

**General Personnel****Administrative Procedure – Employee Records Required by the Fair Labor Standards Act**

<b>Person Responsible</b>	<b>Action</b>
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"> <li>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;</li> <li>2. Home address, including zip code;</li> <li>3. Date of birth, if under age 19;</li> <li>4. Gender and the employee's occupation;</li> <li>5. Time of day and day of week on which the employee's workweek begins;</li> <li>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;</li> <li>7. Hours worked by the employee each workday and the total hours each workweek;</li> <li>8. Total daily or weekly straight time earnings, excluding overtime pay;</li> <li>9. Total pay for overtime hours</li> <li>10. Total additions to or deductions from wages paid each pay period;</li> <li>11. Total wages paid each pay period; and</li> <li>12. Date of payment and the pay period covered by the payment.</li> </ol>
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>
School Principal	<p>Keep records regarding the posting of notices.</p>

Approved January 23, 2008