



**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!

**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 & Managers and Supervisors

**Competencies Addressed:** Problem Solving/Decision Making, Taking Ownership/Pride, Ethics, Organizational Knowledge, Customer Service

**Length of Class:** Four Hours