

SOUTHWEST TENNESSEE COMMUNITY COLLEGE

SUBJECT: Fair Labor Standards Policy

EFFECTIVE DATE: July 1, 2000

A. Basis for this Policy

A federal law, the Fair Labor Standards Act of 1938, as amended, is the basis for this policy. This law establishes “standards” for minimum wages, overtime compensation, equal pay, child labor, and certain mandatory record keeping. This policy refers to the law as “the Act” and as “FLSA”.

The college is covered by FLSA, as amended in 1966. Accordingly, the college is responsible to the Wage and Hour Division, of the U. S. Department of Labor, for compliance with the Act. Moreover, the college is committed to such compliance, and must hold employees at every level responsible for compliance.

No one has the authority to promote or to enter into any arrangement or agreement which denies any college employee his/her rights under the Act or under the policy.

Although oriented toward classified employees in its terminology and detail, this policy is applicable to all college employees with respect to the requirements of the law.

Source of Policy: Transition Team VII
Human Resources

Related Policy: N/A

Approved: President

**Responsible Vice President for Business,
Administrator:** Finance & Info Systems

TBR Policy Reference: N/A

TBR Guideline Reference: N/A

Date: July 1, 2000

B. Employer - Employee Relationship

The Act applies to all persons in an “employer-employee relationship” with the college except persons employed in bona fide executive, administrative or professional positions.

C. Employees Exempt From The Fair Labor Standards Act

The Act provides that certain executive, administrative and professional employees are exempt from the provisions of the law. To be exempt, an employee must meet a certain salary requirement and must have certain duties and responsibilities.