

<b>COASTAL ALABAMA COMMUNITY COLLEGE</b>			
<b>Policies and Procedures Manual</b>			
Title:	<b>Fair Labor Standards Act</b>		Approved by:
Insert:	02.08	Date:	04/01/2022
Replace:		Date:	06/01/2023
Reviewed:		Date:	06/01/2023
Remove:		Date:	



**POLICY / PURPOSE:**

It is the policy of Coastal Alabama Community College to ensure compliance with all applicable provisions of the Fair Labor Standards Act (FLSA) and Alabama Community College System (ACCS) [Board Policy 614.01](#).

**SCOPE:**

This policy applies to all Coastal Alabama Community College employees during work or any activity involving the College.

**DEFINITIONS:**

*Fair Labor Standards Act (FLSA):* Federal law that establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting employees in the private sector and in Federal, State, and local governments. Generally speaking, the FLSA establishes minimum wage and overtime regulations.

*Exempt:* An individual in a position that is executive, administrative, professional and outside sales: (as defined in Department of Labor regulations) and who are paid on a salary basis are exempt from both the minimum wage and overtime provisions of the FLSA.

*Non-Exempt:* An individual who is not exempt from the overtime provisions of the FLSA and is therefore entitled to overtime pay for all hours worked beyond 40 in a workweek (as well as any state overtime provisions). Nonexempt employees may be paid on a salary, hourly or other basis.

**DETAILS:**

- Determination of FLSA Status:** When a new position is developed, the Executive Director – Human Resources creates a job description. Refer to the Job Descriptions policy. During job description development, the Executive Director – Human Resources determines FLSA status, using the procedure below.
- Record Keeping:** The Human Resources and Payroll Offices are responsible for ensuring compliance with FLSA record keeping requirements.

**PROCEDURE(S):**

**Determining FLSA Status**

- Refer to the [Employment Policy](#) (Employment Types Section).

<b>COASTAL ALABAMA COMMUNITY COLLEGE</b>			
<b>Policies and Procedures Manual</b>			
Title:	<b>Fair Labor Standards Act</b>		Approved by:
Insert:	02.08	Date:	04/01/2022
Replace:		Date:	06/01/2023
Reviewed:		Date:	06/01/2023
Remove:		Date:	



**Worker Classification – Employee or Independent Contractor Procedure**

1. Refer to the [Employment Policy](#) (Employment Types Section).

**ADDITIONAL PROVISIONS/INFORMATION:**

Refer to [Employment Policy](#) (Employment Types Section).  
Refer to [Working Conditions Policy](#) (Job Descriptions Section).  
Refer to [Pay and Salary Administration Policy](#).