



## Human Resources

### MEDICAL CENTER HUMAN RESOURCES POLICY NO. 402

A. SUBJECT: Compliance with The Fair Labor Standards Act

B. EFFECTIVE DATE: January 1, 2014 (R)

C. POLICY:

The University of Virginia Medical Center compensates all employees in accordance with state and federal laws, including the federal Fair Labor Standards Act (FLSA). Employees who are subject to the FLSA will be paid on an hourly basis for all hours worked. The overtime rate of pay for employees subject to FLSA shall be calculated in accordance with requirements of the FLSA.

Employees who are exempt from the FLSA shall receive a predetermined amount of compensation (salary) each pay period that will not be subject to reduction based on variations in the quality or quantity of the work performed. The Medical Center does not make deductions from exempt employees' salaries, except as otherwise expressly permitted by applicable state and federal law.

D. PROCEDURE:

1. *Exempt Employees:* Full time, salaried employees who have questions or concerns about their compensation, or who believe that an erroneous deduction has been taken from their pay, should immediately report this information to their supervisors or to the Payroll Department. Reports of improper deductions shall be promptly investigated, and employees shall be promptly reimbursed if it is determined that an improper deduction has been made.
2. *Hourly Paid Employees:* Hourly paid employees who have questions or concerns about the calculation of their overtime rate of compensation, or the number of hours they have worked, or who believe that an erroneous deduction has been taken from their pay, should immediately report this information to their supervisors or to the Payroll Department. Reports of improper calculations or deductions shall be promptly investigated, and employees shall be promptly reimbursed if it is determined that an improper calculation or deduction has been made.

(SUBJECT: Compliance with The Fair Labor Standards Act)

SIGNATURE:

  
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R. Edward Howell, CEO, UVA Medical Center

DATE:

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12/19/13

Medical Center Human Resources Policy No. 402 (R)  
Approved December 2010  
Revised December 2013  
Approved by Chief Human Resources Officer  
Approved by Medical Center Administration