COURSE

FLSA and Wage & Hour Laws

3rd Edition | Respect | 🇺🇸

Timekeeping Policies and Procedures

Ensuring wage and hour protections is fundamental for all employees. It's crucial for both managers and employees to have a clear understanding of their rights and the legal safeguards in place. These laws govern how employees are compensated and pose significant legal and brand risks for employers who are unfamiliar with the intricacies of state and federal regulations.

Emtrain's FLSA and Wage & Hour Laws Training Course walks managers and non-managers through the basics of wage and hour law protections, who is exempt from those wage and hour law protections, how to record time properly, and the most common wage and hour mistakes.

Educating both managers and employees on what the law requires and the importance of reporting problems is the best first step in mitigating risk and protecting your brand and reputation.

Course Description

This new FLSA training course (Fair Labor Standards Act) provides an easy, streamlined summary of wage and hour protections and outlines who is exempt or not from wage and hour laws. It explains how to properly record time worked and give examples of common mistakes (and how to avoid them). The FLSA training course also contains lessons that are specific to California employees and which cover meal and rest breaks and daily overtime.
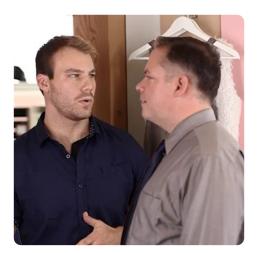
Key Concepts
- A quick introduction to and practical guidance on common cyber security threats to your organization.
- Employees how to identify situations that leave personal or corporate information vulnerable to hacking.
- Non-IT employees best practices for creating strong passwords, avoiding web scams, and safeguarding your organization's devices and information assets.
- About password strength and security, social engineering, phishing attacks, malware and spyware prevention, web-based attacks, personal devices, and ransomware.

Course Features

- Access to our Anonymous Ask the Expert tool
- Rich video scenarios based on real-world events
- Built-in employee sentiment surveys
- 50+ Machine Translation Options
- Optional program timer
- Policy acknowledgement tool
- Extensive customization options

VERSIONS

Managers (20 min)
CA Managers (25 min)
Non-Managers (20 min)
CA Non-Managers (25 min)

WHAT'S COVERED

- Contingent Workers
- Exempt Vs. Non-Exempt
- FLSA (Fair Labor Standards Act)
- Manager's Responsibility
- Meal & Rest Breaks
- Overtime
- Time Records

COURSE EXPERTS

Janine Yancey
Emtrain Founder & Employment Law Expert

Lessons	Managers (20 min)	CA Managers (25 min)	Non-Managers (20 min)	CA Non-Managers (25 min)
Introduction	✓	✓	✓	✓
What is the FLSA and why is it important? An introductory lesson on wage and hour laws in the U.S.				
FLSA and State Law Basics	✓	✓	✓	✓
What is covered by the FLSA and what is covered by state laws? Which laws should you follow if your state law differs from the FLSA?				
Exempt vs. Non-Exempt	✓	✓	✓	✓
Defining "exempt" vs. "non-exempt", and who qualifies as "exempt".				
Time Records and Overtime	✓	✓	✓	✓
Understand the basics of timekeeping and keeping accurate records. Review when employees qualify for overtime.				
The Manager's Role	✓	✓		
What are your responsibilities as a manager when it comes to wage and hour laws?				
Common Mistakes	✓	✓	✓	✓
Common mistakes to avoid when it comes to wage and hour laws.				
California Meal and Rest Breaks		✓		✓
Meal and rest breaks in California.				
California Pay and Overtime		✓		✓
Pay and overtime in California.				
Our Policies and Procedures	✓	✓	✓	✓
Our policies and procedures.				

Provide Your Feedback

A post-program survey on the learning experience.