



# SCHOOL BOARD OF POLK COUNTY

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November 4, 2009

**HRS Memo #10-008**

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## MEMORANDUM

**TO: Senior Directors**

**FROM: Ron Ciranna, J.D., Assistant Superintendent, Human Resource Services**

**SUBJECT: FLSA Training on Blackboard**

Human Resource Services has recently completed an audit of the exemption classification of non-union positions based on the federal Fair Labor Standards Act. On the advice of legal counsel who gave oversight to the process, we have prepared a Blackboard training course to educate all PCSB employees who supervise others. This mandatory course is designed to help supervisors understand the requirements of FLSA and their own personal obligations under the law as well as answer questions that may arise from their employees. The course should take about 30 minutes and includes a test for comprehension which provides feedback.

Supervisors in this context are defined as those who conduct and sign off on performance evaluations and who have final responsibility for the approval of timesheets. This course must be added as a part of departmental orientation for new hires within their first 90 days of employment and for incumbents newly promoted to a supervisory level within the first 90 days of their promotion.

Please send the names and titles of all those who perform supervisory functions in your area of responsibility to Ellen Thielen at [ellen.thielen@polk-fl.net](mailto:ellen.thielen@polk-fl.net) by November 13, 2009 so we can contact them about accessing this learning tool. We will keep you apprised of compliance progress. Thank you in advance for your support of this important resource in employee development.

copy: Human Resource Services Staff