Name: _____ EE #_____

Fair Labor Standards Act (FLSA) Questionnaire for Non-Uniform Non-Exempt Employees (Field Service 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.

The questions in this questionnaire apply only to work performed during your regularly scheduled workday and do not pertain to any after-hours union activities.

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. How do you track your working hours?
   ☐ timesheet (NOT the daily crew sheet) ☐ punch your timecard/clock

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

   _____

3. Who fills out your timesheet (NOT the daily crew sheet) or timecard/clock? ☐ Myself ☐ Someone Else
   If someone else, who_____

4. Does your timesheet (NOT the daily crew sheet) or timecard/clock reflect the "actual" hours worked or your "scheduled" work hours?

   ☐ Actual Hours Worked ☐ Scheduled Work Hours

5. 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

6. 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

7. Do you document/record your meal break time on your timesheet (NOT the daily crew sheet)or timecard?
   ☐ YES ☐ NO

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If yes, how? _____
Do you take a meal break of at least thirty (30) minutes? ☐ YES ☐ NO
If no, how long do you take? _____

8. 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

9. Do you take your meal breaks at your desk/workstation? ☐ YES ☐ NO

10. If your meal break is interrupted (by work), does your department pay you for this interruption?
☐ YES ☐ NO

11. 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:

_____

12. Do you ever start work before your scheduled work time (NOT during standby time)? ☐ YES ☐ NO
If yes, how early? _____ Is this recorded on your timesheet (NOT the daily crew sheet) / timecard? ☐ YES ☐ NO

When you are approved for standby, are you compensated? ☐ YES ☐ NO

13. 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

14. 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 (NOT the daily crew sheet) or timecard? ☐ YES ☐ NO

Name: _____ EE #_____

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15. 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 (NOT the daily crew sheet) 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: _____

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.