



LACKLAND
Independent School District

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.

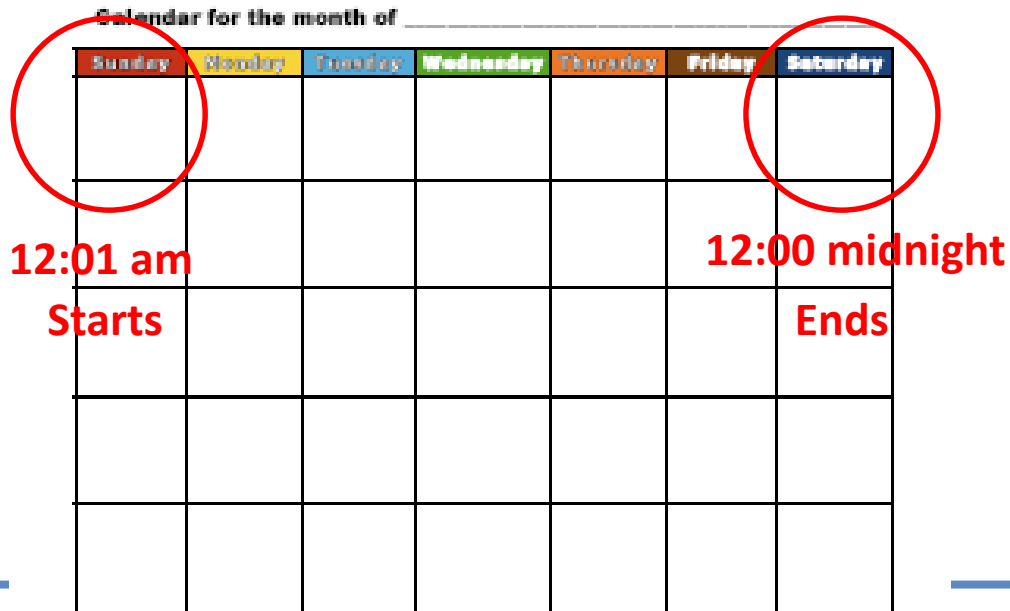




Defining a Workweek

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



What Happens If I Work More than 40 Hours in a Workweek?

- Refer to the Compensatory Time Affidavit
- An agreement must exist prior to the time the work is performed whether *compensatory time* or *paid time* will be provided, subject to the approval of the administrative supervisor and the availability of funds.
- Lackland ISD will compensate in compensatory time, unless notified otherwise by the administrative supervisor.

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Earning Compensatory Time

- Refer to the Compensatory Time Affidavit
 - Compensatory time worked in excess of the workweek, but less than 40 hours will be accumulated at regular time.
 - Compensatory time worked in excess of the workweek will be accumulated at 1 ½ times.
 - Compensatory time [over 40 hours in a workweek] worked must be pre-approved by the administrative supervisor.



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Use of Compensatory Time

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- Refer to the Compensatory Time Affidavit
 - Accumulated compensatory time should be used during the week it is earned, but must be used during the school year in which it is earned.
 - Accumulated compensatory time shall not exceed 60 hours at any given time.
 - Compensatory time balances will be reflected on all paraprofessional pay stubs.





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...



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



A Happy Employee Is.....

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





Questions

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Submit your questions via email to:
estrada.r@lacklandisd.net