

**Introduction to the Fair Labor Standards Act  
August 2 – 4, 2022 Online through Zoom  
Diane M. Juffras  
School of Government**

**AGENDA**

**Tuesday, August 2, 2022**

- |                        |   |
|------------------------|---|
| <b>9:30 – 10:00</b>    | <b>Introduction to the FLSA</b>   |
| <b>10:00 – 10:30</b>   | <b>Overtime and Comp Time: The Basic Rules</b>                            |
| <b>10:30 – 10:45</b>   | <b>Break</b>  |
| <b>10:45 – 11:00</b>   | <b>Determining Exempt Status: The (Easy) Executive Duties Test</b>        |
| <b>11:00 – 11:30</b>   | <b>Determining Exempt Status: The (Harder) Administrative Duties Test</b> |
| <b>11:30 – 11:45</b>   | <b>Break</b>  |
| <b>11:45 – 12:15</b>   | <b>The Administrative Duties Test, continued</b>                          |
| <b>12:15 – 1:00 pm</b> | <b>Determining Exempt Status: The Many Professional Duties Tests</b>      |

**Wednesday, August 3, 2022**

- |                        |  |
|------------------------|--|
| <b>9:30 – 10:30</b>    | <b>Duties Test Review and Examples</b>   |
| <b>10:30 – 10:45</b>   | <b>Break</b>   |
| <b>10:45 – 11:45</b>   | <b>Breakout Groups: Problems in the Administrative and Professional Duties Tests</b>               |
| <b>11:45 – 12:00</b>   | <b>Break</b>   |
| <b>12:00 – 1:00 pm</b> | <b>Plenary Session: Discussion of Answers to Group Problems<br/>Open Q &amp; A on Duties Tests</b> |

**Thursday, August 4, 2022**

<b>9:30 – 10:45</b>	<b>Compensable Time: Hours Worked, On-Call Time, Meal and Break Periods and Travel Time</b>
<b>10:45 – 11:00</b>	<b>Break</b>
<b>11:00 – 11:45</b>	<b>Calculating the Regular Rate</b>
<b>11:45 – 12:00</b>	<b>Break</b>
<b>12:00 – 12:45</b>	<b>Exceptions to Overtime: Public Safety Exceptions and the Fluctuating Workweek</b>
<b>12:45 – 1:00</b>	<b>Open Q &amp; A on Compensable Time and Overtime</b>
<b>1:00 pm</b>	<b>Adjourn</b>