
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

- Riverside County Ordinance 440;
- Applicable MOUs;
- 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 MOUs.

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.

349.5 USE OF COMPENSATORY TIME

Compensatory time shall be used in accordance with the provisions of Ordinance 440 and applicable MOUs.

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Riverside County Probation Department

Policy Manual

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Attachments:

1. [Riverside County Ordinance 440](#)
2. [Riverside County Classification and Compensation](#)