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

Legal Reference:

ORS 279.340
ORS 653.261
OAR 839-24-000


Opinions or the Attorney General, Vol. 41, p. 409 (1981)