**Fair Labor Standards Act Fact Sheet**

**What is the Fair Labor Standards Act?**

The Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting full-time and part-time workers.

**Key Provisions of the FLSA**

* Employees are entitled to receive a minimum hourly wage.
* Non-Exempt employees are covered by the provisions in the Act for minimum wage and are entitled to overtime pay for hours worked beyond 40 hours in the work week.
* Exempt employees are paid on a salaried basis and are exempt from the provisions of the Act.

**Key Points of FLSA**

* Professional, executive and administrative personnel are exempt from the overtime provision of FSLA and are referred to as “exempt.”
* Employees covered by the overtime provision of FSLA are referred to as “non-exempt.”
* Non-exempt employees must be paid for **all hours** worked in a workweek.
* The federal law does not impose any maximum on the number of hours an employee may work in any workweek.
* “Hours worked” includes all time an employee must be on duty from the beginning of the first principal activity of the work day to the end of the last principal work activity of the workday.
* Each workweek is a fixed and regularly recurring 168-hour period. Each week stands alone for purposes of computing overtime, but need not coincide with the calendar week.
* Employees are not eligible for “comp” time, regardless of they pay status.

**Carleton College Policy**

**Exempt Employees**

* Are expected to observe general business hours of 8 - 5 and to work additional hours to meet work requirements when necessary.
* Exempt employees are paid monthly and not eligible for overtime.
* Are not eligible for “comp-time” or “flex-time” for hours worked in excess of 40. They are expect to keep their supervisor aware of any planned time off and to use their absent accruals for requested time off in either full or half day increments.

**Non-Exempt Employees**

* For payroll purposes the workweek for non-exempt employees, begins at 12:00 a.m. Sunday morning and are paid on a bi-weekly basis.
* Hours of employment are generally from 8 - 5, Monday through Friday unless otherwise specified. Hours entered on Web-Time Entry” must be reported as actual time, not rounded.
* Overtime must be approved by a supervisor prior to hours worked.
* “Comp-time”, taking time off in another payperiod in lieu of reporting OT is not permitted.
* Supervisors may “flex” an employee’s schedule during any given week to accommodate the operational need of the department (i.e. change schedule from 8-5 to 12-9).
* Vacation and sick leave hours are not counted in the calculation to determine overtime pay. *Holiday hours are counted in the calculation.*