



Name: _____

EE # _____

Fair Labor Standards Act (FLSA) Questionnaire for Non-Uniform Non-Exempt Employees (Individual Contributor Worker Employee Group)

The purpose of this questionnaire is to obtain detailed information that will assist in monitoring and identifying potential areas of non-compliance relative to Fair Labor Standards Act (FLSA) activities. We will utilize this information to work with City Departments to develop and implement corrective actions and practices to ensure consistent application and compliance of the FLSA laws throughout the City of Little Rock organization. Therefore, this questionnaire should be completed honestly, completely, accurately and as specific as possible by all non-uniform non-exempt (*eligible for compensatory time/overtime when required to work over forty (40) hours within a week*) employees and returned to the Department of Human Resources, Classification Division on or before December 31, 2025.

1. Are you a full time ☐ or part time ☐ employee?

Do you work forty (40) hours a week? ☐ YES ☐ NO

What are your scheduled workdays and hours (specify days of the week and hours scheduled; Example Mon-Fri, 8:00 AM-5:00 PM)

2. Are you allowed to change your work hours (a flexible schedule)? ☐ YES ☐ NO

If yes, please explain: _____

3. How do you track your working hours? ☐ time sheet ☐ timecard/clock

If something other than a time sheet or timecard/clock is utilized, please explain.

4. Who fills out your timesheet or timecard/clock? ☐ Myself ☐ Someone Else

If someone else, who _____

5. Does your timesheet or timecard/clock reflect the "actual" hours worked or your "scheduled" work hours?

☐ Actual Hours Worked ☐ Scheduled Work Hours

6. Do you get prior approval before you work extra hours beyond your scheduled shift? ☐ YES ☐ NO

If yes, do you complete the overtime pre-approval form? ☐ YES ☐ NO

7. When you work beyond your regular schedule, do you receive overtime pay, accrue compensatory time (comp time), or flex your schedule to avoid exceeding forty (40) hours in the work week?

Select all that apply:

☐ overtime pay ☐ accrue compensatory time (comp time) ☐ flex your schedule

When you are paid for overtime or accrue compensatory time, it is shown on your check advice at a rate of time and one half? ☐ YES ☐ NO

8. Do you document/record your meal break time on your timesheet or timecard? ☐ YES ☐ NO

If yes, how? _____

Do you take a meal break of at least thirty (30) minutes? ☐ YES ☐ NO

If no, how long do you take? _____



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9. Do you take your meal break at the beginning, middle, or the end of your scheduled shift?
☐ beginning of shift ☐ middle of shift ☐ end of shift
10. Do you take your meal breaks at your desk/work station? ☐ YES ☐ NO
11. If your meal break is interrupted (by work), does your department pay you for this interruption?
☐ YES ☐ NO
12. Do you check your work email account or log into any City systems (Departmental software, NeoGov, LEARN training modules, etc.) after your scheduled work hours or during your time off? ☐ YES ☐ NO
If yes, is this time recorded on your timesheet ☐ YES ☐ NO
13. Do you ever receive and respond to work related e-mails, telephone calls or text messages for City business during your regularly scheduled work hours on your personal cell phone or City issued electronic device?
☐ YES ☐ NO
(This does not include network outages, meeting notifications, etc. send through the City Notification System.)
If yes, which one (personal or City issued) _____
If yes, please specify on average how often this occurs and provide the average number of hours within a work week. _____
Do you record the time for any of these contacts on your timesheet? ☐ YES ☐ NO
14. Do you have keys or access to enter your work building outside of your normal scheduled shift?
☐ YES ☐ NO
If yes, do you receive prior approval to enter outside of your normal scheduled shift? ☐ YES ☐ NO
If yes, do you ever enter the building to perform work after hours or before your scheduled shift?
☐ YES ☐ NO
If yes, do you receive prior approval to enter the building after hours or before your scheduled shift?
☐ YES ☐ NO
If yes, are you compensated for this time? ☐ YES ☐ NO
If you answered NO to any of the questions where you did not receive prior approval, please explain:

15. Do you ever start work before your scheduled work time? ☐ YES ☐ NO
If yes, how early? _____ Is this recorded on your timesheet/card? ☐ YES ☐ NO
16. Do you perform any required tasks before your work shift starts? (e.g. start up a vehicle, sort mail, make coffee, etc.)
☐ YES ☐ NO If yes, please explain: _____
When this happens, is this time recorded on your timesheet/card? ☐ YES ☐ NO
17. Do you work another job within the City of Little Rock? ☐ YES ☐ NO
If yes, please specify what Department, what job _____



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18. Are you required (or volunteer) to be on standby? ☐ YES ☐ NO

If yes, are you compensated for standby? ☐ YES ☐ NO

19. Do you attend required work-related City of Little Rock events, meetings, or activities after work or on weekends?

☐ YES ☐ NO

20. Are you ever asked to volunteer for City sponsored events? ☐ YES ☐ NO

If yes, what kind of events: _____

Is the volunteer activity directly related to the work of your Department? ☐ YES ☐ NO

If yes, is this time reflected on your timesheet? ☐ YES ☐ NO

21. Do you ever take work home or do work for the City outside of your regularly scheduled work hours? (e.g. to care for a sick animal, to perform time entry functions, etc.) ☐ YES ☐ NO

What type of city work did you take home? _____

If yes, do you receive prior approval to take work home or do work for the City outside of your regularly scheduled work hours ☐ YES ☐ NO

If no, please explain _____

When you work outside of your regularly scheduled work hours, is this time recorded on your timesheet or timecard? ☐ YES ☐ NO

22. Do you drive a City vehicle or personal vehicle for City business in the performance of essential job functions on a regular basis (e.g. daily, weekly, monthly)? ☐ YES ☐ NO

Do you pick up and return the vehicle to your assigned work location? ☐ YES ☐ NO

If no, where do you pick up the vehicle (e.g. satellite location)? _____

Do you record the time when you pick up the vehicle on your timesheet or timecard? ☐ YES ☐ NO

Do you ever have to drive for City business before or after your scheduled work hours? ☐ YES ☐ NO

If yes, please explain: _____

23. Do you ever travel to attend training or work related activities? ☐ YES ☐ NO

If yes, is your travel typically scheduled within your regularly scheduled work hours?

☐ YES ☐ NO

If no, please explain: _____

Do you ever drive or ride as a passenger for work related travel business? ☐ YES ☐ NO

If you drive on a non-work day for work related business, are you compensated for driving? ☐ YES ☐ NO



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Are there any FLSA related issues you would like to address that are not covered in this questionnaire, please explain:

Employee Name (PLEASE PRINT)

Employee ID Number

Job Title

Department

Employee Signature

Date

My signature confirms that I answered the questionnaire honestly and that the information provided reflects my understanding at the time of completion.

Supervisor/Manager Signature

Date

My signature confirms receipt and review of this document and acknowledges that any practices, issues, or concerns identified will be discussed and/or addressed to ensure compliance with all applicable City of Little Rock policies and procedures.

Department Director

Date

My signature confirms receipt and review of this document and acknowledges that any practices, issues, or concerns identified will be discussed and/or addressed to ensure compliance with all applicable City of Little Rock policies and procedures.