

# Fair Labor Standards Act (FLSA) Course (Self-Paced)

This course provides federal professionals with a practical understanding of the Fair Labor Standards Act (FLSA) and how it applies to federal workforce pay and compliance decisions. Participants learn how to interpret FLSA coverage, determine exemption status, understand the claims process, and apply statutory requirements in real workplace scenarios.

Group classes in Live Online and onsite training is available for this course. For more information, email [onsite@graduateschool.edu](mailto:onsite@graduateschool.edu) or visit: <https://www.graduateschool.edu/courses/fair-labor-standards-act-flsa-course-self-paced>



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## Course Outline

### Module 1: History and Coverage of the Fair Labor Standards Act

- Discuss the history and origins of the Fair Labor Standards Act.
- Identify the agencies responsible for administering the FLSA.
- Identify the primary references in the Code of Federal Regulations governing the FLSA.
- Discuss agency, management, and employee responsibilities in implementing the FLSA.

### Module 2: Exempt and Nonexempt Determinations

- Explain the general principles behind exemption status.
- Apply exemption criteria for executive, administrative, and professional roles.
- Evaluate case scenarios to determine FLSA status.
- Understand burden of proof and documentation standards for exemption determinations.

### Module 3: The FLSA Claims Process

- Understand how to file a claim for FLSA pay or exemption status.
- Learn about time limits, claim preservation, and avenues for review.
- Identify supporting documentation and representative guidelines.
- Review agency responsibilities for compliance with Office of Personnel Management decisions.

### Module 4: Putting It All Together

- Apply cumulative FLSA knowledge through real-world case analysis.
- Evaluate travel claims, overtime eligibility, and exemption decisions.
- Reinforce understanding of statute of limitations and claim documentation requirements.