

FLSA Questionnaire for Non-Exempt Employees

1) Describe how the employee records his/her hours worked (timesheets, time clock, etc.)

2) What is your regularly scheduled work shift? (specify days of the week and hours scheduled)

3) How are meal breaks documented/recorded?

4) If your meal break is interrupted, how does your department document/record if this occurs?

5) Have you ever received overtime or compensatory time from the City of Little Rock?

6) Do you drive a City vehicle?

Yes No

6b) If yes, do you ever have to drive your City vehicle before or after your shift?

7) Do you ever have to respond to phone calls or e-mails for City business outside of your regularly scheduled work shift? If yes, please specify how this is documented/recorded.

8) Have you ever had to travel to attend training?

Yes No

8b) If yes, did you travel outside of your regularly scheduled work shift?

Employee Name (Printed)

Employee ID #

Date

Employee Signature

Date

Supervisor Signature

Date

November 2014