



**DEPARTMENT OF CORRECTIONS
Human Resources**



Title:	Fair Labor Standards Act	DOC Policy: 20.2.4
Effective:	6/1/10	Supersedes: 1/1/10
Applicability:	Classified (where not in conflict with collective bargaining agreements), management service, executive service and temporary employees	
Directives Cross-Reference:	Fair Labor Standards Act (FLSA), 29 C.F.R. 201-219, 500-899; FLSA Act Amendments of 1985; Bureau of Labor and Industries Handbook on Oregon Wage and Hour Laws. State Policy 20.005.20.	
Attachments:	N/A	

I. PURPOSE

The Fair Labor Standards Act (FLSA) defines the duties of employees covered by the act (non-exempt), the duties of employees not covered by the act (exempt), and establishes the criteria for overtime eligibility for non-exempt employees. The Department shall comply with the provisions of the FLSA and Oregon Wage and Hour Laws.

II. POLICY

A. The Department has adopted the following Department of Administrative Services (DAS), Human Resource Services Division (HRSD) policy:

[HRSD 20.005.20](#) – Fair Labor Standards Act

B. In addition to the provisions outlined in HRSD 20.005.20 (1)(e), Lieutenants and Captains shall be eligible for overtime when time worked, including paid time off, is in excess of 8 hours per day or 40 hours per week within the employee’s basic workweek (5/8). Overtime for Lieutenants and Captains working an irregular work schedule (4/10) is time worked in excess of the scheduled hours per day or 40 hours per week within the employee’s basic workweek.

III. IMPLEMENTATION

This policy will be adopted immediately without further modification.

Certified: _____
Birdie Worley, Rules Coordinator

Approved: _____
Mitch Morrow, Deputy Director