



Everything YOU Need to Know... About  
the Fair Labor Standards Act (FLSA)



# Background Information

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- The Fair Labor Standards Act (FLSA), a federal law, applies to our school district.
- There are two (2) employee groups under the FLSA:
  - Exempt staff
  - Non-exempt staff





# Background Information

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- Who is Exempt?
  - Administrators and other professional staff such as principals, teachers, substitute teachers, directors, etc.
- Who is Non-Exempt?
  - Support staff such as clerical, technical, aides, custodians, food service, maintenance, transportation, lunch monitors, substitute support staff, etc.





# Exempt Employees

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- What is the difference between an exempt and non-exempt employee?
  - We must pay an exempt employee a “salary” for performing their job duties.
  - Exempt staff are not entitled to overtime pay, but may be entitled to supplemental pay or stipends if assigned one or more extra duty assignments.





# Non-Exempt Employees

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- What is the difference between an exempt and non-exempt employee?
  - We must pay a non-exempt employee for every hour worked at no less than minimum wage (\$7.25/hour); and
  - We must pay a non-exempt employee at no less than 1 ½ times their regular hourly rate for all hours worked over 40 in a workweek.





# Defining a Workweek

- What is a workweek?
  - It is 7 consecutive 24-hour periods
  - Our workweek is illustrated below:

Calendar for the month of \_\_\_\_\_

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

12:01 am Starts

12:00 midnight Ends





# Sample Workweek Timesheet

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- Illustration of a timesheet for a workweek

Day	Date	Begin Time	End Time	Hours per Day
Sun	4/5/2015			0
Mon	4/6/2015	7:30 AM	4:00 PM	8
Tues	4/7/2015	7:30 AM	4:00 PM	8
Wed	4/8/2015	7:30 AM	4:00 PM	8
Thur	4/9/2015	7:30 AM	4:00 PM	8
Fri	4/10/2015	7:30 AM	4:00 PM	8
Sat	4/11/2015	8:00 AM	12:00 PM	4
Total Hours in Workweek				44



	Start of workweek: Sunday, 12:01 am
	End of workweek: Saturday, 12:00 midnight



# Record of Hours Worked

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- The FLSA requires that we have a record of *all* the hours that non-exempt employees work each day and each workweek.
  - You should never work “off the clock” ....
    - YOU are entitled (and deserve) to be paid for every hour that you work, but remember that...
    - YOU must have permission before you work any extra hours that exceed your normal work schedule.





Help us to pay you for *every* hour  
YOU work...



**By signing in and out for *every* hour YOU  
work.**



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# A Happy Employee Is.....

- A non-exempt employee who gets paid for every hour he/she works.



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# Questions

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Submit your questions via email to:  
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