

**Saint Helens
School District 502**

Code: **GBAA**
Adopted: 1/16/96
Readopted: 5/14/07
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 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 and 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

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)