

1. **Employee Rights Postings:** As an employer of non-exempt employees, HH is subject to the FLSA posting requirements. HH shall post, and keep posted, a notice explaining the FLSA in a conspicuous location in all its workplaces. HHs' postings shall be in a size, format and language, which allows employees to readily read it.
2. [The Equal Pay Act](#) prohibits discrimination based on sex in providing benefits as well as in the payment of wages.
3. The [Civil Rights Act of 1964](#) makes it illegal to discriminate against a prospective or current employee with respect to hiring, compensation, promotion and benefits on the basis of race, color, religion, national origin or sex.

Communication and Training:

All employees shall receive general information regarding the administration of HHs' compensation program upon acceptance of an offer of employment. Employees shall be informed of substantive changes to the compensation plan as they occur.

Definitions:

1. **Exempt Employees:** Exempt employees are individuals who are not eligible for minimum wage, overtime regulations and other protections extended to non-exempt workers. These employees are typically part of the salary model of work, frequently seen in executive, supervisory, administrative and other professional positions. Exempt roles are not required to comply with FLSA standards, but rather it is expected that they will complete their job duties for the agreed-upon amount of pay, no matter how much time it takes.
2. **Non-Exempt Employees:** Non-exempt employees are individuals who are eligible for FLSA requirements, including the federal minimum wage and overtime pay for working more than 40 hours per week. While most non-exempt roles follow an hourly rate model, it's not uncommon for these employees to earn a salary or commission instead.

Other Related Materials:

[Employee Rights Under the Fair Labor Standards Act](#)

Payroll Procedure

References/Legal Authority:

[Wages and the Fair Labor Standards Act, Wage and Hour Division, US Department of Labor, 2023.](#)

[Taxes on Excess Tax-Exempt Organization Executive Compensation, Internal Revenue Service, January 2021.](#)

[The Equal Pay Act](#)

[Civil Rights Act of 1964](#)

Change Log:

Date of Change	Description of Change	Responsible Party
05.2023	Updates the policy template; Adds CEO Compensation specific provisions; Adds Communication & Training, Definitions and References.	N. Miller, Prog Eval. Consultant