



STANISLAUS COUNTY
PERSONNEL FORMS
TIME

To:

From:

Subject: **WORKWEEK DECLARATION/FAIR LABOR STANDARDS ACT**

The Fair Labor Standards Act (FLSA) found that public agencies must abide by overtime regulations. This decision does exempt certain public agency employees in the executive, administrative and professional categories.

As part of FLSA implementation, the _____ Department has established a workweek, which begins at (time) _____ a.m./p.m. (day of week) _____ and ends at (time) _____ a.m./p.m. (day of week) _____. For simplicity, this workweek will be commonly known as (day of week) _____ to (day of week) _____.

You have been appointed to the classification of _____.
The following checked box identifies your FLSA status.

NON-EXEMPT—Represented Employees and Confidential Assistants I, II and III

- Your position has been classified as non-exempt and requires compliance with FLSA. No work is authorized beyond or outside of the regular work schedule without the specific authorization of your supervisor. This means you are not allowed to begin work early, stay late and/or work during your lunch or rest periods without the specific approval and prior knowledge of your supervisor. **Any overtime must be authorized in advance by your supervisor.**

EXEMPT—Represented Employees and Confidential Assistants IV and V

- Your position has been classified as exempt. FLSA does not apply. **You may be entitled to overtime pursuant to applicable Memorandum of Understanding or other specific Board action. Any overtime must be authorized in advance by your supervisor.**

EXEMPT—Management and Department Heads

- Your position has been classified as Management and is therefore exempt. **You are not eligible to receive overtime.**

PRINT FULL NAME (FIRST, MIDDLE INITIAL, LAST)	SIGNATURE:
AGENCY/DEPARTMENT	DATE SIGNED:

Copy to: Personnel File.