



*A Typical Work Week for Ms. Smith:
A FLSA Example*

Principals' Meeting

November 26, 2008



Ms. Smith's Background

Ms. Smith, a 20-year veteran of the system, is a dedicated, loyal, hard-working 12-month employee who always “goes the extra mile” without having to be asked. She is scheduled to work 7 hours and 30 minutes a day, and her scheduled work day is 8:00 a.m. to 4:00 p.m., including a 30-minute unpaid, duty-free, lunch.



Monday

Your area assistant superintendent needs your staffing report prior to the announced due date. Instead of having 5 days to prepare the report, it's now due on Wednesday. In order to assist you in its completion, Ms. Smith arrives at 7:30 a.m. to work on the report. You agree to buy her lunch so that she may continue working. It's 12:30 p.m., and Ms. Smith stops working to take a 15-minute break. She leaves her work area and returns at 12:45 p.m. She continues working until 4:00 p.m. You have an afternoon meeting and have not been able to talk with her. She's spent the time on routine office work. It's now 5:00 p.m. and you are now free to review what she's accomplished.

Additional Time Worked: _____



Monday (continued)

Although pleased with her work, you know that the report is due on Wednesday and that there are just far too many interruptions for Ms. Smith to complete the work by the due date. She knows this, too. As in the past, she offers to complete it at home. You thank her and agree to allow her to take the report home with her. She leaves at 5:30 p.m. “Oh, by the way, can you stop at the bank on your way home and make a deposit?” you ask. The stop takes 30 minutes. As requested, she works from 7:00 p.m. to 9:30 p.m. and completes the report.

Additional Time Worked: _____

Total Additional Time Worked for Monday: _____



Tuesday

Ms. Smith again arrives at 7:30 a.m., and again works through lunch and leaves at 5:30 p.m. She takes morning and afternoon breaks. However, the good news is the report is done and submitted ahead of the deadline, so she does not work from home that evening.

Additional Time Worked: _____



Wednesday

Ms. Smith arrives at 8:00 a.m. and leaves at 4:00 p.m. She takes morning and afternoon breaks. She sits at her desk during her lunch and is interrupted by two teachers, answers the phone, and responds to email.

Additional Time Worked: _____



Thursday

Ms. Smith arrives at 8:00 a.m. and leaves at 4:00 p.m. She takes morning and afternoon breaks. She goes out for a 30-minute lunch and takes a bank deposit on her way and stops at Office Depot for supplies. The additional stops take 60 minutes.

Additional Time Worked: _____



Friday

Ms. Smith works her scheduled hours.

Additional Time Worked: _____



Summary

Total Additional Time Worked: _____

Straight Time Worked: _____

Overtime Worked: _____