

## **P4001 COMPLIANCE WITH FAIR LABOR STANDARDS ACT**

### **BOARD POLICY:**

**All employees shall be paid in compliance with the Fair Labor Standards Act (FLSA) including with respect to minimum wage, overtime, and salary deduction requirements.**

Administrative Implemental Procedures:

1. In addition to the provisions of FLSA, USD 259 will handle deductions in the following manner:
  - a. It is the policy of USD 259 to comply with salary basis requirements of the FLSA.
  - b. All supervisors are prohibited from making any improper deductions from the pay of employees. USD 259 does not allow deductions that violate the FLSA or state law.
  - c. If an employee believes an improper deduction has been made to the employee's pay, the employee should report this information to Human Resources.
  - d. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made.

Administrative Responsibility: Human Resources

Latest Revision Date: July 2019

Previous Revision Date: June 2007 P4001