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Fair Labor Standards Act (FLSA)

Focus Friday

Norfolk State University (NSU)
Office of Human Resources



What is the FLSA?

- Federal law enacted in 1938

- Establishes minimum wage, overtime pay, and recordkeeping requirements

- Regulates youth employment standards

- Applies to most public and private sector employees

Why FLSA Matters at NSU

- Ensures employees are paid fairly and legally
- Helps the university follow federal labor regulations
- Protects both employees and the institution
- Important for supervisors, HR staff, and employees to understand



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Exempt vs Non-Exempt Employees

EXEMPT

- Exempt employees: not eligible for overtime
- To be exempt you must earn at least \$684 per week and pass tests for executive, administrative, or professional duties, involving independent judgment, management, or advanced knowledge

NON-EXEMPT

- Non-exempt employees: must receive overtime pay for any hours worked over 40 in a work week
- Correct classification is essential for compliance

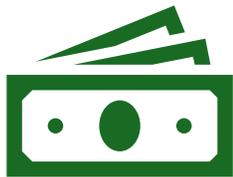
Minimum Wage

- Minimum wage currently \$12.77 per hour in Virginia

- Employees must receive at least this rate

- State or institutional policies may provide higher wages

Overtime Rules



- Non-exempt employees must receive overtime pay



- Overtime = 1.5× regular pay rate



- Applies for hours worked over 40 in a workweek

Recordkeeping Requirements



- Employers must maintain accurate time and pay records



- Includes hours worked, wages, overtime, and deductions



- Critical for audits and legal compliance

Common FLSA Issues in Universities

- Misclassification of employees

- Unreported overtime work

- Improper time tracking

- Student employee wage compliance

Best Practices for NSU

- Track all hours worked accurately

- Do not work off the clock

- Follow university payroll and HR policies

- Ask HR if unsure about classification or overtime



Questions

- Questions or concerns about FLSA compliance?
- Contact the NSU Human Resources Department