

**LAKE-SUMTER STATE COLLEGE**

**BOARD RULE**

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**TITLE:** Resolution of Fair Labor Standards Act (FLSA) Pay Concerns      **NUMBER:** 2.23

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**AUTHORITY:** Fair Labor Standards Act (FLSA)      **PAGE:** 1 of 1

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**HISTORY:** New - 2/22/05  
Reviewed – 10/12/09

**DATE ADOPTED:** 2/22/05

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**REFERS TO PROCEDURE NUMBER:** PRO 5-13

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1. The District Board affirms its commitment to paying employees minimum wage or higher and overtime consistent with the provisions of the Fair Labor Standards Act (FLSA).
2. Employees who believe their pay is not in compliance with the Act should first contact Payroll/Benefits.
3. a. If appropriate action or correction is not taken to an employee's satisfaction, the employee should submit a formal written complaint with appropriate documentation to Human Resources.  
b. Human Resources in conjunction with Payroll will respond within seven (7) days of a formal written complaint. Any substantiated inadvertent errors or improper deductions to an employee's pay will be rectified and full reimbursement made by the next pay cycle.