

# Wage and Hour Training

## Course Outline – Supervisors

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

# Wage and Hour Training

## Course Outline – Supervisors

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

# Wage and Hour Training

## Course Outline – Supervisors

Module	Learning Objectives	# of Customizable Pages
Conclusion	<ul style="list-style-type: none"><li>Receive a summary of the course content.</li></ul>	8