

**FAIR LABOR STANDARDS ACT
(REGULATION)**

In accordance with the policy of the board of education, the following regulation shall insure compliance with the Fair Labor Standards Act within this school district.

1. This district will pay all nonexempt employees at least the federal minimum wage and time and a half for all hours worked which exceed 40 hours per week, or permit compensatory time off at the rate of one and one-half hours off duty for each overtime hour worked. Provided, however, that for any overtime hours to be credited for overtime pay such overtime hours must be approved in advance by that employee's designated superior. Failure to get approval for overtime may result in disciplinary action being taken, which may include termination of employment.
 - A. Administrative Support Personnel: Term of employment is a 12-month position; full-time 37½ hours per week; comp time given hour for hour for 37.5 to 40 hours and 1.5 for over 40 hours.
 - B. Custodial Maintenance Personnel: Term of employment is a 12-month position; full-time 40 hours per week; overtime at 1.5 for over 40 hours.
2. This district will inform employees of the law by posting information disseminated by the U.S. Department of Labor.
3. This district shall establish, through separate administrative regulations, the process of time keeping and procedurally complying with the Act. The use of a time clock has been implemented for all non-exempt personnel to be in compliance with FLSA guidelines.

**REFERENCE: Board Minutes dated July 14, 2003
Salary schedules for administrative support staff and custodial maintenance staff**