

Code: GBCB
Adopted: 11/1/04

Hermon School Department

Fair Labor Standards Act

It is the intent of the Hermon School Department to comply with the salary basis requirements of the Fair Labor Standards Act. Therefore, we prohibit all supervisors, managers and/or administrators from directing any improper deductions from the salaries of exempt employees. We want employees to be aware of this policy and the fact that the Hermon School Department does not allow deductions that violate the FLSA.

If you believe that an improper deduction has been made to your salary, you should immediately report this information to your supervisor and the school department's finance manager (848-3283, x 6001).

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed through the next regular payroll for any improper deductions.