

The Wage and Hour offices of the federal and state Departments of Labor, in conjunction with our “partners” throughout the state, including the Community College System’s Small Business Center Network, are presenting a series of seminars designed to educate employers and their representatives about applicable laws that will assist them in their voluntary compliance efforts. These seminars will focus on the basic requirements of both state and federal laws; provide in-depth look at the new overtime exemptions; and cover frequently violated laws such as recording hours of work away from the employer’s place of business, rules regarding breaks, computing pay for travel and meeting time, and legal deductions from wages. Other laws will be covered, such as the Family and Medical Leave Act, I-9 Form requirements, medical payments law, controlled substance testing, and polygraph testing laws. The goal is to provide information directly from enforcement agency representatives as an alternative to higher cost seminars sponsored by commercial vendors. The cost of this seminar is \$50, which includes a desk reference guide, refreshments and lunch.

A list of planned seminars can be viewed at: www.nclabor.com/calendar.htm#WH

Registration is required for all seminars. Forms are available online at: www.nclabor.com/wh/seminar_regist.pdf

Payment of the registration fee by check or money order should be mailed with the registration form. Visa or MasterCard payments can be made by mail or fax so long as the name, credit card information and signature are provided.

Completed forms should be mailed or faxed to:

**N.C. Department of Labor
Wage and Hour Bureau**
1101 Mail Service Center
Raleigh, NC 27699-1101
Fax: (919) 807-2786

Wage and Hour Seminar Agenda

8:30 a.m. to 4:30 p.m. (Lunch Provided)

Welcome/Opening Remarks

- ♦ Overview of topics to be discussed
- ♦ Objectives for participants

Do These Laws Apply to Me?

- ♦ Employment relationships
- ♦ Independent contractors
- ♦ Bona fide volunteers

Differences Between Federal/State Jurisdiction

- ♦ Interstate commerce coverage
- ♦ Enterprise coverage
- ♦ Individual coverage

Minimum Wage Protections

- ♦ State and federal rates
- ♦ Youth minimum wage
- ♦ Special sub-minimum wage rates
- ♦ Tipped employees

Overtime Protections

- ♦ Statutory rate
- ♦ Maximum hours
- ♦ “Workweek” basis
- ♦ “Regular” rate of pay

Minimum Wage/Overtime Pay Exemptions

- ♦ Classifications
- ♦ Salary/fee requirements
- ♦ Primary duty requirements

What Constitutes Hours of Work?

- ♦ Suffer or permit to work
- ♦ Work away from the establishment
- ♦ Travel time
- ♦ Training and meeting time
- ♦ On-call time
- ♦ Breaks

Recordkeeping Protections

- ♦ Required time keeping devices
- ♦ Employee signature requirements
- ♦ Employer/employee responsibilities

Youth Employment/Child Labor Protections

- ♦ Minimum age
- ♦ Work permits
- ♦ Hazardous/detrimental/prohibited occupations

Promised Wages and Wage Benefits

- ♦ Promised by the employer
- ♦ Written policy
- ♦ Forfeiture or change
- ♦ Applicability to employees

Legal Deductions From Wages

- ♦ Authorization requirements
- ♦ Benefit the employer or employee
- ♦ Changes in overtime workweeks

Other Laws

- ♦ FMLA
- ♦ Immigration forms
- ♦ Polygraph tests
- ♦ Controlled substance testing
- ♦ Retaliatory discrimination laws
- ♦ Medical payment law

General Review and Wrap-up

Revised 6-14-2004

For more information, call the state Wage and Hour Bureau in Raleigh at (919) 807-2796 or toll free (N.C. only) at 1-800-NC-LABOR (1-800-625-2267).

