

February 26-27, 2004 ■ 8:30 a.m. - 3:30 p.m. each day

*FLSA Overtime for Non-exempt Employees*

# GUIDE TO THE FAIR LABOR STANDARDS ACT (FLSA)



**"An International Center for Law Enforcement Education"**

THE CENTER FOR AMERICAN AND INTERNATIONAL LAW  
5201 Democracy Drive — Plano, Texas 75024

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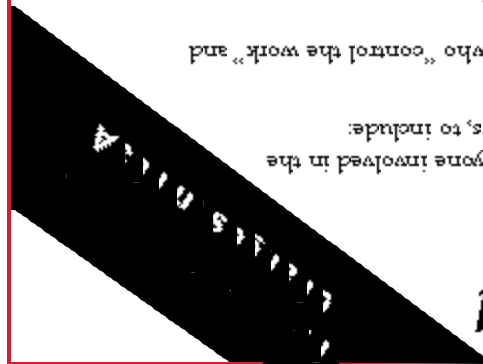
Please let us know of corrections needed in your mailing address.

Jeff Chamberlain Founder  
of Chamberlain, Kaufman &  
Jones law firm in Albany,  
New York, and former  
Counsel and Chief Legal Officer for  
the New York State Police. A national-  
ly recognized expert on the FLSA, he  
is a graduate of the FBI National Law  
Institute. Widely published in the area  
of police law, he earned his law degree  
at the State University of New York.



## Who Should Attend?

- This program is designed for anyone involved in the implementation of FLSA matters, to include:
- Operations personnel who "control the work" and overtime of employees.
  - Administrative personnel actually involved in the Payroll or Human Resources functions of an organization.
  - Legal Staff and Senior Managers who make decisions about the FLSA implications of operational policies.



# GUIDE TO THE FAIR LABOR STANDARDS ACT (FLSA)

## FLSA Overtime for Non-exempt Employees



This two-day workshop will outline the manner in which FLSA overtime rules apply in organizations, and will focus on the non-exempt employees covered by the law. Areas of emphasis will include:

- The Policies and Purposes of the FLSA ... *and why they are important in real life*
- What the FLSA Rules Actually Say ... *and what they don't say*
- Navigating FLSA Technicalities ... *the interplay of the statute, regulations, administrative opinions, and court decisions*
- When is FLSA Overtime Pay Required ... *and for what*
- Computing Overtime Pay ... *the arithmetic of the FLSA*
- How FLSA Litigation Works ... *and why employers lose so often*
- Answers to Frequently Asked Questions: *"7(k)" work periods, K-9 units, other special services, comp time, detectives and training.*

### REGISTRATION

#### Guide to the Fair Labor Standards Act (FLSA) February 26-27, 2004

##### MAIL, FAX OR E-MAIL TO REGISTRAR

The Center for American and International Law  
5201 Democracy Drive – Plano, Texas 75024-3561

Phone: 972.244.3405

Fax: 972.244.3431

ILEA Office Phone: 972.244.3430

ilea@cailaw.org

**TUITION:** \$129 members/\$149 nonmembers of the Institute for Law Enforcement Administration. This includes all instruction and handouts. Lodging and meals are excluded.

Name \_\_\_\_\_

Agency \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State/Zip/Country \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

\*Birth Date \_\_\_\_\_ \*Soc. Sec. # \_\_\_\_\_

\*Required for training credit through the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE)

### TUITION MAY BE PAID BY CREDIT CARD

Check enclosed payable to The Center for American and International Law.

Please charge: AmEx \_\_\_\_\_ MasterCard \_\_\_\_\_ Visa \_\_\_\_\_ Discover \_\_\_\_\_

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name on Card \_\_\_\_\_

Billing Address (if different from address above) \_\_\_\_\_

Authorized Signature \_\_\_\_\_

### GENERAL INFORMATION

**REGISTRATION:** Registration will begin at 8:00 a.m. in the lobby of the Center for American and International Law, 5201 Democracy Drive, Plano, Texas 75024. Class session will run from 8:30 a.m. to 3:30 p.m. Lunch will be on your own.

**CANCELLATION:** Tuition, less a twenty-five (\$25) fee, will be refunded upon written cancellation received five working days prior to the program. Cancellations received after that date cannot be refunded, although substitutions will be permitted.

**NONDISCRIMINATORY POLICY:** It is the policy of The Center for American and International Law that no person, on the basis of race, sex, color, religion, national origin or ancestry, age or handicap, shall be discriminated against in educational programs and activities, scholarship programs or admissions.

**PERSONS WITH A DISABILITY** who need special accommodations to attend this program may contact the Institute at 972.244.3430 no later than ten (10) working days prior to the program so that necessary arrangements can be made.

### DIRECTIONS TO THE CENTER FOR AMERICAN AND INTERNATIONAL LAW ■ 5201 Democracy Drive, Plano

**From Downtown Dallas:** Go north on the Dallas North Tollway. Take the Spring Creek Parkway/Tennyson Parkway exit and drive north on the Dallas North Tollway frontage road. Go through the first stop light and turn right at the next stop light (Tennyson Parkway). Proceed east on Tennyson for 0.7 miles, and we are on the right, at the corner of Tennyson Parkway and Democracy Drive.

**From DFW Airport:** Take the North Airport exit. Take 121 North and go approximately 18.5 miles to Legacy Drive. Turn right on Legacy Drive and go 1.5 miles to Parkwood Blvd. Turn right on Parkwood Blvd. and go 0.4 miles to Tennyson Parkway. Turn left on Tennyson Parkway and go 0.5 miles to Democracy Drive. We are on the right, on the corner of Democracy Drive and Tennyson Parkway. **From Love Field:** Exit south from Love Field and turn left (east) on Mockingbird. Turn left onto Dallas North Tollway. Take the Spring Creek Parkway/Tennyson Parkway exit and drive north on the Dallas North Tollway frontage road. Go through the first stop light and turn right at the next stop light (Tennyson Parkway). Proceed east on Tennyson for 0.7 miles, and we are on the right, at the corner of Tennyson Parkway and Democracy Drive.