



**Course Title:** *FLSA/Hours of Work & Premium Pay*

**Course Description**

This information-packed course will provide an overview of Fair Labor Standards Act (FLSA) and how it affects City of Gainesville employees. You will define the FLSA and what types of compensation are covered. Learn the record-keeping requirements of the FLSA as it pertains to time-keeping and the calculation of overtime and much more!

**Goal**

At the conclusion of this class you will have working knowledge of FLSA/Hours of Work, & Premium Pay.

**Learning Objectives**

- Define FLSA
- Define what types of compensation are covered
- What are the record-keeping requirements
- What is the minimum wage rate
- Define a workweek and what is considered work time
- How and when is overtime calculated?
- What does it mean to be FLSA “exempt”
- What are the Child Labor laws?
- Enforcement and Litigation

**Open to:** Timekeepers

**Organizational Needs Addressed:** City Manager’s Transformation Goals: Emphasize Professionalism and Skills, Individual Contributor Development; Investment in Employees Transformation Plan: Empowering Employees, Improving Employee Morale; GRU Balanced Scorecard Strategic Objective: Ensure Employee Continuity

**Competencies Addressed:** Effectiveness and Productivity, Problem Solving and Decision Making, Planning and Organizing, Professional Development

**Length of Class:** Four Hours