

Wage and Hour Training

Course Outline – Supervisors

Module	Learning Objectives	# of Configurable Pages
Introduction	<ul style="list-style-type: none">• Identify the topics covered in this course.• Navigate the course.	2
Classifying Workers	<ul style="list-style-type: none">• Define the term "employees".• Recognize the difference between exempt and nonexempt employees.• Identify common exempt categories.• Recognize what duties may qualify employees for the exemption.	1
Paying Wages	<ul style="list-style-type: none">• Recognize and adhere to regulations on wage payment and expense reimbursement.• Recognize and adhere to regulations on paycheck deductions and timely pay.	1

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Overtime and Premium Pays	<ul style="list-style-type: none">• Identify the workday as it applies to your organization.• Recall how to calculate overtime Identify rules about employees earning overtime.• Recall how to calculate premium pay.	1
Hours Worked	<ul style="list-style-type: none">• Defining work hours Identifying what qualifies as off-the-clock time, travel time, standby time, and waiting time.	2
Work Schedules	<ul style="list-style-type: none">• Recognize employer limits on setting schedules.• Recognize need for breaks in the work day.	1

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Conclusion	<ul style="list-style-type: none">Receive a summary of the course content.	8