



Code: **GBAA**
Adopted: 5/20/91
Revised/Readopted: 7/09/08; 10/26/16

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. Notification that position is exempt or nonexempt;
2. What constitutes the position's 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 document be given to employees not complying with established procedures. Failure to comply with directives may lead to disciplinary action up to and including dismissal.

END OF POLICY

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).