COURSE SYLLABUS

Fair Labor Standards Act Course (Self-Paced)

Equip yourself with the information, understanding, and ability to correctly apply the provisions of the FLSA. Learn the general principles of FLSA and the administrative procedures by which covered work time must be compensated; how hours of work and scheduling of work become important factors when considering overtime pay entitlements; how to treat time outside regular work hours spent traveling away from the official duty station; and the responsibilities of those who have to ensure that FLSA provisions are not violated. This course is part of the Certificates of Accomplishment in Human Resources Management.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/fair-labor-standards-act-online



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Course Outline

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

- Discuss the historical background and origins of the FLSA.
- Identify federal agencies involved in FLSA enforcement.
- Review the Code of Federal Regulations governing FLSA application.
- Understand agency, supervisor, HR, and employee responsibilities.

Module 2: Exempt/Nonexempt Determinations

- Explain 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.

Module 3: Hours of Work as Overtime

- Define overtime, regular and irregular work, and suffer-or-permit provisions.
- Distinguish between flexible/compressed schedules and their overtime implications.
- Calculate overtime pay for exempt and nonexempt employees.
- Discuss compensatory time, standby/on-call duty, and training hours.

Module 4: Travel as Hours of Work

- Determine compensable travel within and outside official duty station limits.

- Apply rules for one-day vs. overnight travel.
- Distinguish between regular work travel, commuting, and alternative travel arrangements.
- Understand supplementary rules in 5 CFR 550 for federal employees.

Module 5: Compensatory Time Off for Travel

- Understand eligibility and rules under the Workforce Flexibility Act.
- Identify types of compensable travel not covered by FLSA or Title 5 overtime.
- Deduct home-to-work commute when applicable.
- Follow agency-specific crediting and forfeiture policies.

Module 6: 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 OPM decisions.

Module 7: Putting It All Together

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