

## 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

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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)