



Lehigh University Human Resources Policy

Policy Number:	406
Effective Date:	circa 1938
Revisions:	4/1/2006
Applicability:	All Faculty, Staff, Students, Wage Earners

FAIR LABOR STANDARDS ACT (FLSA) POLICY

Purpose:

Basic provisions of the FLSA

Policy:

The provisions of the *Fair Labor Standards Act (FLSA)* of 1938 as amended, provide the foundation for Lehigh University's wage and salary policies and procedures. The *FLSA* applies to faculty members, exempt staff members, nonexempt staff members, student wage employees, and hourly wage earners. Lehigh University policies comply with the following *FLSA* requirements:

- Salaries are set at or above minimum federal wage guidelines.
- Overtime wages are paid to nonexempt staff members, student wage employees, and wage earners when overtime is worked.
- Accurate time and absence records are required for all nonexempt staff members, student wage employees, and wage earners.
- All jobs are tested according to the *FLSA* guidelines for exempt classification. Jobs that pass the exemption tests are categorized according to the authorized *FLSA* exempt tests.
- Positions that test as exempt under the *FLSA* guidelines but are below the minimum salary* are treated as nonexempt staff members until such time that the staff member's salary is above this minimum.
- Child labor restrictions are enforced.
- Equal pay amendment guidelines are followed.
- Current position descriptions are maintained to accurately reflect duties and responsibilities.

*Threshold for exemption (\$455 per week or \$23,660 per year as of 2004).

Keywords: FLSA, Overtime, Minimum Wage