

## Course Highlights

Federal minimum wage requirements	Breaks, meals, and compensable time	Off-the-clock risks and requirements	Classifying employees as overtime exempt
Independent contractor or employee?	Joint employment determinations	Properly calculating overtime pay	FLSA recordkeeping requirements

## Agenda

Day 1		
8:00 AM	Arrival & Continental Breakfast	
8:30 AM	Welcome & Introductions	
9:00 AM	Overview	<ul style="list-style-type: none"> <li>• Protections Afforded Under FLSA</li> <li>• Wage and Hour Practices Not Regulated by FLSA</li> <li>• Overview of Enforcement, Remedies and Damages</li> <li>• Recordkeeping Requirements</li> </ul>
10:30 AM	Determining Coverage	<ul style="list-style-type: none"> <li>• Coverage Criteria                             <ul style="list-style-type: none"> <li>• Enterprise Coverage</li> <li>• Individual Coverage</li> </ul> </li> <li>• Distinguishing Independent Contractors from Employees</li> <li>• Classifying Other Workers</li> <li>• Joint Employment</li> </ul>
12:00 PM	Lunch	
1:00 PM	Application of Provisions	<ul style="list-style-type: none"> <li>• What is Work?                             <ul style="list-style-type: none"> <li>• Compensable time and activities</li> </ul> </li> <li>• Minimum Wage                             <ul style="list-style-type: none"> <li>• Wage Payments and Permissible Deductions</li> </ul> </li> <li>• Overtime                             <ul style="list-style-type: none"> <li>• The “Regular Rate”</li> <li>• Principles of Calculating Overtime</li> </ul> </li> </ul>
5:00 PM	Adjourn	

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Day 2		
8:00 AM	Arrival & Continental Breakfast	
8:30 AM	Review	
8:45 AM	Application of Provisions	<ul style="list-style-type: none"> <li>• Alternative Compensation Methods                             <ul style="list-style-type: none"> <li>• Salaried Non-Exempt Employees</li> <li>• Piece Rates</li> <li>• Fluctuating Workweek Method</li> </ul> </li> </ul>
10:00 AM	Exemptions	<ul style="list-style-type: none"> <li>• Executive   Administrative   Professional                             <ul style="list-style-type: none"> <li>• Salary Basis Test</li> <li>• Duties Test</li> <li>• Highly Compensated Employees</li> </ul> </li> <li>• Outside Salespeople and Computer Employees</li> <li>• Other Exemptions</li> </ul>
12:00 PM	Lunch	
1:00 PM	Enforcement	<ul style="list-style-type: none"> <li>• DOL Complaints, Audits and Investigations                             <ul style="list-style-type: none"> <li>• Civil Litigation</li> <li>• Collective Actions</li> </ul> </li> <li>• Penalties</li> <li>• Mitigating Risks                             <ul style="list-style-type: none"> <li>• Major Areas of Litigation</li> <li>• Recent Settlements/Jury Awards</li> </ul> </li> </ul>
4:30 PM	Wrap-Up Activities	<ul style="list-style-type: none"> <li>• Questions and Answers</li> <li>• Key Take-Aways</li> <li>• Completion of Course Feedback Form</li> </ul>
5:00 PM	Adjourn	