



RFENC

Rowell Family Empowerment of Northern California, Inc.

Important Notice Regarding Overtime

To all Respite Employees,

The federal government has implemented the new Federal Labor Standards Act (FLSA). This change eliminated overtime exemptions for those working over 40 hours per week, regardless of the number of families you worked with. Far Northern Regional Center will no longer be authorizing overtime hours or overtime rates. Therefore we are limiting each Respite provider's schedule to 40 hours per week. Workweeks begin Sunday at 12:01 am to Saturday 11:59 pm.

If a provider works more than 40 hours in a workweek, then the provider will be reminded of the policy. If it occurs again, then Rowell Family Empowerment reserves the right to terminate employment.

Please call us if you have any questions. **Your pay periods and time card due dates have changed. Refer to our website for the updated calendar and timecards at www.RFENC.org.**

If you have any further questions regarding the FLSA, this information can be found at <http://www.dol.gov/whd/flsa/>

Thank you,

Monica Thoma
Respite Supervisor