261](#)

[OAR 839-020-0005](#)

Fair Labor Standards Act, as amended, 29 U.S.C., Sections 26 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)