



time management

# Principals' Meeting

Fair Labor Standards (FLSA) Pre-test

November 26, 2008

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1. The FLSA classifies employees as “EXEMPT” (i.e., exempt from the overtime provisions of the law) or “NON-EXEMPT” (i.e., NOT exempt from the overtime provisions of the law. Or, to put it another way, non-exempt employees are overtime-eligible.). Below is a list of BCPS position titles. Which ones are exempt (NOT overtime-eligible)? Which ones are non-exempt (overtime-eligible)?

	EXEMPT (not eligible for overtime)	NON-EXEMPT (overtime-eligible)
Administrative Secretary III	_____	_____
Fiscal Assistant III	_____	_____
Degreed Paraeducator	_____	_____
Ex. Director’s Admin. Assistant	_____	_____
Office Secretary	_____	_____

2. The FLSA requires employers to pay non-exempt employees overtime (i.e., time and one half times their regular rate of pay) for all hours worked beyond their scheduled hours.

**TRUE or FALSE?**

The background of the slide features a large, light blue clock face with white numbers. A green compass needle is positioned in the lower right quadrant, pointing towards the top right. The words "time management" are written in a light blue, sans-serif font across the bottom of the image. The main text of the slide is in a dark blue, serif font.

3. BACE-represented employees have two different work weeks. What are they? When does overtime begin for each?

4. Among its many requirements, FLSA requires employers to provide a minimum of a 30-minute duty-free lunch period and 2 rest periods per day.

**TRUE or FALSE?**

5. The BACE Master Agreement allows represented employees to be compensated with compensatory (comp) time rather than money.

**TRUE or FALSE?**

An employee who agrees to comp time in lieu of money may use his/her comp time at any time.

**TRUE or FALSE?**

Like other forms of leave, an employee who has accrued comp time will lose it at the end of the fiscal year (“use or lose” provision).

**TRUE or FALSE?**

6. In order to avoid a scheduling disaster, the FLSA permits public sector employers to “average out” overtime worked in one week with the time worked in the second week of the same pay period.

**TRUE or FALSE?**

7. If an administrator does not keep accurate time records, employee claims for overtime are forfeited.

**TRUE or FALSE?**