

Gervais School District 1

Code: **GBAA**
Adopted: 4/14/92
Revised/Readopted: 7/15/93, 04/08/99

Working Hours for Non-Exempt Employees (Fair Labor Standards Act)

In compliance with the Fair Labor Standards Act, administrators, district directors, and/or supervisors shall give written notification to non-exempt employees, as defined by the Act, of the Board's expectations.

Notification shall include the 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, nor are they allowed 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 who fail to comply with these established procedures.

END OF POLICY

Legal Reference(s):

[ORS 279.340](#)

[ORS 653.261](#)

[OAR 839-020-0005](#)

Fair Labor Standards Act of 1938, as amended, 29 U.S.C. Sections 206 and 207.
Garcia v. San Antonio Metropolitan Transit Authority, et al., 469 U.S. 528 (1985).
41 Op Atty Gen 409 (1981).