
Fair Labor Standards Act (FLSA)

349.1 PURPOSE AND SCOPE

To set forth the policy in regards to the Fair Labor Standards Act.

349.1.1 DEFINITION

Fair Labor Standards Act - Defines all positions within two categories: Exempt and Non-Exempt. Those positions considered Exempt are identified as salaried positions, not covered by various limitations on the hours an employee works. Non-Exempt, or covered positions, are limited to working no more than 40 hours in a work week without overtime compensation, and are considered hourly employees.

349.2 AUTHORITY AND REFERENCES

- Ordinance 440;
- MOU Booklets;
- FLSA Regulations.

349.3 POLICY

All employees within each FLSA category will be paid and compensated as required by this act, and by Riverside County Ordinance #440 (the Personnel Ordinance) or MOU's.

349.4 INSTRUCTIONS

The attached listing denotes the FLSA status of all positions assigned to the Probation Department. It further shows the overtime compensation rate for positions as determined by Ordinance #440 or booklets. Every regular employee in any classification will be compensated as outlined. In most cases where an employee receives overtime compensation, it will be in the form of compensatory time earned.

Temporary employees fall under other FLSA regulations which require that those who work more than 40 hours in a work week will receive payment for the additional hours at one and one half times their regular rate.

Date: 06/01/1992

Attachments:

[1. FLSA Position Status.pdf](#)

Attachments

FLSA Position Status.pdf

**FAIR LABOR STANDARDS ACT POSITION STATUS
RIVERSIDE COUNTY PROBATION DEPARTMENT**

COVERED POSITIONS (NON-EXEMPT) -- All receive 1.5 hours for each hour of overtime worked per Ordinance #440

ACCOUNTING ASSISTANT I
ACCOUNTING ASSISTANT II
ACCOUNTING TECHNICIAN I
ACCOUNTING TECHNICIAN II
AIR CONDITIONING MECHANIC
BUILDING MAINTENANCE MECHANIC
BUILDING SERVICES ENGINEER
COMPUTER SYSTEMS TECHNICIAN
CORRECTIONAL COOK
DEPARTMENT INFORMATION SYSTEMS COORDINATOR
DEPUTY PROBATION OFFICER I
DEPUTY PROBATION OFFICER II
FOOD SERVICE WORKER
GARDENER
GROUP COUNSELOR I
GROUP COUNSELOR II
GROUP COUNSELOR III
GROUP SUPERVISOR/INSTRUCTOR
LAUNDRY WORKER
LEAD MAINTENANCE SERVICES MECHANIC
MAINTENANCE PAINTER
OFFICE ASSISTANT I
OFFICE ASSISTANT II
OFFICE ASSISTANT III
HUMAN RESOURCES CLERK
PROBATION ASSISTANT
SECRETARY I
SECRETARY II
SENIOR ACCOUNTING ASSISTANT
SENIOR FOOD SERVICE WORKER
SENIOR GROUP SUPERVISOR/INSTRUCTOR
SENIOR STENOGRAPHER CLERK
SEWING SERVICES WORKER
STENOGRAPHER CLERK II
STOREKEEPER
SUPERVISING OFFICE ASSISTANT I
SUBSTANCE ABUSE COUNSELOR

**FAIR LABOR STANDARDS ACT POSITION STATUS
RIVERSIDE COUNTY PROBATION DEPARTMENT**

EXEMPT POSITIONS which receive 1.5 hours for each hour of overtime worked per Ordinance #440

EXECUTIVE SECRETARY II
HOUSE MANAGER
SENIOR COOK-DETENTION
SENIOR PROBATION OFFICER
SUPERVISING GROUP SUPERVISOR/INSTRUCTOR
SUPERVISING OFFICE ASSISTANT II

EXEMPT POSITIONS which receive 1.0 hour for each hour of overtime worked per Ordinance #440

ADMINISTRATIVE SUPERVISOR
PROBATION PROGRAM COORDINATOR
SUPERVISING PROBATION OFFICER/FIELD SERVICES
SUPERVISING PROBATION OFFICER/INSTITUTIONS (over 5.0 hours is time and 1/2)

EXEMPT POSITIONS which do not receive overtime compensation

ADMINISTRATIVE MANAGER
ASSISTANT COUNTY PROBATION OFFICER
ASSISTANT PROBATION DIVISION DIRECTOR
CHIEF DEPUTY PROBATION OFFICER
COUNTY PROBATION OFFICER
PROBATION DIVISION DIRECTOR