



## ONLINE MODULE OVERVIEWS

### INTRODUCTION

This module introduces participants to the Fair Labor Standards Act (FLSA). Using a realistic video vignette and interactive exercises, participants learn the importance of understanding the FLSA. They become acquainted with three basic guidelines, called the Timeminders™, which will help them resolve wage and hour issues. In addition, participants learn about exempt and non-exempt employee status, as well as the FLSA guidelines for non-exempt employee pay scales. Participants then use an interactive map to explore their states' standards for overtime and minimum wage.

#### Learning Points:

- The FLSA sets minimum wage, overtime, and record keeping standards.
- Non-exempt employees must be compensated for all hours worked, including overtime.
- Individual states may have established a different minimum wage and overtime standard.

### “WHAT ARE YOU STILL DOING HERE?”

After viewing and responding to a true-to-life video, participants learn the FLSA definitions of time worked, off-the-clock work, overtime, pre- and postliminary activities, meal periods, and breaks. Participants then use the FLSA guidelines to apply the definitions in diverse and interesting exercise formats.

#### 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 work week in excess of 40 hours. Bona fide meal periods of 30 minutes or more are generally treated under the FLSA as non-compensable.

### “WHILE YOU WERE ON VACATION...”

In this module, participants learn the importance of voicing their concerns about wage and hour issues. The module begins with a video vignette and incorporates exercises in which employees identify situations that should be reported to their managers or human resources. The module concludes with a summary of the Timeminders.

#### Learning Points:

Employees should recognize questionable wage and hour issues and voice their concerns when these issues arise. The Timeminders provide concrete guidelines that will help employees comply with their organization's standards, as well as the requirements of the FLSA.

For more information about  
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