

The Superintendent or designee shall ensure that all positions within the District are identified as either “exempt” or “non-exempt” according to State law and the Fair Labor Standards Act (FLSA). Employees can be informed of their status as “exempt” or “non-exempt.”

Non-exempt employees are covered by minimum wage and overtime requirements. A non-exempt employee shall not work overtime without his or her supervisor’s express approval. The business office will review timesheets to determine whether overtime was used and whether overtime compensation is owed.

**Legal References:** Fair Labor Standards Act, 29 U.S.C. §201 et seq.,  
29 C.F.R. Parts 516, 541,  
548, 553, 778, and 785.

**Policy adopted:** June 20, 2023

BOARD OF EDUCATION, School District 101, Western Springs, IL