

# Understanding FLSA Requirements

This playbook outlines the steps necessary to comprehend the key elements of the Fair Labor Standards Act (FLSA), including minimum wage, overtime pay, recordkeeping, and youth employment standards.

## Step 1: **Learn FLSA Basics**

Gain an initial understanding of the Fair Labor Standards Act (FLSA) to know its purpose and the basic employee rights it establishes.

## Step 2: **Minimum Wage**

Research the current federal minimum wage rates under FLSA and understand any variations that may apply due to state or local legislation.

## Step 3: **Overtime Pay**

Study the rules for overtime pay, identifying when employees are eligible for increased wages and the calculation methods for overtime rates.

## Step 4: **Recordkeeping**

Familiarize yourself with the recordkeeping requirements set by the FLSA, including what records must be kept, the format, and the duration.

## Step 5: **Child Labor**

Investigate the regulations governing child labor, understanding the age restrictions and hours permitted for young workers under the FLSA.

## **General Notes**

### **State Laws**

Be aware that individual states may have labor laws that differ from the FLSA, and compliance with both sets of regulations is required.

### **Penalties**

Understand that failure to comply with the FLSA can result in penalties, including back wages and fines, thus emphasizing the importance of compliance.

### **Updates**

Regularly check for updates or changes to the FLSA to ensure ongoing compliance, as wage rates and regulations may change over time.