

**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 of Directors' 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:

ORS 279.340  
ORS 653.261

OAR 839-24-000

Fair Labor Standards Act, as amended, 29 U.S.C., Sections 206 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)