

**City of Minneapolis**  
**Fair Labor Standards Act Policy**  
**([Link to Procedures](#))**

**Applies to:** All employees classified as exempt as defined by the Fair Labor Standards Act (FLSA). This applies to exempt employees under the jurisdiction of the Mayor and City Council.

**Synopsis:** City policy passed authorizing the Human Resources Department to promulgate rules for implementing City policy related to City compliance with the FLSA.

**Council Approval Date:** June 12, 1998

**Links to Related Regulations:** [Fair Labor Standards Act \(FLSA\)](#)

**Administering Department:** Human Resources    **Contact:** Brenda Miller    **Phone:** 612.673.2912

**Policy Statement:** That the City of Minneapolis shall follow the minimum requirements of the FLSA of 1938, as amended, and the Minnesota FLSA. Be It Further Resolved that the City of Minneapolis does hereby authorize the Human Resources Department to promulgate rules and procedures to administer the minimum requirements of the FLSA of 1938, as amended, and the Minnesota FLSA.

**Complaint Procedure Regarding Improper Deductions:** If an exempt employee believes an improper deduction has been made from their compensation, the employee should contact their HR Generalist via email or letter within 15 calendar days following the deduction so the issue can be investigated promptly and resolved.

**Department of Labor Guidelines on Schedules and Work Days** - The FLSA allows employers to require exempt employees to record and track time, require exempt employees to work a specified schedule and implement across-the-board schedule changes without jeopardizing the exempt status of employees. It is important to also consult applicable labor agreements for additional language and guidance.

**Roles and Responsibilities**

Role	Responsibility
Managers and Supervisors	Understand and comply with City policy and procedures with respect to managing employees who are classified as exempt as defined by the Fair Labor Standards Act.
Human Resources	a) Develop, implement, manage and update the policy. b) Establish, manage and modify procedures necessary to carry out and comply with the policy in accordance with applicable laws, City ordinances, policies and rules.