

FAIR LABOR STANDARDS ACT COMPLIANCE STATEMENT

In administering compensation and leave policies, the College Administration shall comply with the requirements of the Federal Labor Standards Act of 1938, as amended, and the regulations promulgated pursuant to that statute. The Director of Compensation and Benefits shall review the job descriptions, job duties, and pay practices and determine the exempt/non-exempt status of each position at the College.

1. Non-exempt personnel shall be paid minimum wage and overtime as required by the law and regulations.
2. The weekly pay of exempt personnel shall not be reduced except in accordance with 29 CFR 541.602, which allows deductions for absences of a day or more in certain circumstances.

Improper deductions from the salary of exempt employees are prohibited. Any employee who believes that his or her salary has been reduced in violation of the Fair Labor Standards Act should contact the Associate Vice President of Human Resource Management at (734)973-3497. Inadvertent deductions in violation of the statute will be reimbursed to the employee as soon as possible after the determination.