

# Fair Labor Standards Act (FLSA) Course

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>



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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 Act
- Identify the primary references in the Code of Federal Regulations governing the Act, including 5 CFR Part 551 and 5 CFR Part 550
- Discuss agency, manager/supervisor, and employee responsibilities in implementing the Act

### Module 2: Exempt and Nonexempt Determinations

- Explain the general principles behind exemption status
- Apply exemption criteria for executive, administrative, and professional roles
- Apply the salary-based nonexemption threshold (5 CFR 551.203)
- Identify hours of work provisions, including travel, training, standby duty, and overtime calculations
- Describe compensatory time provisions for nonexempt employees (5 CFR 551.531)
- 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
- Identify the 2-year statute of limitations for FLSA pay claims (3 years for willful violations)
- Explain claim preservation and how the claim period is established
- Identify the four avenues of review: negotiated grievance procedure, non-NGP agency review, OPM review, and judicial review
- Identify supporting documentation and representative guidelines
- Review the effects of OPM decisions on agency compliance