



**STANISLAUS COUNTY  
PERSONNEL FORMS  
TIME**

Revised 11/15

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 required by FLSA, the \_\_\_\_\_ Department has established a workweek which begins at \_\_\_\_\_ a.m./p.m. on (day of week) \_\_\_\_\_ and ends at \_\_\_\_\_ a.m./p.m. (day of week) \_\_\_\_\_. Except as otherwise provided by the Department Head, the official work week of Stanislaus County shall begin at 11 p.m. on a Friday and end at 11 p.m. on the following Friday.

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, III, IV and V**

- Your position has been classified as non-exempt and requires compliance with FLSA. A non-exempt employee must be paid the minimum wage and overtime pay for any time worked beyond 40 hours in a given week. Under FLSA rules, non-exempt employees are entitled to time and one-half for each hour of overtime worked. 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**

- 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. Exempt employees are not granted the protections of the FLSA and are therefore not entitled to overtime pay.

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

Copy to: Personnel File