



## MODULE OVERVIEWS

### “LET’S GET BACK TO WORK.”

This interactive introduction uses video and real-life cases to illustrate the importance of understanding the Fair Labor Standards Act (FLSA). Participants learn the differences between exempt and non-exempt, examine the most common FLSA classifications, and apply their knowledge in a text-based exercise. Participants also learn a set of guidelines that help ensure compliance with organizational policy and the law.

#### Learning Points:

- The FLSA sets minimum wage, overtime, and record keeping standards.
- Non-exempt employees must be compensated for all hours worked, including overtime.
- Exempt employees are not required to be compensated for overtime hours worked.

### “HOW WAS THE TRIP?”

In this module, participants learn the definitions of time worked, overtime, travel away from home, and pre- and postliminary activities. They then apply this knowledge through several text-based exercises.

#### Learning Points:

- The FLSA requires employees to be paid for all work they perform for their employers.
- The FLSA requires that non-exempt employees be paid at time and one-half for all hours worked in a workweek in excess of 40 hours.
- Some pre- and post-activities are compensable if they are “integral and indispensable” to the employee’s principal activity.

### “I’M GLAD I COULD HELP.”

In this text- and video-based module, participants learn the definitions of off-the-clock work, waiting time, on-call time, meal breaks and periods, compensatory time, and independent contractors.

#### Learning Points:

- The FLSA requires compensation for all work an employee performs, whether the employer asks the employee to perform it or the employee performs it voluntarily.
- Whether waiting time is compensable depends on whether the employee is engaged to wait or is waiting to be engaged.
- Whether on-call time is compensable depends on the degree to which the employee is free to engage in personal activities.
- Bona fide meal periods of 30 minutes or more are generally treated under the FLSA as non-compensable time.
- Private employers cannot use comp time to compensate non-exempt employees for overtime.



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### LET THE JURY DECIDE

In this jury exercise, participants apply all that they have learned about the FLSA to a simulated case. They must examine job descriptions to determine classifications, review organizational policy and other evidence, and apply FLSA damages to determine an award.

#### Learning Points:

- Employers who violate the FLSA are liable for unpaid wages and liquidated damages.
- Unpaid wages are awarded for a two- or three-year period depending upon whether the FLSA violation was willful.
- Liquidated damages are compensatory in nature and typically are awarded in an amount equal to unpaid wages.

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