



Policy Series #: 4000
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Fair Labor Standards Act (FLSA) Policy for Employees

PURPOSE STATEMENT: The U.S. Department of Labor's Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting employees in the private sector and in Federal, State, and local governments. Riverland Community College hereby adopts the U.S. Department of Labor's Fair Labor Standards Act in full, as Riverland Community College Policy.

APPLICABILITY: Federal law that covers public agencies and businesses engaged in interstate commerce or providing goods and services for commerce. It provides guidelines on employment status, child labor, minimum wage, overtime pay and record-keeping requirements. It determines which employees are exempt (not covered by the act) and which are nonexempt (covered by the act).

DEFINITIONS:

FLSA Minimum Wage: The federal minimum wage is \$7.25 per hour effective July 24, 2009. Many states also have minimum wage laws. In cases where an employee is subject to both state and federal minimum wage laws, the employee is entitled to the higher minimum wage.

FLSA Overtime: Covered nonexempt employees must receive overtime pay for hours worked over 40 per workweek (any fixed and regularly recurring period of 168 hours — seven consecutive 24-hour periods) at a rate not less than one and one-half times the regular rate of pay. There is no limit on the number of hours employees 16 years or older may work in any workweek. The FLSA does not require overtime pay for work on weekends, holidays, or regular days of rest, unless overtime is worked on such days.

Hours Worked (PDF): Hours worked ordinarily include all the time during which an employee is required to be on the employer's premises, on duty, or at a prescribed workplace.

Recordkeeping (PDF): Employers must display an official poster outlining the requirements of the FLSA. Employers must also keep employee time and pay records.

Child Labor: These provisions are designed to protect the educational opportunities of minors and prohibit their employment in jobs and under conditions detrimental to their health or well-being.

Related Documents:

MnSCU's link Differences Between Selected Contracts and FLSA Regulations - Non-Exempt Employees

<http://www.hr.mnscu.edu/leave/documents/ContractFLSAcomparisons.pdf>

United States Department of Labor

<http://www.dol.gov/whd/flsa/>

Date of Initial Review by President's Cabinet: 9/12/2013

AASC Review (if applicable):

FSGC Review (if applicable): 10/09/2013

Date of Final Approval / Policy Adoption: 12/12/2013

Date & Subject of Revisions: