

# Wage and Hour Training for Supervisors

## Supervisor's responsibilities include:

- Ensuring all hours worked by staff are verified and recorded correctly
- Informing staff of their designated work area, where to report by the beginning of shift, and time to report to work area
- Ensuring staff only work hours designated by their schedule card and shift and do not work outside these hours without prior approval
  - Non-exempt employees cannot arrive early and work before scheduled start time, without prior approval
  - Non-exempt employees cannot stay late and work beyond scheduled time to be off, without prior approval
  - Non-exempt employees cannot work through a designated meal break, without prior approval
  - Disciplinary action may be taken when employees work outside of regularly scheduled work hours without prior approval
- Managing overtime
- Ensuring all PERS 534 forms submitted are reviewed for accuracy, signed, and submitted to the human resources representative as soon as possible and by payroll deadlines

Additional information relating to time reporting, management, and tracking will be provided during Human Resources Topics for Supervisors (HRTS) Training.

## Minimum Wage

Current federal minimum wage is \$7.25. All Texas Department of Criminal Justice (TDCJ) position salaries are higher than the federal minimum wage.

## Child Labor Requirements

The Department of Labor (DOL) requires employees to be at least 16 years of age to work in most non-farm jobs. TDCJ applicants must be at least 18 years of age to qualify for hire with the TDCJ.

## Improper & Illegal Deductions

All deduction allowances are mandated by legislation and verified by the Texas Comptroller's Office. If an improper, unapproved, or illegal deduction is submitted, the Comptroller's Office will not process the transaction.

## Complaint Process

For complaints relating to employment, wages, or hours, refer employees to the TDCJ Human Resources Intake Office. Additional information can be found in PD-91, "Work Cycles and Compensable Hours of Work," or PD-30, "Employee Grievance Procedures."

## Human Resources Intake Office (936) 437-4240

By signing below, I verify that I have received the Wage and Hour Training for Supervisors. I understand that it is my responsibility as a supervisor to ensure that all time worked is verified, recorded accurately, and follows the appropriate approval process. I understand that the Texas Department of Criminal Justice takes this responsibility seriously and employees who falsify time are subject to disciplinary action, up to and including termination of employment. I am aware that I am responsible for reading this Wage and Hour Training for Supervisors handout and contacting my human resources representative with specific questions.

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Payroll Title

\_\_\_\_\_  
Unit/Dept

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date (mm/dd/yyyy)

**Note to Employee: With few exceptions, you are entitled upon request: (1) to be informed about the information the TDCJ collects about you; and (2) under Texas Government Code §§ 552.021 and 552.023, to receive and review the collected information. Under Texas Government Code § 559.004, you are also entitled to request, in accordance with TDCJ procedures, that incorrect information the TDCJ has collected about you be corrected.**