



**JAMES K. HAHN**  
MAYOR

## **EXECUTIVE DIRECTIVE NO. PE-3**

Subject: **FAIR LABOR STANDARDS ACT**

The purpose of this Executive Directive is to ensure that all General Managers, Heads of Departments/Offices and Commissions of City Government understand, administer, and abide by the federal Fair Labor Standards Act (FLSA). The FLSA establishes minimum hourly wage, overtime compensation, recordkeeping and posting requirements for employees covered by the Act. Department Heads will be held accountable for the proper application of the FLSA.

All General Managers, Heads of Departments/Offices and Commissions of City Government are directed to undertake the following:

1. Designate an Assistant General Manager to coordinate FLSA issues and provide the name of the Department FLSA Coordinator to the CAO by June 14, 2002.
2. Ensure that all department personnel are following the Executive Directive, and any CAO Employee Relations Bulletins or Controller's Office procedures on the subject of the FLSA.
3. Take all necessary steps to ensure that supervisors understand and properly administer the FLSA.

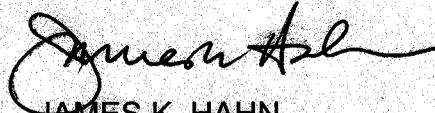
Further, all General Managers, Heads of Departments/Offices and Commissions of City Government are advised that evaluations of Department Heads pursuant to Charter Section 508(d) will include a determination of the ability to ensure that Fair Labor Standards Act violations do not occur.

Compliance with this Executive Directive is essential to the fiscal well-being of the City and its taxpayers. Accordingly, your full cooperation is not only expected but is required.



If you believe that you are in need of assistance in meeting the requirements of this Executive Directive, contact the Office of the City Administrative Officer, Employee Relations Division.

Executed this 14<sup>th</sup> day of May, 2002



JAMES K. HAHN  
Mayor

JKH:wtf:39226