

General Personnel

Administrative Procedure - Employee Records Required by the Fair Labor Standards Act

Actor	Action
Business office working with supervisors of non-exempt employees	<p>Keep the following records concerning non-exempt employees for 3 years:</p> <ol style="list-style-type: none"> 1. Full name and social security number and, on the same record, any symbol that might be used in place of the employee’s name on any time, work or payroll records; 2. Home address, including zip code; 3. Date of birth, if under age 19; 4. Gender and the employee’s occupation; 5. Time of day and day of week on which the employee’s workweek begins; 6. Explain: i) the hourly rate of pay for any workweek when overtime is due; ii) the basis on which wages are paid; and iii) the amount and nature of each payment that is excluded from the regular rate; 7. Hours worked by the employee each workday and the total hours each workweek; 8. Total daily or weekly straight time earnings, excluding overtime pay; 9. Total pay for overtime hours; 10. Total additions to or deductions from wages paid each pay period; 11. Total wages paid each pay period; and 12. Date of payment and the pay period covered by the payment.
Business office working with supervisors of exempt employees	<p>Keep the following records concerning exempt employees for 3 years - the records listed in numbers 1-5, 11, and 12 above and a record showing the basis on which the exempt employee’s wages are paid.</p>
Building Principal	<p>Keep records regarding the posting of notices.</p>

Adopted and Approved: April 16, 2007